



**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 PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Propane	
<b>Solicitation No. - N° de l'invitation</b> W0142-21X001/A	<b>Date</b> 2019-11-14
<b>Client Reference No. - N° de référence du client</b> W0142-21X001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-205-5223	
<b>File No. - N° de dossier</b> STN-9-42035 (205)	<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 2020-01-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baessler, Nancy	<b>Buyer Id - Id de l'acheteur</b> stn205
<b>Telephone No. - N° de téléphone</b> (306) 241-2826 ( )	<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> DEPARTMENT OF NATIONAL DEFENCE DRDC - SUFFIELD P.O.BOX 6000 RALSTON AB Alberta T0J2N0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

- 1.2.1** For the supply and delivery of bulk Propane and various sized tanks and refilling of propane on an as required basis for the Canadian Forces Base Suffield (CFB Suffield) customers including Department of National Defence (DND), Defence Research and Development Canada (DRDC), and the British Army Training Unit (BATUS).

**The period of the contract will be from 2020-04-01 to 2021-03-31 with four (4) one (1) year option periods.**

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.4** This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject

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to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

**1.2.5** The Phased Bid Compliance Process applies to this requirement.

**1.2.6** This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

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

Bid Receiving Public Works and Government Services Canada  
Government of Canada Building  
101 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, SK  
S7K 0E1

Epost: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca) \*Bids/Offers 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.

Fax: (306) 975-5397

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

#### **2.2.1 Document Required for offers Evaluation Purposes**

The Offeror must provide the following document with its offer:

a. **Refinery Rack Price Documentation**

Failure to submit the document(s) as required above will result in offer being deemed non-responsive.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Financial Bid  
Section II: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Financial Bid (one hard copy)  
Section II: 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 Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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, bidders 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: Financial Bid**

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

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### **3.1.2 Electronic Payment of Invoices – Bid**

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

If Annex “G” 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.

### **3.1.3 Exchange Rate Fluctuation**

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

## **Section II: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 (2018-07-19) General**

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

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- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional

information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

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- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### **4.1.2 The Phased Bid Compliance Process will apply to all mandatory financial criteria.**

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### **4.1.3 Financial Evaluation**

#### **4.1.1.1 Mandatory Financial Criteria**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Proposal to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for Contract award.

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

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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 Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid 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 Bidder 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 - Bid Certification**

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

### **6.2 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **7.1 Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

#### **7.1.1 Task Authorization**

##### **Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **7.1.2.1 Task Authorization Process**

###### **Task Authorization Process:**

1. G4 Procurement will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide G4 Procurement within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by G4 Procurement has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$20,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### **7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "G". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. The active status of each authorized task, as applicable.

##### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

### 7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by G4 Procurement. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

### 7.2.1 General Conditions

[2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) *Industrial Security Manual* (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from **2020-04-01** to **2021-03-31** inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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### **7.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

### **7.4.4 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Nancy Baessler, Procurement Specialist  
Public Works and Government Services Canada  
Procurement Branch, Western Region  
101 22<sup>nd</sup> Street E, Suite 110  
Saskatoon, Saskatchewan  
S7K 0E1

Telephone: 306-241-2826

Facsimile: 306-975-5397

E-mail address: Nancy.Baessler@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **7.5.2 Project Authority**

The Project Authority for the Contract is:

*To be determined.*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.5.3 Contractor's Representative**

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

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

## **7.6 Payment**

### **7.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid as detailed in the Basis of Payment – Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### **7.6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed **\$TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.6.3 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;

- c. the Work delivered has been accepted by Canada

#### **7.6.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 Direct Request by Customer Department  
C2000C (2007-11-30), Taxes – Foreign-Based Contractor  
C2505C (2008-05-12), Propane – Provincial Fuel Tax Excluded

#### **7.6.5 Electronic Payment of Invoices – Contract**

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

*To be determined*

#### **7.6.6 Invoicing Instructions**

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

Each invoice must be supported by:

- a. Refinery Rack Price Documentation as at delivery date;
  - b. Provide copies of metered delivery slips for each individual propane tank delivery;
  - c. Contractor invoices for tank rentals must clearly indicate serial numbers of each tank invoiced.
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 Certifications and Additional Information**

