

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

B3J 1T3

Nova Scotia

Bid Fax: (902) 496-5016

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet Scaffolding	
Solicitation No. - N° de l'invitation W3554-186238/A	Date 2017-09-18
Client Reference No. - N° de référence du client W3554-18-6238	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-219-10195
File No. - N° de dossier HAL-7-79023 (219)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-30	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Forward, Lee Anne	Buyer Id - Id de l'acheteur hal503
Telephone No. - N° de téléphone (902)496-5070 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN HALIFAX NOVA SCOTIA B3K5X5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)	
Nom et titre 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 seven 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 and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, 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, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

- 1.2.1 DND, FMF Cape Scott, Halifax, NS, and FMF Cape Breton, Esquimalt, BC, have a requirement for a Regional Individual Standing Offer for the rental of scaffolding and staging on an as and when requested basis. This is to include the supply, delivery, installation and maintenance along with engineered drawings and certificates. The period of the standing offer is for one year with two (2) one-year option 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 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and

Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 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.

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) 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 offeror 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 offeror 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 five (5) 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 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 Nova Scotia.

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.

2.6 SACC Manual Clauses

M7035T (2013-07-10) List of Proposed Subcontractors

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: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: 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: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

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 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- 4.1.1.1.1 Bidders must provide detailed examples of the firms experience in providing similar scaffolding/staging rentals and installations onboard Ships, Submarines, or Auxiliary vessels, in the last four (4) years, of similar size, scope, and complexity.
- 4.1.1.1.2 The contractor's welding personnel shall be certified to Canadian Welding Bureau (CWB) 47.1 and 47.2 standards with each welder having a valid certificate verifying this qualification. **The contractor shall provide proof of certification/qualification upon submission of the bid.**
- 4.1.1.1.3 Proof of registration to ISO 9001:2000 or quality management system approved by FMFCS quality management section.
- 4.1.1.1.4 Proof of Worker's Compensation compliance in the form of a letter from Worker's Compensation Board.
- 4.1.1.1.5 The bidder must clearly state which FMF Standing Offer they are bidder on (Halifax, Esquimalt, or both, and provide separate costing for each bid if applicable.

4.1.2 Financial Evaluation

4.1.2.1 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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. Unless specified otherwise, 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 Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 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.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;

- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. **Offerors are reminded to obtain the required security clearance promptly.** Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
 3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b. Industrial Security Manual (Latest Edition).

7.2.2 The successful bidder must ensure arrangements are in place for a Visitor Clearance Request (VCR). The Security Officer of the successful bidder is to contact:

Public Works and Government Services Canada
CIISD Canadian and International Industrial Security Directorate
2745 Iris Street, 3rd Floor
Ottawa, Ontario KIA OS5
Tel: 613-948-4176

VCR's are required for all personnel accessing Department of National Defence property. Failure to obtain a Visitor Clearance Request could result in the termination of this agreement.

7.2.3 The Contractor shall ensure that all personnel employed are in possession of Photo Identification on their person at all times while working within DND property.

7.3 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.

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 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 "E". 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.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance for a period of one year.

7.4.2 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 periods of one-year duration, 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name:	Linda Richard
Title:	Supply Specialist Public Works and Government Services Canada Acquisitions Branch
Address:	1713 Bedford Row Halifax, Nova Scotia B3J 3C9
Telephone:	(902) 402-9059
Facsimile:	(902) 496-5016
E-mail address:	linda.k.richard@pwgsc.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.

7.5.2 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.

7.5.3 Offeror's Representative (Please complete)

Name:

Title:

Organization:

Address:

Telephone:

Facsimile:

Email Address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: DND, Fleet Maintenance Facility, Cape Scott, Halifax, NS or DND, Fleet Maintenance Facility, Cape Breton, Esquimalt, BC.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (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 three (3) 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.

7.11 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 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016-04-04) General Conditions – Services (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex E, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ (insert date of offer)

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. 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.

7.12 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 Nova Scotia.

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.

7.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2016-04-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2016-04-01), General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B. Customs duties 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.

7.5.2 Single Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

7.5.3 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 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 two (2) copies must be forwarded to the address shown on page 1 of the contract for certification and payment.

7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 **SACC Manual Clauses**

B7500C (2006-06-16)

A9062C (2011-05-16)

A0290C (2008-05-12)

A9039C (2008-05-12)

A1009C (2008-05-12)

Excess Goods

Canadian Forces Site Regulations

Hazardous Waste – Vessels

Salvage

Work Site Access

ANNEX "A"

REQUIREMENT

1. REQUIREMENT:

To supply, deliver, install, and maintain scaffolding/staging and required engineering drawings and certificates, in accordance with requirements listed in each individual call up, and disassemble/remove the scaffolding from DND property at the end of each rental period.

