



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 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Bid Fax: (403) 292-5786

**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

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Title - Sujet Propane for Parks and DND	
Solicitation No. - N° de l'invitation EW478-190351/A	Date 2018-08-16
Client Reference No. - N° de référence du client Various	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-129-6788
File No. - N° de dossier CAL-8-41017 (129)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-27	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Izzotti, Diana	Buyer Id - Id de l'acheteur cal129
Telephone No. - N° de téléphone (403)680-6109 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of Public Works and Government Services Various Gov. Depts. Harry Hays Building Room 759, 220-4th Avenue SE Calgary, AB T2G 4X3 SEE HEREIN AT ANNEX A	
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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EW478-190351

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

Buyer ID - Id de l'acheteur
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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 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

Parks Canada and the Department of National Defence have a requirement for a Regional Master Standing Offer for the supply and delivery of Propane (CGSB Spec – 3.14-2006), tank rentals, refurbishment and additional items as detailed herein to the following locations: on an "as and when required" basis;

Table A: Mount Revelstoke and Glacier National Park areas

Table B: Lake Louise Area

Table C: Yoho National Park area

Table D: Kootenay National Park area

Table E: Banff National Park area

Table F: Jasper National Park area

Table G: Elk Island National Park area

Table H: Canadian Forces School of Search and Rescue (CFSSR) detachment Jarvis Lake, nr Hinton.

Suppliers may bid on one or more of the location tables, but **MUST** provide a price for each item in the chosen location table or tables. Prices are to be entered in Offer Table A for the chosen location(s) and also in the Offer Table B2 at Annex B – Basis of Payment.

Details of the requirement are provided in Annex “A” – Requirement in the Request for Standing Offer (RFSO).

The period of the Standing Offer is for one year and 2 option years. The start date is estimated to be October 1st 2018.

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), Canadian and European Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA).

This Standing Offer will not be for deliveries of goods or services in a CLCA or PSAB area. The RFSO description of goods and services clearly states that the SO is not for deliveries of goods or services in a CLCA area.

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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days Insert: 90 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of Material
M0019T (2007-05-25), Firm Price and/or Rates

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Public Works and Government Services Canada
Harry Hays Building
Room 759, 220 - 4th Avenue SE. Calgary, AB. T2G 4X3
ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

FAX: (403) 292-5786

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 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 Alberta.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- 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

- 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 (1 hard copy)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 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 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

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

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

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 Financial Evaluation

The aggregate Offer price will be calculated using the following formula and the prices offered in Annex "B" - Basis of Payment: **(Note: Unit price is Refinery Rack Price plus Markup= \$ per Litre).**

All items bid on in Offer Table A2 will be totalled to provide a price for 3 years for that location. The total per location will be added to the prices in Offer Table B2.

An offer on multiple locations would be evaluated the same way, and evaluated per location.

For example:

The price for location Table A: Mount Revelstoke and Glacier National Parks Areas;

The \$ per L amount offered times (x) the estimated usage in L x 3 years + total price for Offer table B2 = aggregate evaluated price for Table A.

If an offeror bids \$2,000 total on Offer Table A2 for all three years total at location Table A and \$500 for the Offer Table B2 total. The total offer for that location would be \$2,500.

Estimated usage is for evaluation purposes only.

4.1.2.1 Evaluation of Price

SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection

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

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](#) 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/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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

PART 6 - INSURANCE REQUIREMENTS

6.1 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 There is no security requirement applicable to the Standing Offer.

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 and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E" - Standing Offer Report. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must 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:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth 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 to September 30th 2019.

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 (2) periods, from October 1st 2019 to September 30th 2020 and October 1st 2020 to September 30th 2021 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

Solicitation No. - N° de l'invitation
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EW478-190351

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

Buyer ID - Id de l'acheteur
CAL129
CCC No./N° CCC - FMS No./N° VME

The Standing Offer Authority is:

Name: Diana Izzotti
Title: Supply Officer
Public Works and Government Services Canada - Acquisitions Branch
Directorate: Western
Address: Office 759, 220-4th Avenue SE - Calgary, AB - T2G 4X3

Telephone: 403-680-6109
Facsimile: 403-292-5786
E-mail address: diana.izzotti@pwgsc-tpsgc.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

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

PBN #: _____

7.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: Parks Canada and the Department Of National Defence.

