



## **REQUEST FOR STANDING OFFER**

**Departmental Individual Standing Offer (DISO)  
Plumbing Services – Nappan research Farm**

**4016 Highway 302, Nova Scotia, B0L 1C0**

**Tenders must be received by: 2:00 PM, Eastern Daylight Time  
On September 27, 2018 at the following address:**

### **Agriculture and Agri-Food Canada**

Corporate Management Branch  
Assets Team – Eastern Service Centre

#### **TENDER RECEIVING UNIT**

2001 Robert-Bourassa Blvd, Suite 671-TEN  
Montreal, QC  
H3A 3N2

**Note: Tenders received at a location other than this one will be rejected.**



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## **1.0 SPECIAL INSTRUCTIONS TO OFFERORS (SI)**

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## **SI01 INTRODUCTION**

1) Agriculture and Agri-Food Canada (AAFC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.

2) The initial Term of the Standing Offer will be for a one (1) year period

#### **Option to Extend Standing Offer**

The Offeror grants to Canada the irrevocable option to extend the period of the Standing Offer by four (4) additional one (1) year periods under the same terms and conditions.

The Offeror agrees that during the extended period of the Standing Offer, the rates and prices will be in accordance with the provisions of the Standing Offer.

Canada is not obliged to exercise any option period(s).

Canada may exercise this option by sending a written amendment to the Offeror at least 30 calendar days prior to the Standing Offer Expiry date.

3) The total value of the Standing Offer is estimated to be \$ 30,000.00 annually (GST or HST excluded). Individual call-ups will vary, up to a maximum of \$5,000.00 (GST or HST excluded). Offerors should know that there is no guarantee that the full or any amount of the Standing Offer will be called-up. AAFC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURES.

## **SI02 OFFER DOCUMENTS**

1) The following are the Offer documents:

- (a) Request for Standing Offer Page 1;
- (b) Special Instructions to Offerors;
- (c) General Instructions to Offerors;



- (d) Clauses and Conditions identified in “Contract Documents”;
- (e) Drawings and Specifications;
- (f) Price Proposal Form and related Appendixes; and,
- (g) Any amendment issued prior to solicitation closing.

Submission of an offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### **SI03 ENQUIRIES DURING THE SOLICITATION PERIOD**

- 1) Enquiries regarding this bid must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO). Enquiries should be received **no later than five (5) calendar days** prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
- 2) To ensure consistency and quality of the information provided to Offerors, the Contracting Authority shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
- 3) All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed **ONLY** to the Contracting Authority named on the RFSO. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of an Offer.

### **SI04 SITE VISIT**

- 1) There will be a non-mandatory site visit on September 18, 2018 at 10:00 AM (Local time)

### **SI05 REVISION OF OFFER**

- 1) An Offer may be revised by letter or facsimile in accordance with GI08 of the General Instructions to Offerors. The facsimile number for receipt of revisions is 514-283-1918.

### **SI06 OFFER VALIDITY PERIOD**

- 1) The Offer cannot be withdrawn for the period of sixty (60) days following the RFSO closing date.
- 2) Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
- 3) If the extension referred to in paragraph 2) of SI06 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation the offers and its approvals processes.



- 4) If the extension referred to in paragraph 2) of SI06 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either:
  - (a) continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - (b) cancel the Request for Standing Offer
- 5) The provisions expressed herein do not in any manner limit Canada's rights in law or under GI08 of the General Instructions to Offerors.

#### **SI07 PERSONNEL SECURITY REQUIREMENTS**

- 1) The successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent Standing Offer, must meet the following security requirements:

Personnel who are required to perform any part of the work, much EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by Agriculture and Agri-Food Canada.

Until the security screening of the personnel has been completed satisfactorily by Agriculture and Agri-Food Canada, the Contractor/Subcontractor personnel MAY NOT perform contract work. Each of the proposed staff must complete "Security Clearance Form" (TBS 330-23E) upon request from Canada.

#### **SI08 INSURANCE**

- 1) Period of Insurance
  - (a) The Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.



