

**RETURN OFFERS TO :**  
**RETOURNER LES OFFRES À :**  
Bid Receiving - Réception des soumissions:

**REQUEST FOR A STANDING OFFER**  
**DEMANDE D'OFFRE À COMMANDES**

**National Master Standing Offer (NMSO)**  
**Offre à commandes maître nationale (OCMN)**

Canada, as represented by the Minister of the Correctional Service of Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service correctionnel Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments — Commentaires :**

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

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Telephone # — N° de Téléphone :

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Fax # — No de télécopieur :

Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
ou NAS ou N° d'entreprise :

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<b>Title — Sujet:</b> Laboratory services for drinking water and wastewater samples	
<b>Solicitation No. — N° de l'invitation</b> 21120-19-3047111	<b>Date:</b> April 1, 2019
<b>Client Reference No. — N° de Référence du Client</b> 21120-19-3047111	
<b>GETS Reference No. — N° de Référence de SEAG</b> 21120-19-3047111	
<b>Solicitation Closes — L'invitation prend fin</b> at / à : 14 :00 On / Le : May 8, 2019	<b>Time Zone</b> Fuseau horaire EDT
<b>Delivery Required — Livraison exigée :</b> See herein – Voir aux présentes	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination:                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b> Steve Perron <a href="mailto:Steve.perron@csc-scc.gc.ca">Steve.perron@csc-scc.gc.ca</a>	
<b>Telephone No. – N° de téléphone:</b> 613-992-6509	<b>Fax No. – N° de télécopieur:</b>
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b> Multiple as per call-up Multiples, selon la commande subséquente.	
<b>Security – Sécurité</b>  <b>This request for a Standing Offer does not include provisions for security.</b> <b>Cette Demande d'offre à commandes ne comprend pas de dispositions en matière de sécurité.</b>	

**Instructions: See Herein**  
**Instructions : Voir aux présentes**

<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
_____	
Name / Nom	Title / Titre
_____	
Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **2. Summary**

- 2.1            The Correctional service of Canada (CSC) in collaboration with the Environmental Protection Program has a requirement for drinking water and wastewater testing on a National level.
- 2.2            The period of the Standing Offer will be from date of issuance to three (3) years later (Dates to be inserted at SO Issuance), and will include two (2) additional one (1) year optional period.
- 2.3            The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

### **3. Revision of Departmental Name**

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.



#### 4. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer 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 Offer process. The debriefing may be in writing, by telephone or in person.

#### 5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

#### 6. Multiple Standing Offers

It is intended to result in the award of up to a maximum of **ten (10) standing offers (SO), one (1) per each CSC Region for drinking water and/or wastewater**. See example following:

One (1) or two (2) SO for Atlantic Region (ATL);

One (1) or two (2) SO for Quebec Region (QC);

One (1) or two (2) SO for Ontario Region (ONT);

One (1) or two (2) SO for Prairie Region (PRA); and

One (1) or two (2) SO for Pacific Region (PAC).

Each SO will be for a period of three (3) years with two (2) one (1) year option periods.



## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2018-05-22) Standard Instructions - Request for Standing Offer - 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 Offer - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: sixty (60) days**

**Insert: one hundred and twenty (120) days**

### 2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, transmission of offers by facsimile or email to CSC will not be accepted.

### 3. Former Public Servant

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](#).

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

#### **4. Enquiries - Request for Standing Offer**

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

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

#### **5. 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 **Ontario**.

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





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

### **1. Offer Preparation Instructions**

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

Section I: Technical Offer: **one (1) soft copy in Adobe pdf or MS word format;**

Section II: Financial Offer: **one (1) soft copy in Adobe pdf or MS word format;**

Section III: Certifications: **one (1) soft copy in Adobe pdf or MS word format.**

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

**Offerors are requested to submit their Financial Offer in an envelope separate from their technical 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 Offer.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.



### Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) (  ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the Standing Offer.

The following credit card(s) are accepted:  
Master Card \_\_\_\_\_

- (b) (  ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the Standing Offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### Section III: Certifications

Offerors must submit the certifications and additional information 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 Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

#### **1.1. Technical Evaluation**

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

Offers will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

#### **1.2 Financial Evaluation**

##### **1.2.1 Evaluation of Price – Offer**

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Mandatory Technical Criteria Only**

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



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

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

### **1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### **1.1 Integrity Provisions – Declaration of Convicted Offenses**

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
  - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Offerors must submit this form to Correctional Service of Canada with their offer.



### 1.2 Integrity Provisions – Required documentation

**List of names:** all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

**OR**

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

### 1.3 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga = 1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive or to set aside a Standing Offer if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 1.4 Language Requirements

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, the individual(s) proposed in its bid will be:

For PAC, PRA, ONT and ATL Regions with the exception of the Province of New Brunswick; fluent in **English**. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

For the province of New Brunswick; fluent in both official languages of Canada (**French and English**). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.



Correctional Service  
Canada

Service correctionnel  
Canada

For QUE Region; fluent in **French**. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

**1.5 Certification:**

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### 2. Security Requirement

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

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### 3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is **from** \_\_\_\_\_ **to** \_\_\_\_\_. (To be provided at issuance of Standing Offer)

##### 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 three (3) optional period of one year each, 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 **seven (7)** 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:** Steve Perron  
**Title:** Senior Procurement Officer  
Correctional Service of Canada  
**Branch or Directorate:** Contracting and Material Management  
**Address:** 340 Laurier Ave West  
Ottawa, ON  
K1A 0P9

**Telephone:** 613-992-6509  
**E-mail address:** [steve.perron@csc-scc.gc.ca](mailto:steve.perron@csc-scc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**5.2 Project Authority**

The Project Authority for the Standing Offer is (To be provided at issuance of Standing Offer)

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**5.3 Offeror's Representative**

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**6. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.





## 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada  
National Headquarter Region.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed:  
**\$100,000.00** for a single Standing Offer (Applicable Taxes included); or  
**\$200,000.00** for a combination of both commodities (Applicable Taxes 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 provided at issuance of Standing Offer) (Applicable Taxes 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 **three (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 of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Offeror's offer dated \_\_\_\_\_.



## 12. Certifications and Additional Information

### 12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 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 \_\_\_\_\_.

## 14. Periodic Usage Reports: Standing Offer

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than **ten (10)** calendar days after the end of the reporting period.



## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 5. Payment

#### 5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

#### 5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. (To be provided at issuance of Standing Offer) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **5.3 Multiple Payments**

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

### **5.4 SACC Manual Clauses**

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

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

### **5.5 Travel and Living Expenses**

There are no travel and living expenses associated with the Contract.

### **5.6 Payment of Invoices by Credit Card**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## **6. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



## **7. Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **8. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

## **9. Closure of Government Facilities**

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.



## **10. Tuberculosis Testing**

10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

10.3 All costs related to such testing will be at the sole expense of the Contractor.

## **11. Compliance with CSC Policies**

11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

11.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

11.3 Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

## **12. Health and Labour Conditions**

12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

12.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **13. Identification Protocol Responsibilities**

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;



13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

#### **14. Dispute Resolution Services**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicability of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

#### **15. Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the supplier respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

#### **16. Privacy**

167.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

16.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

#### **17. Information Guide for Contractors**

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: [www.bit.do/CSC-EN](http://www.bit.do/CSC-EN).



## ANNEX A

### STATEMENT OF WORK

#### 1.0 Title

Chemical / physical, and microbiological analysis of drinking water and wastewater.

#### 2.0 Background

Correctional Service Canada (CSC) is the federal government department responsible for carrying out sentences imposed by courts through the safe and humane custody and supervision of offenders and assisting in the rehabilitation of offenders and their reintegration into the community as law-abiding citizens.

While carrying out its mandate, CSC must ensure operations at correctional institutions across Canada conform to applicable environmental and health regulations, guidelines and limits. With respect to drinking water, CSC is responsible under the Canada Labour Code to ensure the provision of safe drinking water in all institutions. In order to do this, CSC staff regularly collect drinking water samples for analysis to ensure compliance with the Guidelines for Canadian Drinking Water Quality. Similarly, with wastewater, CSC must ensure on site wastewater treatment facilities produce an effluent that meets federal Wastewater System Effluent Regulations and as such, staff routinely submit wastewater samples for analysis.

#### 3.0 Objective

Correctional Service Canada requires the provision of commercial testing laboratory services to evaluate the Drinking Water and Wastewater quality of Correctional Institutions across Canada, as listed in Appendix I to Annex A by the five (5) Regions: Atlantic (New Brunswick and Nova Scotia), Quebec, Ontario, Prairie (Manitoba, Saskatchewan, and Alberta), and Pacific (British Columbia). There are four types of Services for the testing of Analysis Parameters as detailed in Appendix II to Annex A, Service Packages and Analysis Parameters. The estimated annual utilization for these services per Institution is detailed in Appendix III to Annex A. These Services are:

Service 1A – Drinking Water Microbiological  
Service 1B – Drinking Water Chemical-Physical  
Service 1C – Wastewater Microbiological  
Service 1D – Wastewater Chemical-Physical

#### 4.0 Relevant Information / Material

The following information or material applies to and forms part of the work:

- Canada Labour Code (Section 125 (1)(j) in Part II ) (<http://laws-lois.justice.gc.ca/eng/acts/L-2/page-53.html>)
- Guidelines for Canadian Drinking Water Quality (<http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>)
- Standard Methods for the Examination of Water & Wastewater (<http://www.standardmethods.org/>)
- Methods of the United States Environmental Protection Agency ([http://water.epa.gov/scitech/drinkingwater/labcert/methods\\_index.cfm](http://water.epa.gov/scitech/drinkingwater/labcert/methods_index.cfm))





Provincial/Territorial Regulations/Guidelines:

- Nova Scotia– <http://www.gov.ns.ca/nse/water/waterquality.asp>
- New Brunswick - [http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy\\_environments/content/drinking\\_water\\_guidelines.html](http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/drinking_water_guidelines.html)
- Quebec - <http://www.mddep.gouv.qc.ca/eau/potable/brochure-en/index.htm>
- Ontario - [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_030169\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_030169_e.htm)
- Manitoba – <http://www.gov.mb.ca/waterstewardship/odw/reg-info/acts-regs/index.html>
- Saskatchewan – [www.saskwater.com/WhatWeDo/pdfs/Drinking%20Water%20Standards.pdf](http://www.saskwater.com/WhatWeDo/pdfs/Drinking%20Water%20Standards.pdf)
- Alberta – <http://environment.alberta.ca/01220.html>
- British Columbia - <http://www.crd.bc.ca/water/waterquality/regulations.htm>
  
- URL for SCC <http://palcan.scc.ca/SpecsSearch/GLSearchForm.do?language=en>
- URL for CALA <http://67.22.232.63/search.php?wld=s>
- URL for other accreditation bodies recognized under Mutual Recognition Arrangements from ILAC [https://www.ilac.org/members\\_contact\\_details.html](https://www.ilac.org/members_contact_details.html)
- URL for PALAE. <http://www.ceaeq.gouv.qc.ca/accreditation/PALA/Ila01.htm>  
[http://www.ceaeq.gouv.qc.ca/documents/publications/listes.htm#labo\\_accr](http://www.ceaeq.gouv.qc.ca/documents/publications/listes.htm#labo_accr)

## 5.0 Scope

The Contractor must provide chemical, physical and microbiological analytical testing services of drinking water and wastewater samples for the Analysis Parameters as identified in Appendix II to Annex A, Service Packages and Analysis Parameters, for all institutions within each Region, as applicable to the Contract.

The Contractor must have and maintain valid accreditation throughout the period of the contract from an acceptable accreditation body or licensing or approval from the applicable Provincial body as a testing laboratory. The methods used to perform the analytical testing must be included under the Scope of Accreditation, license or approval of the Laboratory performing the work. Acceptable accreditation bodies are: the Canadian Association for Laboratory Accreditation (CALA), the Standards Council of Canada (SCC) or other accreditation bodies recognized under Mutual Recognition Arrangements from the International Laboratory Accreditation Cooperation (ILAC) or the Programme d'accréditation des laboratoires d'analyse environnementales (PALAE) from the Province of Québec.