2. BACKGROUND

FMFCS and FMFCB, (Fleet Maintenance Facility Cape Scott located in Halifax N.S, Fleet Maintenance Facility Cape Breton located in Esquimalt, B.C) traditionally handles all scaffolding/staging requirements internally, however due to an increase in demand requires the ability to sub-contract scaffolding/staging requirements to industry. As these requirements are frequent and varied, FMFCS/CB requires the capability to access these services readily through the standing offer method.

3. APPLICABLE DOCUMENTS

The following document forms a part of this Statement of Work, (SOW), to the extent specified herein. In the event of conflict between the documents referenced herein and the contents of this SOW, the content of the SOW shall apply. Contractors must ensure that scaffold components comply with Provincial Standards and Codes. Publications to be followed in the supply and install of scaffolding are to include, the following:

Compliance to CSA Code Z-797 Code of Practice for Access Scaffold

Aluminum

Canadian Standards Association (CSA)
CAN/CSA S157-M92, The Structural Use of Aluminum in Buildings.

General Formwork and Falsework Design

Canadian Standards Association (CSA)
CAN/CSA S269.1, Falsework for Construction Purposes.
CAN/CSA S269.2, Access Scaffolding for Construction Purposes.

Wood

Canadian Standards Association (CSA)
CAN/CSA-086-01, Engineering Design in Wood (Limit States Design).
CAN/CSA-0141-91, Softwood Lumber.
0121-M1978, Douglas Fir Plywood.
0151-M1978, Canadian Softwood Plywood.
CWC, Canadian Wood Construction.
Laminated Timber Institute Of Canada, Timber Design Manual.

Steel

Canadian Standards Association (CSA))
B111-1974, Wire Nails, Spikes and Staples.

Structural Steel

Canadian Standards Association (CSA)
CAN/CSA-G40.20-92, CAN/CSA-G40.20-M92, General Requirements for Rolled or Welded Structural Quality Steel.
CAN/CSA-G40.21-92, CAN/CSA-G40.21-M92, Structural Quality Steels.
CAN/CSA-S16.1-M89, Limit States Design of Steel Structures.
CAN/CSA-S136-M89, Cold Formed Steel Structural Members.

Welding

Canadian Standards Association (CSA)
W47.1-1983, Certification of Companies for Fusion Welding of Steel Structures.
W47.2-M1987, Certification of Companies for Fusion Welding of Aluminum.
W59-M1989, Welded Steel Construction (Metal Arc Welding).

Other

Canadian Standards Association (CSA)
CAN/CSA-Z256, Safety Code for Material Hoists.
Z259.1, Fall arresting safety belts and lanyards
ASME B30.11 Monorails and Underhung Cranes

4. SCOPE OF WORK

To provide services, labour, tools and equipment, and materials necessary to meet the scaffolding/staging requirements including engineered drawings and certificates, as detailed in each individual call up, onboard HMC Ships, Submarines, CF Auxiliary vessels, and associated equipment, within the Halifax and Esquimalt areas. All work is to be performed in accordance with the specifications assigned to each specific call-up as directed by the Fleet Maintenance Facility (FMFCS/CB) Contracts Office. The contractor assigned such work shall adhere to the attached Statement of Contractor Requirements (SOCR) Revision 9.

Daily safety inspections of scaffolding and scaffold components are to be performed by the Contractor. This includes, but is not limited to erection of scaffold framing, erection of supplied to owner daily. An updated inspection tag is to be provided at each entrance to the structure. Hoarding if required is to be maintained in good condition at all times. Repair any damage to hoarding, The contractor will be required, at no charge to the crown, to make good all repairs to the structure caused by weather, (i.e. winds below 60 km/hr), or other causes within the design specifications to the satisfaction of DND and supervising authorities. Any damage caused by the elements that were above the design specifications will be handled as an arising. FMFCS/CB will also perform inspections daily and report any findings to the contractor for rectification, at no additional cost to DND.