##### **7.7.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **7.8 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## 7.9 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 Articles of Agreement;
- (b) the general conditions 2030 (2018-06-21) General Conditions – Higher Complexity – Goods;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations;
- (h) the Contractor's bid dated \_\_\_\_\_,

## 7.10 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

## 7.11 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

B7500C (2006-06-16), Excess Goods

D3015C (2014-09-25), Dangerous Goods/Hazardous Products – Labelling and Packaging Compliance

## **ANNEX "A" REQUIREMENT**

### **SCOPE**

#### **Identification**

This Statement of Requirement (SOR) identifies the work to be performed for the supply and delivery of bulk Propane and various sized tanks and refilling of propane on an as required basis for the Canadian Forces Base Suffield (CFB Suffield) customers including Department of National Defence (DND), Defence Research and Development Canada (DRDC), and the British Army Training Unit (BATUS).

#### **Background**

Throughout CFB Suffield and area there are numerous propane tanks that require periodic inspections, re-certifications and refilling of propane. CFB Suffield manages one 3785 litre (1000 gal) propane tank for use as an "on-site" filling station.

DRDC manages twelve (12) tanks from 1893 to 7570 litres in the south western corner of the range area between 6 and 10 km distant from the eastern gate entrance. Occasionally bulk tanks from 1893 litres to 3785 litres are required for rental, fill, and possibly refill, evacuation and removal over short terms during military training exercises. CFB Suffield manage eight (8) rented tanks in two (2) specific areas of the range (identified herein) all 3785 litres. CFB Suffield is located 53 km west of downtown Medicine Hat including 8 km North on Hwy 884 (Jenner Highway).

#### **Purpose**

CFB Suffield seeks single supplier for:

- provision, delivery and off-loading of bulk Liquid Petroleum Gas (Propane) into various contractor and Crown-owned tanks;
- provision of all fuel, expertise, material, parts and labour associated with the periodic short-term and long-term rental of bulk tanks;

#### **Quality Management Authority and Technical Authority**

The Quality Management Authority for this task is the G4 Supply Officer or delegated representative.

#### **Tasks**

This SOR identifies a requirement for completion of the following tasks:

1. Supply and Delivery
2. Propane Tank Rental
3. Repair/Maintenance of Crown Owned and/or Contractor-owned tanks

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### **Delivery of Propane**

1. The Offeror must be able to provide bulk tank rental services.
2. The Offeror must deliver all products within forty-eight (48) hours from receipt of order during regular business hours.
3. The Offeror must be able to accept "Emergency" orders and deliver all products within twenty-four (24) hours from request; therefore, the Offeror is required to provide a contact name, position or individual and contact number for after-hours calls.
4. Offeror methods of handling, delivery and management of propane shall conform to the most current National Standard of Canada standards, Federal and Provincial laws or regulations.
5. Offeror delivery vehicles must be equipped with meters capable of providing printed meter slips.
6. The Offeror must provide printed meter slips for each delivery of bulk propane. The Offeror must supply the delivery slips to the Escort or on site Contact at time of delivery. After-hour delivery slips may be dropped off at the Commissionaire Gate at entry to CFB Suffield or faxed / emailed to the Project Authority.
7. The Offeror will ensure that all drivers delivering product onto the Range area have been briefed by Range Control authorities and have individual Range Access Authority. Offeror to make arrangements (at their own cost) immediately after Contract Award. Refer to Section 5.
8. The Offeror is responsible for self-recovery in the Range area should a delivery vehicle be stuck or disabled. Under no circumstances will military or DND personnel be engaged to assist. Should the Offeror engage unauthorized assistance, the Offeror is responsible for any damage incurred and shall hold the Crown harmless from any related claim.

