



**Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

Offre à commandes individuelle régionale (OCIR)

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.

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

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

Title - Sujet Plumbing, Heating & Drainage	
Solicitation No. - N° de l'invitation EN416-182634/A	Date 2019-01-24
Client Reference No. - N° de référence du client PSPC EN416-182634	GETS Ref. No. - N° de réf. de SEAG PW-\$PWZ-014-10763
File No. - N° de dossier PWZ-8-41040 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-02-22	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Fagan, Mike	Buyer Id - Id de l'acheteur pwz014
Telephone No. - N° de téléphone (204)296-5375 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA BLDG 2225 P.O.BOX 400 IQALUIT Nunavut X0A0H0 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

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

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

IMPORTANT NOTICE TO OFFERORS

Offerors are hereby informed that this procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada. See Annex I or details.

PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulcation-disclosure/psdic-ppci-eng.html>

THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-eng.html>

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

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Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Health & Safety
5. Debriefings

PART 2 - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers (RFSO)
4. Applicable Laws
5. Public Works and Government Services Canada Apprentice Procurement Initiative
6. Optional Site Visit

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Ranking

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Issuance of a Standing Offer

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer - Annex E
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation
11. Priority of Documents
12. Certifications
13. Applicable Laws
14. Estimates
15. Status and Availability of Resources M3020C

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
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Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

B.RESULTING CONTRACT CLAUSES

General Conditions:

(i) GC1 General Provisions	R2810D;
(ii) GC2 Administration of the Contract	R2820D;
(iii) GC3 Execution and Control of the Work	R2830D;
(iv) GC4 Protective Measures	R2840D;
(v) GC5 Terms of Payment	R2550D;
(vi) GC6 Delays and Changes in the Work	R2865D;
(vii) GC7 Default, Suspension or Termination of Contract	R2870D;
(viii) GC8 Dispute Resolution	R2884D;
(ix) GC10 Insurance	R2900D;
Supplementary Conditions, if any;	
Allowable Costs for Contract Changes Under GC6.4.1	R2950D;

ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
Appendix 1	List of Individuals who are Currently Directors of the Offeror
Appendix 2	Voluntary Certification to Support the Use of Apprentices
Annex F	Insurance Certificate (The Insurance Terms have been amended. Refer to Part 6 clause 2)
Annex G	Voluntary Reports for Apprentices Employed During the Contract
Annex H	Security Requirements Checklist (SRCL)
Annex I	Nunavut Land Claims Agreement

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template 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, if applicable, and the basis of selection;

Part 5, Certifications: includes the certifications to be provided;

Part 6, Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety, Usage Reports, Offer, SRCL, and any other annexes.

2. Summary

- (i) Public Works and Government Services Canada (PWGSC) has a requirement to establish a Regional Individual Standing Offer for the provision of all skilled licensed labour, tools, equipment, materials, and supervision required to perform inspection, maintenance and repairs of heating, plumbing and drainage systems to Federal Government Residential Dwellings in Iqaluit, NU.
- (ii) Public Works and Government Services Canada will be able to use this Standing Offer.
- (iii) Period of the Standing Offer to be Date of Award for a three (3) year period with two (2) one-year option periods.
- (iv) It is anticipated that the amount that will be spent on this standing offer will be **\$75,000.00** per year.
- (v) The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- (vi) **Contractors are hereby informed that this procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada. See Annex I for details.**

Solicitation No. - N° de l'invitation
EN416-182634/A

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PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

3. Security Requirement

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

4. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C.

5. Debriefing

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 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the terms 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: sixty (60) days and **INSERT:** ninety (90) days

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers (Offering address) on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(204) 983-0338**

2.2 Firm Price and/or Rates:

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

2.5 Incomplete Offers: Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

3. Enquiries - Request for Standing Offers

All enquiries MUST be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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 the province of work.

5. PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications ([Appendix 2](#)) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios * and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at [Appendix 2](#).

If you accept fill out and sign [Appendix 2](#)

** The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

6. **Optional Site Visit**

It is recommended that the Offeror or a representative of the Offeror visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **Friday, February 01, 2019 at 2pm EST (local time)**. Offerors are to meet in the parking lot at Green Row Complex, Building 679 Palaugaa Drive, Iqaluit, NU. Offerors are requested to communicate with the Standing Offer Authority THREE (3) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Offerors may be requested to sign an attendance form.

Offerors who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting an offer. Any clarifications or changes to the Request for Standing Offers resulting from the site visit will be included as an amendment to the RFSO.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

2. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Annex E - Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Electronic Payment of Invoices – Offer (see SC03 Part 7B)

In accordance with SC03, of Part 7B, if you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E item 3.5 Electronic Payment Instruments, to identify which ones will be accepted.

If Annex "E" Offer - 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.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - 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 Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest price compliant offer, with the lowest offer being ranked first, the second lowest offer second, and so on.

1.1 Technical Evaluation

1.1.1 Mandatory Criteria

a) MANDATORY REQUIREMENTS - Required as part of the Offer

- 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. A rate must be entered for each item listed in the unit price schedule of the offer.

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

- i) Code of Conduct Certifications
- ii) Requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) must be submitted in accordance with Part 5.
- iii) Status and Availability of Resources
- iv) Health & Safety Requirements
- v) Proof of Insurance
- vi) Security Requirements

c) RATED REQUIREMENTS - INUIT BENEFITS PLAN (IBP)

For this requirement, the Inuit Benefit Plan (IBP) will form part of an offeror's technical bid in accordance to the criteria listed in Annex I.

It is **not mandatory** for Offerors to include the IBP as part of their offer. For an offer to be assigned points for guarantees made in respect of any IBP evaluation criteria, **THE OFFEROR MUST PROVIDE PROOF WITH THEIR OFFER** to demonstrate how they will meet the objective of each criterion.

