





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	Entrepreneur spéc. équip. pétrolie	EF928	EF928	1	Lot	\$	Voir doc.	
x						\$		

Solicitation No. - N° de l'invitation
EF928-201249/A
Client Ref. No. - N° de réf. du client
EF928-201249

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-9-42146

Buyer ID - Id de l'acheteur
MTC120
CCC No./N° CCC - FMS No./N° VME

Request for Supply Arrangement for the execution of work on different types of storage tank systems

NOTICE TO BIDDERS

A Supply Arrangement (SA) is a method of supply used by Public Works and Government Services Canada (PWGSC) to procure goods and services. A SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of a SA.

A SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a SA alone. The intent of a SA is to establish a framework to permit expeditious processing of "individual bid solicitations" which result in legally binding contracts for the goods and services described in those bid solicitations

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
- 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

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

1.2 Summary

- 1.2.1 Public Works and Government Services Canada (PWGSC) receives requests on a regular basis from various federal departments for work to be carried out on different types of storage tank systems at federal facilities.

The main types of storage tank systems that are used in the marine environment and on land are, without being limited to, the following:

- Fuel distribution tanks (fuel dispensing system, service station, marine, heliport, airport, etc.)
- Storage tanks (used oil, petroleum depot, etc.)
- Emergency power generator supply tanks
- Oil-burning equipment supply tanks
- Oil-water separators

The types of services required under this supply arrangement are as follows:

- **Project for the construction of storage tank systems in a marine environment or on land** (including the removal, modification, installation and/or decommissioning of this type of equipment)
- **Servicing of storage tank systems in a marine environment or on land** (including a service call to inspect, solve or repair equipment problems such as oil leaks)
- **Maintenance of storage tank systems in a marine environment or on land** (including preventive maintenance of pumps on a fuel dispensing system, pressure tests, leak detection tests, etc.)

The Identified User for this SA is Public Works and Government Services Canada, Quebec Region.

The validity period of the SA: Valid until the financial cap of 7.5M is reached, but could be reevaluated in five years.

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

1.2.3 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users in the province of Quebec, excluding National Capital Region and locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.

1.3 Security Requirements

Suppliers may request a debriefing on the results of the request for supply arrangements process.

Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2019-03-04) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 200 days

2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements. Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority **no later than 7 calendar days before the Request for Supply Arrangements (RFSA) closing date**. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.4 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Quebec province.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

2.5 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

2.6 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on Employment and Social Development Canada (ESDC) - Labour's website.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (5 hard copy)
Section II: Certifications (1 hard copy)
Section III: Additional Information (1 hard copy)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

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

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, suppliers 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 Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The suppliers should use forms 2 and 3 of attachment 1 - "Supply Arrangement submission forms" of

Appendix B to present part of their technical bid.

Section II: Certifications

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

Section III: Additional Information

The suppliers should provide the following information about their representatives:

- (a) Name, title, telephone and fax numbers as well as the email address of the resource person for **regular bid solicitations** for contracts resulting from this supply arrangement
- (b) Name, title, telephone and fax numbers as well as the email address of the resource person for **urgent bid solicitations during regular working hours** (8:00 a.m. to 5:00 p.m., Monday to Friday)
- (c) Name, title, telephone and fax numbers as well as the email address of the resource person for **urgent bid solicitations outside of regular working hours, including evenings, weekends and holidays.**

The suppliers should use Form 1 of attachment 1 - "Supply Arrangement Submission Form" of **Annex B** to provide the additional information.

3.2 Multiple Arrangements

A Supplier can only submit one arrangement under its own name and one arrangement as part of a Joint Venture.

Each arrangement constitutes a separate arrangement which will be evaluated independently, without regard to the other arrangements submitted by that Supplier. Therefore, each arrangement must be a physically separate and complete document.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria at bid closing

- a) The supplier must hold a valid subclass 1.8 licence ("petroleum equipment installation contractor") from the Régie du Bâtiment du Québec. The supplier must attach a copy of this document to its technical arrangement in order to demonstrate compliance with this criterion.
- b) The supplier must be a member of the Association des entrepreneurs pétroliers du Québec (AEQP) and must attach a valid copy of its AEQP certificate to the technical arrangement in order to demonstrate that it meets this criterion.

