

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

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

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

**Saskatoon  
Saskatchewan**

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

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Harry Hays Building (HHB)  
Room 759, 220-4th Avenue SE  
Calgary  
Alberta  
T2G 4X3

<b>Title - Sujet</b> Cleaning & Decontamination Services	
<b>Solicitation No. - N° de l'invitation</b> W0127-1930CM/A	<b>Date</b> 2019-08-16
<b>Client Reference No. - N° de référence du client</b> W0127-1930CM	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-136-6942
<b>File No. - N° de dossier</b> CAL-8-41107 (136)	<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 2019-09-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hemy, Andrew	<b>Buyer Id - Id de l'acheteur</b> cal136
<b>Telephone No. - N° de téléphone</b> (403)463-6589 ( )	<b>FAX No. - N° de FAX</b> (306)975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Canadian Manoeuvre Training Centre Building 650 Denwood, AB T0B 1B0	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Disinfection Services	W0127	W0127	1	Each	\$	XXXXXXXXXXXX	See Herein	

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N° de l'invitation - Solicitation No.  
W0127-1930CM/A  
N° de réf. du client - Client Ref. No.  
W0127-1930CM

N° de la modif - Amd. No.  
File No. - N° du dossier  
CAL-8-41107

Id de l'acheteur - Buyer ID  
CAL136  
N° CCC / CCC No./ N° VME - FMS

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Standing Offers Reporting and the Electronic Payment Instruments.

### **1.2 Summary**

The Canadian Manoeuvre Training Centre (CMTC) located at 3 Canadian Division Support Base Edmonton Detachment Wainwright (3 CDSB Det Wx), Denwood, Alberta, requires a regional individual standing offer (RISO) for on-site in-service decontamination services in support of the soft wall structures Inspection Cleaning & Decontamination Program (ICDP). The period of the standing offer is one (1) year with two (2) additional one (1) year option periods

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### 1.2.1

This RFSO allows offerors to use the ePost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Debriefings

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

#### 2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

### 2.2 Submission of Offers

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

Bid Receiving Public Works and Government Services Canada  
Government of Canada Building  
101 22nd Street East, Suite 110  
Saskatoon, SK S7K 0E1  
Fax: (306) 975-5397  
Email: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca). **Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.**

### 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### 2.2.2 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at B650 Cattalo Road, Denwood, Alberta on September 12, 2019. The site visit will begin at 1300 hours Mountain Time in the Canteen – just inside the front door, to the first right doorway

**Bidders must communicate with the Contracting Authority no later than 1400 hours Mountain Time, September 11, 2019 to confirm attendance and provide the name(s) of the person(s) who will attend.** Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

### 2.3 Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

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

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

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

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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

# PART 3 - OFFER PREPARATION INSTRUCTIONS

## 3.1 Offer Preparation Instructions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

- a) Ability to perform the full scope of work as described in Annex A, Statement of Work (By submitting a bid, the bidder is stating they can and will perform the work as described in Annex A, Statement of Work.)
- b) Offeror must meet the requirement identified under Annex A – Statement of Work.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price**

The estimated usages listed in Annex "B" are for evaluation purposes only and will not form part of any resulting Standing Offer.

For the initial standing offer period the maximum labour hours bid for line items 1-23 and 25-32 will be multiplied by the corresponding price per man hour offered in order to determine an estimated price for each line item. The sum of the estimated prices for the line items noted above will form the estimated price for the firm period. This procedure will be repeated for the first and second option years. The sum of the totals for all three years will form the final evaluated bid price.

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

### **4.2 Basis of Selection**

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

*SACC Manual* Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

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

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

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

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

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

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

## **PART 6 -INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### **7.2 Security Requirements**

**7.2.1** There is no security requirement applicable to the Standing Offer.

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

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

##### **7.3.2 Standing Offers Reporting**

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

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

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

The quarterly reporting periods are defined as follows:

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

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

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from issuance of Standing Offer to September 30, 2020.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), one (1) year periods, from October 1, 2020 to September 30, 2021 and from October 1, 2021 to September 30, 2022 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 5 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority (Contracting Authority)**

The Standing Offer Authority is:

Andrew Hemy  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
Suite 759, 220 4th Ave SE  
Calgary AB T2G 0L1

Telephone: 403-463-6589  
Facsimile: 306-975-5397  
E-mail address: [andrew.hemy@pwgsc-tpsgc.gc.ca](mailto:andrew.hemy@pwgsc-tpsgc.gc.ca)

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

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is: TBD

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence.

