



**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.)  
Halifax  
Nova Scotia  
B3J 1T3  
Bid Fax: (902) 496-5016

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Master Standing Offer (RMSO)  
Offre à commandes maître régionale (OCMR)

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.)  
Halifax  
Nova Scot  
B3J 1T3

|  |   |
|--|---|
| <b>Title - Sujet</b><br>RMSO - Highway Salt  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>E6HAL-180005/A   | <b>Date</b><br>2018-07-26                                       |
| <b>Client Reference No. - N° de référence du client</b><br>E6HAL-18-0005   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$HAL-409-10469 |
| <b>File No. - N° de dossier</b><br>HAL-8-81080 (409)   | <b>CCC No./N° CCC - FMS No./N° VME</b>                          |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2018-09-10</b>   |   |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Atlantic Daylight Saving<br>Time ADT  |   |
| <b>Delivery Required - Livraison exigée</b><br>See Herein  |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Taylor, Kathie  | <b>Buyer Id - Id de l'acheteur</b><br>hal409                    |
| <b>Telephone No. - N° de téléphone</b><br>(902)403-4837 ( )  | <b>FAX No. - N° de FAX</b><br>(902)496-5016                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA<br>AND/OR AGENCIES AS INDICATED ON<br>DSS 942 CALL-UP<br>(PLEASE UPDATE CITY/PROV/PC)<br>XXX<br>NOVA SCOTIA<br>B3J1T3<br>Canada |   |
| <b>Security - Sécurité</b><br>This request for a Standing Offer does not include provisions for security.<br>Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.  |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

|  |  |
|--|--|
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <br><br><br><br><br><br><br><br><br><br>   |  |
| <b>Telephone No. - N° de téléphone</b>   | <b>Facsimile No. - N° de télécopieur</b> |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br/>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                              |

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E6HAL-18-0005

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

Buyer ID - Id de l'acheteur  
hal409  
CCC No./N° CCC - FMS No./N° VME

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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: includes the certifications 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, Electronic Payment Instruments, and any other annexes.

### 1.2 Summary

To supply and deliver sodium chloride (rock salt) with anti-caking compound, bulk highway, medium coarse grade, to various Federal Departments and Agencies in the Provinces of New Brunswick and Nova Scotia, to include Cape Breton Island on an as and when requested basis, as fully detailed in Annexes A and B. This requirement is for a period of two years, with one (1) one-year option.

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).

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 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](#) (2018-05-22) 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 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 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.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)  
Section II: Financial Offer (one hard copy)  
Section III: Certifications (one hard copy)

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

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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 shall indicate compliance to Annex A - Requirement.

## **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 "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.**

## **Section III: Certifications**

Offerors must submit the certifications 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**

Mandatory Technical Criteria as detailed in Annex "A" - Requirement

#### **4.1.2 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 Evaluation of price**

The prices listed in Annex B – Basis of Payment, will be evaluated as follows:

The total evaluated price is the estimated annual quantity of the item multiplied by the firm unit price per year for years one and two, plus one option year, for a total of three (3) years.

For each Region, the evaluated aggregate price (all applicable taxes extra) will be the total prices of the three (3) years.

### **4.3 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive.

Firms must bid on all items per Region in the format requested or your offer will be deemed non-responsive.

Canada may issue up to two (2) Regional Master Standing Offers to offerors who meet all the requirements of the Request for Regional Master Standing Offer, since offerors may be unable to cover both Regions.

The compliant offer with the lowest evaluated price per Region will be recommended for the issuance of a Standing Offer.

However, if the financial evaluation demonstrates that it is not advantageous to issue multiple Standing Offers, we reserve the right to recommend the issuance of one Standing Offer based on the lowest aggregate evaluated price overall.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, 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 may render the Offer non-responsive, may 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 (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with their offer, if applicable, the declaration form available on the Forms for the Integrity Regime 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 Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be completed and 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](#)), 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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) 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 this Standing Offer.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 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 October 1, 2018 until September 30, 2020.

### 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, 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.

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Kathie Taylor  
Supply Officer  
Public Works and Government Services Canada  
1713 Bedford Row  
Halifax, NS B3J 1T3  
Telephone: (902) 403-4837  
Facsimile: (902) 496-5016  
E-mail address: kathie.taylor@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.