- c) The supplier must have at least two (2) Class A crew leaders, as defined in article 1.01, item 9(i) of Decree No. 573-76. To demonstrate this, the supplier must include the names of these two crew leaders in its technical arrangement (see Attachment 1 – Technical Arrangement Submission Forms). To assess this mandatory technical criterion, the evaluation committee will telephone the person on the Comité paritaire d'installation d'équipement pétrolier du Québec (Quebec parity committee of petroleum equipment installation) who is in charge of the *Decree respecting the installation of petroleum equipment* and check with that person as to whether or not the crew leaders whose names are provided by the supplier do in fact hold Class A certificates.
- d) The supplier must demonstrate that it has carried out and successfully completed at least two (2) projects in each service category (see service categories listed below) during the period between June 1, 2015, and the date of issuance of the supplier's arrangement. To demonstrate this, the supplier must submit the following information for each of the projects:
- (i) Project title
 - (ii) Client's name and contact information for a resource person (this will allow the evaluation team to check the accuracy of the information provided); this verification is made at the evaluation team's discretion)
 - (iii) Description of the work carried out by the supplier
 - (iv) Accurate identification of the service category associated with the project
 - (v) Project cost
 - (vi) Work period

The supplier must describe the projects using Form 3 – Project Description Form available in Attachment 1 – Technical Arrangement Submission Form. A similar project may be used to demonstrate the supplier's experience in more than one service category.

Service categories:

A- Project for the construction of storage tank systems in the marine environment or on land (including removal, modification, installation and/or decommissioning)

B- Servicing of storage tank systems in the marine environment or on land (including a service call to inspect, solve or repair equipment problems such as oil leaks)

C- Maintenance of storage tank systems in the marine environment or on land (including preventive maintenance of pumps on a fuel-dispensing system, pressure tests, leak detection tests, etc.)

4.2 Basis of Selection

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

4.3 Financial Viability

SACC Manual clause S0030T (2014-11-27) Financial Viability

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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 Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

5.2.2.1.1 SACC Manual clause [S3005T](#) (2018-12-12) Status and Availability of Resources.

5.2.2.2 Education and Experience

5.2.2.2.1 SACC Manual clause [S1010T](#) (2018-12-12) Education and Experience

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described the Statement of Work at Annex A.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement. However, supply arrangement subsequent contracts may include security requirements.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2020 (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in this paragraph. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on quarterly basis to the Supply Arrangement Authority.
The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Supply Arrangement Authority no later thirty (30) calendar days after the end of the reporting period.

Failure to provide reports in accordance with this section may result in the setting aside of SA and / or the application of vendor performance corrective measures.

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Example of the information required in these reports:

REPORT

SUPPLY ARRANGEMENTS (SA)

#EF928-201249/____ / ____

Execution of work on different types of storage tank

Systems Offeror: _____

Reporting Period: from _____ to _____

Contract number	Date of the Contract	Contract Value (\$)	Comments
Total value of the contract on this report:			

Signature: _____

Date (AAAA-MM-JJ): _____

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts is limited by the financial cap of 7.5M under the Supply Arrangement and will be re-evaluated in 5 years, on January 15, 2025.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Quebec, excluding the National Capital region and locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery points (coverage area) identified in Annex "A" of the Supply Arrangement.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Keven Harvey
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Montreal's Office
Address: 800 de la Gauchetière West, suite 7300
Portail Souht-West
Montreal, Qc
Telephone: 514 – 607 - 2867
E-mail address: keven.harvey@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

Name: _____

Title: _____

Organization: _____

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Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Identified Users

The Identified User is: Public Works and Government Services Canada, Quebec Region.

6.7 On-going Opportunity for Qualification

The Request For Supply Arrangements includes the qualification cycle set out below to allow new suppliers to qualify on an ongoing basis. Pre-qualified suppliers, to whom a supply arrangement has been issued, will not be required to submit a new arrangement.

Cycles for Qualification

Due to the resources required to evaluate the proposals, Canada reserves the right to conduct the evaluation of proposals no less than semi-annually (that is, Canada may gather proposals received over a six-month period, in order to conduct the evaluation of the proposals concurrently as part of a single cycle of evaluations).