## **GENERAL INSTRUCTIONS TO OFFERORS**

- GI01 Completion of Offer**
- GI02 Identity or Legal Capacity of the Offeror**
- GI03 Applicable Taxes**
- GI04 Capital Development and Redevelopment Charges**
- GI05 Listing of Subcontractors and Suppliers**
- GI06 Submission of Offer**
- GI07 Revision of Offer**
- GI08 Rejection of Offer**
- GI09 Offer Costs**
- GI10 Compliance with Applicable Laws**
- GI11 Approval of Alternative Materials**
- GI12 Conflict of Interest – Unfair Advantage**
- GI13 Integrity Provisions – Offer**

### **GI01) COMPLETION OF OFFER**

- 1) The Offer shall be:
  - (a) submitted on the PRICE PROPOSAL FORM, Appendix 4
  - (b) based on the Offer Documents listed in the Special Instructions to Offerors;
  - (c) correctly completed in all respects;
  - (d) signed, with an original signature, by a duly authorized representative of the Offeror; and
  - (e) accompanied by any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
- 2) Subject to paragraph 6) of GI08, any alteration to the pre-printed or pre-typed sections of the Price Proposal Form, or any condition or qualification placed upon the Offer shall be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
- 3) Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of Offers are not acceptable.

### **GI02) IDENTITY OF LEGAL CAPACITY OF OFFEROR**

- 1) In order to confirm the authority of the person or persons signing the Offer or to establish the legal capacity under which the Offeror proposes to enter into Standing Offer, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of:
  - (a) such signing authority; and
  - (b) the legal capacity under which it carries on business;



prior to Standing Offer award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI03) APPLICABLE TAXES**

- 1) “Applicable Taxes” means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST).

### **GI04) CAPTIAL DEVELOPMENT AND REDEVELOPMENT**

- 1) For the purposes of GC1.8 LAWS, PERMITS AND TAXES in the General Conditions of the Standing Offer, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the Offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

### **GI05) LISTING OF SUBCONTRACTORS AND SUPPLIERS**

- 1) Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

### **GI06) SUBMISSION OF OFFER**

- 1) The Proposal, duly completed, shall be enclosed in separate sealed envelopes and shall be addressed and submitted to the office designated on the Request for Standing Offer for the receipt of offers. The Offer must be received on or before the date and time set for solicitation closing.

Each envelope must in include the following:

- a) Appendix 4 – Price Proposal and Request for Standing Offer Form
  - b) Appendix 3 – Mandatory Requirements
  - c) Appendix 1 – Integrity Provisions
- 2) Unless otherwise specified in the Special Instructions to Offerors
    - (a) the offer shall be in Canadian currency;
    - (b) exchange rate fluctuation protection is not offered; and
    - (c) any request for exchange rate fluctuation protection shall not be considered.



- 3) Prior to submitting the Offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
  - (a) Solicitation Number;
  - (b) Name of Offeror;
  - (c) Return address; and
  - (d) Closing Date and Time.
- 4) Timely and correct delivery of offers is the sole responsibility of the Offeror.

#### **GI07) REVISION OF OFFER**

- 1) An Offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the Request for Standing Offer. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror;
- 2) A revision to an offer that includes unit prices must clearly identify the changes(s) in the unit price(s) and the specific item(s) to which each change applies.
- 3) A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
- 4) Failure to comply with any of the above provisions shall result in the rejection of the noncompliant revision(s) only. The Offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

#### **GI08) REJECTION OF OFFER**

- 1) Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
- 2) Without limiting the generality of paragraph 1) of GI08, Canada may reject an offer if any of the following circumstances is present:
  - (a) the Offeror's bidding privileges are suspended or are in the process of being suspended;
  - (b) the privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - (c) the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - (d) evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to