### **Propane Tank Rental**

1. The Offeror must annually perform a verification of "physical inventory" for all CFB Suffield Offeror-owned rental and Crown-owned tanks for which service under this Contract is being provided. A copy of the inventory will be provided to the Project Authority within seven (7) calendar days of the completed inventory. Assistance may be provided from the Local Procurement Office during this inventory verification. Verifications will include location number (if applicable), tank colour, serial number and tank capacity for each rental tank.
2. The Offeror must provide rental, delivery, installation, repair and removal of various sized 1302 to 3785 litre (420 to 1000 lb) approximate portable tanks for shower, laundry and kitchen mobile facilities located at various locations in the Range area at CFB Suffield on an as and when requested basis.
3. Offeror deliveries of tanks 1302 litre or greater must include all labour, parts, travel, equipment and transportation to deliver/remove those tanks to CFB Suffield or the Range area on an as and when requested basis, including but not limited to, all blocking, setup, regulators, hoses (up to 25 feet) as well as all normal repairs and servicing during the period of rental. All work to be conducted with a Licensed Gas Fitter.
4. The Offeror must report monthly to the Project Authority the number of tanks being rented by CFB Suffield identifying size and location. When a new location is created against the account the Offeror must advise the Project Authority.
5. The Offeror is responsible to properly label all cylinders including WHMIS or other product safety requirements as per all Provincial and Federal regulations.

### **Repair/Maintenance of Contractor-owned and Crown-owned tanks**

1. The Offeror is responsible to provide all tank associated regulators, dispensing nozzles, meters, and hoses requiring repair or replacement due to normal wear and tear for Offeror-owned rental tanks at no additional cost to the Crown.
2. The Offeror must provide a service person to check and affect emergency repairs within eight (8) hours and normal repairs within twenty-four (24) hours of Task Authorization request.
3. The Offeror will service and inspect Crown-owned tanks upon request.

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## **INVOICE NOTES**

1. The Offeror must identify the CFB Suffield designated tank number as per Section 4 Tanks and Locations of the SOR, and the individual Task Authorization number associated with each Task Authorization on the bills of lading or associated invoices.
2. Offeror invoices for short-term rentals must clearly indicate the serial number of each of those tanks and associated charges invoiced.

## **SITE AUTHORITY**

The on-site authority or contact person for questions or issues that may arise in the placement or delivery of product ordered will be identified on the individual Task Authorization when required.

**TANKS & LOCATIONS**

**DND, CFB Suffield**

Serial #	Quantity	Location	Size	Approx. Refill
CFB-01 (Crown-Owned tank)	1	Building 210 Base Maintenance	3785 litres*	Bi-Monthly

\*3785 litre tank includes dispensing meter, hose and dispensing nozzle for refuelling and refilling cylinders, scale platform type for weighing bottles, located at Base Maintenance Building 210.

**CFB Suffield**

CFB Suffield has tanks located throughout the Range area. Tanks identified below are not Crown-owned but are annually rented tanks (subject to change).

- Lazy D – **89 km (one way)** North on 884 from CFB Suffield East Gate, turn right at Gate W13 and travel East on Kangaroo Rat Road to Lazy 'D'
- S-24 – **20 km (one way)** From Medicine Hat, travel North on Box Springs Road to Scott's Road to CFB Gate S-24

**\*Contractor Owned Tanks:**

Serial #*	Quantity (each)	Location	Size
1	4	Lazy 'D' (manifold system – all 4 tanks connected) – hooked up in series for garage/out building	3785 litres
2			3785 litres
3			3785 litres
4			3785 litres
5	2	Lazy 'D' – hooked up in series for the current accommodation building	3785 litres
6			3785 litres
7	2	Gate S-24 - hooked up in series at Gate S24 for the RSS Student Building	3785 litres
8			3785 Litres

\*Serial Numbers will be added/adjusted accordingly if new rental tanks are installed.