RFSA Evaluation Schedule – Semi-annually Evaluation Periods:

Semestre	Closing Dates	Closing Hour	Evaluation Period
Date of first closing bid	November 28, 2019	02:00 pm Eastern Standard Time (EST)	60 days
S1	May 26, 2020	02:00 pm Eastern Standard Time (EST)	60 days
S2	November 26, 2020	02:00 pm Eastern Advanced Time (EAT)	60 days
S3	May 26, 2021	02:00 pm Eastern Standard Time (EST)	60 days
S4	November 26, 2021	02:00 pm Eastern Advanced Time (EAT)	60 days
S5	May 26, 2022	02:00 pm Eastern Standard Time (EST)	60 days
S6	November 29, 2022	02:00 pm Eastern Advanced Time (EAT)	60 days
S7	May 29, 2023	02:00 pm Eastern Advanced Time (EAT)	60 days
S8	November 29, 2023	02:00 pm Eastern Standard Time (EST)	60 days
S9	May 29, 2024	02:00 pm Eastern Advanced Time (EAT)	60 days

6.8 Priority of Documents

If there is a discrepancy between the wordings 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.

- the articles of the Supply Arrangement;
- the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- Annex A, Statement of Work

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Quebec Province.

6.11 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA'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 Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the Invitation to Tender template of Appendix B (attachment 2 - "Template: Invitation to tender for projects estimated at less than \$ 101,100" or attachment 4 - "Template: Invitation to tender for projects estimated at less than \$101,100") applicable based on the estimated value of the requirement. These templates being updated regularly, the most recent version available at the time of issuance of the bid solicitation will be used. Please note that the templates of appendix B won't be updated to reflect the latest version available.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) R2710T General Instruction to Bidders or R2410T General Instructions to Bidders (depending of the value of the requirement).

Paragraph 4 et 5 de la paragraph GI01 Code of Conduct and Certifications - Bid is replace by the following:

- 4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are

directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.

5. Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.)
- (d) bid preparation instructions;
 - (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
 - (f) conditions of the resulting contract.

6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to Suppliers as per the table below:

	Requirement with an estimated value between \$0.00 and \$24,999.99, including the applicable taxes	Requirement with an estimated value between \$25,000.00 and the CFTA threshold (currently \$101,100.00), including the applicable taxes	Requirement with an estimated value above the CFTA threshold (currently \$101,100.00)
Bid solicitation process	The bid solicitation will be sent directly to suppliers	The bid solicitation will be sent directly to suppliers	The bid solicitation will be sent directly to suppliers
Minimum period for submitting a bid	The designated user determines the number of calendar days when the bid solicitation is issued. If it is not urgent, at least 48 business hours	The designated user determines the number of calendar days when the bid solicitation is issued depending on the complexity of the project. If the requirement is not urgent, the minum period shall be 5 business days . The urgency of the requirement must be acknowledged and	Minimum of 15 calendar days

		approved by the Supply Arrangement Authority prior to the issuance of the bid solicitation.	
Contract placed by	The designated user	The designated user	A buyer from the Supply Directorate of Public Works and Government Services Canada, Quebec region.
Number of suppliers for all bids	<p>1 supplier determined by rotation will be invited to bid</p> <p>OR</p> <p>If Canada determines that it is more efficient and cost effective to do so, Canada may use the competition as follows:</p> <p>1 supplier determined by rotation + one or more suppliers chosen by the designated user</p> <p>Total = Minimum of 2</p>	<p>3 suppliers determined by rotation will be invited to bid</p> <p>OR</p> <p>If Canada determines that it is more efficient and cost effective to do so, Canada may use the competition as follows:</p> <p>3 suppliers determined by rotation + one or more suppliers chosen by the designated user</p> <p>Total = minimum of 4</p>	All qualified suppliers will be invited to bid
Bid receiving address	<p>To the location specified by the designated user for non-competitive bid solicitation (1 supplier)</p> <p>OR</p> <p>Bid Receiving Unit 800 de la Gauchetière West, suite 7300, Portail Souht-West, Montreal, Qc, H5A 1L6</p> <p>For competitive bid solicitation (2 suppliers or more)</p>	<p>Bid Receiving Unit 800 de la Gauchetière West, suite 7300, Portail Souht-West, Montreal, Qc, H5A 1L6</p>	<p>Bid Receiving Unit 800 de la Gauchetière West, suite 7300, Portail Souht-West, Montreal, Qc, H5A 1L6</p>

6.3 Rotational selection method

6.3.1 Supply Arrangement (SA) number for each supplier

For the awarding of supply arrangements, a number will be randomly assigned to each supplier.

Each supplier will be given a number obtained randomly using the RAND() function in MS Excel. (<http://office.microsoft.com/en-ca/excel-help/rand-HP005209229.aspx?CTT=1>).

Suppliers will be ranked on the basis of these numbers. The first SA will be awarded to the supplier with the lowest number, the second to the supplier with the second lowest number and so on.