- the Offeror, any of its employees or any subcontractor included as part of its offer;
- (e) evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - (f) with respect to current or prior transactions with Canada
    - (i) Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - (ii) Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.
- 3) In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI08, Canada may consider, but not be limited to, such matters as:
- (a) the quality of workmanship in performing the Work;
  - (b) the timeliness of completion of the Work;
  - (c) the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - (d) the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
- 4) Without limiting the generality of paragraphs 1), 2) and 3) of GI08, Canada may reject any Offer based on an unfavourable assessment of the:
- (a) adequacy of the Offer price to permit the work to be carried out and, in the case of an Offer providing prices per unit or a combination of lump sum and prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - (b) Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Standing Offer; and
  - (c) Offeror's performance on other contracts.
- 5) Where Canada intends to reject an Offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI08, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the Offer rejection.
- 6) Canada may waive informalities and minor irregularities in Offers received if Canada determines that the variation of the Offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

## **GI09) OFFER COSTS**



- 1) No payment will be made for costs incurred in the preparation and submission of an Offer in response to the Offer solicitation. Costs associated with preparing and submitting an Offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI10) COMPLIANCE WITH APPLICABLE LAWS**

- 1) By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the Offer and entry into any ensuing Standing Offer for the performance of the work.
- 2) For the purpose of validating the certification in paragraph 1) of GI10, an Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the said request.
- 3) Failure to comply with the requirements of paragraph 2) of GI10 shall result in disqualification of the Offer.

#### **GI11) APPROVAL OF ALTERNATIVE MATERIELS**

- 1) When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the Offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Authority at least 10 calendar days prior to the solicitation closing date.

#### **GI12) CONFLICT OF INTEREST – UNFAIR ADVANTAGE**

- 1) In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - (a) if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - (b) if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
- 2) The experience acquired by an Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.



- 3) Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

### **GI13) INTEGRITY PROVISIONS - OFFER**

- 1) Ineligibility and Suspension Policy (the "Policy"), and all related Directives, are incorporated by reference into, and form a binding part of the procurement process. The Supplier must comply with the Policy and Directives, which can be found at *Ineligibility and Suspension Policy*.
- 2) Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
- 3) In addition to all other information required in the procurement process, the Supplier must provide the following:
  - (a) by the time stated in the Policy, all information required by the Policy described under the heading "Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement"; and
  - (b) with its Offer / quote / proposal, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at Declaration Form for Procurement.
- 4) Subject to subsection 5, by submitting an Offer / quote / proposal in response a request by AAFC, the Supplier certifies that:
  - (a) it has read and understands the *Ineligibility and Suspension Policy*;
  - (b) it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - (c) it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;



- (d) it has provided with its Offer / quote / proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - (e) none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - (f) it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- 5) Where a Supplier is unable to provide any of the certifications required by subsection 4, it must submit with its Offer/ quote / proposal a completed Integrity Declaration Form, which can be found at Declaration Form for Procurement.
- 6) Canada will declare non-responsive any Offer / quote / proposal in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Standing Offer that the Supplier provided a false or misleading certification or declaration, Canada may terminate the Standing Offer for default. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for award of a Standing Offer for providing a false or misleading certification or declaration.

Ineligibility and Suspension Policy - <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

Declaration Form for Procurement - <http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>



## **EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1) Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **Mandatory Technical Criteria**

###### **a) MANDATORY REQUIREMENTS - at closing**

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO.

###### **b) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer**

- i) Integrity Provisions – List of Names
- ii) Insurance
- iii) Security Requirement

#### **1.2 Financial Evaluation**

- i) Price Proposal Form - A rate must be entered for each item.
- ii) Offers will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one (1) Standing Offer will be issued to the lowest compliant offeror.

### **2) Basis of Selection**

#### **2.1 Basis of Selection - Mandatory Technical Criteria and Price**

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a Standing Offer.



## **STANDING OFFER AND CALL-UP PROCEDURES**

<b>SOP01</b>	<b>General</b>
<b>SOP02</b>	<b>Period of Standing Offer</b>
<b>SOP03</b>	<b>Call-up Limitation</b>
<b>SOP04</b>	<b>Call-up Procedure</b>
<b>SOP05</b>	<b>Standing Offer Authorities</b>

### **SOP01 GENERAL**

- 1) The Offeror acknowledges that a Standing Offer is not a contract and that the issuance of a Standing Offer does not obligate or commit Canada to procure or contract for any services listed in the Standing Offer.
- 2) The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer, if, and when, the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
- 3) The Offeror understands and agrees that:
  - (a) a Call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - (b) Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - (c) Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - (d) the Standing Offer cannot be assigned or transferred in whole or in part;
  - (e) the Standing Offer may be set aside by Canada at any time.