## 6.0 Tasks/Technical Specifications

### 6.1 Equipment and Supplies

The Contractor must supply all the equipment, supplies and services required to carry out the Work of a Task Authorization issued for all institutions within each applicable Region, including but not limited to that listed below. The Contractor is also responsible for ensuring that the shipping services/arrangements in place deliver the samples to the laboratory within hold times and temperatures in accordance with the analytical methods for the analysis requested. The supply of equipment, supplies and services will not be included as a line item on a Task Authorization and the associated costs will be included in the all-inclusive price of the testing. The Contractor must supply:

- a) sample containers in accordance with the analytical methods for the analysis requested, containing the appropriate preservatives as applicable;
- b) shipping coolers, ice packs, labels, chain-of-custody forms (paper and electronic format);
- c) sampling instructions;
- d) instruction on sample quantity required;



- e) shipping services for the monthly delivery of sample containers and supplies to the location(s) specified in the Task Authorization, and for the weekly pick-up of samples for shipment to the laboratory for analysis. There may be occasions where additional delivery and pick-up will be required.
- f) Alternate shipping arrangements and/or containers to ensure samples arrive at the laboratory within the analysis hold time and temperatures. In particular, when weather temperatures will negatively affect sample integrity, the Contractor is responsible for taking action(s) to resolve the problem and ensure samples arrive at the laboratory in suitable condition.

## 6.2 Analytical Testing

The Contractor's Laboratory must be able to receive samples during normal business hours (Monday through Friday 9am-5pm). The Contractor must ensure that their shipping service delivers all samples for Service 1A, Drinking Water Microbiological, from the Correctional Institution to the laboratory performing the testing within 20 hours, with the exception of Port-Cartier Institution in the Quebec Region where a testing must be conducted within 44 hours. The shipping time must be minimized in order to maintain microbiological sample integrity, as referenced in the Guidelines for Canadian Drinking Water Quality Guideline Technical Document, Escherichia coli, Handling of Samples Procedures. The temperature of microbiological samples upon arrival at the laboratory must be below 10°Celsius, but not frozen.

Each sample will have a unique alpha numeric identification number assigned to it by CSC. The samples will be accompanied by the Chain-of-Custody (CofC) form, as provided by the Contractor.

The Laboratory or Laboratory Client Service Centre must be located the same CSC region and within 20 hours of shipping from the correctional institution due to the hold time requirement for maintenance of microbiological sample integrity. If the microbiological samples are received after 24 hours (44 hours for Port-Cartier) from the time of sample collection, as identified on the CofC form, or above 10° Celsius or frozen, the Contractor must notify the CSC representative on the CofC form by phone within one hour of sample receipt. Any cost associated with resampling, as a result of damage or adulteration to samples after pick-up, will be the responsibility of the Contractor.

The Contractor must perform the analytical testing for the Analysis Parameters requested.

### The Contractor must:

- a) Store samples upon receipt in accordance with the analytical method for the analysis requested.
- b) Perform the requested analysis within the turnaround time detailed at Section 6.3, and using accredited methods.
- c) Use units of CFU/100mL for Microbiological analysis and reporting (Service 1A and 1C);
- d) Perform Service 1B, Drinking Water Chemical/Physical with detection limits below the parameter guideline listed in the most recent version of the Guidelines for Canadian Drinking Water Quality;
- e) Upload the Results Report within the turnaround time and format detailed at Section 6.3;
- f) Provide a Certificate of Analysis when requested.



### 6.3 Turnaround Time and Reporting

The Laboratory must complete the analytical testing and deliver the results of analysis within the prescribed time and format indicated in the table below. There may be occasions where the Laboratory will be requested to provide rush analysis and reporting on a set of samples for Service 1A, Drinking Water Microbiological, beyond what is indicated in the table.

**Rush** – Start analysis upon receipt of samples, within one (1) hour.

**Adverse Results** – Results that do not conform to the Canadian Drinking Water Quality Guidelines.

**Results Report** – The Contractor must upload the Results Report electronically through the world-wide web to CSC account with Aquatics Informatics Inc. using a text file format. CSC will arrange for Aquatics Informatics to set up the Contractor, at no cost to the Contractor, for the upload of the Results Report. At a minimum, the Results Report must contain the information from the Chain-of-Custody form and the information regarding the results of analysis for the following fields in separate columns:

- i. Sample collection date
- ii. Sample Point ID
- iii. Analysis Parameter
- iv. Analysis Result
- v. Analysis Units
- vi. Analysis Method
- vii. Date Analyzed
- viii. Method Detection Limit
- ix. Lab Remarks
- x. Sample Comments from Chain of Custody
- xi. Sample Collector Name
- xii. Chlorine Residual



Service	1A: Drinking Water Microbiological	1B: Drinking Water Chemical-Physical	1C: Wastewater Microbiological	1D: Wastewater Chemical-Physical
<b>Analysis Turnaround Time</b>	Within 24 hours of sample receipt	As specified by the analytical method	As specified by the analytical method	
<b>Reporting Turnaround Time</b>	Adverse Results or Rush analysis – within one (1) hour of analysis completion		Adverse Results or Rush analysis – within one (1) hour of analysis completion	
	Non-Adverse Results – within 3 working days of analysis completion		Within 3 working days of analysis completion	
<b>Reporting Format</b>	All Adverse Results or Rush analysis must be reported to CSC representative(s) by phone within one hour of analysis completion and a follow up email sent to designated contacts. The list of CSC representatives, to be contacted in order to report adverse results, will be provided following contract award.		Upload of Results Report to web-based database within 3 working days of analysis completion.	
	Upload of Results Report to the web-based database within 1 working day of analysis completion.			
	Non-Adverse Results – upload of Results Report to web-based database within 3 working days of analysis completion.			

## 7.0 Deliverables

The Contractor must deliver the results of analysis for the Analysis Parameters as and when requested, in accordance with Section 6.3.

## 8.0 Service Centre and Laboratory Representative

The Contractor must assign one location per Region as the main location to act as a Service Centre within the Region for the purposes of receiving Task Authorizations, answering inquiries related to the Work, and invoicing. The Contractor must assign a Representative at the Service Centre for the CSC account as the main point of contact.

## 9.0 Language

The Contractor must be able to correspond with Correctional Service Canada in both official languages if their laboratory is located in a Bilingual Region of Canada. The List of Bilingual Regions of Canada for Language-of-Work Purposes can be found at the following internet address: [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/offlang/chap5\\_1-1-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/offlang/chap5_1-1-eng.asp)  
If the Contractor's laboratory is not located in a Bilingual Region of Canada, correspondence is in English.