1.2. Financial Evaluation

- 1.2.1 Price Schedule - A rate must be entered for each item.
- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that three standing offer holders will be issued to the lowest compliant offerors.

2. Basis of Selection - Highest Combined Rating of Technical IBP (Inuit Benefit Plan) Merit and Price

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of "0" points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points. IBP Point Rated Criteria has no pass mark.
2. Offers not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 10% for the technical merit and 90% for the price.
4. To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 10%.
5. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 90%.
6. For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of technical merit and price will be recommended for award of a standing offer.

3. Ranking

3.1 Up to three firms will be issued a standing offer.

- 3.1.1 the total of all the hourly rates submitted for all the Years will be used to determine the ranking of the Standing Offers.
- 3.1.2 ranking during the life of the Standing Offer(s) will remain unchanged except if services under a Standing Offer are withdrawn by Canada or the Offeror, in which case, the balance of the work will be distributed to the remaining firms(s) proportionately.

3.2 The Value of the Work will be distributed proportionally between the ranked firms.

- Where 3 Standing Offers are authorized - 45% for the top ranked firm, 30% for the 2nd, and 25% for the 3rd.
- Where 2 Standing Offers are authorized - 60% for the top ranked firm, and 40% for the 2nd.
- Where 1 Standing Offer is authorized - 100% for the top ranked firm.

PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2018-05-22) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, 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.

2.1 Requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) must be submitted upon request including all appendices.

2.1.1 Firms experience (Appendix 1 of PART 5) – Heating, Plumbing and Drainage System Repairs. A minimum of (3) three projects undertaken in the last (5) five years must be identified.

2.1.2 Individuals Experience (Appendix 2 of PART 5) - Plumber, and Burner Mechanic. A minimum of two (2) Plumbers and two (2) Burner Mechanics must be identified.

****Note: Proposed Plumbers and/or Burner Mechanics must be certified with a minimum of five (5) years' experience.***

2.2. Status and Availability of Resources M3020T (2016-01-28)

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written

confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

2.3 Health & Safety Requirements - per attached Annex C.

2.4 Insurance, (Annex F - Insurance Certificate)

2.5 Former Public Servant – Competitive Requirements M3025T (2016-01-28)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

2.6 Security Requirement - per article 1 of Part 6.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

PART 5 - Appendix 1
Offer Form - Firms Experience

Completed Works

I/We have in the past completed the following works which are similar to the work for which the present offer is made:

Identify (3) three projects undertaken in the last (5) five years. Provide Name & Address of Facility, a Brief Description of Work Performed, and the Name & Phone Number of Project Contact.

- 1.) _____

- 2.) _____

- 3.) _____

Certification

"We hereby certify that our firm is qualified and licensed to perform the work described in this RFSO, and the information provided has been verified by us to be true and accurate".

Signature

Date

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

PART 5 - Appendix 2

Offer Form - Individuals Experience

Certification, Years of Experience & Individuals Experience: indicate name, applicable licence/certification, years of experience, and list (1) one project per individual undertaken in the last (5) five years that displays their qualifications as a Plumber and/or Burner Mechanic performing the work described in the RFSO. A minimum of two (2) Plumbers and two (2) Burner Mechanics must be identified.

****Note: Proposed Plumbers and/or Burner Mechanics must be certified with a minimum of five (5) years' experience.***

Plumber

1.) NAME: _____

CERTIFICATION: _____

YRS OF EXPERIENCE: _____

EXAMPLE PROJECT: _____

2.) NAME: _____

CERTIFICATION: _____

YRS OF EXPERIENCE: _____

EXAMPLE PROJECT: _____

Burner Mechanic

1.) NAME: _____

CERTIFICATION: _____

YRS OF EXPERIENCE: _____

EXAMPLE PROJECT: _____

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

2.) NAME: _____

CERTIFICATION: _____

YRS OF EXPERIENCE: _____

EXAMPLE PROJECT: _____

Certification

"We hereby certify that all the information provided in the attached résumés and supporting material, particularly as this information pertains to education achievements, experience and work history, and Licences/Certifications has been verified by us to be true and accurate. We further certify that, should we be awarded a Standing Offer, the personnel proposed will be available to perform the tasks described herein, if and when requested by the Site Authority."

Signature

Date

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the Web site [Industrial Security Program. http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html](http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html)

2. Insurance Terms

The Offeror must provide a certificate 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 SACC Manual clause R2900D GC10 – Insurance.

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.

Certificate of Insurance attached at Annex F.

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) 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.

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

2. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EN416-182634

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

For additional information on security requirements, proponents should consult the Industrial Security web site at:
<http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>

3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2017-06-21)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/>

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award of the Standing Offer for a three (3) year period.

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) – one (1) year periods 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*
Public Works and Government Services Canada
Acquisitions Branch

Directorate: Real Property Contracting

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, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

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 (Departmental Representative) for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada.

7. Call-up Procedures

Proportional basis: call-ups shall be issued on a proportional basis such that the offeror of the highest ranked standing offer receives the largest predetermined amount of the work, the offeror of the second highest ranked standing offer receives the second largest predetermined amount of the work, etc. This call-up procedure will be followed, unless an offeror did not perform satisfactorily on previous call-ups and a decision has been made not to call upon them again or if they are unable to respond within the specified response time or provide the requisite service, then another offeror may be contacted to perform the work.

For each individual Call-Up, contractors will be approached and considered using a Distribution System. This system will track all call-ups assigned to each contractor and will maintain a running total of the Value of Business Distributed. The system will contain for each contractor an Ideal Business Distribution percentage which has been established as follows; 45% of the business for the top ranked consultant, 30% for the 2nd ranked consultant and 25% for the third ranked consultant. In the event fewer than three (3) consultants are successful, the work distribution will be modified in similar proportions. The contractor who is furthest under the ideal amount of business that they should have received in relation to the other consultant will be selected for the next call-up.

