



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

**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
Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Portable Latrines	
Solicitation No. - N° de l'invitation W0118-190001/B	Date 2018-05-28
Client Reference No. - N° de référence du client W0118-190001	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-119-10553
File No. - N° de dossier WPG-7-40284 (119)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-13	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Zdan, Tyler	Buyer Id - Id de l'acheteur wpg119
Telephone No. - N° de téléphone (204)509-5743 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB SHILO SHILO Manitoba ROK2A0 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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W0118-190001/B
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W0118-190001

Buyer ID - Id de l'acheteur
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This bid solicitation cancels and supersedes previous bid solicitation number W0118-190001, with a closing of 2018-05-22 at 14:00. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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 Requirement

For the provision of all labour, equipment, materials, supervision, transportation and expertise necessary for the rental and related servicing/maintenance of portable toilets, on an as required basis, at CFB/ASU Shilo, Shilo, Manitoba.

1.2.2 Trade Agreements

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), the

Canada-European Union Comprehensive Economic and Trade Agreement (CETA), 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.

2.1.1 SACC Manual Clauses

SACC Manual Clause [M0019T](#) (2007-05-25), Firm Price and/or Rates

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 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.

2.4 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 Manitoba.

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: Technical Offer (1hard copy)

Section II: Financial Offer (1hard copy)

Section III: Certifications (1hard copy), **if applicable**

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

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 the Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices – Offer

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

If Annex C, 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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5, **if applicable**.

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

The Bidder must be able to perform the full scope of the work described in Annex A, Requirement and meet the minimum mandatory performance specifications detailed therein.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

SACC Manual Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

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 - 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 the 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.

6.3.1 General Conditions

[2005](#) (2017-06-21), 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.

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 the date of Standing Offer issuance to 2020-05-31.

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 one-year period, from 2020-06-01 to 2021-05-31, 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Tyler Zdan
Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 100 - 167 Lombard Avenue, Winnipeg, MB, R3B 0T6

Telephone: (204) 509-5743
Facsimile: (204) 983-7796
E-mail address: Tyler.Zdan@tpsgc-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.

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.

6.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence (DND).

6.7 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)

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (applicable Taxes included).

6.9 Financial Limitation

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

6.10 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 [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____.

6.11 Certifications and Additional Information

6.11.1 Compliance

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.

6.12 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 Manitoba.

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to 2020-05-31 inclusive.

6.3.2 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B. 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 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

6.4.3 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)

6.5 Invoicing Instructions

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.

Invoices must be distributed as follows:

Solicitation No. - N° de l'invitation
W0118-190001/B
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W0118-190001

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

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

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

6.7 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

ANNEX A REQUIREMENT

Requirement

For the provision of all labour, equipment, materials, supervision, transportation and expertise necessary for the rental and related servicing/maintenance of portable toilets, on an "as required" basis, at CFB/ASU Shilo, Shilo, Manitoba.

Delivery

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

Minimum Mandatory Criteria

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders/Offerors must show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders/Offerors are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid/offer at solicitation close and be cross referenced on the Compliance Matrix for each performance specification to outline where in the supporting documentation it demonstrates compliance, where applicable. It is the Bidder's/Offeror's responsibility to ensure that the submitted supporting documentation provides detail to prove that the proposed product(s) and or service(s) meet the requirements of the performance specification. If published supporting technical document is not available, the Bidder/Offeror should prepare a written narrative complete with a detailed explanation of how its bid/offer demonstrates technical compliance.
4. If Canada requests additional supporting documentation for any of the mandatory Specifications, or if the documentation as requested in the Matrix below has not been provided at solicitation closing, the Contracting Authority will notify the Bidder/Offeror that the supporting documentation must be provided within two (2) business days following notification. Failure to comply with this request or any other request for supporting documentation within the specified time period, will deem the bid non-responsive and the bid/offer will be given no further consideration.
5. Bidders/Offerors must address any concerns with the performance specifications in written detail to the Contracting Authority before solicitation closing as outlined in the solicitation document.
6. Failure to meet each mandatory performance specification will result in the bid/offer being deemed non-responsive, and given no further consideration.

All work and materials herein specified must meet and maintain minimum Canadian and provincial certification(s) and approval(s) as applicable by industry standards.

Compliance Matrix - Minimum Mandatory Criteria			
Bidder/Offeror Name:			
Address:			
Representative:			
Phone/Email:			
PBN/Vendor Code:			
Bidder/Offeror acknowledges that the information provided in the Matrix below is true. The Bidder/Offeror accepts that this document will be considered as part of the proposal and will be evaluated to determine it's suitability.			
The Matrix below displays each required item in bold type followed by a list of mandatory specifications (if applicable) that must be met to confirm bid compliance.		Criterion Met?	Vendor should indicate where support for the specification can be found within supporting documentation, where applicable
Line Item #	Technical Specification	MET? (Y/N) (Completed by Vendor)	Cross-Reference, If Applicable (Completed by Vendor)
NOTE	The Offeror must respond to each of the mandatory criteria and must confirm acceptance of the General Instructions provided below.		

