



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**800 Burrard Street, Room 219**

**800, rue Burrard, pièce 219**

**Vancouver**

**British Columbia**

**V6Z 0B9**

**Bid Fax: (604) 775-9381**

**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 - Pacific  
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

<b>Title - Sujet</b> Plumbing and Gas Fitting	
<b>Solicitation No. - N° de l'invitation</b> W684Q-190075/A	<b>Date</b> 2019-06-18
<b>Client Reference No. - N° de référence du client</b> W684Q-190075	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-040-8610
<b>File No. - N° de dossier</b> PWY-9-42011 (040)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-10</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Taron (PWY), Rebecca	<b>Buyer Id - Id de l'acheteur</b> pwy040
<b>Telephone No. - N° de téléphone</b> (250)857-2810 ( )	<b>FAX No. - N° de FAX</b> (604)775-6633
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DND - CFB Esquimalt - Victoria, BC	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## REQUEST FOR STANDING OFFER (RFSO)

This RFSO is for call-ups below \$100,000

No contract security is asked for.

Plumbing and Gas Fitting Services Standing Offer  
CFB Esquimalt, Victoria, BC

### IMPORTANT NOTICE TO OFFERORS

#### PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

##### Prompt Payment Principles

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

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

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

#### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

#### SUPPORT THE USE OF APPRENTICES

The Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Bidder's commitment to hire and train apprentices is available on Appendix 7.

#### PWGSC UPDATE ON ASBESTOS USE

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

#### 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 SC06 Transition to an e-Procurement Solution (EPS).

#### ADDITION OF TERMINOLOGY

Take note of the additional paragraph is included in clause R2810D identified in SC03.

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Solicitation No. - N° de l'invitation  
W684Q-190075/A

Amd. No. - N° de la modif.  
000

Buyer ID - Id de l'acheteur  
pwy040

Client Ref. No. - N° de réf. du client  
W684Q-190075

File No. - N° du dossier  
PWY-9-42011

CCC No./N° CCC - FMS No./N° VME

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**ANNEX D LISTING OF SUBCONTRACTORS/SUPPLIERS (Could be asked for on individual call-ups)**  
**ANNEX E FORM 2829 SAMPLE**

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## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

### GI02 (2014-03-01) Completion of offer

1. The offer shall be
  - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;

- 
- b. based on the Offer Documents listed in the Special Instructions to Offerors;
    - c. correctly completed in all respects;
    - d. signed by a duly authorized representative of the Offeror; and
    - e. accompanied by
      - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
  2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
  3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
  4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

### **GI03 (2015-02-25) Identity or legal capacity of the Offeror**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

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

### **GI04 (2015-02-25) Applicable Taxes**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI05 (2015-02-25) Listing of Subcontractors and Suppliers**

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

### **GI06 (2014-03-01) Submission of offer**

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
  - a. the offer shall be in Canadian currency;

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- b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
  3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
    - a. Solicitation Number;
    - b. Name of Offeror;
    - c. Return address; and
    - d. Closing Date and Time.
  4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

#### **GI07 (2010-01-11) Revision of offer**

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

#### **GI08 (2014-09-25) Rejection of offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
  - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:

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- a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on an unfavourable assessment of the
    - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
    - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
    - c. Offeror's performance on other contracts.
  5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
  6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

#### **GI09 (2015-02-25) Offer costs**

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

#### **GI10 (2015-02-25) Procurement Business Number**

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

#### **GI11 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI14, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI14 shall result in disqualification of the offer.

#### **GI12 (2010-01-11) Performance evaluation**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

### **GI13 (2011-05-16) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

### **GI14 (2016-04-04) Code of Conduct for Procurement—offer**

The [Code of Conduct for Procurement](#) provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

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## SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

### SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to two (2) Standing Offers, each for a period of three (3) years, plus two (2), one (1) year option periods. The total dollar value of all Standing Offers is estimated to be \$1,995,000.00 (GST included). Individual call-ups will vary, up to a maximum of \$60,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

### SI02 OFFER DOCUMENTS

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

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

### SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [rebecca.taron@tpsgc-pwgsc.gc.ca](mailto:rebecca.taron@tpsgc-pwgsc.gc.ca). Except for the approval of alternative materials as described in G13 enquiries should be received no later than **(5)** calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

### SI05 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or

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contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

#### **SI06 REVISION OF OFFER**

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is **(604) 775-9381**.

#### **SI07 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of (90) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G109 "General Instructions to Offerors – Construction Services".