### 7.8 Call-up Instrument

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

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

or

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

## **7.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

## **7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$TBD (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

## **7.11 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2018-06-21); General conditions: Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated \_\_\_\_\_

## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

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

## **7.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.



#### **7.14 Transition to an e-Procurement Solution (EPS)**

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

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

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

#### **7.15 Estimates**

SACC Manual Clause [M3800C](#) (2006-08-15), Estimates

### **B. RESULTING CONTRACT CLAUSES**

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

#### **7.1 Statement of Work**

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

#### **7.2 Standard Clauses and Conditions**

##### **7.2.1 General Conditions**

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

#### **7.3 Term of Contract**

##### **7.3.1 Period of the Contract**

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

#### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

#### **7.5 Payment**

##### **7.5.1 Basis of Payment**

The Contractor will be paid for the Work performed in accordance with the Basis of payment at Annex B, to a ceiling price of \$ TBD Customs duties are TBD and Applicable Taxes are extra.

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### 7.5.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

### 7.5.3 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

### 7.5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department  
C0705C (2010-01-11), Discretionary Audit  
C0710C (2007-11-30), Time and Contract Price Verification  
C2000C (2007-11-30), Taxes – Foreign-based Contractor

### 7.5.5 Electronic Payment of Invoices – Call-up

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

## 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.7 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7.8 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
or  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)  
A9062C (2011-05-16), Canadian Forces Site Regulations

N° de l'invitation - Solicitation No.  
W0127-1930CM/A  
N° de réf. du client - Client Ref. No.  
W0127-1930CM

N° de la modif - Amd. No.  
File No. - N° du dossier  
CAL-8-41107

Id de l'acheteur - Buyer ID  
CAL136  
N° CCC / CCC No./ N° VME - FMS

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## **7.9 Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## ANNEX "A"

### STATEMENT OF WORK

#### 1. Background

The Canadian Manoeuvre Training Centre (CMTC) located at 3 Canadian Division Support Base Edmonton Detachment Wainwright (3 CDSB Det Wx), Denwood, Alberta, requires on-site in-service support for the soft wall structures Inspection Cleaning & Decontamination Program (ICDP), to be delivered by a qualified Offeror, in concert with the CMTC Technical Authority (TA).

#### 2. Objective

To decontaminate and clean all free-standing soft wall structures, known as Big White Tents (BWT), sea container structures, a fire hall, a helicopter hangar, and possibly other training equipment & structures, on an as-and-when-requested basis, while strictly adhering to the rules, codes, and standards listed in the references. Decontamination of the structures of the Hanta Virus is the primary purpose of the ICDP which also includes other viruses, bacteria, and cleanliness of all exposed surfaces.

#### 3. Scope

The Offeror will provide all labour, materials, and equipment, required to deliver the ICDP to all structures on an "as and when requested" basis as stated in the specifications in this Statement of Work.

#### 4. Terminology – Acronyms

BWT	Big White Tents
CDSB	Canadian Division Support Base
CMTC	Canadian Manoeuvre Training Centre
FOB	Forward Observation Base
ICDP	Inspection Cleaning & Decontamination Program
MSDS	Material Safety Data Sheets
PMed	Preventive Medicine Technician
PMRTA	Portable Modular Relocatable Training Aids
PPE	Personal Protection Equipment
PTA	Primary Training Audience
RTA	Range & Training Area
TA	Technical Authority

#### 5. Description

##### 5.1. BWT are constructed as follows:

- 5.1.1. A metal sub-structure covered by a pre-engineered fabric cover on the outside, open to air on the inside;
- 5.1.2. Fabric is a white vinyl-based cover;
- 5.1.3. Fabric is secured to galvanized steel poles or arches;
- 5.1.4. Clear vinyl windows are complete with a screen insert and clear window insert;
- 5.1.5. BWT are equipped with 0 to 8 windows;

**5.1.6.** Number of doors varies from 2 to 8 man-doors, and/or 1 or 2 overhead doors; and

**5.1.7.** Sizes are as per Appendix 1.

**5.2. Floors may be made of:**

**5.2.1.** Dirt, gravel, or turf grass; or

**5.2.2.** Floorboards – wooden frames covered in plywood; or

**5.2.3.** Metal or Plastic floor panels; or

**5.2.4.** Steel & Timber rig matting; or

**5.2.5.** Other materials.

**5.3. Quantities and size.** BWT may change in quantities or sizes but current holding as per Appendix 1.

**5.4. Locations.** BWT may move from initial locations to other locations within the Wainwright Training Area. Current locations as per Appendix 1.