## **10.0 Shipping and sample pick up**

Shipping and sample pick up and all associated costs are the Contractor's responsibility.

## **11.0 CSC Responsibilities**

It is the responsibility of CSC to:

- a) provide a list of the analysis and number of samples to be collected in order for the Contractor's laboratory to ship the appropriate number and type of sampling supplies (such as bottles, coolers, ice packs);
- b) store the supplies provided by the Contractor in a manner that will maintain their integrity for use;
- c) collect the samples using the appropriate containers provided by the Contractor in accordance with the analytical methods for the analysis requested;
- d) package samples with the appropriate shipping coolers, ice packs, labels, and chain-of-custody form for return shipment to the Contractor's laboratory;
- e) collect the Drinking Water Microbiological samples no greater than four (4) hours before scheduled pick-up;
- f) make arrangements with Aquatics Informatics Inc to set up the Contractor for the upload of the Results Report;
- g) Ensure each sample has a unique alpha numeric identification number assigned to it;
- h) Ensure samples are accompanied by a completed Chain of Custody form originally supplied by the Contractor.



**Appendix I to Annex A  
Correctional Institutions**

<b>Atlantic Region</b>	
Nova Institution for Women	180 James Street, Truro, NS B2N 6R8
Springhill Institution	330 McGee Street, Springhill, NS B0M 1X0
Atlantic Institution	13175 Route 8, Renous, NB E9E 2E1
Dorchester Penitentiary	4902 Main Street, Dorchester, NB E4K 2Y9
<b>Quebec Region</b>	
Montée Saint-Francois Institution and Federal Training Centre	600 Montée Saint-Francois, Laval, QC H7C 1S5
Cowansville Institution	400 Fordyce Avenue, Cowansville, QC J2K 3G6
Donnacona Institution	1537 Highway 138, Donnacona, QC G3M 1C9
Drummond Institution	2025 Jean-de-Brebeuf Blvd., Drummondville, QC J2B 7Z6
Joliette Institution	400 Marsolais Street, Joliette, QC J6E 8V4
La Macaza Institution	321 Chemin de l'Aéroport, La Macaza, QC J0T 1R0
Port-Cartier Institution	Chemin de l'Aéroport, Port-Cartier, QC G5B 2W2
Archambault Institution (Min, Med)	244 Montée Gagnon, Sainte-Anne-des-Plaines, QC J0N 1H0
<b>Ontario Region</b>	
Bath Institution and Millhaven Institution	5775 Bath Rd. PO Box 1500, Bath, ON K0H 1G0 Highway 33, PO Box 280, Bath, ON K0H 1G0
Beaver Creek Institution (Min, Med)	PO Box 1240 Gravenhurst, ON P1P 1W9
Collins Bay Institution (Min, Med, Max)	1455 Bath Rd, PO Box 190, Kingston, ON K7L 4V9
Grand Valley Institution for Women	1575 Homer Watson Blvd., Kitchener, ON N2P 2C5
Joyceville Institution (Min, Med)	Highway 15, PO Box 880, Kingston, ON K7L 4X9
Kingston Penitentiary	560 King Street West, PO Box 22, Kingston, ON K7L 4V7
Warkworth Institution	County Road #29, PO Box 760 Campbellford, ON K0L 1L0
<b>Prairie Region</b>	
Bowden Institution	Highway #2, PO Box 6000, Innisfail, AB T4G 1V1
Drumheller Institution	Highway #9, PO Box 3000, Drumheller, AB T0J 0Y0
Edmonton Institution for Women	11151-178th Street, Edmonton, AB T5S 2H9
Edmonton Institution	21611 Meridian Street, Edmonton, AB T5J 3H7
Grande Cache Institution	Hoppe Avenue, Bag 4000, Grande Cache, AB T0E 0Y0
Grierson Centre	9530-101st Avenue, Edmonton, AB T5H 0B3
Okimaw Ohci Healing Lodge	PO Box 1929, Maple Creek, SK S0N 1N0
Pê Sâkâstêw Centre	Highway #2A, PO Box 1500, Hobbema, AB T0C 1N0
Regional Psychiatric Centre	2520 Central Avenue N, PO Box 9243, Saskatoon, SK S7K 3X5
Saskatchewan Penitentiary (Min, Med, Max)	15th Street W, PO Box 850, Prince Albert, SK S6V 5S4
Stony Mountain Institution (Min, Med, Max)	Highway #7, PO Box 72, Stony Mountain, MB R0C 3A0
Willow Cree Healing Centre	PO Box 520, Duck Lake, SK S0K 1J0
<b>Pacific Region</b>	
Kent Institution and Mountain Institution	4732 Cemetery Rd., PO Box 1500, Agassiz, BC V0M 1A0 4732 Cemetery Rd., PO Box 1600, Agassiz, BC V0M 1A0
Kwîkwêxwelhp Healing Village	Harrison Mills, BC (off Morris Valley Rd) V0M 1L0
Matsqui Complex	33344 King Rd., PO Box 2500, Abbotsford, BC V2S 4P3
Mission Institutions (Min, Med)	8751 Stave Lake St., PO Box 60, Mission, BC V2V 4L8
William Head Institution	6000 William Head Rd., Victoria, BC V9C 0B5