Additional suppliers that get added to the suppliers list will get the next available number (example: if there are 4 qualified suppliers on the list, the new supplier will get SA number 005). If more than one supplier has to be added to the list at once, the SA number will be generated randomly using the RAND() function from MS Excel.

6.3.2 Regular supplier rotation tables

6.3.2.1 For requirements with an estimated value between \$0.00 and \$24,999.99 (applicable taxes included), the rotation will be carried out in the following manner:

Request no	Supplier number (determined by the SA number)
1	Supplier 001
2	Supplier 002
3	Supplier 003
4	Supplier 001
5	Supplier 002
6	Supplier 003
7	Supplier 004 (new supplier)
8	Supplier 001
All new suppliers who are qualified during the period of the SA will be added to this rotation. Once all the suppliers have had a turn, Canada will start the rotation over at supplier 001.	

Note: In this example, there were 3 suppliers at the beginning of the rotation and due to the on-going qualification process, a fourth supplier got added to the rotation.

6.3.2.2 For requirements with an estimated value between \$25,000.00 and the CFTA threshold (currently \$101,100.00) including all applicable taxes, the rotation will be as follows:

Request number	Supplier number (determined by the SA number)		
1	Supplier 001	Supplier 002	Supplier 003
2	Supplier 004	Supplier 005 (new supplier)	Supplier 001
3	Supplier 002	Supplier 003	Supplier 004
4	Supplier 005 (new supplier)	Supplier 001	Supplier 002

All new suppliers who are qualified during the period of the SA will be added to this rotation. Once all the suppliers have had a turn, Canada will start the rotation over at supplier 001.

Note : In this example, we had 4 suppliers at the beginning of the rotation and due to the on-going qualification process, a fifth supplier got added to the rotation.

6.3 Basis of Selection for contract award

A bid must comply with all requirements of the bid solicitation to be declared responsive. For competitive bid where more than one bid is received, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

For non-competitive bid solicitation where only one supplier is invited to bid, if the price is deemed too high and Canada and the supplier can't agree on a revised negotiated price, Canada retains the right to return in solicitation with one or multiple suppliers, as per the prescription of the SA.C. CLAUSES DU CONTRAT SUBSÉQUENT

6.4 General information

Bid solicitations made by the designated user as part of this SA will be established using PWGSC's PWGSC-TPSGC 9400-3, Bid Solicitation form. The contracts will be drafted using the PWGSC-TPSGC 9400-4, Contract form.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

Please refer to the models of attachments 2 and 3 of Appendix B to identify the general conditions applicable to subsequent contracts. Given that these models are updated regularly, take note that the most up to general conditions at the time of issuance of the bid solicitation will apply to the subsequent Contracts.

ANNEX "A"

STATEMENT OF WORK

A1. INTRODUCTION

Public Works and Government Services Canada (PWGSC) receives requests on a regular basis from various federal departments for work to be carried out on different types of storage tank systems at federal facilities.

The main types of storage tank systems that are used in the marine environment and on land are, without being limited to, the following:

- Fuel distribution tanks (fuel dispensing system, service station, marine, heliport, airport, etc.)
- Storage tanks (used oil, petroleum depot, etc.)
- Emergency power generator supply tanks
- Oil-burning equipment supply tanks
- Oil-water separators

A.2 Geographic area

The purpose of this Request for Supply Arrangements (RSA) is to establish Supply Arrangements (SA) for the delivery of the requirements described herein to the identified users throughout Quebec, except for the National Capital Region and the Comprehensive Land Claim Agreements (CLCAs) areas in the Yukon, Northwest Territories, Nunavut, Quebec and Labrador. Products to be delivered to CLCA areas within the Yukon Territory, the Northwest Territories, Nunavut, Quebec, or Labrador will be subject to separate contracts, awarded outside of the SA.

A.3 DESCRIPTION OF WORK AND SERVICES

The types of services required under this supply arrangement are as follows:

- **Project for the construction of storage tank systems in a marine environment or on land** (including the removal, modification, installation and/or decommissioning of this type of equipment)
- **Servicing of storage tank systems in a marine environment or on land** (including a service call to inspect, solve or repair equipment problems such as oil leaks)
- **Maintenance of storage tank systems in a marine environment or on land** (including preventive maintenance of pumps on a fuel dispensing system, pressure tests, leak detection tests, etc.)

This supply arrangement will allow PWGSC to have work carried out by qualified, licensed, competent suppliers at competitive prices.