The Technical Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the SO.

Offerors estimated proportion based on Evaluation is: to be determined.

Buyer ID - Id de l'acheteur
pwz014

CCC No./N° CCC - FMS No./N° VME

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ TO BE DETERMINED** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority Documents

If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears on the list has priority over the wording of any document which subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
 - Annex A, Statement of Work, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
 - Annex B, Basis of Payment;
 - Annex C, Health & Safety Requirements - Northwest Territories & Nunavut;
 - Annex D, Periodic Usage Report Form;
 - Annex F, Insurance;
 - Annex G, Voluntary Report for Apprentices Employed During the Contract;
 - Annex H, Security Requirement Check List (SRCL);
 - Annex I, Nunavut Land Claims Agreement; and
- h) the Offeror's offer Annex E, dated _____ (insert date of offer).

12. Certifications

12.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

13. 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 the province of work.

14. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

15. Status and Availability of Resources M3020C (2016-01-28)

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
 - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
 - (b) General Conditions:

(i)	GC1	General Provisions	R2810D	(2017-11-28);
(ii)	GC2	Administration of the Contract	R2820D	(2016-01-28);
(iii)	GC3	Execution and Control of the Work	R2830D	(2018-06-21);
(iv)	GC4	Protective Measures	R2840D	(2008-05-12);
(v)	GC5	Terms of Payment	R2550D	(2016-01-28);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2016-01-28);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
(viii)	GC8	Dispute Resolution	R2884D	(2016-01-28);
(ix)	GC10	Insurance	R2900D	(2008-05-12);
 - (c) Supplementary Conditions, if any;
 - (d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
 - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/>
- 3) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

5) Interpretation

"Accepted by the Offeror" * means that the Offeror has agreed to, and commenced performance of the work.

"Minister" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

"Departmental Representative" means the Project Authority who 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.

"Superintendent" or "Supervisor" means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"Unit Price Table" means the table of prices per unit set out in the Offer; and

"Work" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

SUPPLEMENTAL CONDITIONS (SC)

SC01 INSERT the following supplementary conditions in the resulting General Conditions:

1.1. T1204 - Direct Request by Customer Department

1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

1.2 Standing Offer Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases ordered, including purchases paid for by a Government of Canada Acquisition Card. The data must be aggregated and submitted on a quarterly basis to the Public Works and Government Services Canada (PWGSC) Standing Offer Authority. The reported data should include the data shown at Annex D.

Quarterly periods are defined as follows:

- 1st quarter: April 1, to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The reporting cut-off date for each quarter is the last Friday of the third calendar month of the quarter. Goods, services or both provided in the period after that day must be included in the next quarter's report. Electronic reports must be completed and forwarded to the PWGSC Standing Offer Authority no later than 15 calendar days after the end of the quarterly period.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed quarterly reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

SC02 TERM OF CONTRACT

2.1 Period of the Contract

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

SC03 PAYMENT

3.1 CHANGES TO GC5 R2550D (2014-06-26) - TERMS OF PAYMENT

DELETE GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

GC5.4 Payment

.1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.
The Contractor's invoice shall show the following, as separate items:
 - (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
 - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
 - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
 - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days; the Contractor may receive a single payment as full consideration for the Work performed.
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.

7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

3.2 Basis of Payment - see Annex B

3.3 Limitation of Price

Canada will not pay the Contractor for any changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

3.4 Invoice Submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each Call-Up.
2. Invoices must show:
 - a) Standing Offer number
 - b) Work Location
 - c) Date
 - d) Requisition number
 - e) Name of person who authorized Call-Up
 - f) Hours broken down as per Unit Price Table
 - g) Material net cost and % mark-up
 - h) Class of Labour
3. Upon request of the Service Site Authority, the Contractor shall make any and all records available and substantiate time and/or materials spent on any one repair.
4. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
5. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Call-up.

3.5 Electronic Payment of Invoices - Call-up (see PART 3.1)

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card.

ANNEX E item 7.1 must be completed to indicate which electronic payment instrument, if any, is acceptable.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D will not apply to payments made using Electronic Instruments.

SC04 Other Conditions

NLCA: This procurement is subject to the Nunavut Land Claims Agreement per Annex I.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
	Appendix 1 - List of Individuals who are Currently Directors of the Offeror
	Appendix 2 - Voluntary Certification to Support the Use of Apprentices
Annex F	Insurance Certificate
Annex G	Voluntary Reports for Apprentices Employed During the Contract
Annex H	Security Requirements Checklist
Annex I	Nunavut Land Claims Agreement

ANNEX A

STATEMENT OF WORK

Heating, Plumbing and Drainage Service Iqaluit, NU

Part 1 Scope of Work

1.1 General

The work to be performed under this Scope of Work (SOW) includes the following:

- .1 Inspection and maintenance of oil-fired furnaces, hot water tanks and boilers
- .2 Maintenance and repairs of heating, plumbing and drainage systems
- .3 Supply of all services and materials required for repairs and/or replacements and/or installations, to any systems or component of heating, plumbing or drainage systems, on an as required basis

1.2 Location

- .1 Work sites will include any Public Works & Government Services Canada (PWGSC) Crown Housing Units located in Iqaluit Nunavut. PWGSC owns and maintains 48 residential dwellings that will form the dwellings requiring service and repair under this scope of work.