**5.5. Sea containers are constructed as follows:**

**5.5.1.** 20' x 8' x 8' steel container with wooden floor;

**5.5.2.** 40' x 8' x 8' steel container with wooden floor;

**5.5.3.** Portable, Modular, Relocatable, Training Aids (PMRTA) that are used as temporary shelters and, in some villages, as permanent structures, that are foam-walled and wooden floored; and

**5.5.4.** Seacans and PMRTA are typically one level but can be one or more stories in height. These units would have built-in stairs or ladder access to the upper floor(s). Lift equipment is not necessary for these types of structure.

**5.6. Air Field 21 Fire Hall Building is constructed as follows:**

**5.6.1.** Steel building with a concrete floor.

**5.7. Portable Modular Reconfigurable Training Aids (PMRTA)**

**5.7.1.** PMRTA are purpose built 'kit structures' that are assembled onto village sites to provide a more realistic view of a populated centre. The Majority are 8' X 12' single storey shacks to resemble housing and small businesses. There are also some 2 storey in the same size.

**5.7.2.** In addition there are 12' X 16', 12' X 24', 12' X 32' configurations that typically are more for businesses, such as utilities, a Church, a gas station, and other effects.

## 6. Tasks

The Offeror will provide or perform all of the following:

- 6.1. Each of the BWTs in the Range Training Area (RTA) have been standing for more than five years and have become home to one or more species of wildlife. This occupation by animals generates hazards to health safety that need to be addressed before active use of the structures can occur.
- 6.2. **Note that Hanta Virus has been detected in the past in the RTA and all PPE must be capable of protecting Contractor staff from this potentially deadly virus when properly worn.** Hanta Virus is commonly found in Alberta rural areas due to the common existence of the Deer Mouse.
  - 6.2.1. The TA will task the Offeror to service various structures as they are called into service for occupation by a visiting Primary Training Audience (PTA).
  - 6.2.2. The structures will be inspected, cleaned, and decontaminated from all organic and inorganic waste that could potentially harm personnel who may enter the structures without the appropriate Personal Protection Equipment (PPE).
    - 6.2.2.1. Until cleaning is completed, Offeror provided PPE must always be worn by all Offeror personnel when inside a structure, as per **Sec 6.1.2.2.**
    - 6.2.2.2. Minimum mandatory PPE includes:
      - 6.2.2.2.1. Rubber safety boots rated for the chemicals to be employed by Offeror;
      - 6.2.2.2.2. Disposable gloves;
      - 6.2.2.2.3. Dust-proof goggles;
      - 6.2.2.2.4. Properly sized and test-fitted disposable N95 rated mask;
    - OR
    - 6.2.2.2.5. Properly sized and test-fitted HEPA Cartridge Respirator;
    - OR
    - 6.2.2.2.6. The combination of goggles and a face mask can be replaced by a test-fitted full coverage facemask with a fitted shield; and
    - 6.2.2.2.7. Any additional PPE required according to MSDS of any chemical products or cleaning and collection methods being used by the cleaning crew.
  - 6.2.2.3. In addition to PPE noted in **Section 6.1.2.2**, all personnel engaged in the spraying of chemicals, sweeping, scooping, dumping, scraping, or any other direct or indirect engagement with the materials inside a structure, must put on a disposable dustproof suit (coveralls) rated for those chemicals and for airborne viruses.

- 6.2.3. The entire surface spaces on all floors, walls, furniture, and equipment will need to be sprayed with a decontaminant that must be effective in killing any viruses or bacteria harmful to humans, at the temperatures being common in each of the structures to be treated. The spray must reach the full height of any walls or support posts and must effectively cover any areas where human hands will touch.
- 6.2.4. The areas where birds have perched must be sprayed and wiped to remove any organic hazards from the skeletal structure and any additional walls, shelving, materials, or containments inside each structure before final decontamination.
- 6.2.5. All methods to be used must be provided by the Offeror and must be prior-approved by the Technical Authority (TA) and the Preventive Medicine Technician (PMed).
- 6.2.6. Material Safety Data Sheets (MSDS) must be supplied by the Offeror to the TA of all chemical materials to be applied during this tasking, prior to the application of same. The TA will forward the MSDS sheets to the PMed for approval of use during this operation.
- 6.2.7. The TA will contact the Offeror to notify the Offeror that ICDP Services are required.
- 6.2.8. The Offeror must provide a detailed quote for any labour & materials required by the TA for approval before any work commences, and within twenty-four (24) hours of receiving the request from the TA.
- 6.2.9. The Offeror must only use methods approved by the TA for waste disposal resulting from clean up services.
- 6.2.10. The TA reserves the right to refuse any estimates that are deemed to be unreasonable in time to perform the services.
- 6.2.11. All Contractor staff must attend the Base Safety Briefings at no charge to CMTC. These briefings are under a half day in length and are mandatory for ALL persons entering the training area to perform contract work.