\*Additional tanks may be requested in the future

**Defence Research and Development Canada (DRDC)**

<b>Serial #</b>	<b>Location Site</b>	<b>Location - Building</b>	<b>Distance from East Gate - Approximate</b>	<b>Size - Litres</b>	<b>Size – 80% Full Litres</b>
PT-04	Building 490 Compound	B114 - Field Electrical	15 km	7,570	6,056
PT-05	Building 490 Compound	B49 – Field Support Workshop	15 km	3,785	3,028
PT-19	Weapons Test Centre	Bathroom Trailer Weapons Test Centre *Contractor Owned	21 km	1,892	1,514
PT-09	Weapons Test Centre	B53- Field Assembly	21 km	3,785	3,028
PT-10	Flash X-Ray Test Centre	B454 – X-Ray Development Trailer	21 km	3,785	3,028
PT-11	Urban Warfare Test Site (UWTS)	B144 – UWTS Assembly	21 km	3,785	3,028
PT-13	DRDC (West Side)	Building 3	On Base	3,785	3,028
PT-14	IMACH Lab	Building 640	21 km	3,785	3,028
PT-15	Open Air Test Site (OATS)	B146 OATS Facility *Contractor Owned	7 km	3,785	3,028
PT-16	Open Air Test Site (OATS)	B146-OATS Facility *Contractor Owned	7 km	3,785	3,028
PT17 Tank and Filling Station	B490 Compound	B592-POL Refill *Contractor Owned	15km	3,785	3,028
PT-18	Cameron Centre	B569-Incinerator *Contractor Owned	6 km	7,566	6,052

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### **SPECIAL CONDITIONS FOR ACCESS**

Offeror's employees requiring access to the Range areas for deliveries, pick-ups or service calls must attend a Range Access Briefing and Base Safety Briefing. This must be renewed annually and is specific to the individual requiring Range access. This briefing will be arranged by G4 Procurement (Project Authority) as the Offeror identifies each individual. Briefings are routinely held at 9:00 am Tuesdays and Thursdays each week.

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**ANNEX "B"**

**BASIS OF PAYMENT**

*GST and fuel taxes are to be excluded from prices quoted herein.  
GST and fuel taxes, if applicable, will be shown as a separate item on the invoice.*

Provincial fuel tax rates on propane or butane, if not for use as motive fuel, are not applicable and should be excluded from the pricing below.

Offeror's invoicing to include Refinery Rack Price Documentation as at delivery date.

Offeror's pricing to include delivery and offloading to the destinations listed herein.

Meter slips or bills of lading, as appropriate, must be provided upon delivery to confirm quantities delivered (refer to Annex A, Paragraph 1.5.1 Delivery of Propane).

Calculation for payment of price per litre of propane for every location and each year will be Refinery Rack Price plus Markup (Rack + \$ per litre).

**The information below will be used for evaluation purposes for Sections A, B, C, D and E. Offeror to supply with bid submission the following:**

Refinery Rack Price as of January 31, 2020 \$ \_\_\_\_\_/L

Refinery used: \_\_\_\_\_

Refinery Rack Price Documentation to be attached to this offer (any official form of documentation from a Refinery identifying the refinery rack price is acceptable).

**Section A. For the Contract period from date of Contract award to 31 Mar 2021**

***Item A1: Mark-up per Litre Bulk Propane***

<b>Item #</b>	<b>Description</b>	<b>Mark-up per Litre Pricing</b>
1.	For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges, excluding transportation and hazardous material fees). The markup price is in addition to the Refinery Rack Price on the delivery date of the "Task Authorization against the Contract":	
1a.	DND, CFB Suffield (DND) tanks	\$ _____/L
1b.	Defence Research and Development Canada (DRDC) tanks	\$ _____/L

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**Item A2: Delivery Fees of Bulk Propane**

Item #	Description	Pricing
2a.	Transportation Fee per delivery.	\$ _____/delivery
2b.	Hazardous Material Fee per delivery.	\$ _____/delivery

**Item A3: Delivery of Propane - Emergency Order**

Item #	Description	Pricing
3.	Delivery of Propane on an Emergency basis in accordance with Annex "A" (delivery within 24 hours of request). If this additional charge is applicable it would be added to the cost of bulk propane and delivery.	
3a.	Charge per emergency Task Authorization request for delivery of propane within 24 hours of request.	\$ _____/call