1.3 Service to be performed by the Contractor

- .1 PWGSC will dispatch all service needs received from the National Service Call Centre (NSCC) service desk to the contractor to commence the work requirement. The Contractor will receive an email copy of the NSCC service request (SR) and a telephone call from a designated PWGSC employee (Site Authority) to confirm Contractor's receipt of the request and to provide permission to enter the residence (when possible)
- .2 The Contractor shall reply with an acknowledgment of receipt to an "Emergency or Urgent" request from the Site Authority within fifteen (15) minutes of being notified on a twenty-four (24) hour, seven (7) day per week basis. Work shall commence within one (1) hour of notification.
- .3 The Contractor shall confirm "routine" work requests within 15 minutes of receipt and be on site working on these types of requests for service within one working day during regular business hours. Routine work is generally determined to be schedulable and completed Monday to Friday provided a delay isn't likely to result in further damage to the building, existing equipment or cause undo disturbance to tenants or the public
- .4 The Contractor, when requested by the Site Authority for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. Any repairs or service not necessary to mitigate from the potential of further threat to life, tenant safety or damage to the dwelling is to be referred back to the Site Authority for discussion and approval.
- .5 The Contractor, must provide within one (1) business day a detailed and itemized account of the repairs required, including a specific breakdown in the costing of all parts, materials, labour (including apprentice labour) for the emergency or urgent service.
- .6 Before proceeding with any "routine" repairs or service, the Contractor, must provide a detailed and itemized account of the repairs required, including a specific breakdown in the costing of all parts, materials, labour (including apprentice labour) to the site authority for review and approval. This break-down of the required service work will be detailed on a Task Authorization (TA) form. No work will be authorized to proceed without a dually signed TA
- .7 Any service or repair work not having a signed Task Authorization accompanying it will be considered not authorized as per Treasury Board policy
- .8 The Contractor shall contact the Site Authority upon entering and leaving the premises (when and where applicable).
- .9 The Contractor shall not enter a residential dwelling without 24 hours advanced notice to the tenant except and unless authorized by PWGSC, or there has been explicit permission to enter by the tenant or in the case of emergency or urgent repair circumstances (to preserve and protect building, assets or equipment).

1.3A Service to be performed by the Department

- .1 PWGSC, upon award of this contract to the successful Contractor, will provide PWGSC names and numbers for Site Authority, Contract Authority or others authorized to provide direction on this contract.
- .2 The Site Authority shall issue a signed Task Authorization providing an authorization for all service work and repairs to be completed
- .3 The Site Authority shall provide keys and access in the form of a "permission to enter" authorization to each dwelling to be serviced
- .4 The Site Authority shall provide drawings and specifications if and as required
- .5 PWGSC shall review all TAs against the related work or services performed under the TA; this work shall be to the satisfaction of the PWGSC Site Authority

1.4 Departmental Representative/Contractor Authorized Personnel

- .1 PWGSC, upon award of this contract to a successful Contractor, will provide names and numbers for Site Authority, Contract Authority or others authorized to provide direction on this contract.
- .2 Contractor, on successful award of this contract, the Contractor must provide names of any personnel that will be performing work along with their proof of qualifications

1.5 Licenses and Permits

- .1 The Contractor shall be responsible for obtaining and paying for all licenses and permits required to perform the work requested. Obtain all inspections from authorities having jurisdiction.
- .2 The Contractor shall be responsible for obtaining and paying for all inspections from authorities having jurisdiction
- .3 Provide the authorities having jurisdiction with all information requested (as required).
- .4 Furnish these certificates and permits when requested and submit, to PWGSC Authority, final approved document once work has been completed and certified. (as required)

PART 2- General Requirements

2.1 Use of Site / Worker Responsibilities

- .1 Access to any dwelling should be limited to areas requiring service or repair
- .2 Smoking is not permitted within any dwelling or mechanical room at any time. If a worker smokes outside, all smoking refuse is to be disposed of properly. Smoking is prohibited within 3 meters of any entrance or exit to a Crown-Owned facility including dwellings.
- .3 Workers should execute work with minimum disturbance or disruption to occupants, the public and normal use of the buildings. Workers should not unreasonably encumber the worksite with materials or equipment
- .4 Workers may not store materials or tools at the site without Site Authority approval.
- .5 Workers are expected to maintain a work area free of accumulated waste and rubbish.
- .6 Workers are required to remove and dispose of all debris, used and obsolete parts or material on a daily basis.
- .7 Workers must at all times protect the building and existing work from damage.
- .8 Obtain Contract Authority's approval before cutting, boring or sleeving load bearing members.
- .9 All possible best practices and safety precautions are to be taken to ensure the protection of the dwelling, contractor employees, building occupants and the public during the course of and completion of the work

2.2 Codes and Standards

The Contractor is to ensure that the execution of all service, repairs or in general, the work is to at all times meet or exceed all applicable codes and standards, including but not limited to:

- .1 National Building Code of Canada, (latest edition).
- .2 Part IV of the Canada Labour Code, (latest edition).
- .3 Fire Commission of Canada #301 Standard of Building Construction Operations, (latest edition).
- .4 Canadian Plumbing Code (latest edition)

- .5 Canadian Construction Safety Code, Provincial/Territorial Government, Worker's Compensation Board and Municipal Statutes and authorities (latest edition).
- .6 Canadian Electrical Code, Part I, CSA (latest edition).
- .7 National Fire Code (latest edition).
- .8 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations, National Association of Fire Equipment Distributors (NAFED) and referenced organizations.
- .9 Any other Code, Standard or Guideline that should be applicable to the work or workmanship that isn't explicitly identified here
- .10 These standards shall be part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- .11 In the event of a conflict between any of the codes or standards listed here, the most stringent shall apply.
- .12 The work shall be carried out in accordance with NFPA 13A, NPPA 17A, and manufactures instructions.
- .13 All of the above codes and standards in effect at the time of the contract award are subject to changes and revisions. The latest editions of each shall be enforced during the term of the Contract.

