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**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

Government of Canada Building
101 - 22nd Street East, Suite 110

**Saskatoon
Saskatchewan**

S7K 0E1
Bid Fax: (306) 975-5397

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

Title - Sujet Portable Shower Rental	
Solicitation No. - N° de l'invitation W168A-19KM02/A	Date 2019-04-11
Client Reference No. - N° de référence du client W168A-19KM02	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-201-5148
File No. - N° de dossier STN-8-41082 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-22	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Marstrand, Rina	Buyer Id - Id de l'acheteur stn201
Telephone No. - N° de téléphone (306)241-5742 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SUPPLY SECTION BLDG 593 DENWOOD Alberta T0B1B0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W168A-19KM02/A
Client Ref. No. - N° de réf. du client
W168A-19KM02

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-8-41082

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

1.2 Summary

- 1.2.1 The Department of National Defence (DND) has the requirement for the establishment of a Regional Individual Standing Offer (RISO) for the rental of portable shower trailers, and the removal of grey and/or black water from temporary holding containers at 3rd Canadian Division Support Base Detachment Wainwright (3 CDSB Det Wainwright) on an "as and when required" basis. All permanent facilities located within the base are excluded from this request for standing offer.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.3 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

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

Bid Receiving Public Works and Government Services Canada
Government of Canada Building
101 – 22nd Street East, Suite 110
Saskatoon, Saskatchewan S7K 0E1

ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca (Bids/Offeres will not be accepted if emailed directly to this email address. This email is to initiate an ePost conversation, as detailed in the Standard Instructions at Article 2.1).

Facsimile: (306) 975-5397

2.3 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.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 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 Alberta.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

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

Section I: Technical Offer (one (1) hard copy)
Section II: Financial Offer (one (1) hard copy)
Section III: Certifications (one (1) hard copy)

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

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

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with "Annex B, Basis of Payment".

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation,

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Mandatory Technical Criteria are listed in Annex A.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

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

4.2 Basis of Selection

4.2.1 Basis of Selection - 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.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to May 31, 2020.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), one (1) year periods, from June 1, 2020 to May 31, 2021 and June 1, 2021 to May 31, 2022 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Rina Marsland
Procurement Specialist
Public Works and Government Services Canada
Procurement Branch – Western Region
101 22nd St E, Suite 110
Saskatoon, SK S7K 0E1

Telephone: 306-241-5742
Facsimile: 306-975-5397
E-mail address: rina.marsland@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Standing Offer is:

To be determined

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.

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

6.5.3 Offeror's Representative (Offeror to complete)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 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.

6.7 Identified Users

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

Department of National Defence (DND), 3 CDSB Det Wainwright, Tech Services

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 225,000.00 (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ **to be determined** (*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 four (4) 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.

6.11 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) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____

6.12 Certifications and Additional Information

6.12.1 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.

6.13 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 Alberta.

6.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

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

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to “**to be determined at award**” inclusive.

6.3.2 Delivery Date

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

6.4 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.

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified in Annex B for a cost of **\$ to be determined**. Customs duties are included and Applicable Taxes are extra.

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

6.5.2 Multiple Payments

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

6.5.3 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor
[C2605C](#) (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

6.5.4 Electronic Payment of Invoices – Call-up

TO BE DETERMINED

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

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

6.6 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.

6.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance, No Specific Requirement

6.8 SACC Manual Clauses

[B7500C](#) (2006-06-16), Excess Goods

ANNEX "A"

STATEMENT OF WORK

The Department of National Defence (DND) has the requirement for the establishment of a Regional Individual Standing Offer (RISO) for the rental of portable shower trailers, and the removal of grey and/or black water from temporary holding containers at 3rd Canadian Division Support Base Detachment Wainwright (3 CDSB Det Wainwright) on an "as and when required" basis. All permanent facilities located within the base are excluded from this request for standing offer.

1. CONTRACTOR RESPONSIBILITIES

- 1.1 The Offeror shall have up to fifteen (15) shower trailers ready for usage as specified in the Requirement and coordinate the setup of, delivery, repairs and removal with DND Supply Contracts, or their appointed DND representative
- 1.2 The offeror is responsible for the satisfactory completion of the entire call-up including the coordination of work by all sub-contractors, if required.
- 1.3 The Offeror shall be financially responsible for any shower trailer units which are not removed at the end of the requirement date. Once the offeror is advised that the trailer will no longer be required, the rental fees will cease on the date indicated by the technical authority.
- 1.4 The Offeror must adhere to the time, date and grid locations stated in the call-up.