**Appendix II to Annex A  
Service Packages and Analysis Parameters**

<b>Drinking Water</b>							
<b>Service 1A: Drinking Water - Microbiological Service Packages and Analysis Parameters</b>							
<b>1A1 - EC&amp;TC</b>							
1	E.Coli (EC)	2	Total Coliform (TC)				
<b>1A2 - HPC</b>							
1	Heterotrophic Plate Count (HPC)						
<b>1A3 - Presence Absence</b>							
1	E.Coli (EC)	2	Total Coliform (TC)				
<b>Service 1B: Drinking Water - Chemical/Physical Service Packages and Analysis Parameters</b>							
<b>1B1 - Organics</b>							
1	Alachlor	2	Aldicarb	3	Aldrin + Dieldrin	4	Atrazine + N-dealkylated metabolites
5	Azinphos-methyl	6	Bendiocarb	7	Benzene	8	Benzo(a)pyrene
9	Bromoxynil	10	Carbaryl	11	Carbofuran	12	Carbon Tetrachloride
13	Chlorpyrifos	14	Cyanazine	15	Diazinon	16	Dicamba
17	1,2-Dichlorobenzene	18	1,4-Dichlorobenzene	19	1,2-dichloroethane	20	1,1-Dichloroethylene (vinylidene chloride)
21	Dichloromethane	22	2,4-Dichlorophenol	23	2,4-Dichlorophenoxy acetic acid (2,4-D)	24	Diclofop-methyl
25	Dimethoate	26	Dinoseb	27	Diquat	28	Diuron
29	Glyphosate	30	Malathion	31	Methoxychlor	32	2-Methyl-4-chlorophenoxyacetic acid (MCPA)
33	Metolachlor	34	Metribuzin	35	Monochlorobenzene	36	Paraquat
37	Parathion	38	Pentachlorophenol	39	Phorate	40	Picloram
41	Prometryne	42	Simazine	43	Terbufos	44	Tetrachloroethylene (perchloroethylene)
45	2,3,4,6-Tetrachlorophenol	46	Trichloroethylene	47	2,4,6-Trichlorophenol	48	Trifluralin
49	Vinyl Chloride	50	Xylenes - total	51	Ethyl benzene	52	Toluene
<b>1B2 - HAAs</b>							
1	Haloacetic Acids - Total (HAAs)						
<b>1B3 - Lead</b>							
1	Lead						
<b>1B4 - Metals Scan</b>							
1	Aluminum	2	Antimony	3	Arsenic	4	Barium
5	Boron	6	Cadmium	7	Chromium	8	Copper
9	Iron	10	Manganese	11	Selenium	12	Sodium



13	Uranium	14	Zinc				
<b>1B5 Anions</b>							
1	Chloride	2	Flouride	3	Nitrate	4	Nitrite
5	Sulphate						
<b>1B6 - THMs</b>							
1	Trihalomethanes-total (THMs)	2	Chloroform	3	Bromoform	4	Dibromochloromethane (CBCM)
5	Bromodichloromethane (BDCM)						
<b>1B7 Chemistry</b>							
1	pH	2	Hardness (CaCO3)	3	Conductivity	4	Alkalinity
<b>1B8 - Turbidity</b>							
1	Turbidity						
<b>1B9 - TOC</b>							
1	Total Organic Carbon (TOC)						
<b>1B10 - TDC</b>							
1	Total Dissolved Solids (TDS)						
<b>1B11 - Ammonia</b>							
1	Ammonia						
<b>1B12 – Blue Green Algae</b>							
1	Identification and enumeration	2	Total microcystin and microcystin-LR				
<b>1B13 – Langelier Index</b>							
1	Langelier Index						





<b>Wastewater</b>							
<b>Service 1C: Wastewater - Microbiological Service Packages and Analysis Parameters</b>							
<b>1C1 - TC</b>							
1	Total Coliform (TC)						
<b>1C2 - FC</b>							
1	Fecal Coliform (FC)						
<b>Service 1D: Wastewater - Chemical/Physical Service Packages and Analysis Parameters</b>							
<b>1D1 - cBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD</b>							
1	Carbonaceous Biological Oxygen Demand (cBOD5)	2	Total Suspended Solids (TSS)	3	Total Ammonia as Nitrogen (NH4)	4	Total Kjeldahl Nitrogen (TKN)
5	Total Phosphorous (TP)	6	Nitrate as N (NO2)	7	Nitrite as N (NO3)	8	Chemical Oxygen Demand (COD)
<b>1D2 - Metal Scan</b>							
1	Aluminium	2	Arsenic	3	Antimony	4	Barium
5	Beryllium	6	Boron	7	Cadmium	8	Chromium
9	Cobalt	10	Copper	11	Iron	12	Lead
13	Lithium	14	Manganese	15	Mercury	16	Molybdenum
17	Nickel	18	Silver	19	Strontium	20	Thallium
21	Tin	22	Titanium	23	Selenium	24	Uranium
25	Vanadium	26	Zinc				
<b>1D3 - VOCs</b>							
1	Wastewater Volatile Organic Compounds (VOCs)						
<b>1D4 - pH &amp; Conductivity</b>							
1	pH	2	Conductivity				
<b>1D5 - Oil &amp; Grease</b>							
1	Oil and Grease (Total, Mineral, and Non Mineral)						
<b>1D6 - Solids</b>							
1	Total Solids (TS)	2	Total Dissolved Solids (TDS)	3	Volatil Suspended Solids (VSS)		
4	Fixed Suspended Solids (FSS)						
<b>1D7 - Total Petroleum Hydrocarbons / des Hydro-carbures Pétroliers Totales</b>							
1	Petroleum and Oil Based Products, Petroleum Hydrocarbons						



**APPENDIX III to Annex A  
Estimated Annual Utilization**

\* Numbers provided are estimates only and should not be construed as a firm commitment on the part of Canada. Actual sample volumes may be lower or higher than these estimates. An Institution that has no Estimated Annual Utilization for a Drinking Water Service Package may require that Service during the period of the contract.

\*\* See Appendix III, Service Packages and Analysis Parameters for detailed list.

\*\*\* Institutions with no Wastewater Utilization data will not require Wastewater Services 1C or 1D.

Atlantic Region	Estimated Annual Utilization* per Service Package**																							
	Drinking Water															Wastewater***								
	Service 1A			Service 1B												Service 1C		Service 1D						
Service Packages ->	1A1	1A2	1A3	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B13	1C1	1C2	1D1	1D2	1D3	1D4	1D5	1D6	1D7
Institutions	EC & TC	HPC	Pres/Abs	Organics	HAA5	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Langelier Index	TC	FC	cBOD5, TSS, NH4	Metal Scan	VOCs	pH & Conductivity	Oil and Grease	Solids	Petroleum Hydrocarbons F1-F4
Nova Institution for Women	52	14	5		4	4	1	1	4	1														
Springhill Institution	208	24	15		8	8	1	1	8	1						9	9	9		9			9	
Atlantic Institution	488	244	40	4	8	8	4	4	8	4	4	4	4			4	4	13			13	9	13	
Dorchester Penitentiary & Westmorland Institution	488	84	10	1	8	4	4	8	4	4	4					9	9	18			18	9	18	
<b>Atlantic Totals:</b>	1236	366	70	5	28	24	10	14	24	10	8	4	4	0	0	22	22	40	0	9	31	18	40	0