#### **SI08 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site [Industrial Security Program](#).

#### **SI09 British Columbia Provincial Sales Tax Act - Real Property Contractors**

Real property contractors in the Province of British Columbia who have contracts with the Federal Government may make purchases for use in real property contracts exempt of Provincial Sales Tax (PST) by providing their suppliers with a completed Certificate of Exemption – Contractors (FIN 491) and, if necessary a completed Certification of Exemption – Subcontractor (FIN 493).

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Upon request, Canada will provide the General Contractor with a duly signed exemption form, FIN 491 and if applicable FIN 493.

For additional information, please refer to the link noted below:

<http://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/pst-501-real-property-contractors.pdf>

## **S110 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form  
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)  
[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Trade agreements  
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

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## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Price Proposal Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2017-08-17);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2015-02-25);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	R2850D (2016-01-28);
GC6	Delays and Changes in the Work	R2860D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC9	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

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## STANDING OFFER PARTICULARS

### SOP01 GENERAL

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

### SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be from 2019-08-01 to 2022-08-01.

The Contractor hereby grants to Canada two (2) irrevocable options to extend the term of the Contract each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Contract. It is to be noted that Canada is not obliged to exercise this one (1) option. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least thirty (30) days prior to the Contract expiry date or the expiry date of an exercised option period.

### SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$60,000.00 (Applicable Taxes included). Canada will keep track of expenditures and ensure that they do not exceed the maximal allocated total percentage of each retained Offeror.

### SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
  - a. Technical Authority will establish the work requirements to be provided. For each individual call-up a proportional distribution process will be used to consider the Offeror's ranking.
  - b. Total lowest pricing received in the Proposals as indicated in Appendix 3 "Evaluation procedures and basis of selection" will determine retained Offeror's. Lowest pricing will qualify as first ranked Offeror,

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second lowest will qualify as second and so on. The work distribution will be of 60% of the business for the top ranked offeror, and 40% for the 2nd ranked offeror. In the event fewer than two (2) offerors are successful or that one withdraws following the Standing Offer's attribution, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

The retained Offeror's percentage divided by the percentage of the not-retained.  
Example if the 5th initial Offeror of 10% is not used.

$$1 = 40\% / (100\% - 10\%) = 44.4\%$$

$$2 = 20\% / (100\% - 10\%) = 22.2\%$$

$$3 = 16\% / (100\% - 10\%) = 17.8\%$$

$$4 = 14\% / (100\% - 10\%) = 15.6\%$$

- c. The Offeror who is furthest under their respective work distribution percentage in relation to the other Offerors will be selected for the next call-up.
  - d. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form [2829](#). See Annex E

#### **SOP05 STANDING OFFER RESPONSIBLES**

Standing Offer Contracting Authority is :

Name : Rebecca Taron  
Title : Supply Officer  
Department : Public Services and Procurement Canada  
Division : Real Property Contracting  
Telephone : 250-857-2810  
e-mail : rebecca.taron@tpsgc-pwgsc.gc.ca

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

Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

To be determined

The selected Offeror for the standing offer is :

To be determined

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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

### **SC02 INSURANCE TERMS**

- 1) Insurance Contracts
  - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
  - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- 2) Period of Insurance
  - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
  - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

#### 4) Insurance Proceeds

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

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Buyer ID - Id de l'acheteur  
pwy040

Client Ref. No. - N° de réf. du client  
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PWY-9-42011

CCC No./N° CCC - FMS No./N° VME

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5) Deductible

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

**SC03 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.



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## APPENDIX 2 - STATEMENT OF WORK

### 1. General (Description of Work)

#### 1.1 Statement of Work (SOW)

1. The SOW describes the contracted services and the deliverables required for the maintenance, repairs and replacements of parts and components associated with plumbing and gas systems at CFB Esquimalt and its Satellite Bases.

#### 1.2 Project Description

1. In general terms only, this work consists of inspections, maintenance and repairs as well as replacements of plumbing systems, gas fitting systems, piping and gas fired equipment and associated components. This work also includes work on pumps, compressors and flow testing.

#### 1.3 Project Background

1. Work is to be performed at various facilities, and grounds located within the following areas of CFB Esquimalt and satellite bases:
  - a) Ashton Armories
  - b) Bay Street Armories
  - c) Belmont Park,
  - d) Colwood
  - e) Dockyard
  - f) HMCS Malahat
  - g) Masset
  - h) Naden
  - i) Nanoose
  - j) Pat Bay
  - k) Rocky Point
  - l) Work Point Barracks

#### 1.4 Codes and Standards and Regulations

1. Perform work in accordance with the most recent National Plumbing Code of Canada, BC Plumbing Code, Gas Safety Regulations, Environment Canada Acts and Regulations, National Standards Building Code of Canada, WCB Regulations and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
2. Meet or exceed requirements of contract documents, specified standards, codes and referenced documents.
3. Meet or exceed all environmental and fire regulation detailed in sections two and three.