**Item A4: Rental Bulk Propane Tanks**

Item #	Description	Pricing
4.	Rental of Offeror-owned bulk propane tanks in accordance with Annex "A" all inclusive cost (including but not limited to delivery/removal, Licensed Gas Fitter, labour, installation, normal repair, set-up, blocking, servicing, fittings, regulators and hoses).	
4a.	Delivery and installation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4b.	Delivery and installation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4c.	Removal/evacuation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4d.	Removal/evacuation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4e.	Monthly bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4f.	Monthly bulk propane tank rental (3785 L or larger).	\$ _____/tank
4g.	Annual bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4h.	Annual bulk propane tank rental (3785 L or larger).	\$ _____/tank

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**Item A5: Service Calls for Crown-Owned bulk propane tanks**

Item #	Description	Pricing
5.	Service call rates and Licensed Gas Fitter* hourly labour rate for as and when requested service calls for Crown-Owned bulk propane tank servicing or repairs.	
5a.	Service call rate (if applicable).	\$ _____/call
5b.	Hourly labour rate during regular working hours.	\$ _____/hour
5c.	Emergency service call rate (after-hours, weekends or stat. holidays).	\$ _____/call
5d.	Emergency service call hourly labour rate (after-hours, weekends or stat. holidays).	\$ _____/call

\*Canada will not pay any fees/charges associated to an Apprentice Gas Fitter.

**Item A6: Material and Replacement Parts** (excluding installation and repair of Offeror-owned tanks, unless repairs not a result of normal wear and tear)

Item #	Description
6a.	Materials and Replacement parts (except free issue) at laid-down cost (which includes: invoice cost, transportation costs, exchange, duty and brokerage fees) plus a mark-up of _____% excluding sales tax; Good and Services Tax or Harmonized Sales Tax (GST/HST) is extra and is to be shown as a separate item on an invoice.

**Section B. For the Contract Option Period 1 from April 1, 2021 to March 31, 2022**

**Item B1: Mark-up per Litre Bulk Propane**

Item #	Description	Mark-up per Litre Pricing
1.	For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges, excluding transportation and hazardous material fees). The markup price is in addition to the Refinery Rack Price on the delivery date of the "Task Authorization against the Contract":	
1a.	DND, CFB Suffield (DND) tanks	\$ _____/L
1b.	Defence Research and Development Canada (DRDC) tanks	\$ _____/L

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**Item B2: Delivery Fees of Bulk Propane**

Item #	Description	Pricing
2a.	Transportation Fee per delivery.	\$ _____/delivery
2b.	Hazardous Material Fee per delivery.	\$ _____/delivery

**Item B3: Delivery of Propane - Emergency Order**

Item #	Description	Pricing
3.	Delivery of Propane on an Emergency basis in accordance with Annex "A" (delivery within 24 hours of request). If this additional charge is applicable it would be added to the cost of bulk propane and delivery.	
3a.	Charge per emergency Task Authorization request for delivery of propane within 24 hours of request.	\$ _____/call

**Item B4: Rental Bulk Propane Tanks**

Item #	Description	Pricing
4.	Rental of Offeror-owned bulk propane tanks in accordance with Annex "A" all inclusive cost (including but not limited to delivery/removal, Licensed Gas Fitter, labour, installation, normal repair, set-up, blocking, servicing, fittings, regulators and hoses).	
4a.	Delivery and installation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4b.	Delivery and installation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4c.	Removal/evacuation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4d.	Removal/evacuation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4e.	Monthly bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4f.	Monthly bulk propane tank rental (3785 L or larger).	\$ _____/tank
4g.	Annual bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4h.	Annual bulk propane tank rental (3785 L or larger).	\$ _____/tank

**Item B5: Service Calls for Crown-Owned bulk propane tanks**

Item #	Description	Pricing
5.	Service call rates and Licensed Gas Fitter* hourly labour rate for as and when requested service calls for Crown-Owned bulk propane tank servicing or repairs.	
5a.	Service call rate (if applicable).	\$ _____/call
5b.	Hourly labour rate during regular working hours.	\$ _____/hour
5c.	Emergency service call rate (after-hours, weekends or stat. holidays).	\$ _____/call
5d.	Emergency service call hourly labour rate (after-hours, weekends or stat. holidays).	\$ _____/call

\*Canada will not pay any fees/charges associated to an Apprentice Gas Fitter.