2. CONTRACTOR EQUIPMENT

- 2.1 The Offeror shall be responsible for all cleaning, maintenance and repairs to their own vehicles and Contractor equipment.
- 2.2 The Offeror's fleet must also have transportation for the offeror's Foreman.
- 2.3 Offeror is to make arrangements with a civilian recovery company for recovery of their own vehicle(s), at their own expense.
- 2.4 All service trucks must be equipped with the following equipment:
 - 2.4.1 Holding tank for the removal and transportation of grey and/or black water
 - 2.4.2 Capability to recover their own vehicles if they get stuck (i.e. winching system)
 - 2.4.3 Communication system (i.e. Cell phone: during major exercises Base Supply Contract's Office must be able to have contact with the Contractor's drivers)
 - 2.4.4 GPS to locate specified drop off locations in the training area
 - 2.4.5 The Offeror's vehicles must have Four (4) wheel drive capability, vehicles must have the capability and endurance to travel along grid roads and terrain, as well as off road in order to deliver and retrieve any units.

3. DND RESPONSIBILITIES

- 3.1 DND shall provide a minimum of seven (7) days' notice of call-up for shower trailer Rentals, and a minimum of twenty-four (24) hours' notice of call up for removal of grey and/or black water;

- 3.2 DND shall report any damage or malfunctions of shower trailers within eight (8) hours to the offeror;
- 3.3 DND shall be responsible for all general cleaning of shower trailer interiors throughout rental period;
- 3.4 In the event Base Range Control does not authorize the Offeror or their representatives entry into the training area without an escort for safety reasons, DND shall provide an escort at no cost to the Offeror. It should be noted that due to ongoing training in the Base training area, it may be necessary for the offeror to wait for up to thirty (30) minutes prior to entering the required zone. In these such instances, the Offeror shall not be held accountable for delays in delivery, pick up or maintenance of the Offeror's units. The Offeror will be informed by Base Range Control if there are any special procedures in place prior to entry into the training area, and as such, the Offeror must abide by Base Rules and Regulations.

4. SERVICES REQUIRED

- 4.1 The geographic areas of coverage for onsite deliveries for 3 CDSB Det Wainwright, Denwood Alberta include:
 - 4.1.1 Building addresses, parking lots (does not include the private military quarters' on the base) as requested on the Call-Up
 - 4.1.2 Various grid locations within the 3 CDSB Detachment Wainwright Military Training area, in a radius of 50 km of the base.
 - 4.1.3 Alternate grid locations within 60 km from 3 CDSB Det Wainwright Front Gate
- 4.2 The Offeror must be able to respond and provide services for repairs to shower trailers over weekends, holidays and outside of normal working hours, as requested. It should be noted that 3 CDSB Det Wainwright's normal working hours are 0700 – 1600 Monday to Friday;
- 4.3 The Offeror must adhere to the time, date and grid locations stated at the time of call-up, and shall have the authority to refuse delivery without this specified information;
- 4.4 The Offeror must be able to remove grey water from shower trailers, grey and/or black water from temporary holding tanks within twenty-four (24) hours of scheduled call up, and four (4) hours of a call up in urgent situation;
- 4.5 The Offeror must be able to remove all grey and/or black water from a designated holding tank at one time for period indicted on the authorized call-up.
- 4.6
 - a. The following may require the removal of all grey water from:
 - a. grey water holding tanks from portable shower trailers
 - b. pump out kitchen sump pumps in portable kitchen trailers
 - c. other grey water containers on site, at request of the Technical Authority
 - b. The following may require the removal of all black water from:
 - a. black water holding tanks from temporary medical facilities
 - b. black water holding tanks from temporary dental facilities

- 4.7 Offeror must be able to provide up to fifteen (15) mobile shower trailers at any one time.
- 4.8 Once on site, the Offeror will work until tanks are emptied completely of grey and/or black water;