7.7 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 2 and 3 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.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 40,000.00 (Applicable Taxes included).

7.9 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), Goods (Medium Complexity;
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated _____ (*insert date of offer*),

7.10 Certifications and Additional Information

7.10.1 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.

7.10.2 SACC Manual Clauses

A9020C (2006-06-16), Cylinder Hook-up

A9039C (2008-05-12), Salvage

M3800C (2006-08-15), Estimated

7.11 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 Alberta.

B. RESULTING CONTRACT CLAUSES

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

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

2010A (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

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

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.3.2 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment

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

7.4.2 Limitation of Price

SACC *Manual* clause C6000C (2017-08-17) Limitation of Price

7.4.3 Multiple Payments

SACC *Manual* clause H1001C (2008-05-12), Multiple Payment

7.4.4 SACC *Manual* Clauses

A9117C (2007-11-30), T1204 Direct Request by Customer Department

7.4.5 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);

7.5 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. Each invoice must be supported by:
 - a. A copy of the call-up Against the Standing Offer and any other documents specified in the Contract.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One copy must be forwarded to the contracting authority.

7.6 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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.

7.7 SACC Manual Clauses

D3010C (2016-01-28), Delivery of Dangerous Goods / Hazardous Products

D3015C (2014-09-25), Dangerous Goods / Hazardous Products – Labeling and Packaging Compliance

ANNEX "A" – REQUIREMENT

Parks Canada and the Department of National Defence have a requirement for a Regional Master Standing Offer for the supply and delivery of Propane (CGSB Spec – 3.14-2006), tank rentals, refurbishment and additional items as detailed herein to the following locations: on an "as and when required" basis;

Table A: Mount Revelstoke and Glacier National Park

Table B: Lake Louise National Park

Table C: Yoho National Park

Table D: Kootenay National Park

Table E: Banff National Park

Table F: Jasper National Park

Table G: Elk Island National Park

Table H: Canadian Forces School of Search and Rescue (CFSSR) detachment Jarvis Lake, nr Hinton.

Suppliers may bid on one or more of the location tables, but **MUST** provide a price for each item in the chosen location table or tables. Incomplete tables may render a bid non-compliant. Prices are to be entered in Offer Table A for the chosen location(s) and also in the Offer Table B2 at Annex B – Basis of Payment.

Details of the requirement are provided in Annex "A" – Requirement in the Request for Standing Offer (RFSO).

The period of the Standing Offer is for one year and 2 option years. The start date is estimated to be October 1st 2018.

Additional Information:

The Crown is responsible for the certification of all Crown owned propane storage tanks.

TANK REFURBISHMENT

Refurbishing of propane tanks 'as and when' requested to include:

- Pressure relief, fill and evacuation valves to be replaced on each tank
- Gauges to be replaced on each tank
- 1st stage regulators to be replaced on each tank
- 2nd stage regulators to be replaced if required
- Pigtails to be replaced if required
- Bonnets to be replaced on each tank
- New tank blocks are to be installed under each tank such that the top of any support is not less than three inches above grade, and the clearances between the bottom of the tank and grade shall not be less than six inches
- All tanks must be pumped and vented to industry standards for the work required

TANK REPLACEMENT

Replacement of propane tanks 'as and when' requested to include:

- Delivery of new tank to site
- All tanks must be pumped and vented to industry standards for the work required.
- Transfer fuel from old tank to new tank.
- Install of new tank
- Removal and disposal of old tank

PROPANE SUPPLY AND DELIVERY: TANK LOCATIONS AND SIZES

Suppliers may bid on one or more of the location in Offer Table A2, but **MUST** provide a price for each item in the chosen table or tables and complete Offer Table B2. If there is no charge for an item please add 'zero'.

An incomplete table may render a bid non-responsive.

The aggregate Offer price will be calculated using the following formula and the prices offered in Annex "B" - Basis of Payment: (Note: Unit price is Refinery Rack Price plus Markup - Rack + \$ per Litre).

All items bid on in Offer Table A2 will be totaled to provide a price for 3 years for that location. The total per location will be added to the prices in Offer Table B2.

