



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services
635 – 8 Avenue S.W., suite 1300
Calgary, AB T2P 3M3
Bid Fax: 1-866-246-6893

REQUEST FOR A STANDING OFFER

DEMANDE D'OFFRE À COMMANDES

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Standing Offer on behalf on the Identified Users herein.

Le Canada, représenté par le ministre l'Environnement et du Changement climatique aux fins de l'Agence Parcs Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Issuing Office - Bureau de distribution :

Parks Canada Agency
National Contracting Services
635 – 8 Avenue S.W., suite 1300
Calgary, AB T2P 3M3

Title - Sujet RFSO – Cleaning Supplies – Jasper National Park, AB		
Solicitation No. - N° de l'invitation 5P420-17-5201/A	Date August 18, 2017	
Client Reference No. - N° de référence du client n/a		
GETS Reference No. N° de reference de SEAG PW-17-00792400		
Solicitation Closes - L'invitation prend fin At - à : 2 :00 pm On - le : October 3, 2017	Time Zone - Fuseau horaire MDT	
F.O.B. - F.A.B. Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes questions à Sarah Alexander		
Telephone No. - N° de telephone (403) 292-4738	Fax No. -N° de télécopieur 1-866-246-6893	Email Address - Courriel Sarah.alexander@pc.gc.ca
Destination of Goods, Services, and Construction - Destination des biens, services, et construction Jasper National Park		

TO BE COMPLETED BY THE OFFEROR - À REMPLIR PAR L'OFFRANT

Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur	
Address - Adresse	
Telephone No. - N° de telephone	Fax No. - N° de télécopieur
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, Integrity Provisions and Standing Offer Report.

1.2 Summary

1.2.1 Parks Canada Agency requires a number of various janitorial and cleaning supplies and equipment for all washrooms, kitchen shelters and picnic areas in Jasper National Park. The majority of the janitorial and cleaning supplies are required from May through September, with some supplies available over the winter as needed.

Delivery of supplies during May through September must be within one week of order placement. Delivery during October through April must be within two weeks of order placement.

Delivery locations:

Jasper National Park: all washrooms, kitchen shelters and picnic areas.

The Standing Offer will be for a period of one year with the option to extend for two additional one-year periods.

1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and The Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the RFSO.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

2.1.1 SACC Manual Clauses

B3000T 2006-06-16) Equivalent Products
M0019T (2007-05-25) Firm Price and/or Rates

2.2 Submission of Offers

Offers must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable

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Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

3.1.1 Prices – Items

Offerors must submit firm prices for all items listed in Annex “B”, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.2 Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

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3.1.3 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications

Offerors must submit the certifications required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.1.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

Offerors may use the attached Integrity Provisions – List of Names form under Annex "C".

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.3.1 General Conditions

[2005](#) (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

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6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance of Standing Offer to August 31, 2018.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) period of one (1) year each, from September 1, 2018 to August 31, 2020 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Sarah Alexander

Contracting Officer, National Contracting Services
Chief Financial Officer Directorate
Parks Canada Agency
Suite 1300, 635 - 8th Avenue SW
Calgary, AB T2P 3M3

Telephone: (403) 292-4738

Facsimile: 1-866-246-6893

Email: sarah.alexander@pc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

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6.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province/ Territory:	Postal Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number or Goods and Services Tax Number:		

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Offerors are requested to have a Procurement Business Number (PBN) before Standing Offer award. Offerors may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier). For non- Internet registration, Offerors may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Parks Canada, Jasper National Park.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or SAP-generated Call-up Against a Standing Offer.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ *(to be identified at Standing Offer award)* (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.11 Direct Deposit

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by April 2016. If the Offeror is not set up for direct deposit, the Direct Deposit enrollment form will be required to be submitted to the Contracting Authority upon receipt of a Standing Offer.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

6.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services
- (d) the general conditions 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value)
- (e) Annex "A", Requirement;
- (f) Annex "B", Basis of Payment;
- (g) Annex "C", Standing Offer Report
- (h) the Offeror's offer dated _____ *(insert date of offer)*

6.13 Certifications

6.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

6.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Requirement

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 2029 12 (2008-12-12) Interest on Overdue Accounts, of [2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex "B" for a cost of \$ _____ (**to be identified in the call-up against the Standing Offer**). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.4.2 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.5 Payment by Credit Card