### **6.3. Call-Back Services**

- 6.3.1. The Offeror must provide a response to a call-back request by the TA in a period no longer than twenty-four (24) hours.
- 6.3.2. The Offeror must attend and view the structure requiring ICPD services within 24 hours of receiving the request from the TA.
- 6.3.3. The Offeror must deliver a quotation to the TA that clearly states the services and materials required and the length of time to perform those services, including a proposed start and end time.
- 6.3.4. The TA will advise the Offeror of acceptance or refusal of the quotation, and will then discuss the start date with the Offeror.

**6.3.5.** The Offeror must begin work within (48) hours of acceptance of the estimate by the TA, unless the TA has provided a service schedule that must be adhered to due to operational requirements.

**6.3.6.** The TA will supply the Offeror with an authorized CF-942 Call-Up Form.

**6.4. Emergency Service and Regular Service Response Times**

**6.4.1.** In an emergency situation, the Offeror must, upon verbal authorization from the TA, commence the work within four (4) hours of receiving authorization. A CF-942 will be issued as soon as it is practical to do so.

**6.5.** The Offeror, in the performing of their services, will report the following to the TA on an itemized list on their work ticket:

**6.5.1.** Any holes or other damages found in the wall and roof fabric.

**6.5.2.** Any damages to doors or windows that would allow vermin, rodents, birds, or other animals into any of the BWT.

**6.5.3.** Any damages to the floor surface by man or creature.

**6.5.4.** Any other notable damages or conditions that would render the structure unsafe or in a condition that would allow unwanted access by creatures or weather.

**7. Deliverables**

**7.1. Materials, required tools and equipment**

**7.1.1.** All materials, equipment, and consumables, required by the Offeror to carry out the tasks will be provided by the Offeror at no additional charge to the Government of Canada.

**8. References**

**8.1.** All work must be performed in accordance with the latest editions of the following references:

**8.1.1.** National Building Code;

**8.1.2.** Province of Alberta Occupational Health and Safety Act;

**8.1.3.** 3 CDSB Detachment Wainwright Security Orders;

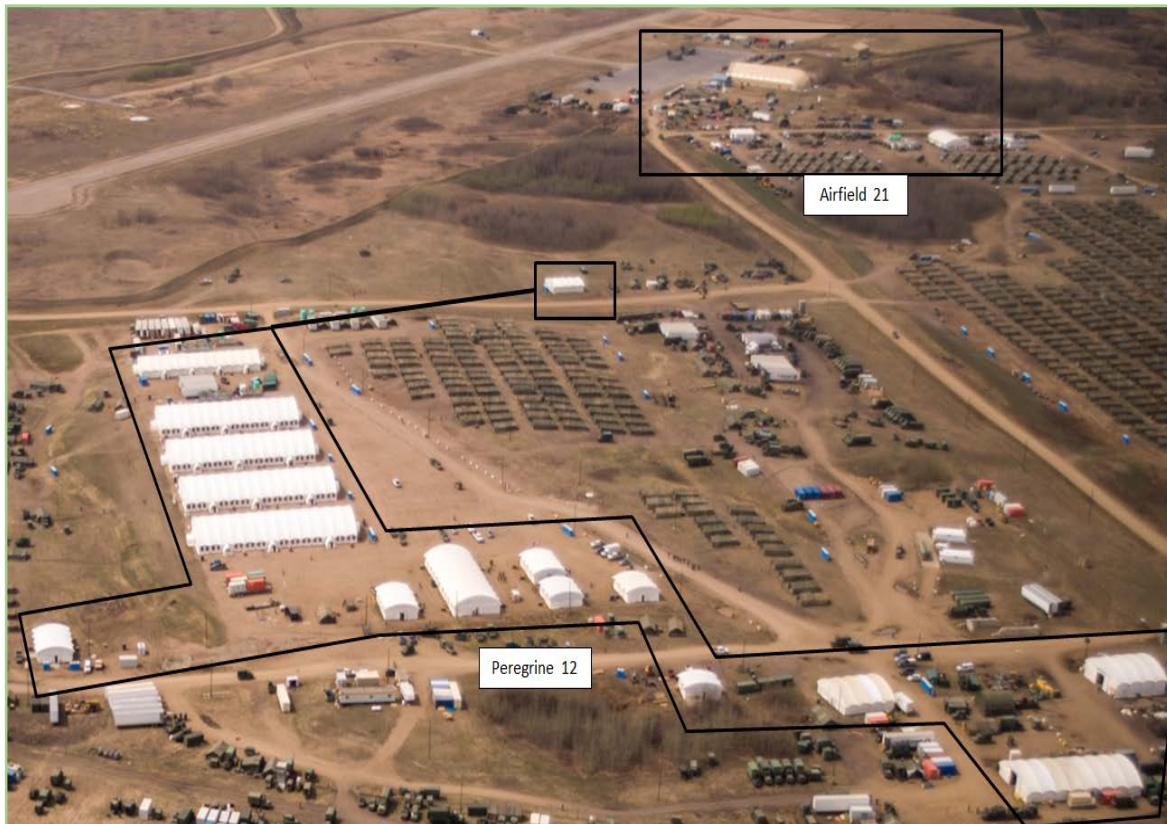
**8.1.4.** 12 Canadian Forces Health Services Centre Document #10-23; and