Quebec Region	Estimated Annual Utilization* per Service Package**																							
	Drinking Water														Wastewater***									
	Service 1A			Service 1B											Service 1C		Service 1D							
Service Packages ->	1A1	1A2	1A3	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B13	1C1	1C2	1D1	1D2	1D3	1D4	1D5	1D6	1D7
Institutions	EC & TC	HPC	Pres/Abs	Organics	HAA5	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Langelier Index	TC	FC	CBOD5, TSS, NH4, TKN	Metal Scan	VOCs	pH & Conductivity	Oil and Grease	Solids	Petroleum Hydrocarbon
Montée Saint-Francois Institution	73	73			4	4	1	1	4	1	26													
Cowansville Institution	52	52	10	1	4	4	1	1	4	1	26					12	12	24			24	12	2	
Donnacona Institution	52	52	3	1	4	4	1	1	4	1	3													
Drummond Institution	52	52	12	1	4	4	1	1	4	1	4													
Joliette Institution	52	52	1	1	4	4	1	1	4	1	1													
La Macaza Institution	64	64	10	1	4	4	2	2	4	7	26	2	5	2	5	7	7	13			13	6	6	
Port-Cartier Institution	52	52	1	1	4	4	1	1	4	1	12													
Archambault Institutions (Min, Med)	130	130	8	2	6	4	2	2	6	24	24	1		2		12	12	24			24	12	24	
Federal Training Centre	104	104	1	4	4	1	1	4	1	26														
<b>Quebec Totals:</b>	<b>631</b>	<b>631</b>	<b>46</b>	<b>12</b>	<b>38</b>	<b>33</b>	<b>11</b>	<b>14</b>	<b>35</b>	<b>63</b>	<b>122</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>31</b>	<b>31</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>61</b>	<b>30</b>	<b>32</b>	<b>0</b>



Ontario Region	Estimated Annual Utilization* per Service Package**																							
	Drinking Water													Wastewater***										
	Service 1A			Service 1B										Service 1C		Service 1D								
Service Packages ->	1A1	1A2	1A3	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B13	1C1	1C2	1D1	1D2	1D3	1D4	1D5	1D6	1D7
Institutions	EC & TC	HPC	Pres/Abs	Organics	HAA5	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Langelier Index	TC	FC	gBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	Metal Scan	VOCs	pH & Conductivity	Oil and Grease	Solids	Petroleum Hydrocarbons F1-F4
Bath Institution	104	52	10		16	16	4	1	12	1														
Millhaven Institution	52	26	5		8	8	2	1	12	1														
Beaver Creek Min and Med	104	52	10		8	16	2	1	8	1														
Collins Bay Min, Med and Max	104	52	10		16	16	2	1	16	1														
Grand Valley Institution for Women	52	26	5		8	8	52	2	8	52														
Joyceville and Pittsburg Institutions	264	212	50	4	24	12	12	16	24	46	12		1			52	52	64			24	12	24	
Kingston Penitentiary and Museum	13	13	5			2	1																	
Warkworth Institution	104	52	20		8	16	2	1	8	1						26	26	78			78	26	52	
<b>Ontario Totals:</b>	<b>797</b>	<b>485</b>	<b>115</b>	<b>4</b>	<b>88</b>	<b>94</b>	<b>77</b>	<b>23</b>	<b>88</b>	<b>103</b>	<b>12</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>78</b>	<b>78</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>102</b>	<b>38</b>	<b>76</b>	<b>0</b>



Prairie Region	Estimated Annual Utilization* per Service Package**																							
	Drinking Water														Wastewater***									
	Service 1A			Service 1B											Service 1C		Service 1D							
Service Packages ->	1A1	1A2	1A3	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B13	1C1	1C2	1D1	1D2	1D3	1D4	1D5	1D6	1D7
Institutions	EC & TC	HPC	Pres/Abs	Organics	HAAS	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Langelier Index	TC	FC	cBOD5, TSS, NH4, TKN	Metal Scan	VOCs	pH & Conductivity	Oil and Grease	Solids	Petroleum Hydrocarb
Bowden Institution	156	26	12		8	8	1	1	8	1						2	2	29			29	11	29	
Drumheller Institution	169	65	10		8	8	1	1	8	1														
Edmonton Institution for Women	104	26	5		8	8	1	1	8	1														
Edmonton Institution	156	26	10		8	12	1	1	8	1														
Grande Cache Institution	104	26	5		9	8	1	1	9	1														
Grierson Centre	104	26	3		8	8	1	1	8	1														
Okimaw Ohci Healing Lodge	104	104	10	1	4	8	1	1	4	1	1		1											
Pê Sâkâstêw Centre	78	65	10	1	8	4	1	1	8	1	1		1											
Regional Psychiatric Centre	104	26	5		8	8	1	1	8	1														
Saskatchewan Penitentiary (Min, Med, Max)	208	26	10		16	12	1	1	16	1														
Stony Mountain Min, Med, Max Institutions	312	104	5	1	12	8	1	1	12	1	1		1			8	8	12			8		8	
Willow Cree Healing Centre	87	26	1	1	8	8	1	1	8	1	1		1											
<b>Prairie Totals:</b>	<b>1686</b>	<b>546</b>	<b>86</b>	<b>4</b>	<b>105</b>	<b>100</b>	<b>12</b>	<b>12</b>	<b>105</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>11</b>	<b>37</b>	<b>0</b>



Pacific Region	Estimated Annual Utilization* per Service Package**																								
	Drinking Water														Wastewater***										
	Service 1A			Service 1B											Service 1C		Service 1D								
Service Packages ->	1A1	1A2	1A3	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B13	1C1	1C2	1D1	1D2	1D3	1D4	1D5	1D6	1D7	
Institutions	EC & TC	HPC	Pres/Abs	Organics	HAA5	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Langelier Index	TC	FC	cBOD5, TSS, NH4, TKF	Metal Scan	VOCs	pH & Conductivity	Oil and Grease	Solids	Petroleum Hydrocarbons	
Kent Institution and	156	156	10		5	4	1	1	5	1	1														
Mountain Institution	156	156	10	1	5	4	1	1	5	1	52					11	11	22			22	11	44		
Kwkwëxwelhp Healing Village	104	104	10	1	5	4	1	1	5	1	52					6	6	8			8	8	8		
Matsqui Complex	312	72	12		12	12	1	1	12	1															
Mission Institution and	156	36	10		5	8	1	1	5	1															
Ferndale Institution	104	24	10		5	8	1	1	5	1															
William Head Institution	156	36	10		5	8	1	1	5	1						11	11	22			22	11	22		
<b>Pacific Totals:</b>	<b>1144</b>	<b>584</b>	<b>72</b>	<b>2</b>	<b>42</b>	<b>48</b>	<b>7</b>	<b>7</b>	<b>42</b>	<b>7</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>28</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>30</b>	<b>74</b>	<b>0</b>	