5. RESPONSE TIME

- 5.1 The Offeror must respond to an authorized request by DND as follows:
 - 5.1.1 The Offeror must acknowledge an authorized call-up against a standing offer within six (6) hours of receipt of notification, and the actual delivery to be made accordingly as stated on the Call-Up;
 - 5.1.2 The delivery of shower trailers will be performed within seven (7) days, or within a time frame mutually agreed upon by both parties;
 - 5.1.3 Actual work for grey and/or black water removal shall be performed within twenty-four (24) hours of a call up, or within a time frame mutually agreed by both parties;
- 5.2 In the case of an emergency situation, resulting in a malfunction of a shower trailer, the Offeror shall reply to an authorized request from DND within four (4) hours and work in a time frame suitable to DND and the Offeror. Should the extent of repairs result in replacement of a rental trailer, the Offeror must have the capability to provide a replacement shower trailer unit. An Emergency is defined as repair and/or replacement of shower trailer components such as, but not limited to water heater, wiring, plumbing, or water holding tanks, which prevent an individual from utilizing the shower trailer facilities while protecting the health and safety of personnel.

6. REMOVAL and DISPOSAL

- 6.1 Removal of shower trailers will include transportation from DND's specified location to contractor's facility.
- 6.2 Removal of grey and/or black water includes final clean-up as a result of the Offeror's work onsite, and in the event of spillage from the temporary holding container, sanitation of the exterior of all holding tanks (i.e.: kitchen sump pumps, dental or medical black water holding tanks) and all charges for travel, accommodations, labour and vehicle(s).
- 6.3 Grey and/or black water must be disposed of at an approved disposal facility.
- 6.4 Once on site, the Offeror will work until shower trailers are properly set in place, or completely removed from site, unless an alternate timeframe has been agreed upon by both parties.

7. CLEANING AND SERVICING

- 7.1 Offeror shall only be responsible for the cleaning and servicing of shower trailers when any repairs to the shower trailer are completed within the public area of the trailer. Each unit shall be washed with a sterilizing solution, and environmentally friendly disinfectants wherever the repairs were carried out.
- 7.2 The contractor is responsible for all tools, equipment and labour for the required servicing and repairs of shower trailers.

8. OTHER

- 8.1 Offeror shall comply with all 3 CDSB Detachment Wainwright Regulations, including, but not limited to posted signs, parking restrictions, as well as any environmental and fire hazard considerations.
- 8.2 Offeror's personnel may be required to attend a 3 CDSB Det Wainwright Range Control Briefing at the discretion of Range Control prior to access to affected areas.
- 8.3 If the Contractor cannot access the specified delivery location, then the contractor must contact the Project Authority and work jointly on an alternate location for delivery
- 8.4 The Offeror shall be responsible for the provision of their own on-site containers for collection of waste materials and debris, when and where required for the sole purpose of carrying out their work. The offeror shall not be responsible for outside collection areas of waste other than for the purpose of carrying out their own duties.

9. ORDERING OFFICES/INVOICE ADDRESS

- 9.1 Invoices must be submitted within thirty (30) days of the final day of the service period. Each invoice must indicate whether it covers partial or final rental period. Applicable taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities
- 9.2 Only the following Offices are authorized to make call-ups against this Standing Offer. All invoices are to be sent to the office which issued the call-up:

3 CDSG Tech Svcs Log Sp LPO
Bldg. 593
Garrison Wainwright
Denwood AB T0B 1B0

10. SAFETY REQUIREMENTS

- 10.1 Offeror shall provide a copy of letter(s) from an approved waste water disposal facility stating approval for the contractor to use the facility
- 10.2 Offeror shall comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding the use, handling, storage and disposal of hazardous materials; as well as regarding labelling and provision of materials safety data sheets (MSDS) acceptable to Labour Canada and Health and Welfare Canada.
- 10.3 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives or otherwise creates a hazard to life, safety or health; the work must be carried out in accordance with the National Fire Code of Canada.
- 10.4 The Offeror is responsible for, and must remain compliant of all Provincial Department of Highways and Transportation standards, laws and policies to ensure the safe transportation of all goods to and from Contractor point of origin.
- 10.5 It shall be the Offerors responsibility, where applicable and required, to obtain and abide by all applicable Municipal, Provincial and Federal permits and licenses, and to ensure all instructions on the permits are understood and carried out as they apply to this requirement. Offeror shall also ensure all other applicable licenses and permits are obtained and followed, including the regulations of the Department of Transport.