**8.1.5.** All other applicable 3 CDSB Det Wx, and industry codes & standards that are in effect before, during, and after, the awarding of this tender.



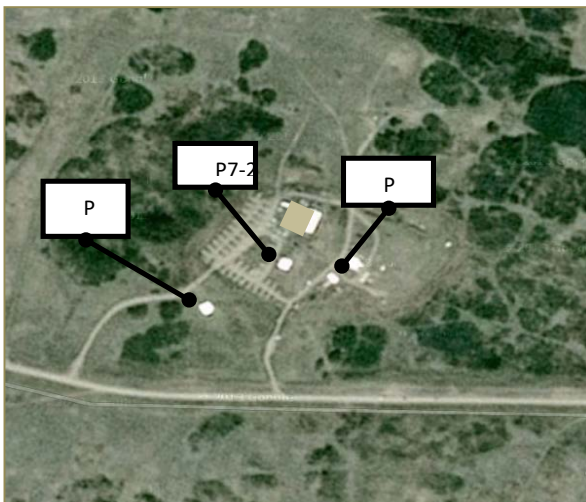
## APPENDIX 1 – RTA BWT DISPOSITION AND DIMENSIONS

### Peregrine 12 (P12) and Airfield 21 (AF21)



NOTE: P12-6 Tent is currently unassembled, in crate at P12 near former location

### Peregrine 7 Forward Observation Base (FOB) Annex



### BWT Locations & Dimensions

Location in RTA	BWT #	Length	Width	Height	Total Ft²
P12	1	192	70	10	13,440
P12	2	207	70	10	14,490
P12	3	207	70	10	14,490
P12	4	207	70	10	14,490
P12	5	207	70	10	14,490
P12	7	60	40	10	2,400
P12	8	148	55	10	8,140
P12	9	45	40	10	1,800
P12	10	60	40	10	2,400
P12	11	45	40	10	1,800
P12	12	30	40	0	1,200
P12	13	30	40	10	1,200
P12	14	133	55	14	7,315
P12	15	60	55	14	3,300
AAR 1	19	60	55	10	3,300
AF 21 M	20	45	40	14	1,800
AF 21 D	21	103	55	10	5,665
P7	1	45	40	10	1,800
P7	2	45	40	10	1,800
P7	3	45	40	14	1,800
FOB Annex		45	40	14	1,800

\*Notice: Tent locations subject to change dependent on where each is required by DND.

## MANDATORY TECHNICAL EVALUATION CRITERIA

**It is mandatory that offerors have prior experience in decontamination projects of biologically hazardous sites or structures including the decontamination of structures infected with the Hanta Virus as detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with this requirement.**

**1. Bidders must show compliance by addressing the Experience Requirements in the Compliance Matrix, indicating whether their level of past experience meets or doesn't meet (Mark Yes or No below).**

**2. Bidders are requested to indicate how they meet the Experience Requirements by recording the amount of applicable experience their organization has in the "Experience Offered" column in the Compliance Matrix.**

**3. Where noted, Bidders are requested to provide supporting documentation confirming their experience.**

**4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.**

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

COMPLIANCE MATRIX –MANDATORY EXPERIENCE REQUIREMENT		
Experience Requirements	Experience Requirement Met? Offeror to indicate either Yes or No	Experience Offered: Offeror to indicate number of years of experience
Contractors must have a minimum of 2 years of experience in decontamination contracts of biologically hazardous sites or structures that were <b><u>affected by one or more viruses.</u></b>	<hr/> Mark "Yes" or "No"	<hr/> Mark Number of Years
Bidder must have had 2 or more contracts <b>in the last five years</b> where the task was to decontaminate structures infected with the Hanta Virus.  Bidders are requested to provide supporting documentation for two applicable contracts by completing the Project Reference Matrixes below.	<hr/> Mark "Yes" or "No"	<hr/> Mark Number of Contracts

Solicitation No. - N° de l'invitation  
W0127-1930CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1930CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-8-41107