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### 6.5.3 Offeror's Representative

*Name:*

*Title:*

*Organization:*

*Address:*

*Telephone:*

*Facsimile:*

*Email Address:*

### 6.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include:

Region A:

Correctional Service of Canada, Atlantic Institution in Renous, New Brunswick;  
Correctional Service of Canada, Westmorland Institution in Dorchester, New Brunswick;  
Department of National Defence in Oromocto, New Brunswick;  
Parks Canada, Fundy National Park in Alma New Brunswick

Region B:

Correctional Service of Canada, Springhill Institution in Springhill, Nova Scotia  
Department of National Defence, 14 Wing Greenwood, Nova Scotia  
Department of National Defence, Willow Park, Halifax Citadel, Nova Scotia  
Department of National Defence, Bldg. 159, Bedford Magazine, Nova Scotia  
Department of National Defence 12 Wing Shearwater, Nova Scotia  
Parks Canada, Grand Anse, Pleasant Bay/ Cape Breton Highlands Park, Nova Scotia

### 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.

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.

#### 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000 (Applicable Taxes included).

#### 6.9 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 (2018-06-21) General Conditions - Goods, Medium Complexity ;
- e) Annex A, Requirement
- f) Annex B, Basis of Payment ;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

#### 6.10 Certifications

##### 6.10.1 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.

#### 6.11 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.

## 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 (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts Section 13 Interest on Overdue Accounts, of 2010A (2018-06-21) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### 6.2.2 SACC Manual Clauses

Price Lists – M3000C (2006-08-15)

## 6.3 Term of Contract

### 6.3.1 Delivery Date

Delivery must be made within forty-eight (48) hours from receipt of a 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 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.

### H1000C (2008-05-12) Single Payment

### 6.4.2 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.

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Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the Identified User indicated in the call-up document for certification and payment.

## 6.6 *SACC Manual Clauses*

A9062C (2011-05-16) Canadian Forces Site Regulations

A9068C (2010-01-11) Government Site Regulations

G1005C (2016-01-28) Insurance

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## **ANNEX "A" REQUIREMENT**

To supply and deliver sodium chloride rock salt with anti-caking compound, bulk highway, on an "as and when requested" basis for the period from October 1, 2018 up to and including September 30, 2020, with one additional one-year option, to various Federal Departments and Agencies in the Provinces of New Brunswick and Nova Scotia, including Cape Breton Island, as follows:

### Region A:

Correctional Service of Canada, Atlantic Institution in Renous, New Brunswick;  
Correctional Service of Canada, Westmorland Institution in Dorchester, New Brunswick;  
Department of National Defence in Oromocto, New Brunswick;  
Parks Canada, Fundy National Park in Alma New Brunswick

### Region B:

Correctional Service of Canada, Springhill Institution in Springhill, Nova Scotia  
Department of National Defence, 14 Wing Greenwood, Nova Scotia  
Department of National Defence, Willow Park, Halifax Citadel, Nova Scotia  
Department of National Defence, Bldg. 159, Bedford Magazine, Nova Scotia  
Department of National Defence 12 Wing Shearwater, Nova Scotia  
Parks Canada, Grand Anse, Pleasant Bay/ Cape Breton Highlands Park, Nova Scotia

Delivery must be made within forty-eight (48) hours from receipt of a call-up against the Standing Offer.

Salt will be in accordance with Government Spec. CAN/CGSB-15.9-92, Sodium Chloride Pavement De-icer, dated November 1992.

## ANNEX B BASIS OF PAYMENT

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination including delivery charges, Canadian customs duties and excise taxes included.

A maximum of two standing offer agreements may be issued.

Firms must bid on all items per Region in the format requested or your offer will be deemed non-responsive.

As the Provincial weight restrictions are expected to decrease on January 1 of each year, please identify the minimum order quantity for both up to December 31 and after January 1.

There will be no allowance for fuel surcharges. All costs are to be reflected in the unit price as per the pricing tables.

The estimated usage quantities are for evaluation purposes only.