### **SOP02 PERIOD OF THE STANDING OFFER**

The period for placing Call-ups against the Standing Offer shall be for one (1) year commencing from the start date identified on the Standing Offer with an irrevocable option to extend the period of the Standing Offer by four (4) additional one (1) year periods under the same terms and conditions.

### **SOP03 CALL-UP LIMITATION**

Each Call-up against the Standing Offer will have a maximum limitation of expenditure of \$ 5,000.00 (Applicable Taxes excluded).

### **SOP04 CALL-UP PROCEDURE**

- 1) Services will be called-up as follows:  
For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Technical Authority in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of



the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.

- 2) The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using Call-up against Standing Offer form.
- 3) Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

### SOP05 STANDING OFFER AUTHORITIES

Standing Offer Contracting Authority is:

Name: Jean-François Lemay  
 Title: Procurement Officer  
 Department: Agriculture and Agri-Food Canada  
 Division: Eastern Service Centre  
 Telephone: 514-315-6196  
 e-mail: [jean-francois.lemay@agr.gc.ca](mailto:jean-francois.lemay@agr.gc.ca)

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is :

The Technical Authority, or authorized representative, is responsible for:

- All matters concerning the technical content of the Work under the Standing Offer;
- Defining any proposed changes to the scope of the Work, but any resulting change can only be confirmed by a Standing Offer amendment issued by the Contracting Authority;
- Inspection and acceptance of all Work performed as detailed in the Statement of Work and;
- Review and approve all invoices submitted : **(to be completed by AAFC upon award)**

Name : \_\_\_\_\_  
 Title : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Division : \_\_\_\_\_  
 Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 e-mail : \_\_\_\_\_

The selected contractor for the standing offer is : **(to be completed by AAFC upon award)**

Name : \_\_\_\_\_  
 Contact : \_\_\_\_\_



Address : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_





## APPENDIX 1 – INTEGRITY PROVISIONS

LIST OF NAMES : Bidders who are a 'sole proprietorship' must provide the name of the owner(s).

Bidders who are 'incorporated' must provide :

- a) a complete list of all owners OR
- b) a list of all individuals who are on the current Board of Directors

Bidders who are a 'joint venture' must provide a complete list of Company names under the Joint venture with :

- a) a complete list of all owners for each company OR
- b) a complete list all individuals who are on the current Board of Directors for each company

Bidders who are a 'society' or 'partnerships' do not need to provide names.

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## APPENDIX 2 – STATEMENT OF WORK

### General Requirements:

#### Objective:

The Nappan Research Farm, Agriculture and Agri-Food Canada, located at 4016 Highway 302, Nappan, Nova Scotia, B0L 1C0, has a requirement for a company to provide Plumbing services such as installation, removal and repair of various plumbing components such as: water closets, sinks, hot water heaters, backflow preventers and hot water boiler components on a AS and When Requested basis.

#### Background:

The Research Centre operates on a five day basis from Monday to Friday, 8:00AM to 4:30PM, although some experiments are conducted around the clock over extended periods of time.

The Centre's Facilities includes:

- a) 20 buildings and barns (some not heated)
- b) A variety of plumbing systems (plastic, copper and steel pipe)
- c) Numerous water closets
- d) 14 backflow preventers
- e) Numerous curb stops and shut off valves
- f) Reservoir with 2 wells with pumps
- g) 6 hot water heater

#### Codes and Legislated Requirements:

The following codes and standards in effect at the time of award are subject to change / revision. The latest edition of each shall be enforced during the term of the Standing Offer.

- i) Treasury Board of Canada
- ii) Canada Standards Association
- iii) Canadian Environmental Protection Act
- iv) National Building Code of Canada
- iv) National Fire code
- vi) Part II of the Canada Labour Code
- vii) Canadian Occupational Safety and Health Section of Part II of the Canada labour Code
- viii) Fire Commissioner of Canada FC 301 Standard for Construction Operations
- ix) Provincial and Territorial Acts and Regulations
- x) Canadian Construction and Labour Safety Codes; Provincial Government Workers= Compensation board and Municipal Statutes and Authorities
- xi) Canadian Electrical Code, Part I, CSA 22.1-1998
- xii) Canadian Plumbing Code



- xiii) Materials and workmanship must conform to or exceed applicable standards of Canada Government Specification Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations

In the event of a conflict between any of the above codes or standards, the most stringent shall apply.