Buyer ID - Id de l'acheteur  
CAL136  
CCC No./N° CCC - FMS No./N° VME

Project Reference Matrix – Contact #1		
1.	Project Name:	
2.	Client:  <i>Provide name of department/client the decontamination services were provided for.</i>	
3.	Location of Work:	
4.	Duration of Contract:  <i>Provide start date and completion date.</i>	
5.	Project Manager  <i>Provide the name of the Project Manager and information including email, telephone number, and address.</i>  <i>Note that the project manager may be contacted as a reference.</i>	Name: _____ Phone: _____ Email: _____  Has this contact been notified that PSPC will be contacting them as a reference?  _____ yes _____no
6.	Structures Decontaminated:  <i>Identify type and quantity of structures.</i>	
7.	Procedures Followed:  <i>Outline steps completed in decontamination process.</i>	

Solicitation No. - N° de l'invitation  
W0127-1930CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1930CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-8-41107

Buyer ID - Id de l'acheteur  
CAL136  
CCC No./N° CCC - FMS No./N° VME

Project Reference Matrix – Contact #2		
1.	Project Name:	
2.	Client:  <i>Provide name of department/client the decontamination services were provided for.</i>	
3.	Location of Work:	
4.	Duration of Contract:  <i>Provide start date and completion date.</i>	
5.	Project Manager  <i>Provide the name of the Project Manager and information including email, telephone number, and address.</i>  <i>Note that the project manager may be contacted as a reference.</i>	Name: _____ Phone: _____ Email: _____  Has this contact been notified that PSPC will be contacting them as a reference?  _____ yes _____no
6.	Structures Decontaminated:  <i>Identify type and quantity of structures.</i>	
7.	Procedures Followed:  <i>Outline steps completed in decontamination process.</i>	

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## ANNEX "B"

### BASIS OF PAYMENT

Firm hourly prices are inclusive of all equipment, materials, labour, travel costs, and all expenses. Hourly rate is applicable to productive labour time only. Travel time to and from location including travel time between structures is not billable.

- GST to be excluded from the prices quoted herein.
- GST will be added as a separate item on the invoice, if applicable.
- Prices are in Canadian dollars unless otherwise noted and remain firm for the periods shown.
- Offerors must bid on all items in order to be found responsive.
- Estimated usages are for evaluation purposes only. Actual usage may vary from amounts shown.

Offerors are to indicate a maximum number of labour hours to complete ICDP services as outlined in Annex "A" for each item listed in the table below as well as a firm hourly rate per labour hour for each of the two height categories. When requested to perform a complete inspection and decontamination of a structure the successful offeror will be paid the firm rate per labour hour up to the stated maximum number of hours.

When requested to perform ICDP services on additional structures (i.e., those falling under line items 24 and 33 in the pricing tables below) the successful bidder is required to submit a quotation to complete the service based on the task presented.

Should the actual number of labour hours required for a structure fall below the maximum number of labour hours stated in the table below the successful offeror will be paid for the actual number of labour hours completed.

**In no circumstance will any hours exceeding the estimated in the Compliance Matrix be paid. Should a structure only require partial decontamination and/or inspection the hourly rate quoted below will also apply to the actual hours required, up to the maximum hours bid.**

**Table 1 – Initial Standing Offer Period, from date of award to 2020-09-30**

Line Item	Description – Structure Number or Name & Dimensions (L x W x H in feet)	Estimated Annual Usage	YEAR ONE All-inclusive Hourly Rate Per Labour Hour	Maximum Labour Hours Per Complete Service
<b>CATEGORY #1, HIGH HEIGHT STRUCTURES</b>				
1	P12 # 1	192'x70'x10'	1 Cleaning	____ hrs
2	P12 # 2	207'x70'x10'	1 Cleaning	____ hrs
3	P12 # 3	207'x70'x10'	1 Cleaning	____ hrs
4	P12 # 4	207'x70'x10'	1 Cleaning	____ hrs
5	P12 # 5	207'x70'x 10'	1 Cleaning	____ hrs
6	P12 # 6	60'x40'x10'	1 Cleaning	____ hrs
7	P12 # 7	60'x40'x10'	1 Cleaning	____ hrs
8	P12 # 8	148'x55'x10'	1 Cleaning	____ hrs
9	P12 # 9	45'x40'x10'	1 Cleaning	____ hrs
10	P12 # 10	60'x40'x10'	1 Cleaning	____ hrs
11	P12 # 11	45'x40'x10'	1 Cleaning	____ hrs
12	P12 # 12	45'x40'x10'	1 Cleaning	____ hrs
13	P12 # 13	30'x40'x10'	1 Cleaning	____ hrs
14	P12 # 14	133'x55'x10'	1 Cleaning	____ hrs
15	P12 # 15	60'x55'x14'	1 Cleaning	____ hrs
16	P7 # 1	45'x40'x10'	1 Cleaning	____ hrs
17	P7 # 2	45'x40'x10'	1 Cleaning	____ hrs
18	P7 # 3	45'x40'x14'	1 Cleaning	____ hrs
19	P12 # AAR 1	60'x55'x10'	1 Cleaning	____ hrs
20	AF21M	45'x40'x14'	1 Cleaning	____ hrs
21	AF21K2 # 2	103'x 55'x10'	1 Cleaning	____ hrs
22	FOB ANNEX	45'x40'x14'	1 Cleaning	____ hrs
23	Airfield 21 Fire Hall	79' X 52'	1 Cleaning	____ hrs
24	Additional structures or equipment WITH elevated working areas requiring the use of ladders/scaffolding/man lifts etc.	TBD	TBD	TBD