2.3 Qualifications & Certifications of Personnel

- .1 All work shall be performed by qualified trade persons. A copy of the Journeyman ticket or Apprentice registration numbers are to be made available to the Site Authority.
- .2 Only a certified technician who has successfully completed an Ozone Depleting Substances (ODS) environmental awareness course that covers recycling, recovery and handling procedures of halocarbon refrigerants and is accepted in three or more provinces may install, service, leak test or charge A/C system(s) (where applicable).
- .3 PWGSC reserves the right to verify/substantiate the qualification of any person(s) performing work under the Contract. This verification must be produced in the way of letters or certificates from the appropriate agencies.
- .4 The Contractor shall not subcontract any of the work outlined herein, without the written consent of Public Works & Government Services Canada

2.4 Security Clearance Requirements

- .1 All employees must be cleared to a Reliability level through PWGSC before they are authorized to enter any PWGSC building including federal housing units. Employees who do not have the required security cleared will not be allowed on-site

2.5 Maintenance Manuals/Log Books/Reports and Deliverables

- .1 Service records and log books must be maintained where required by law or as best industry practice; the Contractor must ensure complete service and maintenance records are maintained during the period of this contract. These service records (log books) remain the property of PWGSC and they must be turned over to PWGSC at the end of the contract period
- .2 Workers must keep a readily available record, in each boiler room of all testing, test outcomes, inspections and service work.
- .3 A record of any inspections, testing, test outcomes and completed maintenance shall be provided to the Site Authority.

3.1 Workmanship

- .1 All work and workmanship is subject to inspection and approval of the Site Authority.
- .2 All work shall be performed by skilled tradesmen and supervised by a competent foreman at all times. Any Apprentice work must be under the supervision of a competent and licensed tradesman
- .3 Except in extreme cases, prearranged work schedules shall be strictly adhered to unless otherwise approved by the Site Authority.

4.1 Maintenance and System Types defined as:

The Contractor shall carry out and assist in various Types of scheduled maintenance as requested by PWGSC. Maintenance Types are defined as:

- .1 **Preventative Maintenance:** Inspecting, testing and reconditioning a system at regular intervals as instructed by industry standards with the intention to prevent failures and extend the life of systems and equipment.
- .2 **Breakdown Maintenance:** Repairs to damaged or broken equipment due to failures.
- .3 **Predictive Maintenance:** Declared in advance, on the basis of observation, experience, industry benchmarks or scientific reasons.
- .4 **Development Maintenance:** The act of developing new maintenance methods and procedures.

4.2 System Types defined as: Heating, Plumbing and Drainage System Weekly Inspections

- .1 Contractor to provide a weekly inspection schedule of regiment to survey and inspect all mechanical equipment, systems, furnaces, boilers, hot water tanks and drainage system components in accordance with the four (4) Maintenance Types defined above
- .2 Contractor to provide a weekly inspection schedule of regiment to survey and inspect all mechanical equipment, systems, furnaces, boilers, hot water tanks and drainage system components in accordance with the four (4) Maintenance Types defined above
- .3 Contractor is to ensure all inspection regiments and record keeping processes meet or exceed all applicable codes and standards
- .4 Contractor is to ensure all inspection regiments and record keeping processes shall be completed in accordance with Manufacturers' instructions and standards

5.1 Warranty and Guarantee

- .1 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.
- .2 The Contractor shall provide a written warranty against defects in workmanship and materials for a period of one (1) year. Such guarantee shall be made out to Her Majesty in Right of Canada. Guarantee to be dated from date of acceptance of work performed.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

ANNEX B

BASIS OF PAYMENT

.1 Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

See payment schedules at Annex E for details.

It is MANDATORY that offerors submit firm prices/rates for the period of the proposed Standing Offer for all items listed hereafter. This section, when completed, will be considered as the offeror's Financial Offer.

Offerors shall provide offers as per the unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

Should there be an error in the extended pricing of the offeror's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the offeror's offer shall be changed to reflect the quantities stated in this document.

Rates quoted must remain firm for the period of the Standing Offer. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A, attached herein. No charges will be allowed for travel. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

ANNEX C

MANDATORY HEALTH AND SAFETY- *for Work in the Northwest Territories & Nunavut*

1. SPECIAL INSTRUCTIONS TO OFFERORS

WCB AND SAFETY PROGRAM

1. The recommended Bidder shall provide to the Contracting Authority, prior to Contract award:
 - 1.1 a Workers' Safety and Compensation Claims Cost Summary - *Northwest Territories & Nunavut*, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers' Safety and Compensation Commission letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
 - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
2. The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

Exemption to Generic Safety Programs (*Northwest Territories & Nunavut Territory only*) - Contractors having ten (10) or less employees do not require a written program. However, evidence of a system to manage health and safety remains a requirement.

2. SUPPLEMENTARY CONDITIONS

Workplace Safety and Health

1. EMPLOYER/PRIME CONTRACTOR - *for Work in the Nunavut Territory*

- 1.1 The Contractor shall, for the purposes of the Workplace Safety and Health Act and Regulations, Northwest Territories & Nunavut Territory, and for the duration of the Work:
 - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2 assume the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 assume, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: *after contract award, Contractor is ordered by a Change Order*

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and

2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:

2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and

2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

NORTHWEST TERRITORIES

Workers' Safety and Compensation
Northwest Territories and Nunavut
Prevention Services
Box 8888
Yellowknife, NT, X1A 2R3
Attention: Chief Industrial Safety Officer
Telephone: (867) 669-4418
Facsimile: (867) 873-0262

NUNAVUT

Workers' Safety and Compensation
Northwest Territories and Nunavut
Prevention Services
Box 8888
Yellowknife, NT, X1A 2R3
Attention: Chief Industrial Safety Officer
Telephone: (867) 669- 4403
Facsimile: (867) 873- 0262

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

DECLARATION

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

This company is exempt from the Northwest Territories/Nunavut Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program, on the basis that this company does not at the present time employ more than ten (10) full time employees, including those required on all current projects for all clients. By signing this Declaration the Contractor certifies they will remain in compliance with the identified AHJ's requirements regarding health and safety at the work site.