#### 1.5 Documents Required on Site

2. Maintain at job site, one copy of each of the following:
  - a) MSDS information for all products used on site
  - b) Emergency contact numbers for fire, and HAZMAT response.

#### 1.6 Work Schedule

1. Prior to commencing any work, the contractor will provide the DND Project Authority with a schedule showing the anticipated progress stages and final completion date.
2. Operations may take priority over any scheduled maintenance and repairs. DND will endeavor to provide 5 working days' notice of any necessary schedule changes.
3. Normal work hours under this contract will be Monday to Friday 0730-1600hrs. Weekend work and after hour work may be requested.

### **1.7 Contractor's Use of Site**

1. Access to and movement around the site is subject to:
  - a) Security regulations established by DND.
  - b) DND Operations
  - c) Traffic regulations established by DND.
  - d) Contractor vehicles being clearly marked.
  - e) Provide a list of all employees and sub-contractors, when requested.
  - f) Do not unreasonably encumber site with materials or equipment.
  - g) Park vehicles where designated by DND Project Authority.

### **1.8 Coordination of Services**

1. The Contractor shall be responsible for the satisfactory completion of the work and shall be responsible for the coordination of the work of all subcontractors.

### **1.9 Equipment**

1. Maintain construction equipment and plant in good operating order.
2. On request, prove to the satisfaction of the DND Project Authority that the equipment is adequate and safe to carry out the work to the quality specified, meeting all work place safety requirements.

### **1.10 Site Damage**

1. The Contractor shall make good any damage to existing structures and facilities at the site, or adjacent sites, resulting from his operation under the contract.

### **1.11 Sanitary Facilities**

1. DND will provide sanitary facilities such as washrooms for the contractor's personnel.

### **1.12 Site Cleanup**

1. Prevent accumulation of waste which creates hazardous conditions.
2. Store volatile waste in covered metal containers and remove from premises at end of each working day.
3. Conduct cleaning and disposal operations to comply with local and provincial ordinances, antipollution laws and regulations

END OF SECTION

## **2. Fire Safety Requirements**

### **2.1 Fire safety Plan**

1. Contractors and their personnel shall be familiar with this section and its requirements.

### **2.2 Reporting Fires**

1. Know the location of nearest fire alarm box and telephone, including the emergency phone number.
2. Report immediately all fire incidents to the Fire Department as follows:
  - a. Activate nearest fire alarm box
  - b. Telephone: 98-911 (Emergency, only on Base phones).
  - c. 911 (Emergency, only on non - Base phones).
3. Person activating fire alarm box shall remain at the box if safe to do so, to direct the Fire Department to the fire.
4. When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

### **2.3 Fire Protection System**

1. Fire hydrants, standpipes and hose systems shall not be used for any purpose other than firefighting unless authorized by the base Fire Hall.
2. Any work being done under this contract involving an open flame will require the contractor to obtain a Hot Work permit. This permit shall be issued by the Base Fire Hall, which is located in building NAD141. Phone number 250-363-1911
3. Supply fire extinguishers, as required by the base Fire Hall, necessary to protect the work in progress and the contractor's equipment on site.

### **2.4 Blockage of Roadways**

1. Advise Fire Hall of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Hall, and erecting of barricades.

### **2.5 Smoking Precautions**

1. Observe CFB Esquimalt smoking regulations at all times.

### **2.6 Rubbish and Waste Materials**

1. Rubbish and waste materials are to be kept to a minimum.
2. The burning of rubbish is prohibited
3. Remove all rubbish and waste materials at the end of each work day.
4. Storage of oily waste, rags or materials subject to spontaneous combustion is not permitted. Material and equipment required to perform work in this contract will only be stored in areas approved by the DND Project Authority.

## **2.7 Flammable and Combustible Fluids**

1. The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
2. Flammable and combustible liquids such as gasoline, kerosene and naphtha shall be kept for ready use in quantities not exceeding 45 litres. They shall be stored in approved safety containers bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Transfer of flammable and combustible liquids is prohibited within buildings or on jetties.
3. Transfer of flammable and combustible liquids in the vicinity of open flames or any type of heat-producing devices is prohibited.
4. Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
5. Flammable and combustible waste liquids will not be stored on DND property after normal working hour or upon completion of work.

## **2.8 Hazardous Substances**

1. Work entailing the use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, will be in accordance with the current National Fire Code of Canada.
2. When work is carried out in dangerous or hazardous areas involving use of heat, the contractor is to provide fire watchers, equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with the level of protection necessary for Fire Watch is at the discretion of the Fire Hall. Contractors are responsible for providing fire watch service for work on a scale established in conjunction with the Fire Hall.