An offer on multiple locations would be evaluated the same way, and evaluated per location.

For example:

The price for location Table A: Mount Revelstoke and Glacier National Parks Areas;

The \$ per L amount offered (Unit price \$ per litre price plus Refinery Rack Price) times (x) the estimated usage in L x 3 years + total price for Offer table B2 = aggregate evaluated price for Table A.

If an offeror bids \$2,000 total on Offer Table A2 for all three years total at location Table A and \$500 for the Offer Table B2 total. The total offer for that location would be \$2,500.

Estimated usage is for evaluation purposes only.

The lowest compliant offeror may be issued a Standing Offer for a location. If a supplier is successful on one or more tables those locations will be included on the same Standing Offer for that supplier.

One or more Standing Offers may be issued as a result of this Request For Standing Offers.

TABLE A; Tank Locations and Sizes for Mount Revelstoke and Glacier National Parks Areas

Item #	Location	Number of Tanks	Tank capacity	Km's east of Revelstoke
1	Glacier Park - Summit Compound	2	22710 L ea.	71
2	Glacier Park - Rogers Pass Center		7500 L	71
3	Glacier Park - Water Treatment Plant	1	3785L	71
4	Glacier Park – Flat Creek Garage	1	1893L	48
5	Mt. Revelstoke Park – Ski Chalet	1	3785L	2

Special Conditions

Trucks must be able to travel on unplowed roads to tanks, so chains may be required. Weather conditions may dictate travel over closed roads and snow removal around tanks may be required.

Advance notification for deliveries is required during winter conditions to the following locations listed above during the period of November 1 to April 1: **Mount Revelstoke Ski Chalet, Rogers Pass Center and Rogers Water Treatment Plant.**

TABLE B - Tank Locations and Sizes for Lake Louise Area, Banff National Park

Item #	Location	Number of Tanks	Tank capacity	Tank serial #	Km's from Banff
1	Waterfowl Campground Residence	1	3785L	565617	114
2	Waterfowl Lake Campground	1	3785L	62-219	114

3	Waterfowl Lake Campground	1	3785L	2918	114
4	Waterfowl	1	3785L	N3052	114
5	Waterfowl	1	3785L	HH1053	114
6	Waterfowl	1	3785L	8678A	114
7	Waterfowl	1	3785L	SW8	114
8	Waterfowl Lake	1	3785L	23772A	114
9	Waterfowl Lake trails	1	3785L	25220A	114
10	Bow Lake	1	3785L	HH1891	78
11	Niblock Pit	1	3785L	57865	64
12	Lake Louise Water Intake	1	3785L	HH1053	59
13	Lake Louise Water Intake	1	3785L	24461A	59
14	Lake Louise Campground Entrance (kiosk)	1	1893L	22783A	59
15	Lift Station Lake Louise Campground	1	1893L	Q0124671	59
16	Lake Louise Sewer Plant	1	3785L	25362A	59
17	Lake Louise Campground	1	3785L	25749A	59
18	Pinnacle Staff Housing Lake Louise	1	7500L	26329A	59
19	Lake Louise Well Water Station	1	3785L	N4429-22	59
20	Lake Louise Staff Residence (Saddleback)	1	7500L	28186A	59
21	Lake Louise Staff Residence (Saddleback)	1	7500L	28184A	59
22	Lake Louise Info Centre	1	3785L	28849A	59
23	Lake Louise Info Centre	1	3785L	28837A	59
24	Lake Louise Upper Parking Lot	1	3785L	24376A	59
25	Lake Louise Upper Parking Lot	1	3785L	23589A	59
26	Lake Louise Compound	1	7500L	26235A	59
27	Lake Louise Compound	1	7500L	26234A	59
28	Lake Louise Compound	1	7500L	26227A	59
29	Lake Louise Compound	1	1893L	23769A	59
30	Lake Louise Campground Shower Bldg.	1	3785L	24-3020	59
31	Staff Housing Harry's Hill #1	1	3785L	HH76	59
32	Staff Housing Harry's Hill #2	1	3785L	HH77	59
33	Staff Housing Harry's Hill #3	1	3785L	HH75	59
34	Staff Housing Harry's Hill #4	1	3785L	NN3273	59
35	Staff Housing Harry's Hill #13	1	3785L	HH74	59
36	Staff Housing Harry's Hill #15	1	3785L	HH73	59
37	Protection Mountain	1	3785L	55438	48
38	Saskatchewan Crossing	1	3785L	30-652	125
39	Saskatchewan Crossing	1	3785L	54-1354	125
40	Saskatchewan Crossing	1	3785L	21558A	125
41	Saskatchewan Crossing	1	3785L	27562A	125
42	Lake Louise Compound Fire Shed	1	3785L	--	59