Current number of full time employees: _____

TITLE OF COMPANY OFFICER

SIGNATURE

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

ANNEX D

Periodic Usage Report Form

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Mike Fagan	(204) 983-7796	mike.fagan@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Acquisitions Branch
Room 100 - 167 Lombard Avenue
Winnipeg, Manitoba
R3B 0T6

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

NIL REPORT: We have not done any business with the federal government for this period _____

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

ANNEX E OFFER

Description of Work: Plumbing, Heating and Drainage Service Standing Offer Public Works and Government Services Canada (PWGSC) Iqaluit, Nunavut
--

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up.

- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
 - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
 - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
 - .1 The prices requested in the Offer are:
 - .1 hourly rates for regular hours;
 - .2 hourly rate for each hour outside of regular hours; and
 - .3 mark up on allowance for unspecified material, replacement parts
 - .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
 - .1 labour including supervision, allowances and liability insurance;
 - .2 travel time;
 - .3 transportation/vehicle expenses;
 - .4 tools and tackle;
 - .5 overhead and profit;
 - .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
 - .3 It is considered that regular hours of work fall between 0800 and 1700 hours, Monday to Friday.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

.7 Electronic Payment Instruments.

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

() VISA Acquisition Card;

() MasterCard Acquisition Card.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

4.1 Unit Price Schedules - Rates

SCHEDULE A) Year One

Col.1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	During Regular Hours: 0800 - 1700 hours, Monday through Friday				
	Journeyman Plumber	/hour	125	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	125	\$	\$
	Journeyman Burner Mechanic	/hour	110	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	110	\$	\$
b.	Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Plumber	/hour	75	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	75	\$	\$
	Journeyman Burner Mechanic	/hour	75	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	75	\$	\$
2.	Monthly Inspection of Mechanical Systems: Green Row Housing Units (Boilers)	Insp. Rate	9	\$	\$
3.	Annual Inspection & Service of Residential Mechanical Systems – Crown Housing	Insp. Rate	50	\$	\$
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. =)	n/a	\$20,000.00	_____ %	\$
Sub Total A): Estimated Total Amount Year One (GST/HST Extra)					\$

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE B) Year 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	During Regular Hours: 0800 - 1700 hours, Monday through Friday				
	Journeyman Plumber	/hour	125	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	125	\$	\$
	Journeyman Burner Mechanic	/hour	110	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	110	\$	\$
b.	Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Plumber	/hour	75	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	75	\$	\$
	Journeyman Burner Mechanic	/hour	75	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	75	\$	\$
2.	Monthly Inspection of Mechanical Systems: Green Row Housing Units (Boilers)	Insp. Rate	9	\$	\$
3.	Annual Inspection & Service of Residential Mechanical Systems – Crown Housing	Insp. Rate	50	\$	\$
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. =)	n/a	\$20,000.00	_____ %	\$
Sub Total B): Estimated Total Amount Year Two (GST/HST Extra)					\$

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE C) Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	During Regular Hours: 0800 - 1700 hours, Monday through Friday				
	Journeyman Plumber	/hour	125	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	125	\$	\$
	Journeyman Burner Mechanic	/hour	110	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	110	\$	\$
b.	Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Plumber	/hour	75	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	75	\$	\$
	Journeyman Burner Mechanic	/hour	75	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	75	\$	\$
2.	Monthly Inspection of Mechanical Systems: Green Row Housing Units (Boilers)	Insp. Rate	9	\$	\$
3.	Annual Inspection & Service of Residential Mechanical Systems – Crown Housing	Insp. Rate	50	\$	\$
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. =)	n/a	\$20,000.00	_____ %	\$
Sub Total C): Estimated Total Amount Year Three (GST/HST Extra)					\$

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE D) Option Year 1

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	During Regular Hours: 0800 - 1700 hours, Monday through Friday				
	Journeyman Plumber	/hour	125	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	125	\$	\$
	Journeyman Burner Mechanic	/hour	110	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	110	\$	\$
b.	Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Plumber	/hour	75	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	75	\$	\$
	Journeyman Burner Mechanic	/hour	75	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	75	\$	\$
2.	Monthly Inspection of Mechanical Systems: Green Row Housing Units (Boilers)	Insp. Rate	9	\$	\$
3.	Annual Inspection & Service of Residential Mechanical Systems – Crown Housing	Insp. Rate	50	\$	\$
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. =)	n/a	\$20,000.00	_____ %	\$
Sub Total D): Estimated Total Amount Option Year 1 (GST/HST Extra)					\$

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE E) Option Year 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	During Regular Hours: 0800 - 1700 hours, Monday through Friday				
	Journeyman Plumber	/hour	125	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	125	\$	\$
	Journeyman Burner Mechanic	/hour	110	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	110	\$	\$
b.	Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Plumber	/hour	75	\$	\$
	Apprentice Plumber (minimum 3rd Year)	/hour	75	\$	\$
	Journeyman Burner Mechanic	/hour	75	\$	\$
	Apprentice Burner Mechanic (minimum 3rd Year)	/hour	75	\$	\$
2.	Monthly Inspection of Mechanical Systems: Green Row Housing Units (Boilers)	Insp. Rate	9	\$	\$
3.	Annual Inspection & Service of Residential Mechanical Systems – Crown Housing	Insp. Rate	50	\$	\$
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. =)	n/a	\$20,000.00	_____ %	\$
Sub Total E): Estimated Total Amount Option Year 2 (GST/HST Extra)					\$

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

4.2 TOTAL EVALUATED PRICE (Year 1 + Year 2 + Option Year 1 + Option Year 2 + Option Year 3)

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Sub Total SCHEDULE A) Year 1	Sub Total SCHEDULE B) Year 2	Sub Total SCHEDULE C) Year 3	Sub Total SCHEDULE D) Option Year 1	Sub Total SCHEDULE E) Option Year 2	Total Evaluated Price (col.1 + col.2 + col.3 + col.4 + col.5 = col.6)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ GST/HST Extra

These items will be used for cost evaluation purposes 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.