**Table 1 – Initial Standing Offer Period, from date of award to 2020-09-30 (continued)**

CATEGORY #2, LOW HEIGHT STRUCTURES					
25	Seacan	20'X8'X8'	1 Cleaning	\$ _____ /man-hour	_____ hrs
26	Seacan	40'X8'X8'	1 Cleaning		_____ hrs
27	PMRTA	8' X 12'	1 Cleaning		_____ hrs
28	PMRTA	8' X 12'- 2 Storey	1 Cleaning		_____ hrs
29	PMRTA	12' X 16'	1 Cleaning		_____ hrs
30	PMRTA	12' X 24'	1 Cleaning		_____ hrs
31	PMRTA	12' X 32'	1 Cleaning		_____ hrs
32	PMRTA	Church	1 Cleaning		_____ hrs
33	Additional structures or equipment WITHOUT elevated working areas NOT requiring the use of ladders/scaffolding/man lifts etc.	TBD	TBD		TBD



**Table 2 - First Option Year from 2020-10-01 to 2021-09-30**

Line Item	Description – Structure Number or Name & Dimensions (L x W x H in feet)	Estimated Annual Usage	YEAR ONE All-inclusive Hourly Rate Per Labour Hour	Maximum Labour Hours Per Complete Service
CATEGORY #1, HIGH HEIGHT STUCTURES				
1	P12 # 1	192'x70'x10'	1 Cleaning	____ hrs
2	P12 # 2	207'x70'x10'	1 Cleaning	____ hrs
3	P12 # 3	207'x70'x10'	1 Cleaning	____ hrs
4	P12 # 4	207'x70'x10'	1 Cleaning	____ hrs
5	P12 # 5	207'x70'x 10'	1 Cleaning	____ hrs
6	P12 # 6	60'x40'x10'	1 Cleaning	____ hrs
7	P12 # 7	60'x40'x10'	1 Cleaning	____ hrs
8	P12 # 8	148'x55'x10'	1 Cleaning	____ hrs
9	P12 # 9	45'x40'x10'	1 Cleaning	____ hrs
10	P12 # 10	60'x40'x10'	1 Cleaning	____ hrs
11	P12 # 11	45'x40'x10'	1 Cleaning	____ hrs
12	P12 # 12	45'x40'x10'	1 Cleaning	____ hrs
13	P12 # 13	30'x40'x10'	1 Cleaning	____ hrs
14	P12 # 14	133'x55'x10'	1 Cleaning	____ hrs
15	P12 # 15	60'x55'x14'	1 Cleaning	____ hrs
16	P7 # 1	45'x40'x10'	1 Cleaning	____ hrs
17	P7 # 2	45'x40'x10'	1 Cleaning	____ hrs
18	P7 # 3	45'x40'x14'	1 Cleaning	____ hrs
19	P12 # AAR 1	60'x55'x10'	1 Cleaning	____ hrs
20	AF21M	45'x40'x14'	1 Cleaning	____ hrs
21	AF21K2 # 2	103'x 55'x10'	1 Cleaning	____ hrs
22	FOB ANNEX	45'x40'x14'	1 Cleaning	____ hrs
23	Airfield 21 Fire Hall	79' X 52'	1 Cleaning	____ hrs
24	Additional structures or equipment WITH elevated working areas requiring the use of ladders/scaffolding/man lifts etc.	TBD	TBD	TBD