TABLE C; Tank Locations and Sizes for Yoho National Park Area

Item #	Location	Number of Tanks	Tank capacity	Tank Serial #
1	Residence #1 Park Housing	1	4546L	YNP-01
2	Residence #2 Park Housing	1	2273L	YNP-02
3	Residence #3 Park Housing	1	2273L	YNP-03
4	Residence #4 Park Housing	1	2273L	YNP-04
5	Residence #1 Park Housing	1	2273L	YNP-05
6	Residence #1 Park Housing	1	2273L	YNP-07
7	Residence #1 Park Housing	1	2273L	YNP-08

8	Residence #1 Park Housing	1	2273L	YNP-09
9	Residence #1 Park Housing	1	2273L	YNP-10
10	Residence #1 Park Housing	1	2273L	YNP-11
11	Residence #1 Park Housing	1	2273L	YNP-12
12	Residence #1 Park Housing	1	2273L	YNP-14
13	Residence #1 Park Housing	1	2273L	YNP-15
14	Administration Bldg. Field	1	4546L	YNP-17
15	Townsite Well Bldg.	1	2273L	YNP-18
16	Firehall Field	1	4546L	YNP-19
17	P/R Bldg. Field	1	4546L	YNP-20
18	Residence #21 Park Housing	1	2273L	YNP-21
19	Residence #22 Park Housing	1	2273L	YNP-22
20	Residence #23 Park Housing	1	2273L	YNP-23
21	Sewer Treatment Plant Field	1	4546L	YNP-25
22	Information Centre Field	1	6840L	YNP-26
23	Ranch Rescue Bldg. Field	1	4546L	YNP-27
24	Residence #29B Park Housing	1	2273L	YNP-28
25	Residence #29A Park Housing	1	2273L	YNP-29
26	Residence #30 Park Housing	1	2273L	YNP-30
27	East Information Centre	1	2273L	YNP-31
28	Kicking Horse Campground Residence	1	2273L	YNP-32
29	Residence #33 Park Housing	1	2273L	YNP-33
30	Kicking Horse Main Washroom	1	4546L	YNP-34
31	Kicking Horse Monarch Washroom	1	2273L	YNP-35
32	Kicking Horse Trailer Washroom	1	2273L	YNP-36
33	Takakkaw Falls Cabin	1	2273L	YNP-37
34	Lake O'Hara Cabin	1	2273L	YNP-38
35	Sandpile Trans-Canada Highway	1	4546L	YNP-39
36	Boulder Creek Well Building	1	2273L	YNP-40
37	Kicking Horse Generator	1	4546L	YNP-41
38	Boulder Creek Ops Centre	1	4546L	YNP-42
39	Boulder Creek Supply Centre	1	4546L	YNP-43
40	Boulder Creek Trades	1	4546L	YNP-44
41	Boulder Creek Bunkhouse	1	9100L	YNP-45
42	Boulder Creek Trades Shop	1	4546L	YNP-49
43	Boulder Creek Trail Crew Shed	1	2273L	YNP-50
44	Chlorinator Building	1	4546L	YNP-57
45	Lake O'Hara Campground Washroom	1	4546L	--

TABLE D; Tank Locations and Sizes for Kootenay National Park Area

Item #	Location	Number of Tanks	Tank capacity	Km's from park West Gate
1	Redstreak Campground	10	2273L ea.	5
2	Administration Bldg. in Radium	1	4546L	5
3	Aquacourt Pool	1	9092L	3.5
4	Visitor reception Centre	1	2273L	3.5
5	Resource Conservation OPS Centre	1	4546L	5
6	Supply Centre McKay Creek Compound	1	2273L	5
7	Carpenter Shop McKay Creek Campground	1	2273L	5
8	Garage McKay Creek Compound	2	4546L ea.	5