## ANNEX B

### PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

#### 1.0 Professional Services provided with a Firm Price:

A Proposed Basis of Payment Sheet is provided for each Region-Services combination:

- Atlantic Region - Drinking Water Services 1A and 1B
- Atlantic Region - Wastewater Services 1C and 1D
- Quebec Region - Drinking Water Services 1A and 1B
- Quebec Region - Wastewater Services 1C and 1D
- Ontario Region - Drinking Water Services 1A and 1B
- Ontario Region - Wastewater Services 1C and 1D
- Prairie Region - Drinking Water Services 1A and 1B
- Prairie Region - Wastewater Services 1C and 1D
- Pacific Region - Drinking Water Services 1A and 1B
- Pacific Region - Wastewater Services 1C and 1D

The Bidder should complete the Financial Presentation Sheet(s) applicable to the Region-Services combination(s) for which it has submitted a technical bid(s) and include it in its financial bid(s) once completed. As a minimum, the Bidder must respond to this Financial Presentation Sheet by including in its financial bid(s) for each of the periods specified below its quoted firm all inclusive unit price per Service Package (in Cdn \$) for all the Service Packages included in the Region- Services for which they are submitting a bid(s). The unit price is inclusive of labour, equipment, materials and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs.

For evaluation purposes only, the price of the bid will be determined as follows:

- (a) Each Region-Services combination is considered one bid.
- (b) Each financial bid will be evaluated separately on its own merit and the price of each bid submitted will be calculated as follows:
  - 1) Subtotal per Service Package = multiplying the estimated annual utilization indicated in the Financial Presentation Sheet by the sum of the unit price per Service Package for each year of the Initial Contract Period and each Option Period;
  - 2) Total Evaluated Bid Price = the sum of the Subtotals per Service Package for all Service Packages.

Estimated Annual Utilization: The estimated annual utilization per Service Package and Region are as per Appendix III to Annex A. For evaluation purposes, each institution with no estimated annual utilization in Appendix III for a Drinking Water Service Package has been counted as having one (1) towards the total estimated annual utilization reflected in column (a) of the Financial Bid Presentation Sheet for that Service Package for the Region.



Surcharge: The Surcharge for Service Packages 1A1 and 1A3 is a firm all-inclusive price per Service Package for Rush Analysis charged in addition to the Base Price. For evaluation purposes only, the annual utilization is estimated at 10% of the estimated annual utilization for the Service Package.

## 2.0 Example Evaluated Bid Price Calculation

Example Evaluated Bid Price Calculation: Total Evaluated Bid Price is \$6,324.00.

### XXX REGION - WASTEWATER SERVICES 1C and 1D

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1C2 - FC	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1D1 - CBOD <sub>5</sub> , TSS, UnNH <sub>4</sub> at 15°C, TKN, TP, NO <sub>2</sub> , NO <sub>3</sub> , COD, BOD <sub>5</sub>	72	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$1,116.00
1D2 - Metal Scan	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
1D3 - VOCs	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
1D4 - pH,	72	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$1,116.00
1D4 - Conductivity	72	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$1,116.00
1D4 - Alkalinity	72	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$1,116.00
1D5 - Oil&Grease	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1D6 - Solids	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
1D7 - Total Petroleum Hydrocarbons	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all WasteWater Service Packages)							\$6.324.00





3.0 Rates

ATLANTIC REGION - DRINKING WATER SERVICES 1A and 1B

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1200	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	300	\$	\$	\$	\$	\$	\$
1A3 – Presence Absence (EC&TC) (Base Price)	50	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	50	\$	\$	\$	\$	\$	\$
1A3 – Presence Absence (EC&TC) (Surcharge)	20	\$	\$	\$	\$	\$	\$
1B1 - Organics	5	\$	\$	\$	\$	\$	\$
1B2 - HAAs	25	\$	\$	\$	\$	\$	\$
1B3 - Lead	30	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	10	\$	\$	\$	\$	\$	\$
1B5 - Anions	10	\$	\$	\$	\$	\$	\$
1B6 - THMs	30	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	10	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	60	\$	\$	\$	\$	\$	\$
1B9 - TOC	220	\$	\$	\$	\$	\$	\$
1B10 - TDS	30	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	10	\$	\$	\$	\$	\$	\$
1B12 - Blue Green Algae	0	\$	\$	\$	\$	\$	\$
1B13 – Langlier Index	10	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$



**ATLANTIC REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	50	\$	\$	\$	\$	\$	\$
1C2 - FC	50	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, UnNH4 at 15°C, TKN, TP, NO2, NO3, COD, BOD5	60	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	5	\$	\$	\$	\$	\$	\$
1D3 - VOCs	3	\$	\$	\$	\$	\$	\$
1D4 -pH	50	\$	\$	\$	\$	\$	\$
1D4 - Conductivity	50	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	25	\$	\$	\$	\$	\$	\$
1D6 - Solids	50	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	1	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b>							
(Sum of Subtotal for all WasteWater Service Packages)							\$



**ONTARIO REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1000	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	450	\$	\$	\$	\$	\$	\$
1A3 – Presence Absence (Base Price)	50	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	156	\$	\$	\$	\$	\$	\$
1A3 – Presence Absence (Surcharge)	10	\$	\$	\$	\$	\$	\$
1B1 - Organics	10	\$	\$	\$	\$	\$	\$
1B2 - HAAs	100	\$	\$	\$	\$	\$	\$
1B3 - Lead	100	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	75	\$	\$	\$	\$	\$	\$
1B5 - Anions	25	\$	\$	\$	\$	\$	\$
1B6 - THMs	100	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	100	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	10	\$	\$	\$	\$	\$	\$
1B9 - TOC	10	\$	\$	\$	\$	\$	\$
1B10 - TDS	10	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	20	\$	\$	\$	\$	\$	\$
1B12 - Blue Green Algae	25	\$	\$	\$	\$	\$	\$
1B13 – Langlier Index	10	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$