1	The Offeror must have the capability to supply up to 30 portable chemical toilets at one time (single toilets or multiple toilet structures). Supply includes the initial set up, staking down of each unit, filling with water or antifreeze and supply of consumables.			
2	Portable toilets must be clean and in proper working order upon delivery.			
3	All portable toilet rooms must have interior dimensions of at least 91 cm front to back and side to side, a height of at least 1.98 and a stool riser height of 35 to 51 cm.			
4	The interior floors, walls, ceiling, partitions and doors of all portable structures/toilets must have a finish that can be easily cleaned.			
5	All doors which lead to the exterior of the structure/toilet must have an inside latch and must be self closing.			
6	Waste tanks on multi toilet structures must be vented to the outside of the structure with a minimum nominal vent area of 45 cm ² .			
7	Portable toilet rooms that are not ventilated by mechanical means must be provided with a screened ventilation opening having a cross-sectional area of at least 0.09 m ² per stool.			
8	The Offeror must be able to supply grey water containers and hand wash stations. Supply includes the initial set up, staking down of each unit, filling and supply of consumables.			

9	The Offeror must be able to secure all structures/toilets to minimize wind/environmental damage.			
10	The Offeror must provide cleaning and servicing of supplied chemical toilets, grey water containers and hand wash stations, including: removal of all waste products, high-pressure washing of each unit with a sterilizing solution, replacement of consumables (paper, chemical disinfectants) and disposal of waste product at an approved waste disposal facility in accordance with any local and/or provincial ordinances or bylaws.			
11	Service must be provided within two (2) days of a call-up against the Standing Offer.			
12	In urgent circumstances, service must be provided within twenty-four (24) hours of a call-up against the Standing Offer.			
13	Any consumables that are provided must be in new (unused) condition.			
14	All service vehicles used in accordance with the Standing Offer must be equipped with four-wheel drive.			
15	All service vehicles must be equipped with a holding tank for chemical waste.			
16	All service vehicles must be equipped with a pressurized water system for 'hosing down' toilets.			
17	All service vehicles must be equipped with a means of contact with CFB Shilo (e.g. cellphone) and a GPS device to locate specific drop-off areas for the portable toilets.			
18	Delivery must be made within one (1) week of a call-up against the Standing Offer.			

19	In urgent circumstances, the Offeror must be capable of supplying up to 15 portable chemical toilets within one (1) day of a call-up against the Standing Offer.			
20	The Offeror must be capable of supplying fresh water as required. DND will not supply fresh water.			
21	The Offeror must be capable of cleaning sites on removal of structures/toilets.			
22	The Offeror must declare that it will adhere to the General Instructions provided below.			

General Instructions

1. The Contractor must acknowledge receipt of a call-up against the Standing Offer within four (4) hours of receipt.
2. The Contractor must provide the number of portable chemical toilets indicated on the call-up instrument. The Contractor must coordinate with the Project Authority to determine whether individual toilets or multiple toilet structures are appropriate for the delivery site.
3. The Contractor must adhere to the timeframes indicated on the call-up instrument. The Contractor must provide delivery and removal of units by the dates specified on the call-up instrument.
4. The Contractor must provide contact information (e.g. cellphone numbers) for delivery drivers on issuance of the Standing Offer.
5. If the Contractor or its representatives cannot access a delivery location, then the contractor must contact the Project Authority and will be provided with an alternate location for delivery.
6. If the Contractor or its representatives were not informed or aware that a location would go "live" and are caught within a live-fire area, the Contractor must immediately contact the Project Authority.
7. If a unit is taken out of service for repairs, the Contractor must replace it with a unit of the same size and type at the time of the next delivery or service call.
8. The Contractor is responsible for storage of equipment and material not in use, including toilets and consumables. DND will not be able to provide on-base storage space for equipment and material that is not in use.
9. Deliveries will be necessary at sites located up to 25 km of the base proper.

ANNEX B

BASIS OF PAYMENT

- Rates offered will remain firm for the entire period indicated.
- In the event that the Contractor is required to clean a delivery vehicle(s) in accordance with environmental standing orders, the cleaning will be reimbursed by DND at the Contractor's laid-down cost without a mark-up. The Contractor's laid-down cost must be supported by a receipt or other documentation cost. Invoices charging for vehicle washing must state the date the washing was performed.
- For partial periods (e.g. 16 or 40 days), the rental rates charged must be prorated in a manner that results in the lowest price for the client (DND). For example, a period of 16 days must be charged as two weeks plus two days, rather than 16 individual days. A period of 40 days must be charged as one month, one week and three days, rather than 40 individual days or 5 weeks and five days.
- Any damage to rental units caused by DND personnel will be reimbursed by the client at the Contractor's laid-down cost. The Contractor must provide documentation (e.g. parts price list) to support any such charges.
- * Rental includes delivery, securing of the supplied units, provision of consumables, as well as removal of the units and cleanup of the site upon conclusion of the rental period.

The pricing tables to be completed begin on the following page. Once complete, this section will be considered the Offeror's financial offer.