9	McLeod Meadows Campground	1	1137L	26
10	Kootenay Cross. Warden Station	4	4546L	42
11	Kootenay Cross. Warden Station	3	2273L ea.	42
12	Gravel Pit Hector Gorge	1	4546L	45
13	Marble Canyon Parking Lot	2	2273L ea.	90
14	Marble Canyon Warden - generator	1	2273L	90
15	Caretaker's residence Redstreak Hill	1	2273L	5
16	1714 – 10 Ave in Invermere, BC	1	2273L	25
17	1714 – 9 Ave in Invermere, BC	1	2273L	25
18	1706 – 8 Ave in Invermere, BC	1	2273L	25
19	McKay Creek Campground Water Station	1	4546L	5

TABLE E; Tank Locations and Sizes for Jasper National Park Area

Item #	Location	Number of Tanks	Tank capacity	Km's from Jasper Townsite
1	Incinerator (Transfer Station)	1	2273L	12
2	Tangle Garage	3	4546L ea.	94
3	Sunwapta Log House/Office	1	4546L	72
4	Sunwapta Atco House	1	4546L	72
5	Sunwapta House and Panabode	2	4546L ea.	72
6	Athabasca House/Garage	1	4546L	32
7	Cavell Warden House	1	4546L	20
8	Wabasso Campground Residence	1	2273L	15
9	Wapiti Campground Residence	1	2273L	4
10	Wapiti Showers	1	4546L	4
11	Whistler Campground Residence	1	4546L	2
12	Whistler Shower Building	2	4546L ea.	2
13	Whistler Group Campground	1	2273L	3
14	Decoigne Warden Log House	1	4546L	25
15	Decoigne Warden New House	1	4546L	25
16	Maligne Range/Sixth Bridge	1	4546L	5
17	Transfer Station	1	2273L	12
18	Snaring Warden Station	1	4546L	20
19	Pocahontas Campground	1	2273L	40
20	Maligne Lake Warden	1	4546L	50
21	Miette Hot Springs	2	4546L ea.	57
22	Miette Hot Springs Kitchen	1	4546L	57

Special Conditions

There are bridge weight restrictions in place on access routes to the locations below. Propane trucks must not exceed the weight restrictions.

Item No.	Location	Max GVW
14 -	Decoigne Warden Log House	10 tonnes
15 -	Decoigne Warden New House	10 tonnes
16 -	Maligne Range / Sixth Bridge	15 tonnes
18 -	Snaring Warden Station	20 tonnes

TABLE F; Tank Locations and Sizes for Banff National Park Area

Item #	Location	Number of Tanks	Tank capacity	Km's from Banff Townsite
1	Two Jack Main Residence	1	3785L	10
2	Two Jack Lakeside Campground (a)	1	1893L	20
3	Two Jack Lakeside Campground (b)	1	1893L	20
4	Johnston Canyon Campground (a)	1	1893L	20
5	Johnston Canyon Campground (b)	1	4546L	10
6	Johnston Canyon Campground (c)	1	1893L	10
7	Horse Corral	1	1893L	3
8	Industrial Compound	1	3785L	2
9	Loader Shed at Castle Junction	1	3785L	18
10	Ya Ha Tinda Ranch (a)	1	3785L	87km west of Sundre
11	Ya Ha Tinda Ranch (b)	1	3785L	87km west of Sundre

Special Conditions

The Offeror may be requested to provide a new tank at the following location:
 Industrial Compound 123 Hawk Avenue, left of entrance gate to the compound
 Size: 3785 L

TABLE G: Tank Locations and sizes For Elk Island National Park area.

Item #	Location	Number of Tanks	Tank capacity	Coordinates
1	Beach Water Plant	1	3785L	SE 10-53-20 W4
2	Astotin Theatre	1	3785L	SE 24-54-20 W4
3	Sandy Beach Campground Shower Bldg.	1	3785L	SE 23-54-20 W4
4	Wood Bison Handling Facility	1	3785L	SE 23-54-20 W4
5	Beach Washroom	1	3785L	SE 23-54-20 W4
6	Walk-in Tenting Washroom	1	1892L	SE 23-54-20 W4
7	Group Washroom	1	1892L	SE 23-54-20 W4
8	Otentik 9	1	465L	SE 23-54-20 W4
9	Otentik 11	1	465L	SE 23-54-20 W4
10	Otentik 23	1	465L	SE 23-54-20 W4
11	Otentik 34	1	465L	SE 23-54-20 W4
12	Otentik 41	1	465L	SE 23-54-20 W4

Special Conditions

All tanks are in locked enclosures. Most also require access through a locked gate. Keys will be provided to the Offeror's propane truck driver upon orientation/first fill.