### **Security and Identification**

Photo identification is required for all employees working at the Research Centre and will be mandatory for all Contractors' staff when performing work at the site. All employees of the Contractor will be required to pass a Federal Government Security Clearance Screening. Photo identification cards will be worn by all employees of the Contractor at all times while on the site.

### **Service Required:**

The Contractor shall furnish all necessary labour, supervision, transportation, material, tools and equipment to carry out this Standing Offer Agreement of maintenance, minor repairs and/or installations of plumbing services and provide the services described throughout this specification.

The types of service could include but are not limited to:

- (1) repair to hot water boiler components
- (2) repair to toilets, sinks and hot water heaters
- (3) repairs to various types of backflow preventers
- (4) repairs to various types of shut off valves
- (5) repairs to general piping components
- (6) flow testing of fire hydrants

### **Terms and Conditions of Work:**

1. Contractor, upon award of standing offer, shall furnish the Facility Manager or his designated representative a copy of the Contractors Workers Compensation Certificate and Liabilities.
2. Upon award of standing offer AAFC will submit the names of the people proposed to do the work, as listed in the mandatory section, to Government of Canada's Security to undergo screening for enhanced security clearances. No employee of the Contractor shall be allowed on site until clearances have been established. This requirement must be updated when staff changes occur. The contractor to pay all costs incurred.
3. The Contractor shall report to the Facility Manager or his/her designated representative upon arrival on site, provide identification, and sign in at the Nappan Research Farm main office.



4. The contractor must be available 24 hours a day, 7 days a week, via phone or cell phone number. The Contractor will respond immediately and be on site within 60 minutes for an emergency priority and within 24 hours for a routine priority.
5. The contractor shall complete all applicable log books before leaving the site each day outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.
6. The Contractor shall warrant all services performed under this Standing Offer will at the time of acceptance, be free from defects in workmanship. If the Contractor is required to correct or replace the Work or any portion thereof, it shall be at no cost to AAFC, and any Work corrected or replaced by the Contractor shall be subject to all provisions of the Standing Offer to the same extent as Work initially performed. The warranty is one year for parts and 60 days for labour.
7. The Contractor will be responsible to maintain the integrity of the existing facility. Any damage caused by the Contractor must be made good.
8. Contractor shall provide training to AAFC's maintenance staff and user groups on operation and maintenance procedures on all new installations. The Contractor shall supply shop drawings and manufacturer's instructions and specifications on all new installations.
9. The Contractor shall execute the work with minimum disturbance to the occupants, public and normal use of the building.
  - i) Protect and maintain existing active services.
  - ii) Any connection to existing services are to be made with minimum disturbance to occupants and building operation.
  - iii) Any shutdown to execute service or repair must first be approved by the Facility Manager or his/her designate.
10. The Contractor shall at his own cost, remove and dispose of debris, used and obsolete material on a daily basis environmentally as per the Green Code.
11. The Contractor is to supply all tools and equipment required to provide work under the Standing Offer.
12. Equipment and materials to be new and CSA certified. Deliver, store and maintain materials with manufacture's seal and labels intact.
13. Additions, relocations or removal of equipment or systems are to recorded, dated and initialled by the Contractor on the as-built prints where applicable.
14. Contractor shall submit a detailed work order explaining the Work undertaken to the Facility Manager or his designated representative before leaving the site.