## **2.9 Questions or Clarification**

1. Direct any questions or clarification requests regarding Fire Safety to the Fire Hall. 250-363-1911.

END OF SECTION

### **3. Environmental Protection**

#### **3.1 Disposal of Wastes**

1. All unused wastes are to be disposed of, off of DND property in a manner that meets all Municipal and Provincial regulations.
2. Do not permit any waste or volatile materials, to enter into waterways, storm or sanitary sewers.

#### **3.2 Environmental Control**

1. Control emissions from equipment in accordance with local authorities' emission requirements.
2. The Contractor must have a "spill kit" on site during any work being conducted with material hazardous to persons or the environment and has the potential to enter storm drains, sewers or waterways.
3. All waste materials as a result of work detailed in this contract shall be cleaned up and removed to an appropriate container at the end of each work day. Do not allow this material to accumulate. The material shall be removed off site and disposed of at an approved site.

END OF SECTION

#### **4. Material and Equipment**

##### **4.1 General**

1. Use new material and equipment unless otherwise specified.
2. Use OEM materials and equipment for maintenance and repairs approved by the manufacture unless otherwise specified.

##### **4.2 Manufacturer's Instructions**

1. Unless otherwise specified, comply with manufacturer's latest instructions for materials and equipment installation methods.
2. Notify DND Project Authority in writing of any conflict between these specifications and manufacturer's instructions. The DND Project Authority will designate which document is to be followed.

##### **4.3 Delivery and Storage**

1. Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact. Provide WHMIS data sheets for all products being used on site if requested. Maintain copies of all sheets at site.
2. Store material and equipment in accordance with supplier's instructions. Immediately remove rejected material and equipment from site.

END OF SECTION

## 5. Description of Services

### 5.1 General Outline

- 1 Plumbing services, maintenance, repair and replacement of parts will be done on an as required as requested basis. All work being conducted by tradespersons under this contract, will be done by people trained and certified to the level required for the task being performed. Apprentice Plumbers may perform plumbing work on this contract but must be directly supervised by a certified Journeymen Plumber.
- 2 Gasfitting services, maintenance, repair and replacement of parts will be done on an as required as requested basis. All work being conducted by tradespersons under this contract, will be done by people trained and certified to the level required for the task being performed. Apprentice Gasfitters may perform work on this contract but must be directly supervised by a Journeymen Gasfitter certified to the level required for the work being done. Class A and Class B Gasfitters will be required to complete the work detailed in Para 5.5 of this Scope of Work.
- 3 Welding services, maintenance, repair and replacement of parts will be done on an as required as requested basis. All work being conducted by tradespersons under this contract, will be done by people trained and certified to the level required for the task being performed. Level A and Level B Welder will be required to complete the work detailed in Para 5.5 of this Scope of Work. Pressure welding will be required.

### 5.2 Description of Trades for Maintenance and Repair Work

1. **Qualified Plumber** currently certified in British Columbia will be required to work with various ABS and PVC and copper piping. Remove and replace valves and pressure gauge seals and flanges. Plumbers will install, repair and maintain plumbing fixtures and systems such as water, hydronic, drainage, waste and vent, low pressure steam, chemical and irrigation. They may also install specialized systems such as medical gas, process piping, compressed air, water conditioners, fuel piping, sewage and water treatment, and storage and flow equipment.
2. **Qualified Class A Gasfitter** currently certified in British Columbia will be required to install, test, maintain and repair propane/natural gas lines, including underground gas mains and distribution pipes, appliances, equipment and accessories at the industrial level.
3. **Qualified Class B Gasfitter** currently certified in British Columbia will be required to design, install, test, adjust, maintain and repair lines, appliances, equipment and accessories in various sectors. Fuels may include natural gas, manufactured gas, liquefied petroleum gas, digester gas, landfill gas, biogas or a mixture or dilution of any of these gases and Hydrogen. To include burners, makeup air units, furnaces, process burners, and various other gas-fired equipment.
4. **Qualified Level A Welder** currently certified in British Columbia holding a current A ticket, including a current pressure endorsement.
5. **Qualified Level B Welder** currently certified in British Columbia holding a current B ticket, including a current pressure endorsement.
6. **Apprentices** must be supervised by a tradesperson fully qualified and experienced in the work being performed.
7. **Laborers** may be required to assist certified trades persons in their work. Laborers also known as trade helpers must be trained to the appropriate level to safely conduct the work being performed.