Occasionally the contractor may be required to conduct welding operations and erect staging/scaffolding inside tanks and other confined spaces. On these occasions, it is mandatory that the contractor provides qualified fire sentry/tank watch personnel with the appropriate firefighting and safety equipment for the task at hand. All personnel acting in the capacity of fire sentry/tank watch shall have recognized training and certification on the proper use of firefighting equipment, alarms, response and reporting procedures, and fire safety in the industrial workplace, along with training in Workplace Hazardous Materials Information System (WHMIS) and Confined Space Entry. Personnel are to

have all such certificates on their person at all times during the performance of the work. While working in the role of fire sentry/tank watch, the contractor personnel shall be dedicated to that task only.

- 4.1 All work must be conducted in accordance with the labour and environmental regulations within the jurisdiction that the work is carried out in. All personnel and equipment must be certified and licensed as required under all local, provincial and federal laws and regulations.

5. STATEMENT OF CONTRACTOR REQUIREMENTS

The successful bidder shall adhere to all quality, environmental and safety requirements established in the SOCR REV 9 when performing all specified work herein.

6. WORK CANCELLATION

Due to the operational nature of the vessels, on which this work shall occur, the Fleet Maintenance Facility Cape Scott/Cape Breton Contracts Office reserves the right to cancel any or all work associated with this contract for reasons beyond its control. This includes but is not limited to unforeseen ship deployment, fueling, ammunition storing and/or any other factors that prevent work from being completed within the specified period.

7. WORKER ORIENTATION

Workers must be familiar with DND Man-aloft and Lock Out/Tag Out procedures prior to the commencement of any work. If work is to be carried out onboard a submarine, all workers must have sub-awareness training, to be carried out at contractor's expense. The successful bidder shall contact the Requisitioning Authority prior to the work to arrange for orientation in these areas if required.

8. WORKSITE CLEANLINESS

The successful bidder shall be responsible to clean the worksite at the end of each working day. Debris and materials arising from the day's work must be removed daily.

9. PHOTOGRAPHY

Any use of photographic or video recording onboard the vessel is prohibited unless approval is authorized by the Requisitioning Authority and the Ship Security Officer.

10. PARKING

Parking is not permitted on jetties and only in designated areas within the industrial H.M.C. Dockyard area. Any requirements to access jetties for the purpose of loading/unloading equipment and materials must be forwarded to the Requisitioning Authority in advance. DND will not be responsible for any parking tickets issued as a result of any abuse of temporary parking allowances for these purposes. Access will be limited to two vehicles at any time.

11. WORKSITE ACCESS

The successful bidder shall provide the Requisitioning Authority will a list of personnel who will require access to the worksite to perform the contracted services upon contract award in addition to any vehicles which will require access. All personnel authorized for access must possess photo identification on their person at all times while on the worksite within H.M.C. Dockyard.

NOTE: FMF Cape Scott/Cape Breton reserves the right to restrict access to the worksite for reasons beyond our control. In such cases the successful bidder shall be provided with 24 hours notice in order to reschedule their work plans.

12. INSPECTIONS

The successful bidder shall notify the Requisitioning Authority at least one-hour in advance of all mandatory inspections as specified in the specification or hull instructions.

13. QUALITY DOCUMENTATION

All QA documentation as specified in job instructions and specifications, to be provided at time of invoicing.

14. PERSONAL PROTECTIVE EQUIPMENT

The successful bidder is required to ensure personnel have the required personal protective equipment to perform their duties and to ensure they have had the proper training in the wear, use and maintenance of such equipment when performing duties on Department of National Defence property.

15. GOVERNMENT SMOKING POLICY

The successful bidder shall ensure that its personnel shall comply with the policy of the Government of Canada, which permits smoking in designated areas only.

16. FMFCS/CB DRUG AND ALCOHOL POLICY

FMF Cape Scott/Cape Breton has developed a zero tolerance policy to create a Drug and Alcohol Free Workforce. No contractor personnel shall come to work after using or while impaired by drugs or alcohol. The contractor will be asked to remove any personnel offending this policy from the premises for the remainder of the workday at the contractor's expense.

17. ADDITIONAL REQUIREMENTS

- 17.1 The contractor shall be required to be available for hours of work stipulated by the Fleet Maintenance Facility Cape Scott/Cape Breton, Contracts Office, including hours required outside of normal working hours.
- 17.2 The contractor must be available for on-site consultation as deemed necessary by the Fleet Maintenance Facility Cape Scott, Contracts Office.