The following credit card is accepted: (**to be identified at Standing Offer award**)

6.5.1 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.6 Insurance - No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

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Sarah Alexander

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n/a

Title - Sujet
RFSO – Cleaning Supplies – Jasper National Park, AB

6.7 Excess Goods

SACC *Manual* clause [B7500C](#) (2006-06-16) Excess Goods

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ANNEX "A"

REQUIREMENT

Parks Canada Agency requires a number of various janitorial and cleaning supplies and equipment for all washrooms, kitchen shelters and picnic areas in Jasper National Park. The majority of the janitorial and cleaning supplies are required from May through September, with some supplies available over the winter as needed.

Delivery of supplies during May through September must be within one week of receipt of a Call-up. Delivery during October through April must be within two weeks of receipt of a Call-up.

Delivery locations:

Jasper National Park: all washrooms, kitchen shelters and picnic areas.

Minimum Order Requirements:

Identified Users are not required to issue minimum order quantities; however, the Offeror has the option to refuse to fill an order that is not within their minimum requirement for delivery. Identified users should make every reasonable effort to issue call-ups within the acceptable parameters of the Offeror's ordering requirements.

ANNEX "B"

BASIS OF PAYMENT

- a) Offerors must be able to supply each item on the list.
- b) Incomplete pricing tables may render the offer non-compliant.
- c) The estimated quantities are for evaluation purposes only and does not commit Parks Canada to order the specified quantities.
- d) Offers shall be evaluated by totaling the extended prices of tables 1+ 2 + 3.
- e) If offerors are offering a different unit format than the requested unit format, they will still need to provide the unit price as per the requested format. For example, if under line item 9. Cleaner, an offeror has an offered unit format of 2.5L at a price of \$5.00. To determine the unit price – as per requested format offerors must determine their per L rate (\$5.00/2.5L = \$2.00/L) and then multiply this by the requested unit format (\$2.00/L X 4L = \$8.00).
- f) It is anticipated that one Standing Offer may be issued as a result of this request.
- g) Quarterly usage reports are to be provided as per Annex D.
- h) Resulting Standing Offer will be awarded on pricing per unit based on the Offeror's Offered Unit Format(s) and its associated firm unit price.

Delivery address:
 FOB
 Parks Canada Agency – Jasper National Park
 #1 Compound Road
 Jasper, AB T0E 1E0

Table 1: Year One of the Standing Offer from Date of Issuance to August 31, 2018:						
Item no.	Description	Requested Unit Format	Estimated Usage	Offered Unit Format(s)	Firm Unit Price As Per Requested Format	Extended Price (Unit x Estimated Usage) for Evaluation Purposes Only
1	Bleach, concentration must be between 5.25% and 7% sodium hypochlorite, max bottle size 5.38 litre	Litre	250 Litres		\$_____/litre(s)	\$_____
2	Black Ash Shovel	1	20		\$_____/each	\$_____
3	Broom blocks, push	24"	10		\$_____/each	\$_____
4	Broom Blocks, push	36"	10		\$_____/each	\$_____
5	Broom handle, wooden	54" to 60" length	40		\$_____/each	\$_____
6	Broom, Angle	48"	40		\$_____/each	\$_____
7	Broom, Corn	5 string (no metal bands)	125		\$_____/each	\$_____
8	Broom; whisk, plastic;	9"	40		\$_____/each	\$_____
9	Cleaner - Eliminator 42	4 Litre	125		\$_____/litre(s)	\$_____
10	Cleaner - Eliminator 42	205 litre	5		\$_____/litre(s)	\$_____