Offerors must complete all fields. An incomplete submission will result in the offer being deemed non-compliant and given no further consideration.

Canada reserves the right to correct any mathematical errors that result in inaccurate line totals.

For the Initial Period (SO Issuance to 2020-05-31)					
Item	Description	Unit of Issue	C1	C2	C3
			Estimated Usage	Firm Unit Price (CAD) for Period 1	Extended Price (CAD) Period 1 (C1 x C2)
1	*Rental of 1-6 portable chemical toilets				
1a	Daily Rate	ea	180	\$	\$
1b	Weekly Rate	ea	450	\$	\$
1c	Monthly Rate	ea	10	\$	\$
2	*Rental of more than 6 chemical toilets				
2a	Daily Rate	ea	960	\$	\$
2b	Weekly Rate	ea	1,300	\$	\$
2c	Monthly Rate	ea	500	\$	\$
3	*Rental of 1-6 grey water containers				
3a	Daily Rate	ea	10	\$	\$
3b	Weekly Rate	ea	35	\$	\$
3c	Monthly Rate	ea	15	\$	\$
4	*Rental of more than 6 grey water containers				
4a	Daily Rate	ea	10	\$	\$
4b	Weekly Rate	ea	10	\$	\$
4c	Monthly Rate	ea	10	\$	\$
5	*Rental of 1-6 hand wash stations				
5a	Daily Rate	ea	10	\$	\$
5b	Weekly Rate	ea	10	\$	\$
5c	Monthly Rate	ea	5	\$	\$
6	*Rental of more than 6 hand wash stations				
6a	Daily Rate	ea	10	\$	\$
6b	Weekly Rate	ea	10	\$	\$
6c	Monthly Rate	ea	10	\$	\$
7	Servicing of supplied units				
7a	Portable chemical toilets	ea	5,000	\$	\$
7b	Grey water containers	ea	150	\$	\$
7c	Hand wash stations	ea	25	\$	\$
8	Relocation of units (more than 500 m)	ea	10	\$	\$
Extended Price (CAD) Per Period:					\$

For the Option Period (2020-06-01 to 2021-05-31)					
Item	Description	Unit of Issue	C1	C2	C3
			Estimated Usage	Firm Unit Price (CAD) for Period 1	Extended Price (CAD) Period 1 (C1 x C2)
1	*Rental of 1-6 portable chemical toilets				
1a	Daily Rate	ea	180	\$	\$
1b	Weekly Rate	ea	450	\$	\$
1c	Monthly Rate	ea	10	\$	\$
2	*Rental of more than 6 chemical toilets				
2a	Daily Rate	ea	960	\$	\$
2b	Weekly Rate	ea	1,300	\$	\$
2c	Monthly Rate	ea	500	\$	\$
3	*Rental of 1-6 grey water containers				
3a	Daily Rate	ea	10	\$	\$
3b	Weekly Rate	ea	35	\$	\$
3c	Monthly Rate	ea	15	\$	\$
4	*Rental of more than 6 grey water containers				
4a	Daily Rate	ea	10	\$	\$
4b	Weekly Rate	ea	10	\$	\$
4c	Monthly Rate	ea	10	\$	\$
5	*Rental of 1-6 hand wash stations				
5a	Daily Rate	ea	10	\$	\$
5b	Weekly Rate	ea	10	\$	\$
5c	Monthly Rate	ea	5	\$	\$
6	*Rental of more than 6 hand wash stations				
6a	Daily Rate	ea	10	\$	\$
6b	Weekly Rate	ea	10	\$	\$
6c	Monthly Rate	ea	10	\$	\$
7	Servicing of supplied units				
7a	Portable chemical toilets	ea	5,000	\$	\$
7b	Grey water containers	ea	150	\$	\$
7c	Hand wash stations	ea	25	\$	\$
8	Relocation of units (more than 500 m)	ea	10	\$	\$
Extended Price (CAD) Per Period:					\$

Solicitation No. - N° de l'invitation
W0118-190001/B
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W0118-190001

Buyer ID - Id de l'acheteur
wpg119
CCC No./N° CCC - FMS No./N° VME

ANNEX C

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)

Solicitation No. - N° de l'invitation
W0118-190001/B
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W0118-190001

Buyer ID - Id de l'acheteur
wpg119
CCC No./N° CCC - FMS No./N° VME

ANNEX D

STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

First Quarter: April 1-June 30;
Second Quarter: July 1-September 30;
Third Quarter: October 1-December 31;
Fourth Quarter: January 1-March 31.

Report on the Volume of Business with Federal Government Departments and Agencies

Supplier:
Standing Offer Number:
Department or Agency:
Reporting Period:

Item No.	Item Description	Value of Call-up	GST/HST
1		\$	\$
2		\$	\$
3		\$	\$
4		\$	\$
5		\$	\$
6		\$	\$
A. Value of Call-ups for this Reporting Period			\$
B. Value of Accumulated Call-ups to Date			\$
Total Accumulated Call-ups (A + B)			\$