-
- 17.3 When requested by the FMFCS/CB Contracts Office, the contractor shall provide detailed written work plans and schedules to enable the client to integrate the contractor's work into the larger work projects.
- 17.4 The contractor is responsible to ensure the health and safety of their personnel and shall comply with:
- a. All DND, Federal, Provincial and Municipal regulations;
 - b. All site safety regulations and procedures; and
 - c. The Contractor shall have in place an Occupational and Safety Management System, employing written safe work procedures by conducting Job Hazard Analysis for each job order in both shop and field work, and provide a copy to FMFCS/CB Contracts Office upon award of this Standing Offer.
- 17.5 The contractor shall comply with all DND, Federal, Provincial and Municipal regulations and:
- a. Shall be prepared to take appropriate precautions to safely work in spaces that may contain hazardous material;
 - b. Shall be required to provide all appropriate equipment, devices, tools and machinery, including general and specialized Personal Protective Equipment (PPE) which is certified, maintained in proper working condition and is used in the prescribed manner (Canada Labour Code, Part II, Para 125(w) refers) for all personnel in their employ.
 - c. The Contractor shall have in place an Occupational and Safety Management System, employing written safe work procedures by conducting Job Hazard Analysis for each job order in both shop and field work, and provide a copy to FMFCS/CB Contracts Office upon award of this Standing Offer.
- 17.6 The contractor shall have Material Safety Data Sheets (MSDS) for all controlled products used in the performance of work specified in any call-up. Such MSDS shall be held at the worksite by the contractor's personnel and be readily available. The contractor shall ensure that any toolbox, storage box, and/or trailer used to store work related equipment and supplies in support of work, display product labelling and/or placards to demonstrate when any hazardous controlled items are stored within. All such containers must also clearly display the contractor's name and a contact number.
- 18. STOP WORK**
- 18.1 If a DND 'stop work' order is invoked after commencement of the work, it will be the responsibility of the Offeror to demonstrate to DND that productive work was performed between the time of authorization and the stop work, and to substantiate costs incurred associated with such productive work.

ANNEX "B"

BASIS OF PAYMENT

All prices are to be quoted FOB Destination, including all delivery and shipping charges, exclusive of taxes, to the destination specified on the call-up document. Chargeable hours towards a call up commence upon arrival at HMC Dockyard by Contractor's personnel.

Firms must bid on all line items to be responsive.

Charges to the destination specified on the call-up document. Chargeable hours towards a call up commence upon arrival at HMC Dockyard by Contractor's personnel.

FMF CAPE SCOTT, HALIFAX, NOVA SCOTIA

TABLE 1

SO YEAR 1

		Estimated Usage*	Hourly Rate	Extended Total
		(a)	(b)	(a) x (b) = c
1	Regular Labour (fixed hourly rate)	1000 hrs	\$	\$
2	Supervisor (fixed hourly rate)	500 hrs	\$	\$
3	Overtime labour (fixed hourly rate x 1.5) for weeknights/Saturdays	300 hrs	\$	\$
4	Supervisor (fixed hourly rate x 1.5) for weeknights and Saturdays	100 hrs	\$	\$
5	Overtime labour (fixed hourly rate x 2) for Sundays	50 hrs	\$	\$
6	Supervisor (fixed hourly rate x 2) for Sundays	25 hrs	\$	\$
TOTAL SO YEAR ONE – FMF CAPE SCOTT				\$

*estimated hours is for evaluation purposes only

TABLE 2
SO OPTION YEAR 1

		Estimated Usage* (a)	Hourly Rate (b)	Extended Total (a) x (b) = c
1	Regular Labour (fixed hourly rate)	1000 hrs	\$	\$
2	Supervisor (fixed hourly rate)	500 hrs	\$	\$
3	Overtime labour (fixed hourly rate x 1.5) for weeknights/Saturdays	300 hrs	\$	\$
4	Supervisor (fixed hourly rate x 1.5) for weeknights and Saturdays	100 hrs	\$	\$
5	Overtime labour (fixed hourly rate x 2) for Sundays	50 hrs	\$	\$
6	Supervisor (fixed hourly rate x 2) for Sundays	25 hrs	\$	\$
TOTAL SO OPTION YEAR 1 FMF CAPE SCOTT				\$

*estimated hours is for evaluation purposes only

TABLE 3
SO OPTION YEAR 2

		Estimated Usage* (a)	Hourly Rate (b)	Extended Total (a) x (b) = c
1	Regular Labour (fixed hourly rate)	1000 hrs	\$	\$
2	Supervisor (fixed hourly rate)	500 hrs	\$	\$
3	Overtime labour (fixed hourly rate x 1.5) for weeknights/Saturdays	300 hrs	\$	\$
4	Supervisor (fixed hourly rate x 1.5) for weeknights and Saturdays	100 hrs	\$	\$
5	Overtime labour (fixed hourly rate x 2) for Sundays	50 hrs	\$	\$
6	Supervisor (fixed hourly rate x 2) for Sundays	25 hrs	\$	\$
TOTAL SO OPTION YEAR 2 FMF CAPE SCOTT				\$