**Each line item to be calculated as follows: (A)x(B)=(C)**

### REGION A:

#### **Year One**

| DESC.                                      | FOB DESTINATION  | Uof I | Est. Annual Usage (A) | UNIT PRICE YEAR ONE (B) | EXTENDED PRICE (C) | MINIMUM QTY (not being evaluated) |
|--|--|-------|-----------------------|-------------------------|--------------------|-----------------------------------|
| 1. Sodium Chloride, as detailed in Annex A | <b>Correctional Services Canada</b><br>Atlantic Institution<br>Renous, NB ( <i>exact delivery point will be given at time of call-up</i> )   | MT    | 200                   | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1:  |
|  | <b>Correctional Services Canada</b><br>Westmorland Institution<br>4902A Main Street<br>Dorchester, NB E4K 2Y9  | MT    | 300                   | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1:  |
|  | <b>Department of National Defence</b><br>The deliveries MUST be made to Building B-18, Various Shops, PMQ Service Centre or various sites to be determined within the confines of the 5 <sup>th</sup> Canadian Division Support Base Gagetown in Oromocto, NB.<br>Delivery point will be specified when order is placed. | MT    | 500                   | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1:  |

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| DESC. | FOB DESTINATION  | Uof I | Est. Annual Usage (A) | UNIT PRICE YEAR ONE (B) | EXTENDED PRICE (C) | MINIMUM QTY (not being evaluated) |
|-------|--|-------|-----------------------|-------------------------|--------------------|-----------------------------------|
|       | <b>Parks Canada</b><br>Fundy National Park<br>Maintenance Compound<br>Salt Shed<br>38 Service Road<br>Route 114, Alma NB E4H 4Y2 | MT    | 500                   | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1:  |

**Year Two**

| DESCRIPTION                                | FOB DEST.   | Uof I | Est. Annual Usage (A) | UNIT PRICE YEAR TWO (B) | EXTENDED PRICE (C) | MINIMUM QTY (not being evaluated) |
|--|---|-------|-----------------------|-------------------------|--------------------|-----------------------------------|
| 1. Sodium Chloride, as detailed in Annex A | <b>Correctional Services Canada</b><br>Atlantic Institution<br>Renous, NB ( <i>exact delivery point will be given at time of call-up</i> )  | MT    | 200                   | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1:  |
|  | <b>Correctional Services Canada</b><br>Westmorland Institution<br>4902A Main Street<br>Dorchester, NB E4K 2Y9   | MT    | 300                   | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1:  |
|  | <b>Department of National Defence</b><br>The deliveries MUST be made to Building B-18, Various Shops, PMQ Service Centre or various sites to be determined within the confines of the 5 <sup>th</sup> Canadian Division Support Base Gagetown in Oromocto, NB. Delivery point will be specified when order is placed. | MT    | 500                   | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1:  |
|  | <b>Parks Canada</b><br>Fundy National Park<br>Maintenance Compound<br>Salt Shed<br>38 Service Road<br>Route 114, Alma NB E4H 4Y2  | MT    | 500                   | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1:  |

**Year Three**

| DESC.                                      | FOB DESTINATION   | Uof I | Est. Annual Usage (A) | UNIT PRICE YEAR THREE (OPTIONAL) (B) | EXTENDED PRICE (C) | MINIMUM QTY (not being evaluated) |
|--|---|-------|-----------------------|--------------------------------------|--------------------|-----------------------------------|
| 1. Sodium Chloride, as detailed in Annex A | <b>Correctional Services Canada</b><br>Atlantic Institution<br>Renous, NB ( <i>exact delivery point will be given at time of call-up</i> )  | MT    | 200                   | \$                                   | \$                 | To Dec. 31:<br><br>After Jan. 1:  |
|  | <b>Correctional Services Canada</b><br>Westmorland Institution<br>4902A Main Street<br>Dorchester, NB E4K 2Y9   | MT    | 300                   | \$                                   | \$                 | To Dec. 31:<br><br>After Jan. 1:  |
|  | <b>Department of National Defence</b><br>The deliveries MUST be made to Building B-18, Various Shops, PMQ Service Centre or various sites to be determined within the confines of the 5 <sup>th</sup> Canadian Division Support Base Gagetown in Oromocto, NB. Delivery point will be specified when order is placed. | MT    | 500                   | \$                                   | \$                 | To Dec. 31:<br><br>After Jan. 1:  |
|  | <b>Parks Canada</b><br>Fundy National Park<br>Maintenance Compound<br>Salt Shed<br>38 Service Road<br>Route 114, Alma NB E4H 4Y2  | MT    | 500                   | \$                                   | \$                 | To Dec. 31:<br><br>After Jan. 1:  |