Table 1: Year One of the Standing Offer from Date of Issuance to August 31, 2018:						
Item no.	Description	Requested Unit Format	Estimated Usage	Offered Unit Format(s)	Firm Unit Price As Per Requested Format	Extended Price (Unit x Estimated Usage) for Evaluation Purposes Only
11	Dispenser - Universal Paper Towel Dispenser, accepting of all standard single fold and roll towels; Front loading is preferred.	approx. Size should be: width 26cm (10 1/2"), depth - 17 cm (6 3/4"), height -24 cm (9 1/2"); should be welded 20 to 22 gauge steel construction.	20		\$_____/each	\$_____
12	Dispenser for foaming skin cleansers;	1 L	24		\$_____/each	\$_____
13	Dispenser for Hand soap, compact design to be wall mounted;	To hold liquid hand soap	36		\$_____/each	\$_____
14	Dustpan with brush, plastic(no metal)	1	40		\$_____/each	\$_____
15	Dustpan, with handle, heavy duty plastic (no metal)	4" X 12 1/4" X 12"	20		\$_____/each	\$_____
16	Foaming Skin Cleanser	1L cartridge	60		\$_____/each	\$_____
17	Garbage bags, green/black	22" X 24", min. 59 mil strength, min roll size 20 bags/roll, max roll size 100 bags/roll	15		\$_____/bag	\$_____
18	Garbage bags, perforated	30 x 38 min 1.5 mil strength, min 200 - max 500 per/ case	250		\$_____/bag	\$_____
19	Garbage Cans, plastic	10-20 gallon	10		\$_____/each	\$_____
20	Gloves, Nitrile, powder free, latex free, disposable	size large min 50/box max 1000/box	10		\$_____/pair	\$_____
21	Gloves, Nitrile, powder free, latex free, disposable, size med min 50/box max 1000/box	per glove	10		\$_____/pair	\$_____
22	Gloves, Nitrile, powder free, latex free, disposable, size small	min 50/box max 1000/box	10		\$_____/pair	\$_____
23	Gloves, Nitrile, powder free, latex free, disposable, size XL	min 50/box max 1000/box	10		\$_____/pair	\$_____
24	Gloves, yellow pebble, latex, size small	min 50/box max 1000/box	250		\$_____/pair	\$_____
25	Gloves, yellow pebble, latex, size med	min 50/box max 1000/box	400		\$_____/pair	\$_____
26	Gloves, yellow pebble, latex, size large	min 50/box max 1000/box	400		\$_____/pair	\$_____

Table 1: Year One of the Standing Offer from Date of Issuance to August 31, 2018:						
Item no.	Description	Requested Unit Format	Estimated Usage	Offered Unit Format(s)	Firm Unit Price As Per Requested Format	Extended Price (Unit x Estimated Usage) for Evaluation Purposes Only
27	Gloves, yellow pebble, latex, size XL min	50/box max 1000/box	250		\$_____/pair	\$_____
28	Gloves, black heavy weight,	size 9	200		\$_____/pair	\$_____
29	safety glasses, clear lenses	1	50		\$_____/each	\$_____
30	Goggles, anti-splash, anti-fog	1	10		\$_____/each	\$_____
31	Hand sanitizer - pump Instant hand sanitizer dispenser,	5 1/8 x 4d x 10 h, 1000 ml	40		\$_____/millitre(s)	\$_____
32	Hand Sanitizer Refills compatible for Purell hand sanitizer dispensing unit	1 litre size	250		\$_____/litre(s)	\$_____
33	Shower curtain, washable	To fit stand up shower	40		\$_____/each	\$_____
34	Hand Soap	3.78 litre bottle	400		\$_____/bottle	\$_____
35	Mask, Dust N95 respirator	1	200		\$_____/each	\$_____
36	Mask, surgical	1	50		\$_____/each	\$_____
37	Mop - Large, Wet Mop, Looped (orange, green, blue)	24 oz	10		\$_____/each	\$_____
38	Mop - Wet mop handle, e-z change	1	5		\$_____/each	\$_____
39	Mop - Yacht	8 oz	275		\$_____/each	\$_____
40	Mop bucket Wring Easy galvanised metal,	9 L (2Gal)	30		\$_____/each	\$_____
41	Mop Bucket and Wringer combo	35 quart	4		\$_____/each	\$_____
42	Mop Handle, wood, with reinforced plastic head,	60"	15		\$_____/each	\$_____
43	Mop heads, cotton flat, cut end	24 oz, 10 to 12 per case	12		\$_____/each	\$_____
44	Iron handle scrub brush brushes 6' polypropylene fill	Case of 12	36		\$_____/each	\$_____
45	Toilet paper dispenser large roll stainless	9' rolls dual roll style	15		\$_____/each	\$_____
46	Paper Towel Rolls, natural colour (not bleached white), ecolgo certified (1 ply, 7.5 inch wide, 205-250 continuous feet	5400		\$_____/roll	\$_____