*estimated hours is for evaluation purposes only

TOTAL EVALUATION FMF CAPE SCOTT

SO YEAR 1	\$
SO OPTION YEAR 1	\$
SO OPTION YEAR 2	\$
GRAND TOTAL FMF CAPE SCOTT	\$

FMF CAPE BRETON, ESQUIMALT, BC

TABLE 1

SO YEAR 1

		Estimated Usage* (a)	Hourly Rate (b)	Extended Total (a) x (b) = c
1	Regular Labour (fixed hourly rate)	1000 hrs	\$	\$
2	Supervisor (fixed hourly rate)	500 hrs	\$	\$
3	Overtime labour (fixed hourly rate x 1.5) for weeknights/Saturdays	300 hrs	\$	\$
4	Supervisor (fixed hourly rate x 1.5) for weeknights and Saturdays	100 hrs	\$	\$
5	Overtime labour (fixed hourly rate x 2) for Sundays	50 hrs	\$	\$
6	Supervisor (fixed hourly rate x 2) for Sundays	25 hrs	\$	\$
TOTAL SO YEAR ONE – FMF CAPE BRETON				\$

*estimated hours is for evaluation purposes only

TABLE 2
SO OPTION YEAR 1

		Estimated Usage* (a)	Hourly Rate (b)	Extended Total (a) x (b) = c
1	Regular Labour (fixed hourly rate)	1000 hrs	\$	\$
2	Supervisor (fixed hourly rate)	500 hrs	\$	\$
3	Overtime labour (fixed hourly rate x 1.5) for weeknights/Saturdays	300 hrs	\$	\$
4	Supervisor (fixed hourly rate x 1.5) for weeknights and Saturdays	100 hrs	\$	\$
5	Overtime labour (fixed hourly rate x 2) for Sundays	50 hrs	\$	\$
6	Supervisor (fixed hourly rate x 2) for Sundays	25 hrs	\$	\$
TOTAL SO OPTION YEAR 1 FMF CAPE BRETON				\$

*estimated hours is for evaluation purposes only

TABLE 3
SO OPTION YEAR 2

		Estimated Usage* (a)	Hourly Rate (b)	Extended Total (a) x (b) = c
1	Regular Labour (fixed hourly rate)	1000 hrs	\$	\$
2	Supervisor (fixed hourly rate)	500 hrs	\$	\$
3	Overtime labour (fixed hourly rate x 1.5) for weeknights/Saturdays	300 hrs	\$	\$
4	Supervisor (fixed hourly rate x 1.5) for weeknights and Saturdays	100 hrs	\$	\$
5	Overtime labour (fixed hourly rate x 2) for Sundays	50 hrs	\$	\$
6	Supervisor (fixed hourly rate x 2) for Sundays	25 hrs	\$	\$
TOTAL SO OPTION YEAR 2 FMF CAPE BRETON				\$

*estimated hours is for evaluation purposes only

TOTAL EVALUATION FMF CAPE BRETON

TABLE 1	SO YEAR 1	\$
TABLE 2	SO OPTION YEAR 1	\$
TABLE 3	SO OPTION YEAR 2	\$
GRAND TOTAL FMF CAPE BRETON		\$

Solicitation No. - N° de l'invitation

W3554-186238/A

Client Ref. No. - N° de réf. du client

W3554-18-6238

Amd. No. - N° de la modif.

File No. - N° du dossier
hal-7-79023

Buyer ID - Id de l'acheteur

hal219

CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST


Please see attached

		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> RECEIVED MAY 11 2017 </div>		Contract Number / Numéro du contrat W3554-186238	
Government of Canada / Gouvernement du Canada		Security Classification / Classification de sécurité UNCLASSIFIED			