TABLE H: DND site Canadian Forces School of Search and Rescue (CFSSR) detachment Jarvis Lake, nr Hinton.

Item #	Location	Number of Tanks	Tank capacity
1	Bldng 28 – Staff Building	2	See below
2	Bldng 29 – Student Bldng	2	See below

Details for Canadian Forces School of Search and Rescue (CFSSR) detachment Jarvis Lake, nr Hinton.

Solicitation No. - N° de l'invitation
EW478-190351/A
Client Ref. No. - N° de réf. du client
EW478-190351

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

Buyer ID - Id de l'acheteur
CAL129
CCC No./N° CCC - FMS No./N° VME

The request is for the yearly long term rental at Blg 29 – Student Building of 2 tanks. One tank is 500 gallons (1892.71 Liters) and the other tank is 1000 gallons (3785.41 Liters).

On site tanks at Blg 28 – Staff Building. One tank is 500 gallons (1892.71 Liters) and the other tank is 1000 gallons (3785.41 Liters). DND will likely be replacing these 1000 gal and 500 gal tanks that are currently owned by DND due to their age with the rental of 2 x 1000 gal tanks at a quoted yearly rental charge.

Approx. usage is 15000 liters per year for these 4 tanks at the site.

The address for the DND invoices ONLY to be sent is:

RP OPS SECTION EDMONTON
BUILDING 177
PO BOX 10500 STN FORCES
EDMONTON, AB T5J 4J5

NOTE: Suppliers must be able to provide invoices to the client or client representative at the sites or deliver them to the addresses supplied herein. Due to the variety of delivery sites and intermittent deliveries any requests for the client to log in to a website to retrieve invoices cannot be accepted and may render a bid non-compliant.

ANNEX "B" - BASIS OF PAYMENT

- All prices are FOB Destination and shall include transportation and unloading
- GST and Fuel Taxes are to be excluded from prices quoted herein.
- GST and Fuel Taxes, if applicable will be shown as a separate item on the invoice
- All prices quoted are to be in Canadian dollars.
- Offeror's invoicing to included Refinery Rack Price Documentation as at delivery date
- Estimated quantities are for evaluation purposes only
- Provincial fuel tax rates on propane or butane, if not for use as motive fuel, are not applicable and should be deleted from the pricing below.
- The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The information below will be used for evaluation purposes for the Tables;

Offeror to supply with bid submission the following:

- Refinery Rack Price as of ****SEPTEMBER 24th 2018**** = \$ _____/L for each Table
- Refinery Rack Price Documentation is to be attached to bid.
- Refinery used for each Table;
 - Table A: Mount Revelstoke and Glacier National Park _____
 - Table B: Lake Louise National Park _____
 - Table C: Yoho National Park _____
 - Table D: Kootenay National Park _____
 - Table E: Banff National Park _____
 - Table F: Jasper National Park _____
 - Table G: Elk Island National Park _____
 - Table H: Canadian Forces School of Search and Rescue (CFSSR) detachment Jarvis Lake, nr Hinton. _____

Calculation for payment of price per litre of propane for every location and each year for evaluation purposes only will be the **UNIT** price which is the Refinery Rack Price plus Markup (Rack + \$ per Litre).

Offer Table A2

Column D = Year 1. For the Standing Offer Period: from date of Standing Offer issuance to 31 August 2019.