15. The Contractor shall provide AAFC an invoice complete with a detailed breakdown of all parts, material and labour used. This invoice must clearly reference all work sheets associated with the call-up.
16. The Contractor may, upon request, provide AAFC with a wholesalers invoice complete with parts pricing.
17. While on-site, Contractor and Contractor's employees shall adhere to all AAFC's safety and workplace policies. A copy of the policy will be provided by the Facility Manager or his/her designated representative.
18. The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the more stringent of the Federal and Provincial Occupational Health and Safety Acts.
19. The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well-being of his/her employees. Copies shall be made available to the Departmental Representative.
20. All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and supplied to the Departmental Representative.
21. Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors and personnel are advised of such Safety Plan and of the posted location.
22. The Contractor shall ensure all workers and authorized personnel entering the work site are notified of, and abide by the posted Safety Plan, safety rules, regulations, safe work practices and applicable Safety Acts, Regulations and Codes. Any person not complying with these shall not be permitted on the work site.
23. The Contractor shall ensure that all applicable personal protective equipment (PPE) is used. (Safety boots, hearing protection, etc.)
24. All Contractors' employees working with controlled products on Federal property and/or In Federal facilities will require WHMIS certification, Fall Arrest and Confined Spaces certification.
25. All Contractors must provide a copy of the Material Safety Data Sheet (MSDS) to the Facility Manager or designate.
26. The Contractor may be required to provide a written estimate for repair work and new installations to the Facility Manager or his designated representative when needed.
27. This Standing Offer does not create an exclusive right of the Contractor to perform all the work that may be required. AAFC reserves the right to have any work done by other means.



28. AAFC reserves the right to supply the Parts and Material to the Contractor. All materials must be approved by the Facility Manager or his designated representative prior to ordering or installation.
29. The Contractor must report to the site with a service vehicle which is well stocked with replacement parts to carry out repairs on the systems in use in these facilities.



## APPENDIX 3 – MANDATORY AND RATED REQUIREMENTS

Failure to comply with the following mandatory requirement will render the Proposal non-compliant and the Proposal will receive no further consideration:

### 1. Certificates of Qualification

In order to demonstrate that the proposed personnel possess the required qualifications, Offerors must provide a list of licensed plumbers and apprentices in their present employ that would be sent to the site to perform any part of the general scope of work. For each licensed plumber, provide a copy of the following:

- Valid **Certificate of qualification** as construction plumber.



## APPENDIX 4 – PRICE PROPOSAL FORM

Items in this section will be used for cost evaluation only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

Rates entered in Part B must be identical to the rates entered in Part A

The Offeror agrees that the Price(s) per Unit as tendered govern in Calculating the Total Evaluated Price.

The Offeror understands that any errors in the extension of the Price Per Unit, in the addition of the Estimated Amounts, and the Total Estimated Price Amount will be corrected in order to obtain the Total Estimated Price.

Costs will be evaluated on the Total Evaluated Estimated Price. It is anticipated that only one Standing Offer will be issued to the lowest compliant offeror.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_  
(print)





**PART A - Rates Offered for the Duration of the Standing Offer**

Item #	Skilled Trades and Site Services	Unit	Year 1 (October 1, 2018 to September 30, 2019)			Year 2 (October 1, 2019 to September 30, 2020)		
			During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$	During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$
1	Licensed Plumber: Service Calls, including travel time and all related expenses on the job site.	hr						
2	Plumber Apprentice: Service Calls, including travel time and all related expenses on the job site	hr						
3	Backflow prevention testing	Each						
4	Allowance for material, parts, permits, certificates, assessments, special equipment, and security		At net cost, plus a markup of 10% applied to the net cost.					



Item #	Skilled Trades and Site Services	Unit	Year 3 (October 1, 2020 to September 30, 2021)			Year 4 (October 1, 2021 to September 30, 2022)		
			During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$	During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$
1	Licensed Plumber: Service Calls, including travel time and all related expenses on the job site.	hr						
2	Plumber Apprentice: Service Calls, including travel time and all related expenses on the job site	hr						
3	Backflow prevention testing	Each						
4	Allowance for material, parts, permits, certificates, assessments, special equipment, and security		At net cost, plus a markup of 10% applied to the net cost.					



Item #	Skilled Trades and Site Services	Unit	Year 5 (October 1, 2022 to September 30, 2023)		
			During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$
1	Licensed Plumber: Service Calls, including travel time and all related expenses on the job site.	hr			
2	Plumber Apprentice: Service Calls, including travel time and all related expenses on the job site	hr			
3	Backflow prevention testing	Each			
4	Allowance for material, parts, permits, certificates, assessments, special equipment, and security		At net cost, plus a markup of 10% applied to the net cost.		