MANDATORY REQUIREMENTS

TABLE 1

1. Failure to meet each mandatory requirement will result in the bid being deemed non-responsive, and be given no further consideration.

Item No.	Mandatory Requirement	Offered Items Meet? Indicate yes or no	Comments
1.	SHOWER STALLS		
a.	Minimum of 8 and maximum of 10 shower stalls in each trailer.		
b.	Each shower stall must have:		
c.	Two (2) towel hooks		
d.	One (1) wall mounted bench per stall		
e.	One (1) drain mat		
f.	Either a shower/privacy curtain or door		

2.	SINKS		
a.	Minimum eight (8) sinks – maximum ten (10) sinks inside each trailer		
b.	One(1) mirror at each sink		
c.	Minimum One (1) soap dispenser for every two (2) sinks		
d.	Minimum two (2) paper towel dispensers inside each trailer		
3.	Trailer (General)		
a.	Two (2) man doors on opposite sides, or ends, of the unit.		
b.	Each trailer unit must have the capability to provide a minimum of five hundred (500) showers per day.		
c.	Each trailer must be able to run own heating, plumbing and electrical independently from other trailer units.		
d.	To be delivered and set up within seven (7) days from notification from DND.		

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e.	To be dismantled and removed within seven (7) days of notification from DND at end of call-up period.		
f.	Fire protection system in each trailer such as a fire extinguisher and fire alarm.		
g.	Stairway/ramps to exit/enter trailer unit		
h.	Shower trailer must be equipped to operate in winter conditions		

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ANNEX "B"

BASIS OF PAYMENT

1. Firm unit prices include all costs associated with the supply of all labour, materials, tools, equipment, transportation and supervision necessary and any other applicable charges.
2. Firm unit prices are FOB Destination
3. Prices are required for each line item and as per format shown below.
4. Firm unit prices do not include GST; GST will be added to the invoice as a separate line item.
5. Firm unit pricing must be in Canadian Dollars.
6. Estimated usage provided is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada.

A. Period One – Date of Issuance to May 31, 2020

Item	Description	Estimated Annual Usage	Unit Price	Extended Total
1.	Shower Trailer Rental			
a.	Daily rental of shower trailers	15 days	\$ /day	\$
b.	Weekly rental of shower trailers	3 weeks	\$ /week	\$
c.	Monthly rental of shower trailers	12 Months	\$ /month	\$
d.	Delivery and set-up, including transportation from Offeror's holding facility to rental site	12 Deliveries	\$ /delivery	\$
e.	Dismantling and removal, including transportation from rental site to Offeror's holding facility	12 Pick ups	\$ /pick up	\$
*2.	Service Calls			
a.	Regular Hours call back rate (Regular hours are 0700 to 1600 Monday to Friday)	150 hours	\$_____ /hour	\$
b.	Evening, weekend and stat holiday callback rate. (between the hours of 1600 to 0700 Monday to Friday, and all day on weekends and stat holidays)	150 hours	\$_____ /hour	\$
c.	*Contractors Mark up on their wholesale price for parts and supplies required for repairs to the shower trailers.			_____ %
3.	Grey Water			
a.	Removal of grey water	25,000 litres	\$_____ /litre	\$
4.	Black Water			
a.	Removal of black water	10,000 litres	\$_____ /litre	\$
5.	Evaluated Extended Total Price			\$