With respect to contracts awarded under this supply arrangement, suppliers will be called on to meet the following requirements:

- Provide the tools, equipment, materials, safe work methods and labour required to carry out and complete the requested work in compliance with regulatory requirements and applicable best practices. However, PWGSC reserves the right to provide certain pieces of equipment and materials.
- Each contract resulting from this SA must be performed in accordance with the plans and specifications, technical directive, maintenance specification or specific scope of work established by the identified user. These documents will be included in the bid solicitation and the resulting contract.

A3.1 Requirements concerning the performance of work

When stipulated in the contract resulting from the SA, the supplier must submit shop drawings and outline the method it intends to use to carry out the work, for approval by the identified user's representative.

The supplier must perform the work, repairs, maintenance and inspections in accordance with the applicable acts, regulations, codes, standards and best practices in effect, with the main ones being, but not limited to, the following:

- *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations*;
- Environmental Code of Practice for Aboveground and Underground Storage Tank Systems of the Canadian Council of Ministers of the Environment (CCME);
- Part 4 of the National Fire Code of Canada (NFCC), Canada 2010;
- Installation Code for Oil Burning Equipment, CAN/CSA-B139-F15;
- Emergency Electrical Power Supply for Buildings, CAN/CSA-C282-F15;
- Chapter VIII, "Petroleum Equipment Installations" of the Construction Code adopted under the *Building Act* (R.R.Q., c. B-1.1);
- Chapter VI, "Petroleum Equipment Installations" in the Safety Code adopted under the *Building Act* (R.R.Q., c. B-1.1);
- Storage, Handling and Dispensing of Aviation Fuels at Aerodromes, CSA B836-F14.

Throughout the period of the SA, the supplier **must** hold specialized licences from the Régie du bâtiment du Québec (RBQ) for the type of work required and must be a bona fide member of the Association des entrepreneurs pétroliers du Québec (AEPQ). If part of the work is subcontracted to another company, the supplier must provide that company's name and show that the latter holds the appropriate licences to perform the work assigned to it.

The work must be performed by qualified personnel who hold all the certificates and qualifications required by the Comité paritaire d'installation d'équipement pétrolier du Québec, Decree No. 573-76. The supplier is responsible for ensuring that the requirements related to qualifications are met, for each of the specialties required in the contracts resulting from this SA. Furthermore, in some contracts awarded under this SA, the identified user may require that employees assigned to carry out the work hold the requisite certificates and/or other qualifications from the various manufacturers of the equipment that is the subject of the work.

The identified user will monitor the work and obtain from the accredited inspector (a person recognized by the RBQ) to whom the user previously gave the contract, the compliance certificates related to the installation, removal and/or alteration of storage tank systems, as required under the regulations. This means that the supplier will never have to provide this service.

Lastly, when work is to be carried out in confined spaces, the supplier must demonstrate that the employees assigned to carry out the work have the required training certificates for working in confined spaces in addition to first aid training.

A3.2 Availability and time frames

The supplier must identify one or more representatives who can be reached by telephone or fax, without delay, during regular working hours, from 8:00 a.m. to 5:00 p.m., Monday to Friday. Work may sometimes be required on an emergency basis. The supplier must therefore also be reachable within a maximum of one hour by telephone outside regular working hours, that is, during the evening and on weekends and holidays.

Some contracts resulting from this supply arrangement may be urgent in nature. In such cases, the contractor may be expected to begin the work within a very short time period (e.g., begin work no more than 2 hours after the contract is awarded under the SA). When awarded a contract for urgent work, the supplier must secure the site, making it safe for occupants and the public, and repair or protect the

equipment from further damage. The supplier must ensure that the site has suitable protection against the risk of fire and environmental spills. Once the equipment is deemed safe, the supply must provide, by the next business day, a detailed estimate of the cost to fully repair and restore the apparatus to normal working order. It must also notify the identified user in writing of any time frames for obtaining materials.

The contracts awarded under this SA may require that part or all of the work be done during the evening, on weekends or on holidays. The supplier must be available to carry out the work during these periods.

A3.3 Temporary services

Each contract resulting from this SA will specify whether the identified user is required to provide the supplier with temporary services, at no cost to the latter. These services may consist of electrical power supply, water supply, the provision of temporary materials that are required, etc.

The identified user's representative at the work site may stop these temporary services at any time without notice. The identified user cannot be held responsible for any work site delays resulting from such an interruption in the provision of temporary services. PWGSC cannot be held responsible for damage or delays caused by the interruption. In the event that temporary services are unavailable, the contractor must provide auxiliary services at no charge (water tanks, generator, etc.). This transfer of responsibility for the provision of temporary services must not give rise to any claims, and the supplier assumes full responsibility.