### 5.3 Planned Work – Maintenance and Repairs under Standing Offer Agreement

- 
1. Planned work will consist of maintenance, repairs or replacement of plumbing and gasfitting parts or associate systems.
  2. All planned work will require an estimated cost and level of effort from the contractor.
  3. All planned work will have a new purchase order number generated by DND Project Authority.
  4. The Contractor will not start work until a signed purchase order with DND funding approval is received from the DND Project Authority.

#### **5.4 Estimated Hours by Trade for Planned Work**

- |                 |              |
|-----------------|--------------|
| 1. Plumber      | 800 hrs/year |
| 2. A Gas fitter | 300 hrs/year |
| 3. B Gas Fitter | 300 hrs/year |
| 4. A Welder     | 200 hrs/year |
| 5. B Welder     | 200 hrs/year |
| 6. Apprentice   | 300 hrs/year |
| 7. Labourer     | 200 hrs/year |

#### **5.5 Response Time for Planned Work (Excluding Weekends)**

1. 24hrs to Contact the DND Project Authority by phone or in person after callout is received.
2. 72hrs for the Contractor to be on site after a callout is received.
3. 5 days after the site visit to provide a cost estimate for labour and material and an estimate time to complete the work.

#### **5.6 Response Time for Emergency Work**

Emergency work is defined as a major plumbing or gas breach in a system which could cause serious health and safety issues and or further damage to the facility. The contractor must have and maintain a 24 hour, 7 days a week phone service through-out the duration of this contract.

1. 30 minutes to Contact the DND Project Authority (Base Fire Hall may be the contact after hours) by phone or in person after request for emergency services is received.
2. 1 hour for the Contractor to be on site after request for services is received.

END OF SECTION

## **APPENDIX 3 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. EVALUATION PROCEDURES**

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation, including the information provided as per Appendix 4 – Qualifications Form and Appendix 5 – Price Proposal Form.
- b. An evaluation team composed of representatives of Canada will evaluate the bids.

### **2. BASIS OF SELECTION**

- 2.1 To be declared responsive, a bid must:
  - a. comply with all the requirements of the Request for Standing Offers (RFSO);
  - b. meet all mandatory technical criteria;
  - c. submit firm rates for all categories in the Price Proposal Form; and
  - d. have a price no greater than 1.25% times the average bid prices.
- 2.2 Offers that do not meet all of the above: (a), (b), (c) and (d), will be declared non-responsive.
- 2.3 The responsive offers with the two (2) lowest evaluated prices will be recommended for issuance of a Standing Offer.

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## APPENDIX 4 – QUALIFICATIONS FORM – MANDATORY REQUIREMENT

Complete and submit in a **separate sealed envelope**. All qualifications and information requirements are mandatory. To be considered compliant, a submission must meet all of the mandatory qualification requirements. Submissions not meeting all of the mandatory qualification requirements will be given no further consideration.

### **1. COMPANY EXPERIENCE**

I/We certify that we have a minimum of five (5) years' experience in Plumbing and/or Gas Fitting Projects.

**YES      NO**

Must provide a CV showing projects, scope, value, number of staff committed to the project, sub-contractors and references with contact information. One reference name and contact number per each project must be provided. References must be the client (i.e. entity that contracted the work) and have no affiliation with the Bidder.

### **2. STAFF EXPERIENCE**

I/We certify that we have at a minimum the following staff members on our team to perform the work and that should we be awarded a standing offer as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its bid, the Offeror may propose a substitute with similar qualifications and experience. A completed relevant experience of the proposed personnel will be reviewed by the Departmental Representative and is subject to approval.

**YES      NO**

#### 2.1 Journeyman Plumber

Must provide the CV of a minimum of five (5) Journeyman Plumbers on your team, who are proposed to perform the work. Include relevant trade qualifications and training certificates.

#### 2.2 Class "A" Gasfitter

Must provide the CV of a minimum of three (3) Class A Gasfitter on your team, who are proposed to perform the work. Include relevant trade qualifications and training certificates.

#### 2.3 Class "B" Gasfitter

Must provide the CV of a minimum of five (5) Class B Gasfitter on your team, who are proposed to perform the work. Include relevant trade qualifications and training certificates.

#### 2.4 Welder (A or B)

Must provide the CV of a minimum of one (1) Welder (A or B) on your team, who are proposed to perform the work (must have a pressure certification ticket). Include relevant trade qualifications and training certificates.

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Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Offeror.

**3. SIGNATURE**

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Name and title of person authorized to sign on behalf of Offerer (Type or print)

---

Signature

---

Date

**END OF QUALIFICATIONS FORM**

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## APPENDIX 5 – PRICE PROPOSAL FORM

Complete and submit in a **separate sealed envelope**. All pricing information is mandatory.