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 Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

Cost will be evaluated on the Total Evaluated Price in Column 6. It is anticipated that up to three standing offers will be issued to the lowest compliant offerors.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

Note; The contractor will be asked to fill out a report every six months as included a Annex G

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at [Annex G](#)

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

ANNEX F

INSURANCE CERTIFICATE

Refer to attached.

ANNEX F - CERTIFICATE OF INSURANCE (Not required at solicitation closing)

CERTIFICATE OF INSURANCE



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Page 1 of 2

Description and Location of Work Request for Standing Offer, Plumbing, Heating and Drainage Service (Iqaluit, NU)	Contract No. EN416-182634
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 days' notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

ANNEX G - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

(This report is not required at bid deposit)

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

Number of apprentices hired	Trade

(Add rows as needed)

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

ANNEX H

SECURITY REQUIREMENTS CHECKLIST (SRCL)

Refer to attached (PDF) SRCL.



Government
of Canada

Gouvernement
du Canada



Contract Number / Numéro du contrat

EN416-18-2634

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments: Contractors will have access to GoC employee residences so reliability status required
Commentaires spéciaux :

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EN416-18-2634

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Laprade, Rick	Property & Facility Manager	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
867-975-4649	867-975-4647	rick.laprade@pwgsc-tpsgc.gc.ca
		Date
		2018/05/11

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Nerbas, Susan	SO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
780-497-3512	780-497-3807	susan.nerbas@pwgsc-tpsgc.gc.ca
		Date
		2018-05-11

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☒ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Digitally signed by
Mike Fagan	Supply Specialist		Fagan, Mike
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
204-296-5375	204-983-7796	mike.fagan@pwgsc-tpsgc.gc.ca	2019-01-24

Linda Daly

Agente à la Sécurité des contrats | Contract Security Officer
Programme de la Sécurité des contrats | Contract Security Program
Linda.Daly@tpsgc-pwgsc.gc.ca
Téléphone : 613 957-9337

Signature	Date
	May 14/18
Address - Adresse courriel	

ANNEX I

NUNAVUT AGREEMENT

In this requirement, it is not mandatory for Offerors to include the Inuit Benefit Plan (IBP) as part of their proposal. This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada

Offerors are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are often referred to as Inuit Benefits Criteria, and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan.

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunnngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

INUIT FIRM

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is:

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership.

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

PART A - INUIT BENEFITS PLAN (IBP)

Evaluation and Assessment of IBP Guarantee

For an offer to be assigned points for guarantees made in respect of any IBP evaluation criteria, **THE OFFEROR MUST PROVIDE PROOF WITH THEIR OFFER** to demonstrate how they will meet the objective of each criterion. Offerors may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their offer.

Proof of efforts and/or guarantees made by Offerors should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Offerors must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their offer against the criteria listed herein. It is the Offerors' responsibility to provide sufficient information in its offer to enable the Evaluation Committee to complete its evaluation. Offerors will only be eligible to receive points for demonstrated commitments. Offerors must include all reference material to be considered. Only material and/or documents submitted as part of the offer will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP guarantee and that untrue statements may result in the offer being declared non-responsive.

INUIT BENEFIT PLAN CRITERIA

CATEGORY				TOTAL AVAIL. POINTS
The requirements of the Nunavut Land Claims Agreement apply to this procurement. Canada reserves the right to confirm validity of all declarations / guarantees.				
1. HEAD OFFICE: The existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area. Full marks for demonstrated existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.				5 Points
2. TRAINING: Offerors will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Inuit from the Nunavut Settlement Area at no additional cost under this Standing Offer. "Training and Apprenticeship" is considered delivered when the receiving individuals have acquired certifiable work skills. This is typically achieved through an independent third party certification process. To establish the training score, each responsive offer will be prorated against the Offeror proposing the highest number of total Inuit training hours, with the proposal committing to the highest number of training hours receiving full points.				15 points
	Offeror 1	Offeror 2	Offeror 3	
Total number of Inuit training hours proposed	20 hours	35 hours	60 hours	
Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available	
3. LABOUR: The employment of onsite Inuit in carrying out the work of the Standing Offer and resulting Call-ups. Offeror will be evaluated on their firm guarantee to use Inuit from the Nunavut Settlement Area in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff. Percentages should be supported by a list of specific positions that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Standing Offeror and Departmental Representative if applicable. 0-100% of total labour hours = 0-40 points. Points will be assigned based on a percentage % of the total Points available. ____ % x total points available = assigned points Example: Bidder guarantees 65% of labor hours will be Inuit = 65% of total points (40) 65 % x 40 = 26 points NOTE: Offeror must demonstrate how they will meet their Labor %. Simply indicating a "%" commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.				40 Points