**Item B6: Material and Replacement Parts** (excluding installation and repair of Offeror-owned tanks, unless repairs not a result of normal wear and tear)

Item #	Description
6a.	Materials and Replacement parts (except free issue) at laid-down cost (which includes: invoice cost, transportation costs, exchange, duty and brokerage fees) plus a mark-up of _____% excluding sales tax; Good and Services Tax or Harmonized Sales Tax (GST/HST) is extra and is to be shown as a separate item on an invoice.

**Section C. For the Contract Option Period 2 from April 1, 2022 to March 31, 2023**

**Item C1: Mark-up per Litre Bulk Propane**

Item #	Description	Mark-up per Litre Pricing
1.	For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges, excluding transportation and hazardous material fees). The markup price is in addition to the Refinery Rack Price on the delivery date of the "Task Authorization against the Contract":	
1a.	DND, CFB Suffield (DND) tanks	\$ _____/L
1b.	Defence Research and Development Canada (DRDC) tanks	\$ _____/L

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**Item C2: Delivery Fees of Bulk Propane**

Item #	Description	Pricing
2a.	Transportation Fee per delivery.	\$ _____/delivery
2b.	Hazardous Material Fee per delivery.	\$ _____/delivery

**Item C3: Delivery of Propane - Emergency Order**

Item #	Description	Pricing
3.	Delivery of Propane on an Emergency basis in accordance with Annex "A" (delivery within 24 hours of request). If this additional charge is applicable it would be added to the cost of bulk propane and delivery.	
3a.	Charge per emergency Task Authorization request for delivery of propane within 24 hours of request.	\$ _____/call

**Item C4: Rental Bulk Propane Tanks**

Item #	Description	Pricing
4.	Rental of Offeror-owned bulk propane tanks in accordance with Annex "A" all inclusive cost (including but not limited to delivery/removal, Licensed Gas Fitter, labour, installation, normal repair, set-up, blocking, servicing, fittings, regulators and hoses).	
4a.	Delivery and installation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4b.	Delivery and installation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4c.	Removal/evacuation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4d.	Removal/evacuation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4e.	Monthly bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4f.	Monthly bulk propane tank rental (3785 L or larger).	\$ _____/tank
4g.	Annual bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4h.	Annual bulk propane tank rental (3785 L or larger).	\$ _____/tank

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**Item C5: Service Calls for Crown-Owned bulk propane tanks**

Item #	Description	Pricing
5.	Service call rates and Licensed Gas Fitter* hourly labour rate for as and when requested service calls for Crown-Owned bulk propane tank servicing or repairs.	
5a.	Service call rate (if applicable).	\$ _____/call
5b.	Hourly labour rate during regular working hours.	\$ _____/hour
5c.	Emergency service call rate (after-hours, weekends or stat. holidays).	\$ _____/call
5d.	Emergency service call hourly labour rate (after-hours, weekends or stat. holidays).	\$ _____/call

\*Canada will not pay any fees/charges associated to an Apprentice Gas Fitter.

**Item C6: Material and Replacement Parts** (excluding installation and repair of Offeror-owned tanks, unless repairs not a result of normal wear and tear)

Item #	Description
6a.	Materials and Replacement parts (except free issue) at laid-down cost (which includes: invoice cost, transportation costs, exchange, duty and brokerage fees) plus a mark-up of _____% excluding sales tax; Good and Services Tax or Harmonized Sales Tax (GST/HST) is extra and is to be shown as a separate item on an invoice.

**Section D. For the Contract Option Period 3 from April 1, 2023 to March 31, 2024.**

**Item D1: Mark-up per Litre Bulk Propane**

Item #	Description	Mark-up per Litre Pricing
1.	For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges, excluding transportation and hazardous material fees). The markup price is in addition to the Refinery Rack Price on the delivery date of the "Task Authorization against the Contract":	
1a.	DND, CFB Suffield (DND) tanks	\$ _____/L
1b.	Defence Research and Development Canada (DRDC) tanks	\$ _____/L

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**Item D2: Delivery Fees of Bulk Propane**