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)					
PART 1 - CONTRACT INFORMATION / PARTIE 1 - INFORMATION CONTRACTUELLE					
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine			2. Branch or Directorate / Direction générale ou Direction		
DND			Fleet Maintenance Facility Cape Scott		
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail To supply, deliver, install, and maintain scaffolding/staging and required engineering drawings and certificates, in accordance with requirements listed in each individual call up, and disassemble/remove the scaffolding from DND property at the end of each rental period.					
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?					
					<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?					
					<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)					
					<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.					
					<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?					
					<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada		NATO / OTAN		Foreign / Étranger	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions / Aucune restriction relative à la diffusion		All NATO countries / Tous les pays de l'OTAN		No release restrictions / Aucune restriction relative à la diffusion	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Not releasable / À ne pas diffuser					
<input type="checkbox"/>					
Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays:	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
7. c) Level of information / Niveau d'information					
PROTECTED A / PROTÉGÉ A		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ		PROTECTED A / PROTÉGÉ A	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B		NATO RESTRICTED / NATO DIFFUSION RESTREINTE		PROTECTED B / PROTÉGÉ B	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C		NATO CONFIDENTIAL / NATO CONFIDENTIEL		PROTECTED C / PROTÉGÉ C	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL		NATO SECRET / NATO SECRET		CONFIDENTIAL / CONFIDENTIEL	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
SECRET / SECRET		COSMIC TOP SECRET / COSMIC TRÈS SECRET		SECRET / SECRET	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
TOP SECRET / TRÈS SECRET				TOP SECRET / TRÈS SECRET	
<input type="checkbox"/>				<input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)				TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	
<input type="checkbox"/>				<input type="checkbox"/>	

TRS/ECT 350-105(200412)

Security Classification / Classification de sécurité
UNCLASSIFIED

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat W3554-186238 Security Classification / Classification de sécurité UNCLASSIFIED
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PART A (continued) / PARTIE A (suite)

10. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes
Non Oui

11. Will the supplier require access to extremely sensitive (INFOSEC) information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

12. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

12. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

13. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☒ No ☐ Yes
Non Oui

13. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☒ No ☐ Yes
Non Oui

PRODUCTION

14. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

15. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☒ No ☐ Yes
Non Oui

15. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☒ No ☐ Yes
Non Oui

TS555CT 350-103(604/12)



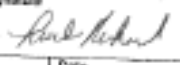

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation
W3554-186238/A
Client Ref. No. - N° de réf. du client
W3554-18-6238

Amd. No. - N° de la modif.
File No. - N° du dossier
hal-7-79023

Buyer ID - Id de l'acheteur
hal219
CCC No./N° CCC - FMS No./N° VME

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W3554-186238	
		Security Classification / Classification de sécurité UNCLASSIFIED	
PART B - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées) Lewis Thibault		Title - Titre Contract Administration and Management Officer	Signature 
Telephone No. - N° de téléphone (902) 427-2971	Facsimile No. - N° de télécopieur (902) 427-2585	E-mail address - Adresse courriel lewis.thibault@forces.gc.ca	Date 10 May 2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées) Sasa Medjovic		Title - Titre Senior Security Analyst	Signature 
Telephone No. - N° de téléphone (902) 427-2971	Facsimile No. - N° de télécopieur (902) 427-2585	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2017- May 11
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? (Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?)			
			Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/>
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées) Linda Richard		Title - Titre Supply Specialist	Signature 
Telephone No. - N° de téléphone (902) 496-5261	Facsimile No. - N° de télécopieur (902) 496-5016	E-mail address - Adresse courriel linda.k.richard@prgs.gc.ca	Date May 20/17
17. Contracting Security Authority / Responsable des marchés en matière de sc.			
Name (print) - Nom (en lettres imprimées) Roxana Pineda		Title - Titre Contract Security Officer	Signature 
Telephone No. - N° de téléphone (902) 496-5261	Facsimile No. - N° de télécopieur (902) 496-5016	E-mail address - Adresse courriel roxana.pineda@prgs.gc.ca	Date 2017-05-31

TBS/SCT 350-103(200412)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Gouvernement
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat
W3554-186238

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) of premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSÉE			NATO					COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION PROTÉGÉE	DATA CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	ARMED TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information Assets Informations (Assets)																
Manufacturing / Production Fabrication																
IT Assets Équipement IT																
IT Data Données IT																
IT User Utilisateur																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "E"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX F

DOLLAR USAGE REPORT

DOLLAR USAGE
REPORT

COMPANY NAME:

STANDING OFFER NO:

PERIOD OF REPORT
(Dates):

VALUE OF STANDING
OFFER:

PAST USAGE TO DATE:
USAGE THIS QUARTER

TOTAL USAGE TO
DATE

REPORT TOTALS

Balance Remaining \$

CALL UP NUMBER	DATE OF CALL- UP	CUSTOMER/SHIP NAME	CALL-UP VALUE	PO NUMBER