<p>4. SUB-CONTRACTORS / SUPPLIERS: The use of sub-contractors or suppliers that are Inuit in carrying out the work of the Standing Offer and resulting Call-ups.</p> <p>Offeror will be evaluated on their firm guarantee to use Inuit Sub-Contractors for services or the procurement of supplies and equipment from the Inuit from the Nunavut Settlement Area associated with the Standing Offer.</p> <p>Note: If the Offeror is an Inuit owned business, the estimated value of the Standing Offer less Non-Inuit subcontractors shall qualify as the total guaranteed for Inuit Subcontractors/Suppliers.</p> <p><u>Bidders should provide their guarantee of Inuit Subcontractors in accordance with the following:</u></p> <p>Estimated value of Standing Offer: \$ _____ <u>- Less Non-Inuit subcontractors:</u> \$ _____ = Total guaranteed for Inuit Subcontractors/Suppliers: \$ _____</p> <p>Points will be assigned to bidder as follows: Total guaranteed / Estimated value of contracting = <u>a</u> % Points will be assigned based on a percentage % of the total points available:</p> <p><u>a</u> % x total points = assigned points</p> <p>Example: Estimated value of Standing Offer: \$100,000 <u>- Less Non-Inuit subcontracting:</u> \$ 45,000 = Total guaranteed for Inuit Subcontractors/Suppliers: \$ 55,000</p> <p>\$55,000 / \$100,000 = 0.55 x 100 = 55%</p> <p>55 % x 40 = 22 points</p> <p>NOTE: Percentages MUST BE SUPPORTED by a list of specific subcontractor/suppliers that can be confirmed as Inuit subcontractors. Verification of Inuit businesses will be made through:</p> <ul style="list-style-type: none"> The Inuit Firm Registry Database http://inuitfirm.tunnngavik.com/ 	<p>40 Points</p>
<p>TOTAL POSSIBLE POINTS</p>	<p>100 Points</p>

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

PART B - OFFEROR GUARANTEE AND CERTIFICATION

1. At time of bid submission - The tables below may be used by Offerors to submit their proposals.
2. Information provided may be subject to verification.
3. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results.

TABLE 1 – Head Office

Provide Current Business address
Offerors MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

TABLE 2 – Guarantee of Inuit Training

Name & Position Title (Provide name(s) where possible)	Type of Training	Inuit Training Hours
Offerors MUST include type of training and hours of training.		

TABLE 3 – Guarantee of Onsite Inuit Labour Content

Total No. of onsite Inuit Person Hours for This Contract = _____ %
Total Employee Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Offerors to include the # of hours to be worked, categories, overall percentage of labor, labour hours and the total project hours		

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

TABLE 4 – Guarantee of Inuit Content for Sub-Contracting/Suppliers Content:

Total Est. Cost For Supplies/Materials, Equip and Services Procured From Inuit Companies for this Standing Offer
Total Offer Price

= _____ %

Company Name	Inuit Company	Non- Inuit Company
Offeror to include the value of work to be Sub-Contracted. NOTE: only subcontractors and suppliers that can be confirmed as Inuit businesses will be included in the calculations. Verification of Inuit businesses will be made in accordance with 4. Subcontractors / Suppliers.		

Offeror Certification

The Offer must submit the following certification if an IBP guarantee is being provided, either at time of offer submission, or prior to issuance of Standing Offer.

INUIT BENEFITS PLAN CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

The Offeror certifies its IBP guarantee for contracting submitted with its bid is accurate and complete.

PART C - STANDING OFFEROR ACHIEVEMENT REPORTING AND CERTIFICATION

1. For the successful Offeror only – If an IBP guarantee is provided as part of the offer, 30 days prior to completion of each Standing Offer period, the Offeror must submit a certification on its IBP content guarantee for the year.
2. The following tables must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the Standing Offeror 30 days prior to the next Standing Offer Period, with details how the Offeror met its' IBP guarantee.
3. The Offeror must indicate if any objectives were not met *and* identify why not.
4. Information provided may be subject to verification.
5. Failure to comply with the request of the Standing Offer Authority to submit the certification within a 30 day time period may result in a full 1% reduction of next periods pricing or the set-aside of the Standing Offer.
6. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results.
7. Canada will have the right to set-aside the standing offer if the Offeror does not meet its IBP guarantees.
8. Canada reserves the right, at their sole discretion, to waive the set-aside if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee due to circumstances out of the Offerors control.

Return Reports to:

Contracting Authority Name: Mike Fagan
Email: mike.fagan@pwgsc-tpsgc.gc.ca

TABLE 1 – Head Office

Provide Current Business address
Offerors must demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

TABLE 2 – Achievement of Inuit Training

Name & Position Title (Provide name(s) where possible)	Type of Training	Inuit Training Hours
Offeror must include type of training, hours, and % complete		

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

TABLE 3 – Achievement of onsite Inuit Labour Content

Total No. of Onsite Inuit Person Hours for this Standing Offer = _____ %
Total Employee Hours for this Standing Offer

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Offeror must include the # of hours worked		

TABLE 4 – Achievement of Inuit Content for Subcontractor/Suppliers Content:

Total Cost For Supplies/Materials, Equip and Services Procured From Inuit Companies for this Standing Offer
Final Standing Offer Value
= _____ %

Company Name	Inuit Company	Non- Inuit Company
Offeror must include the value of Subcontractor work		

OFFEROR CERTIFICATION

INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.

Solicitation No. - N° de l'invitation
EN416-182634/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwz014

Client Ref. No. - N° de réf. du client
PSPC EN416-182634

File No. - N° du dossier
PWZ-5-38010

CCC No./N° CCC - FMS No./N° VME

INUIT BENEFITS PLAN PENALTY CONDITIONS

1. Under the provisions of the Standing Offer, where the Standing Offeror meets the IBP guarantees specified and certified in his offer, the Standing Offeror will be paid in accordance with the prices identified herein.
2. If the Standing Offeror does not meet the certified percentage of onsite Inuit employee hours worked on the Standing Offer and fails to fulfill their onsite Inuit employment guarantees, an amount of up to 0.5% discount may be applied to next periods pricing or the Standing Offer may be set-aside.
3. If the Standing Offeror does not meet the certified percentage of Inuit Sub-contractors/Suppliers, and fails to fulfill their Inuit sub-contractors/suppliers guarantees, an amount of up to 0.5% discount may be applied to next periods pricing or the Standing Offer may be set-aside.
4. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Standing Offeror, any penalties owing and unpaid under this section.
5. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Standing Offer.
6. Canada reserves the right, at their sole discretion, to reduce or eliminate damages if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Offeror's control.