A3.4 Management of contaminated soil

Throughout the term of the contracts resulting from this SA, the supplier agrees to assume all environmental responsibilities (INSURANCE POLLUTION AND OTHER).

If the identified user determines that soil has become contaminated during the work, specific instructions will be relayed to the supplier's project authority. Management of contaminated soil has not been identified as a service required under this SA. Nonetheless, PWGSC reserves the right to request soil excavation services under the SA.

A3.5 Responsibility of supplier and occupational health and safety

Throughout the term of the contracts resulting from this SA, the supplier agrees to assume all of the responsibilities normally assigned to the foreman pursuant to Quebec's *Act respecting occupational health and safety* and to act as site supervisor.

The supplier must assume responsibility for any accident or damage caused to government property or to any person on the site by its employees. It must repair the damage at its own expense, to the satisfaction of the identified user.

The supplier must assume responsibility for any accident or damage that its equipment causes to government property or to any person present on the site if the equipment is defective or has been left unattended. The supplier must repair the damage at its own expense, to the satisfaction of the identified user.

The supplier must assume full responsibility for the security of its equipment and materials during and outside work hours. Canada will not be responsible for any vandalism, theft or losses. The supplier must always inform the identified user about any problems that it cannot solve.

ANNEX "B"

Attachment 1 – Supply Arrangement submission forms

The forms in this attachment must be included in the supplier's technical arrangement.

Form 1 – Supplier's representatives

- (a) Resource person for regular bid solicitations for contracts resulting from this supply arrangement:

Name of resource person:

Title:

Telephone:

Fax:

Email:

- (b) Resource person for urgent bid solicitations during regular working hours (8:00 a.m. to 5:00 p.m., Monday to Friday):

Name of resource person:

Title:

Telephone:

Fax:

Email:

- (c) Resource person for urgent bid solicitations outside of regular working hours, including evenings, weekends and holidays:

Name of resource person:

Title:

Telephone:

Fax:

Email:

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EF928-201249

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File No. - N° du dossier
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MTC120
CCC No./N° CCC - FMS No./N° VME

Form 2 – List of Class A crew leaders as defined in article 1.01, item 9(i), of Decree No. 573-76

(a) Name of crew leader 1:

(b) Name of crew leader 2:

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Form 3 – Project Description Form

Project 1 - Project for the construction of storage tank systems	
Project title	
Client	Organization: Name of resource person: Telephone number of resource person: Email address of resource person:
Description of the work performed by the supplier:	
Project cost:	
Work period:	Start date of work (day, month): End date of work (day, month):

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Project 2 - Project for the construction of storage tank systems	
Project title	
Client	Organization: Name of resource person: Telephone number of resource person: Email address of resource person:
Description of the work performed by the supplier:	
Project cost:	
Work period:	Start date of work (day, month): End date of work (day, month):

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Project 3 - Servicing of storage tank systems	
Project title	
Client	Organization: Name of resource person: Telephone number of resource person: Email address of resource person:
Description of the work performed by the supplier:	
Project cost:	
Work period:	Start date of work (day, month): End date of work (day, month):

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Project 4 - Servicing of storage tank systems	
Project title	
Client	Organization: Name of resource person: Telephone number of resource person: Email address of resource person:
Description of the work performed by the supplier:	
Project cost:	
Work period:	Start date of work (day, month): End date of work (day, month):

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Project 5 - Maintenance of storage tank systems	
Project title	
Client	Organization: Name of resource person: Telephone number of resource person: Email address of resource person:
Description of the work performed by the supplier:	
Project cost:	
Work period:	Start date of work (day, month): End date of work (day, month):

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Project 6 - Maintenance of storage tank systems	
Project title	
Client	Organization: Name of resource person: Telephone number of resource person: Email address of resource person:
Description of the work performed by the supplier:	
Project cost:	
Work period:	Start date of work (day, month): End date of work (day, month):

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Attachment 2

Template: Invitation to tender for projects estimated at more than \$ 101,100

(Link provide for information only - the most recent version of this document at the time of the bid solicitation will be used)

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2710T/21>

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Attachment 3

Template: Invitation to tender for projects estimated at less than \$ 101,100

(Link provide for information only - the most recent version of this document at the time of the bid solicitation will be used)

<https://achatsetventes.gc.ca/politiques-et-lignes-directrices/guide-des-clauses-et-conditions-uniformisees-d-achat/5/R/R2410T/17>