**Table 2 - First Option Year from 2020-10-01 to 2021-09-30 (continued)**

CATEGORY #2, LOW HEIGHT STRUCTURES					
25	Seacan	20'X8'X8'	1 Cleaning		____ hrs
26	Seacan	40'X8'X8'	1 Cleaning		____ hrs
27	PMRTA	8' X 12'	1 Cleaning		____ hrs
28	PMRTA	8' X 12'- 2 Storey	1 Cleaning		____ hrs
29	PMRTA	12' X 16'	1 Cleaning		____ hrs
30	PMRTA	12' X 24'	1 Cleaning		____ hrs
31	PMRTA	12' X 32'	1 Cleaning		____ hrs
32	PMRTA	Church	1 Cleaning		____ hrs
33	Additional structures or equipment WITHOUT elevated working areas NOT requiring the use of ladders/scaffolding/man lifts etc.	TBD	TBD	\$ _____ /man-hour	TBD

**Table 3 - Second Option Year from 2021-10-01 to 2022-09-30**

Line Item	Description – Structure Number or Name & Dimensions (L x W x H in feet)		Estimated Annual Usage	YEAR ONE All-inclusive Hourly Rate Per Labour Hour	Maximum Labour Hours Per Complete Service
CATEGORY #1, HIGH HEIGHT STUCTURES					
1	P12 # 1	192'x70'x10'	1 Cleaning	\$ _____ /man-hour	____ hrs
2	P12 # 2	207'x70'x10'	1 Cleaning		____ hrs
3	P12 # 3	207'x70'x10'	1 Cleaning		____ hrs
4	P12 # 4	207'x70'x10'	1 Cleaning		____ hrs
5	P12 # 5	207'x70'x 10'	1 Cleaning		____ hrs
6	P12 # 6	60'x40'x10'	1 Cleaning		____ hrs
7	P12 # 7	60'x40'x10'	1 Cleaning		____ hrs
8	P12 # 8	148'x55'x10'	1 Cleaning		____ hrs
9	P12 # 9	45'x40'x10'	1 Cleaning		____ hrs
10	P12 # 10	60'x40'x10'	1 Cleaning		____ hrs
11	P12 # 11	45'x40'x10'	1 Cleaning		____ hrs
12	P12 # 12	45'x40'x10'	1 Cleaning		____ hrs
13	P12 # 13	30'x40'x10'	1 Cleaning		____ hrs
14	P12 # 14	133'x55'x10'	1 Cleaning		____ hrs
15	P12 # 15	60'x55'x14'	1 Cleaning		____ hrs
16	P7 # 1	45'x40'x10'	1 Cleaning		____ hrs
17	P7 # 2	45'x40'x10'	1 Cleaning		____ hrs
18	P7 # 3	45'x40'x14'	1 Cleaning		____ hrs
19	P12 # AAR 1	60'x55'x10'	1 Cleaning		____ hrs
20	AF21M	45'x40'x14'	1 Cleaning		____ hrs
21	AF21K2 # 2	103'x 55'x10'	1 Cleaning		____ hrs
22	FOB ANNEX	45'x40'x14'	1 Cleaning		____ hrs
23	Airfield 21 Fire Hall	79' X 52'	1 Cleaning		____ hrs
24	Additional structures or equipment WITH elevated working areas requiring the use of ladders/scaffolding/man lifts etc.	TBD	TBD		TBD

**Table 3 - Second Option Year from 2021-10-01 to 2022-09-30 (continued)**

CATEGORY #2, LOW HEIGHT STRUCTURES					
25	Seacan	20'X8'X8'	1 Cleaning		____ hrs
26	Seacan	40'X8'X8'	1 Cleaning		____ hrs
27	PMRTA	8' X 12'	1 Cleaning		____ hrs
28	PMRTA	8' X 12'- 2 Storey	1 Cleaning		____ hrs
29	PMRTA	12' X 16'	1 Cleaning		____ hrs
30	PMRTA	12' X 24'	1 Cleaning		____ hrs
31	PMRTA	12' X 32'	1 Cleaning		____ hrs
32	PMRTA	Church	1 Cleaning		____ hrs
33	Additional structures or equipment WITHOUT elevated working areas NOT requiring the use of ladders/scaffolding/man lifts etc.	TBD	TBD	\$_____/man-hour	TBD

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## ANNEX "C"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

n. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to codefend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation  
W0127-1930CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1930CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-8-41107

Buyer ID - Id de l'acheteur  
CAL136  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "D"

### STANDING OFFER USAGE REPORTS

Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: (204) 983-7796  
Email: [TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

#### Quarterly Usage Report Schedule:

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

SUPPLIER: \_\_\_\_\_  
STANDING OFFER NO: \_\_\_\_\_  
DEPARTMENT OR AGENCY: \_\_\_\_\_

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

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

#### PREPARED BY:

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

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

Solicitation No. - N° de l'invitation  
W0127-1930CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1930CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-8-41107

Buyer ID - Id de l'acheteur  
CAL136  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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