### **1. IDENTIFICATION**

Plumbing and Gas Fitting Services Standing Offer – CFB Esquimalt, Victoria, BC

### **2. BUSINESS NAME AND ADDRESS OF OFFEROR**

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Industrial Security Program Organisation Number (ISP ORG#) \_\_\_\_\_

### **3. THE OFFER**

- 3.1 The offers will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included.
- 3.2 All rates must be firm for the complete period of the Standing Offer. Estimated usage provided, is only an approximation of the requirement given in good faith. Canada shall not be bound to accept services in the quantity specified, but only for those hours actually required and used by the Consignee on an as and when requested basis.
- 3.3 Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay an overpayment, at Canada's request.
- 3.4 No overtime work shall be performed unless authorized in advance and in writing by Canadas authorized representative. Any request for payment at the rate(s) specified must be accompanied by a copy of the overtime authorization DND642 and a report containing such details as Canada may require with respect to overtime work performed pursuant to the written authorization.

**LABOUR**

The labour rates below must include all labour, supervision, transportation and equipment to the site. These rates must remain firm for entire period of the Standing Offer and shall exclude any applicable taxes, such as the Goods and Services Tax (GST), which must be shown as a separate line item on the invoice for payment. No mark-up will be permitted on labour.

<b>Apprentices:</b>	A worker skilled to level of work being conducted
<b>Labourers:</b>	A worker who is not a certified tradesperson, but has the appropriate skills to work on site assisting the above trades and skilled to the level of work being conducted.
<b>Regular Hours:</b>	Monday – Friday, 0730 to 1600 hours
<b>Outside Regular Hours:</b>	Outside regular working hours, Monday – Friday, and all day Saturday
<b>Sunday/Stat Holidays:</b>	All day Sunday and Statutory Holidays
<b>Emergency Rates:</b>	As soon as possible, and up to a maximum of 4 hours

The Contractor shall provide the following to complete the work in accordance with Appendix 2 – Statement of Work

<b>Table A: Unit Price Schedules – Rates – YEARS 1, 2 &amp; 3</b>				
<b>Category of Labour</b>	<b>Unit</b>	<b>Estimated Hours / Quantity</b>	<b>Unit Price</b>	<b>Estimated Total Price</b>
<b>Regular Hours</b>				
1. Qualified Plumber	per hour	2400		
2. Qualified Class A Gasfitter	per hour	900		
3. Qualified Class B Gasfitter	per hour	900		
4. Qualified Level A Welder	per hour	600		
5. Qualified Level B Welder	per hour	600		
6. Apprentices	per hour	900		
7. Labourers	per hour	600		
<b>Outside Regular Hours</b>				
1. Qualified Plumber	per hour	150		
2. Qualified Class A Gasfitter	per hour	120		
3. Qualified Class B Gasfitter	per hour	120		

<b>Table A: Unit Price Schedules – Rates – YEARS 1, 2 &amp; 3</b>				
<b>Category of Labour</b>	<b>Unit</b>	<b>Estimated Hours / Quantity</b>	<b>Unit Price</b>	<b>Estimated Total Price</b>
4. Qualified Level A Welder	per hour	120		
5. Qualified Level B Welder	per hour	120		
6. Apprentices	per hour	150		
7. Labourers	per hour	150		
<b>Sunday / Stat Holidays</b>				
1. Qualified Plumber	per hour	60		
2. Qualified Class A Gasfitter	per hour	60		
3. Qualified Class B Gasfitter	per hour	60		
4. Qualified Level A Welder	per hour	60		
5. Qualified Level B Welder	per hour	60		
6. Apprentices	per hour	60		
7. Labourers	per hour	60		
<b>Emergency Rates</b>				
1. Qualified Plumber	per hour	30		
2. Qualified Class A Gasfitter	per hour	30		
3. Qualified Class B Gasfitter	per hour	30		
4. Qualified Level A Welder	per hour	30		
5. Qualified Level B Welder	per hour	30		

<b>Table A: Unit Price Schedules – Rates – YEARS 1, 2 &amp; 3</b>				
<b>Category of Labour</b>	<b>Unit</b>	<b>Estimated Hours / Quantity</b>	<b>Unit Price</b>	<b>Estimated Total Price</b>
6. Apprentices	per hour	30		
7. Labourers	per hour	30		
<b>Percentage Mark Up</b>				
<p>1. Mark-up on allowance for unspecified material, replacement parts, required permits and certificates.</p> <p>Note: Material and replacement parts (except any free issue items) shall be charged at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable) plus a firm Mark-up for the term of the contract, excluding GST which must be shown as a separate item on the invoice for payment. Verification by providing copies of receipts attached to invoices, or at time of payment will be requested by the Consignee.</p>	N/A	\$337,500.00	_____ %	( \$ + % mark up = )  \$ _____
<p>2. Mark-up on allowance for tools and equipment rental for other than basic shop and tradesperson tools.</p> <p>Note: The tradesman must have all necessary tools and equipment required to complete any job. No rental charges will be paid for tools or equipment incidental to the trade. Technical direction will be the responsibility of the Real Properties Operations Engineering Officer or his delegated representative. Rented tools and equipment shall be charged at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable) plus a firm Mark-up for the term of the contract, excluding GST which must be shown as a separate item on the invoice for payment.</p>	N/A	\$22,500.00	_____ %	( \$ + % mark up = )  \$ _____