**ONTARIO REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	100	\$	\$	\$	\$	\$	\$
1C2 - FC	100	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, UnNH4 at 15°C, TKN, TP, NO2, NO3, COD, BOD5	150	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	10	\$	\$	\$	\$	\$	\$
1D3 - VOCs	5	\$	\$	\$	\$	\$	\$
1D4 -pH	100	\$	\$	\$	\$	\$	\$
1D4 - Conductivity	100	\$	\$	\$	\$	\$	\$
1D5 - Oil & Grease	40	\$	\$	\$	\$	\$	\$
1D6 - Solids	100	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	5	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b>							
(Sum of Subtotal for all WasteWater Service Packages)							\$



**PRAIRIE REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	2000	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	500	\$	\$	\$	\$	\$	\$
1A3 - Presence Absence (Base Price)	50	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	100	\$	\$	\$	\$	\$	\$
1A3 - Presence Absence (Surcharge)	10	\$	\$	\$	\$	\$	\$
1B1 - Organics	10	\$	\$	\$	\$	\$	\$
1B2 - HAAs	100	\$	\$	\$	\$	\$	\$
1B3 - Lead	100	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	20	\$	\$	\$	\$	\$	\$
1B5 - Anions	20	\$	\$	\$	\$	\$	\$
1B6 - THMs	100	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	20	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	10	\$	\$	\$	\$	\$	\$
1B9 - TOC	10	\$	\$	\$	\$	\$	\$
1B10 - TDS	10	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	10	\$	\$	\$	\$	\$	\$
1B12 - Blue Green Algae	0	\$	\$	\$	\$	\$	\$
1B13 - Langlier Index	10	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$



**PRAIRIE REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - EC	30	\$	\$	\$	\$	\$	\$
1C2 - FC	30	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, UnNH4 at 15°C, TKN, TP, NO2, NO3, COD, BOD5	30	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH & Conductivity	12	\$	\$	\$	\$	\$	\$
1D5 - Oil & Grease	12	\$	\$	\$	\$	\$	\$
1D6 - Solids	10	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	5	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all WasteWater Service Packages)							\$



**PACIFIC REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1000	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	600	\$	\$	\$	\$	\$	\$
1A3 - Presence Absence (Base Price)	20	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	75	\$	\$	\$	\$	\$	\$
1A3 - Presence Absence (Surcharge)	30	\$	\$	\$	\$	\$	\$
1B1 – Organics	10	\$	\$	\$	\$	\$	\$
1B2 - HAAs	40	\$	\$	\$	\$	\$	\$
1B3 - Lead	50	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	10	\$	\$	\$	\$	\$	\$
1B5 - Anions	10	\$	\$	\$	\$	\$	\$
1B6 - THMs	40	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	10	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	5	\$	\$	\$	\$	\$	\$
1B9 - TOC	5	\$	\$	\$	\$	\$	\$
1B10 - TDS	5	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	5	\$	\$	\$	\$	\$	\$
1B12 - Blue Green Algae	0	\$	\$	\$	\$	\$	\$
1B13 – Langlier Index	5	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$



**PACIFIC REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization(a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
1C1 - TC	25	\$	\$	\$	\$	\$	\$
1C2 - FC	25	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, UnNH4 at 15°C, TKN, TP, NO2, NO3, COD, BOD5	50	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	10	\$	\$	\$	\$	\$	\$
1D3 - VOCs	10	\$	\$	\$	\$	\$	\$
1D4 - pH & Conductivity	50	\$	\$	\$	\$	\$	\$
1D5 - Oil & Grease	20	\$	\$	\$	\$	\$	\$
1D6 - Solids	60	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b>							
(Sum of Subtotal for all WasteWater Service Packages)							\$

**4.0 Options to Extend the Standing Offer Period:**

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 6A 4.2 of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive rate(s), in accordance with the above table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.





## 5.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$(To Be Inserted at Standing Offer Award) are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.



## ANNEX C EVALUATION CRITERIA

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the offer address each of these criteria to demonstrate that the requirements are met.

#### 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
  - a. Name;
  - b. Organization;
  - c. Current Phone Number; and
  - d. Email address if available

### 1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.



- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

**MANDATORY TECHNICAL CRITERIA**

#	Mandatory Technical Criteria	Offeror Response Description (include location in offer)	Met/Not Met
<b>M1. Service Centre</b>	<p>The Bidder must identify a main location to act as the Service Centre within the Region for the purposes of receiving Call-Ups, receiving samples*, answering inquiries related to the Work and invoicing. The Service Centre must be located within the same Region as the Region for which the technical bid is submitted.</p> <p>*Samples can be shipped to the laboratory location performing the work other than the Service Center if it is closer to proximity to the institution subject to the Technical Authority approval.</p> <p>The Bidder must provide:</p> <ol style="list-style-type: none"> <li>1. Service Center name:</li> <li>2. Service Center address:</li> <li>3. Contact reference that can confirm the information:</li> <li>4. Description of the services.</li> </ol> <p>The Contracting Authority will request any documentation from the Bidder to validate, demonstrate or support the Bidder's compliance with this criterion prior to Contract Award. Failure to comply with the request of the Contracting Authority will render the bid non-responsive.</p>		



#	Mandatory Technical Criteria	Offeror Response Description (include location in offer)	Met/Not Met
<b>M2. Accreditation</b>	<p>The laboratory(ies), including any proposed subcontractor(s), performing the work, must be located within the Region for which the bid has been submitted and have a valid certificate of accreditation, license or scope from the acceptable accreditation body for the analysis listed in Appendix II to Annex A, at the time of bid closing</p> <p>Acceptable accreditation bodies are:</p> <ul style="list-style-type: none"><li>- the Canadian Association for Laboratory Accreditation (CALA);</li><li>- the Standard Council of Canada (SCC);</li><li>- A letter of approval of the methods from the Provincial body.</li></ul> <p>The Bidder must provide to the Contracting Authority a copy of the valid certificate of accreditation, license or scope for each laboratory identified in the bid to perform the work, including for any proposed subcontractor, prior to Contract Award, to verify the bidders' compliance with this criterion. Failure to comply with the request of the Contracting Authority will render the bid non-responsive.</p>		