***Section 2, item c. will not be included in the evaluation of the extended total price.**

B. Option Year One (1) – June 1, 2020 to May 31, 2021

Item	Description	Estimated Annual Usage	Unit Price	Extended Total
1.	Shower Trailer Rental			
a.	Daily rental of shower trailers	15 days	\$ /day	\$
b.	Weekly rental of shower trailers	3 weeks	\$ /week	\$
c.	Monthly rental of shower trailers	12 Months	\$ /month	\$
d.	Delivery and set-up, including transportation from Offeror's holding facility to rental site	12 Deliveries	\$ /delivery	\$
e.	Dismantling and removal, including transportation from rental site to Offeror's holding facility	12 Pick ups	\$ /pick up	\$
*2.	Service Calls			
a.	Regular Hours call back rate (Regular hours are 0700 to 1600 Monday to Friday)	150 hours	\$_____ /hour	\$
b.	Evening, weekend and stat holiday callback rate. (between the hours of 1600 to 0700 Monday to Friday, and all day on weekends and stat holidays)	150 hours	\$_____ /hour	\$
c.	*Contractors Mark up on their wholesale price for parts and supplies required for repairs to the shower trailers.			_____ %
3.	Grey Water			
a.	Removal of grey water	25,000 litres	\$_____ /litre	\$
4.	Black Water			
a.	Removal of black water	10,000 litres	\$_____ /litre	\$
5.	Evaluated Extended Total Price			\$

***Section 2, item c. will not be included in the evaluation of the extended total price.**

C. Option Year Two (2) – June 1, 2021 to May 31, 2022

Item	Description	Estimated Annual Usage	Unit Price	Extended Total
1.	Shower Trailer Rental			
a.	Daily rental of shower trailers	15 days	\$ /day	\$
b.	Weekly rental of shower trailers	3 weeks	\$ /week	\$
c.	Monthly rental of shower trailers	12 Months	\$ /month	\$
d.	Delivery and set-up, including transportation from Offeror's holding facility to rental site	12 Deliveries	\$ /delivery	\$
e.	Dismantling and removal, including transportation from rental site to Offeror's holding facility	12 Pick ups	\$ /pick up	\$
*2.	Service Calls			
a.	Regular Hours call back rate (Regular hours are 0700 to 1600 Monday to Friday)	150 hours	\$_____ /hour	\$
b.	Evening, weekend and stat holiday callback rate. (between the hours of 1600 to 0700 Monday to Friday, and all day on weekends and stat holidays)	150 hours	\$_____ /hour	\$
c.	*Contractors Mark up on their wholesale price for parts and supplies required for repairs to the shower trailers.			_____ %
3.	Grey Water			
a.	Removal of grey water	25,000 litres	\$_____ /litre	\$
4.	Black Water			
a.	Removal of black water	10,000 litres	\$_____ /litre	\$
5.	Evaluated Extended Total Price			\$

***Section 2, item c. will not be included in the evaluation of the extended total price.**

D. Option Year Three (3) – June 1, 2022 to May 31, 2023

Item	Description	Estimated Annual Usage	Unit Price	Extended Total
1.	Shower Trailer Rental			
a.	Daily rental of shower trailers	15 days	\$ /day	\$
b.	Weekly rental of shower trailers	3 weeks	\$ /week	\$
c.	Monthly rental of shower trailers	12 Months	\$ /month	\$
d.	Delivery and set-up, including transportation from Offeror's holding facility to rental site	12 Deliveries	\$ /delivery	\$
e.	Dismantling and removal, including transportation from rental site to Offeror's holding facility	12 Pick ups	\$ /pick up	\$
*2.	Service Calls			
a.	Regular Hours call back rate (Regular hours are 0700 to 1600 Monday to Friday)	150 hours	\$_____ /hour	\$
b.	Evening, weekend and stat holiday callback rate. (between the hours of 1600 to 0700 Monday to Friday, and all day on weekends and stat holidays)	150 hours	\$_____ /hour	\$
c.	*Contractors Mark up on their wholesale price for parts and supplies required for repairs to the shower trailers.			_____ %
3.	Grey Water			
a.	Removal of grey water	25,000 litres	\$_____ /litre	\$
4.	Black Water			
a.	Removal of black water	10,000 litres	\$_____ /litre	\$
5.	Evaluated Extended Total Price			\$

***Section 2, item c. will not be included in the evaluation of the extended total price.**

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E. Evaluated Total Price

<u>Average Evaluated Price Per Year</u> A.5. + B.5. + C.5. + D.5. = X X divided by 4 = Average Evaluated Price per year	\$
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ANNEX "C"

STANDING OFFER USAGE REPORT

Return to:

Rina Marsland

Public Works and Government Services Canada
Acquisition Branch
Facsimile: (306) 975-5397
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

Reporting Period:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

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

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

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ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)