**PART B - Financial Evaluation of Offered Rates**

**(For evaluation purposes only. This section will not be part of the resulting Standing Offer)**

**Year 1 (October 1, 2018 to September 30, 2019)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Est Qty per year	Total A	Outside Regular Working Hours \$	Est Qty per year	Total B	Saturday, Sunday & Holidays Hours \$	Est Qty per year	Total C	Total per Trade / Service (Total A + B + C)
1	Licensed Plumber: Service Calls, including travel time and all related expenses on the job site.	hr		180			10			10		
2	Plumber Apprentice: Service Calls, including travel time and all related expenses on the job site	hr		80			10			10		
3	Backflow prevention testing	Each		14								
<b>TOTAL</b>												\$



**Year 2 (October 1, 2019 to September 30, 2020)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Est Qty per year	Total A	Outside Regular Working Hours \$	Est Qty per year	Total B	Saturday, Sunday & Holidays Hours \$	Est Qty per year	Total C	Total per Trade / Service (Total A + B + C)
1	Licensed Plumber: Service Calls, including travel time and all related expenses on the job site.	hr		180			10			10		
2	Plumber Apprentice: Service Calls, including travel time and all related expenses on the job site	hr		80			10			10		
3	Backflow prevention testing	Each		14								
<b>TOTAL</b>												\$



**Year 3 (October 1, 2020 to September 30, 2021)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Est Qty per year	Total A	Outside Regular Working Hours \$	Est Qty per year	Total B	Saturday, Sunday & Holidays Hours \$	Est Qty per year	Total C	Total per Trade / Service (Total A + B + C)
1	Licensed Plumber: Service Calls, including travel time and all related expenses on the job site.	hr		180			10			10		
2	Plumber Apprentice: Service Calls, including travel time and all related expenses on the job site	hr		80			10			10		
3	Backflow prevention testing	Each		14								
<b>TOTAL</b>												\$



**Year 4 (October 1, 2021 to September 30, 2022)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Est Qty per year	Total A	Outside Regular Working Hours \$	Est Qty per year	Total B	Saturday, Sunday & Holidays Hours \$	Est Qty per year	Total C	Total per Trade / Service (Total A + B + C)
1	Licensed Plumber: Service Calls, including travel time and all related expenses on the job site.	hr		180			10			10		
2	Plumber Apprentice: Service Calls, including travel time and all related expenses on the job site	hr		80			10			10		
3	Backflow prevention testing	Each		14								
<b>TOTAL</b>												\$



**Year 5 (October 1, 2022 to September 30, 2023)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Est Qty per year	Total A	Outside Regular Working Hours \$	Est Qty per year	Total B	Saturday, Sunday & Holidays Hours \$	Est Qty per year	Total C	Total per Trade / Service (Total A + B + C)
1	Licensed Plumber: Service Calls, including travel time and all related expenses on the job site.	hr		180			10			10		
2	Plumber Apprentice: Service Calls, including travel time and all related expenses on the job site	hr		80			10			10		
3	Backflow prevention testing	Each		14								
<b>TOTAL</b>												\$





**SUMMARY**

Year 1 Total \$ \_\_\_\_\_

+

Year 2 Total \$ \_\_\_\_\_

+

Year 3 Total \$ \_\_\_\_\_

+

Year 4 Total \$ \_\_\_\_\_

+

Year 5 Total \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**(This amount will be compared against other receivable bids to determine the winner)**



### APPENDIX 5 – LIST OF SUBCONTRACTORS

If there is to be no subcontracting, Offerors must confirm it on this form and sign.

The Offeror shall provide a list of potential subcontractors that may be used in the performance of the work. The Offeror shall not subcontract with any other individual or organization or for any other work, without the consent of Agriculture and Agri-Food Canada

Name of Company	Services to be subcontracted	Number of years that you are associated with that subcontractor	Years of experience of subcontractor in the field

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date