**Total Evaluated Price (Year One):** \$ \_\_\_\_\_

**Total Evaluated Price (Year Two):** \$ \_\_\_\_\_

**Total Evaluated Price (Year Three):** \$ \_\_\_\_\_

**Total Evaluated Price (Region A):** \$ \_\_\_\_\_

**REGION B**

**Year One**

| DESC.                                   | FOB DESTINATION   | Uof I | Est. Usage (A) | UNIT PRICE YEAR ONE (B) | EXTENDED PRICE (C) | MINIMUM QTY (not evaluated)      |
|---|---|-------|----------------|-------------------------|--------------------|----------------------------------|
| Sodium Chloride, as detailed in Annex A | <b>Correctional Services Canada</b><br>Springhill Institution<br>330 McGee Street<br>Springhill, NS B0M 1X0 | MT    | 500            | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> 14 Wing Greenwood,<br>Greenwood NS   | MT    | 300            | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> Willow Park, Halifax Citadel etc.<br>Halifax area  | MT    | 1000           | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> Bldg. 159/ Bedford Magazine, N.S.  | MT    | 400            | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> 12 Wing, Shearwater, N.S.  | MT    | 500            | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>Parks Canada</b> - Grand Anse, Pleasant Bay/ Cape Breton Highlands Park, N.S.                            | MT    | 2000           | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |

**Year Two**

| DESC.                                   | FOB DESTINATION   | Uof I | Est. Usage (A) | UNIT PRICE YEAR TWO (B) | EXTENDED PRICE (C) | MINIMUM QTY (not evaluated)      |
|---|---|-------|----------------|-------------------------|--------------------|----------------------------------|
| Sodium Chloride, as detailed in Annex A | <b>Correctional Services Canada</b><br>Springhill Institution<br>330 McGee Street<br>Springhill, NS B0M 1X0 | MT    | 500            | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> 14 Wing Greenwood,<br>Greenwood NS   | MT    | 300            | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> Willow Park, Halifax<br>Citadel etc.<br>Halifax area   | MT    | 1000           | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> Bldg. 159/ Bedford<br>Magazine, N.S.   | MT    | 400            | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> 12 Wing, Shearwater, N.S.  | MT    | 500            | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>Parks Canada</b> - Grand Anse,<br>Pleasant Bay/ Cape Breton<br>Highlands Park, N.S.                      | MT    | 2000           | \$                      | \$                 | To Dec. 31:<br><br>After Jan. 1: |

**Year Three**

| DESC.                                   | FOB DESTINATION   | Uof I | Est. Usage (A) | UNIT PRICE YEAR THREE (B) | EXTENDED PRICE (C) | MINIMUM QTY (not evaluated)      |
|---|---|-------|----------------|---------------------------|--------------------|----------------------------------|
| Sodium Chloride, as detailed in Annex A | <b>Correctional Services Canada</b><br>Springhill Institution<br>330 McGee Street<br>Springhill, NS B0M 1X0 | MT    | 500            | \$                        | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> 14 Wing Greenwood,<br>Greenwood NS   | MT    | 300            | \$                        | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> Willow Park, Halifax<br>Citadel etc.<br>Halifax area   | MT    | 1000           | \$                        | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> Bldg. 159/ Bedford<br>Magazine, N.S.   | MT    | 400            | \$                        | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>DND</b> 12 Wing, Shearwater,<br>N.S.   | MT    | 500            | \$                        | \$                 | To Dec. 31:<br><br>After Jan. 1: |
|   | <b>Parks Canada</b> - Grand Anse,<br>Pleasant Bay/ Cape Breton<br>Highlands Park, N.S.                      | MT    | 2000           | \$                        | \$                 | To Dec. 31:<br><br>After Jan. 1: |

**Total Evaluated Price (Year One):** \$ \_\_\_\_\_

**Total Evaluated Price (Year Two):** \$ \_\_\_\_\_

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**Total Evaluated Price (Year Three):** \$ \_\_\_\_\_

**Total Evaluated Price (Region B):** \$ \_\_\_\_\_

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**ANNEX "C"**  
**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)