<b>Table A: Unit Price Schedules – Rates – YEARS 1, 2 &amp; 3</b>				
<b>Category of Labour</b>	<b>Unit</b>	<b>Estimated Hours / Quantity</b>	<b>Unit Price</b>	<b>Estimated Total Price</b>
<b>SUBTOTAL A): Estimated Total – Year 1, 2 &amp; 3 (GST Extra)</b>				\$ _____

<b>Table B: Unit Price Schedules – Rates – OPTION YEARS 1 &amp; 2</b>				
<b>Category of Labour</b>	<b>Unit</b>	<b>Estimated Hours / Quantity</b>	<b>Unit Price</b>	<b>Estimated Total Price</b>
<b>Regular Hours</b>				
1. Qualified Plumber	per hour	2400		
2. Qualified Class A Gasfitter	per hour	900		
3. Qualified Class B Gasfitter	per hour	900		
4. Qualified Level A Welder	per hour	600		
5. Qualified Level B Welder	per hour	600		
6. Apprentices	per hour	900		
7. Labourers	per hour	600		
<b>Outside Regular Hours</b>				
1. Qualified Plumber	per hour	150		
2. Qualified Class A Gasfitter	per hour	120		
3. Qualified Class B Gasfitter	per hour	120		
4. Qualified Level A Welder	per hour	120		
5. Qualified Level B Welder	per hour	120		
6. Apprentices	per hour	150		

<b>Table B: Unit Price Schedules – Rates – OPTION YEARS 1 &amp; 2</b>				
<b>Category of Labour</b>	<b>Unit</b>	<b>Estimated Hours / Quantity</b>	<b>Unit Price</b>	<b>Estimated Total Price</b>
7. Labourers	per hour	150		
<b>Sunday / Stat Holidays</b>				
1. Qualified Plumber	per hour	60		
2. Qualified Class A Gasfitter	per hour	60		
3. Qualified Class B Gasfitter	per hour	60		
4. Qualified Level A Welder	per hour	60		
5. Qualified Level B Welder	per hour	60		
6. Apprentices	per hour	60		
7. Labourers	per hour	60		
<b>Emergency Rates</b>				
1. Qualified Plumber	per hour	30		
2. Qualified Class A Gasfitter	per hour	30		
3. Qualified Class B Gasfitter	per hour	30		
4. Qualified Level A Welder	per hour	30		
5. Qualified Level B Welder	per hour	30		
6. Apprentices	per hour	30		
7. Labourers	per hour	30		
<b>Percentage Mark Up</b>				
1. Mark-up on allowance for unspecified material, replacement				

<b>Table B: Unit Price Schedules – Rates – OPTION YEARS 1 &amp; 2</b>				
<b>Category of Labour</b>	<b>Unit</b>	<b>Estimated Hours / Quantity</b>	<b>Unit Price</b>	<b>Estimated Total Price</b>
<p>parts, required permits and certificates.</p> <p>Note: Material and replacement parts (except any free issue items) shall be charged at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable) plus a firm Mark-up for the term of the contract, excluding GST which must be shown as a separate item on the invoice for payment. Verification by providing copies of receipts attached to invoices, or at time of payment will be requested by the Consignee.</p>	N/A	\$225,500.00	_____ %	<p>( \$ + % mark up = )</p> <p>\$ _____</p>
<p>2. Mark-up on allowance for tools and equipment rental for other than basic shop and tradesperson tools.</p> <p>Note: The tradesman must have all necessary tools and equipment required to complete any job. No rental charges will be paid for tools or equipment incidental to the trade. Technical direction will be the responsibility of the Real Properties Operations Engineering Officer or his delegated representative. Rented tools and equipment shall be charged at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable) plus a firm Mark-up for the term of the contract, excluding GST which must be shown as a separate item on the invoice for payment.</p>	N/A	\$15,000.00	_____ %	<p>( \$ + % mark up = )</p> <p>\$ _____</p>
<b>SUBTOTAL B): Estimated Total – OPTION Year 1 &amp; 2 (GST Extra)</b>				\$ _____