Table 1: Year One of the Standing Offer from Date of Issuance to August 31, 2018:						
Item no.	Description	Requested Unit Format	Estimated Usage	Offered Unit Format(s)	Firm Unit Price As Per Requested Format	Extended Price (Unit x Estimated Usage) for Evaluation Purposes Only
47	Paper Towel, natural colour, ecologo, single interfold	9 1/8" X 10 1/4", max 250 sheets per package, max 20 packages per case	100 packs		\$_____/package	\$_____
48	Plunger, accordion style	1	30		\$_____/each	\$_____
49	Sanitary bag holder - metal to fit sani-bags referenced in list	1	36		\$_____/each	\$_____
50	Scouring Pads, General Purpose	6 " x 9"	375		\$_____/each	\$_____
51	Scouring Powder; must be phosphate free; safe to use on hard surfaces such as, but not limited to: porcelain tile, stainless steel, chrome fixtures, Formica counter tops; plastic dispensing container	400 gram shaker type	100		\$_____/each	\$_____
52	Scouring Sponges; Combination cellulose sponge and green pad, medium duty	3 1/2" x 6 1/4" x 3/4"	250		\$_____/each	\$_____
53	Scrub brush, acid resistant, stiff bristle, for use with threaded broom handle	1	4		\$_____/each	\$_____
54	Sponges, cellulose	3"x6"	400		\$_____/each	\$_____
55	Sponges, large car wash	1	50		\$_____/each	\$_____
56	Squeegee, conventional floor , with handle	36"	4		\$_____/each	\$_____
57	Toilet brush - Turks Head;; polypropylene bristles shaped to simultaneously clean under rim and side of bowl	17" length	144		\$_____/each	\$_____
58	Toilet paper, ecologo certified	1 ply, 1000 sheet rolls, 4" by 4" sheets	50,000		\$_____/each	\$_____
59	Toilet paper - ecologo certified	1 ply, 9" roll, 2" centre, must be at least 1000' per roll	400		\$_____/each	\$_____
60	Toilet paper roll holder - metal	Holds 2 rolls	75		\$_____/each	\$_____
61	Toilet paper dispenser large roll plastic	9" rolls, dual roll style	10		\$_____/each	\$_____
62	Wax Paper Sanitary Receptacle Bag	(50pkg 205cs) 9.15" x 3.75" x 9.8 (Sani Sac)	40		\$_____/case	\$_____
63	Stainless Steel cleaner/polisher	4L	48		\$_____/litre(s)	\$_____
Total Cost Year 1 (Date of Issuance to August 31, 2018)						\$_____

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1. Option Year Price Adjustment

Should Canada exercise the first option period under the Standing Offer, the firm unit prices offered will be adjusted per the percentage of mark-up identified below for option year 1.

Should Canada exercise the second option period under the Standing Offer, the firm unit prices applicable during the first option year will be adjusted per the percentage of mark-up identified below for option year 2.

Item No.	Description	Firm Percentage Mark-up Adjustment
1.1	Option Year 1 Price Adjustment From September 1, 2018 – August 31, 2019	%
1.2	Option Year 2 Price Adjustment From September 1, 2019 – August 31, 2020	%

2. Unit Price Fluctuation:

In addition to the prices established in Annex B, the successful Standing Offer holder can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

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ANNEX "C"

STANDING OFFER REPORT

Return to:

Parks Canada
1300-635 8 Avenue SW
Calgary, Alberta
T2P 3M3
Fax: 1-866-246-6893

Quarterly Usage Report Schedule: 1st quarter: April 1 to June 30; 2nd quarter: July 1 to September 30; 3rd quarter: October 1 to December 31; 4th quarter: January 1 to March 31.

Supplier: _____ Standing Offer No.: 5P420-17-5201/A
Department or Agency: _____
Reporting Period: _____

ITEM NO.	CALL-UP/CONTRACT NO. DESCRIPTION	VALUE OF THE CALL-UP/CONTRACT	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

Or - NIL REPORT: We have not done any business with the Federal Government this period: []

PREPARED BY:

NAME: _____ PHONE: _____
SIGNATURE: _____ DATE: _____

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ANNEX “D”

INTEGRITY PROVISIONS – LIST OF NAMES FORM

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

Offeror’s business structure:

(Sole proprietorship, corporation, joint venture, partnership, etc.)

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
-