Column E = Option Year 1. For the Standing Offer Period: 1st September 2019 to 31st August 2020

Column F = Option Year 2. For the Standing Offer Period: 1st September 2020 to 31st August 2021

Column A	Column B	Column C	Column D = Year 1	Column E = Option Year 1	Column F = Option Year 2	Total Column C x D, C x E, C x F (D+E+F) = Total
Item	Description	Estimated annual quantities (L)	UNIT Price per litre	Price per litre	Price per litre	

Table A	Mount Revelstoke and Glacier National Par	237,667 L	\$ _____	\$ _____	\$ _____	\$ _____
Table B	Lake Louise National Park	383,000 L	\$ _____	\$ _____	\$ _____	\$ _____
Table C	Yoho National Park	383,000 L	\$ _____	\$ _____	\$ _____	\$ _____
Table D	Kootenay National Park	383,000 L	\$ _____	\$ _____	\$ _____	\$ _____
Table E	Banff National Park	80,000 L	\$ _____	\$ _____	\$ _____	\$ _____
Table F	Jasper National Park	140,000 L	\$ _____	\$ _____	\$ _____	\$ _____
Table G	Elk Island National Park	140,000 L	\$ _____	\$ _____	\$ _____	\$ _____
Table H	CFSSR detachment Jarvis Lake, nr Hinton.	80,000 L	\$ _____	\$ _____	\$ _____	\$ _____

Offer Table B2:

Cost for the service of replacing/maintenance of propane tanks in accordance with Annex "A".

A price **must** be provided for each item in Offer Table B2.

If there is no charge for an item or service please add '0' (zero).

Cost includes:

- Refurbishment of existing tanks
- Transportation
- Install of new tanks
- Evacuation of tank and transfer fuel if new tank installed
- Travel time

Column A	Column B	Column C	Column D Year 1	Column E Option Year 1	Column F Option Year 2	Column G: (C x D) + (C x E) + (C x F) = Total
Item #	Description	Estimated	Price	Price	Price	

		Quantities				
	Personnel					
A	Technical gas fitter hourly rate	100 hours	\$_____ h	\$_____ h	\$_____ h	\$_____
B	On-site picker truck hourly rate	200 hours	\$_____ h	\$_____ h	\$_____ h	\$_____
C	On-site filler truck hourly rate	250 hours	\$_____ h	\$_____ h	\$_____ h	\$_____
	Materials used in replacing /refurbishing of propane tanks	Estimated Quantities				
D	1 st Stage Regulator	50	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
E	2 nd Stage regulator	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
F	Pigtails	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
G	Bonnets	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
H	Gauges	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
I	1" Relief Valve	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
J	1 1/4" Relief Valve	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
K	Service Valves (fill and evacuation)	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
L	Multi Valve Kit	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
M	1/2" Copper Supply Line	15	\$_____ per foot	\$_____ per foot	\$_____ per foot	\$_____
N	New Tank Block	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
	Cost for the replacement of propane tanks in accordance with Annex "A".	Estimated Quantities				
O	7500 L Tank	5	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
P	3785 Tank	25	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
Q	1893 Tank	35	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
	Monthly Cost for the rental of propane tanks in accordance with Annex "A".	Estimated Quantities				
R	7500 L Tank	2	\$_____ ea	\$_____ ea	\$_____ ea	\$_____

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			month	month	month	
S	3785 Tank	2	\$ _____ ea month	\$ _____ ea month	\$ _____ ea month	\$ _____
T	1893 Tank	2	\$ _____ ea month	\$ _____ ea month	\$ _____ ea month	\$ _____

ANNEX "C" – INSURANCE REQUIREMENTS

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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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.
 - e. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

Environmental Impairment Liability Insurance

-
1. The Contractor must obtain Contractor Pollution Legal 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
 2. 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.
 3. The Contractor's Pollution Legal 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.

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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);

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ANNEX "E" - STANDING OFFER USAGE REPORT

Return to:
PWGSC Acquisitions Branch
Harry Hays Building
Room 759, 220-4th Avenue SE - Calgary, AB - T2G 4X3
Fax: (403) 292-5786
Email: WST_PA-CAL@pwgsc-tpsgc.gc.ca

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

Supplier: _____
Standing Offer No.: _____
Department or Agency: Parks Canada or DND
Reporting Period: _____

ITEM/CALL-UP NO.	DESCRIPTION OF THE CALLUP	VALUE	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-up Totals to Date:			
(A+B) Total Accumulated Call-ups:			

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

PREPARED BY:
NAME: _____ SIGNATURE: _____

PHONE: _____ **DATE:** _____

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