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<b>TOTAL EVALUATED PRICE</b>		
<b>SUBTOTAL A (Year 1, 2 &amp; 3)</b>	<b>SUBTOTAL B (Option Year 1 &amp; 2)</b>	<b>TOTAL EVALUATED PRICE (GST Extra)</b>
\$ _____	\$ _____	\$ _____

**4. OFFER VALIDITY PERIOD**

The offer must not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

**5. SIGNATURE**

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Offerer (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**6. SUPPLIER CONTACTS**

The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

<b>NAME</b>	<b>TITLE</b>	<b>TELEPHONE NO.</b>	<b>EMAIL</b>

**END OF PRICE PROPOSAL FORM**

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## APPENDIX 6 - PERIODIC REPORTS

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

Return to:

Name	Phone Number	Email

at:

Department of National Defence  
CE Contracting, CFB Esquimalt  
P.O. Box 17000, Station Forces  
Victoria, BC V9A 7N2

### BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call up #	Total Billing

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

PREPARED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

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## APPENDIX 7 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

### PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

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

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

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

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

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

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### Voluntary Certification

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

*Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

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

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

Company Name: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Number of company employees: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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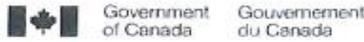
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## ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)



Contract Number / Numéro du contrat  
W684Q-190075

Security Classification / Classification de sécurité  
UNCLASSIFIED

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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



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Gouvernement du Canada

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
Non  Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
Non  Oui



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

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

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

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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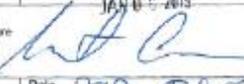
Buyer ID - Id de l'acheteur  
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées)		Title - Titre	Signature
R. Arndt		Contract Supervisor	
Telephone No. - N° de téléphone 250-565-1800 EXT. 60033	Facsimile No. - N° de télécopieur 268-363-6334	E-mail address - Adresse courriel richard.arndt@forces.gc.ca	Date JAN 03 2019
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées)		Title - Titre	Signature
Sasa Medjovic		DDSO - Industrial Security Senior Security Analyst	
Telephone No. - N° de téléphone Tel: 613-995-0225	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@frces.gc.ca	Date 2019-Feb 07
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées)		Title - Titre	Signature
Taron, Rebecca			Digitally signed by Taron, Rebecca Date: 2019.06.03 12:40:45 -0700
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres imprimées)		Title - Titre	Signature
			Lecompte, Denis Digitally signed by Lecompte, Denis Date: 2019.02.15 11:08:16 -0500
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 306-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation  
W684Q-190075/A

Amd. No. - N° de la modif.  
000

Buyer ID - Id de l'acheteur  
pwy040

Client Ref. No. - N° de réf. du client  
W684Q-190075

File No. - N° du dossier  
PWY-9-42011

CCC No./N° CCC - FMS No./N° VME

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



Description and Location of Work	Contract No.
	Project No.

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

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

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

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

Telephone number

Signature

Date D / M / Y

Solicitation No. - N° de l'invitation  
W684Q-190075/A

Amd. No. - N° de la modif.  
000

Buyer ID - Id de l'acheteur  
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Client Ref. No. - N° de réf. du client  
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File No. - N° du dossier  
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CCC No./N° CCC - FMS No./N° VME

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CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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



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**ANNEX D - LISTING OF SUBCONTRACTORS/SUPPLIERS (Could be asked for on individual call-ups)**

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of the General Instructions – Construction Services, the Offeror should provide a list of Subcontractors per call-up.
- 2) The Offeror should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the call-up.

	Subcontractor	Division
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**ANNEX E – FORM 2829 SAMPLE**

Solicitation No. - N° de l'invitation  
W684Q-190075/A

Amd. No. - N° de la modif.  
000

Buyer ID - Id de l'acheteur  
pwy040

Client Ref. No. - N° de réf. du client  
W684Q-190075

File No. - N° du dossier  
PWY-9-42011

CCC No./N° CCC - FMS No./N° VME



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

### CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with  
STANDING OFFER NO.

Conformément à  
l'OFFRE PERMANENTE N°

Call-up no. - N° de commande

Dated  
and the terms and conditions therein, you are  
requested to carry out the work described below.

en date du  
et les modalités qui y sont énumérées, vous êtes prié  
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à	
Project no. - N° du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.		
Location of work - Endroit des travaux		Call-up cost, GST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux

## SAMPLE ONLY ÉCHANTILLON SEULEMENT

Certified pursuant to subsection 32 (1) of the Financial Administration Act  
Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques

_____	_____
Signature	Date

Departmental Representative - Représentant du ministère

_____	_____
Signature	Date

PWGSC-TPSGC 2829 (03/2006)