Item #	Description	Pricing
2a.	Transportation Fee per delivery.	\$ _____/delivery
2b.	Hazardous Material Fee per delivery.	\$ _____/delivery

**Item D3: Delivery of Propane - Emergency Order**

Item #	Description	Pricing
3.	Delivery of Propane on an Emergency basis in accordance with Annex "A" (delivery within 24 hours of request). If this additional charge is applicable it would be added to the cost of bulk propane and delivery.	
3a.	Charge per emergency Task Authorization request for delivery of propane within 24 hours of request.	\$ _____/call

**Item D4: Rental Bulk Propane Tanks**

Item #	Description	Pricing
4.	Rental of Offeror-owned bulk propane tanks in accordance with Annex "A" all inclusive cost (including but not limited to delivery/removal, Licensed Gas Fitter, labour, installation, normal repair, set-up, blocking, servicing, fittings, regulators and hoses).	
4a.	Delivery and installation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4b.	Delivery and installation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4c.	Removal/evacuation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4d.	Removal/evacuation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4e.	Monthly bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4f.	Monthly bulk propane tank rental (3785 L or larger).	\$ _____/tank
4g.	Annual bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4h.	Annual bulk propane tank rental (3785 L or larger).	\$ _____/tank

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**Item D5: Service Calls for Crown-Owned bulk propane tanks**

Item #	Description	Pricing
5.	Service call rates and Licensed Gas Fitter* hourly labour rate for as and when requested service calls for Crown-Owned bulk propane tank servicing or repairs.	
5a.	Service call rate (if applicable).	\$ _____/call
5b.	Hourly labour rate during regular working hours.	\$ _____/hour
5c.	Emergency service call rate (after-hours, weekends or stat. holidays).	\$ _____/call
5d.	Emergency service call hourly labour rate (after-hours, weekends or stat. holidays).	\$ _____/call

\*Canada will not pay any fees/charges associated to an Apprentice Gas Fitter.

**Item D6: Material and Replacement Parts** (excluding installation and repair of Offeror-owned tanks, unless repairs not a result of normal wear and tear)

Item #	Description
6a.	Materials and Replacement parts (except free issue) at laid-down cost (which includes: invoice cost, transportation costs, exchange, duty and brokerage fees) plus a mark-up of _____% excluding sales tax; Good and Services Tax or Harmonized Sales Tax (GST/HST) is extra and is to be shown as a separate item on an invoice.

**Section E. For the Contract Option Period 4 – April 1, 2024 to March 31, 2025.**

**Item E1: Mark-up per Litre Bulk Propane**

Item #	Description	Mark-up per Litre Pricing
1.	For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges, excluding transportation and hazardous material fees). The markup price is in addition to the Refinery Rack Price on the delivery date of the "Task Authorization against the Contract":	
1a.	DND, CFB Suffield (DND) tanks	\$ _____/L
1b.	Defence Research and Development Canada (DRDC) tanks	\$ _____/L

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**Item E2: Delivery Fees of Bulk Propane**

Item #	Description	Pricing
2a.	Transportation Fee per delivery.	\$ _____/delivery
2b.	Hazardous Material Fee per delivery.	\$ _____/delivery

**Item E3: Delivery of Propane - Emergency Order**

Item #	Description	Pricing
3.	Delivery of Propane on an Emergency basis in accordance with Annex "A" (delivery within 24 hours of request). If this additional charge is applicable it would be added to the cost of bulk propane and delivery.	
3a.	Charge per emergency Task Authorization request for delivery of propane within 24 hours of request.	\$ _____/call

**Item E4: Rental Bulk Propane Tanks**

Item #	Description	Pricing
4.	Rental of Offeror-owned bulk propane tanks in accordance with Annex "A" all inclusive cost (including but not limited to delivery/removal, Licensed Gas Fitter, labour, installation, normal repair, set-up, blocking, servicing, fittings, regulators and hoses).	
4a.	Delivery and installation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4b.	Delivery and installation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4c.	Removal/evacuation of a bulk propane tank (smaller than 3785 L).	\$ _____/tank
4d.	Removal/evacuation of a bulk propane tank (3785 L or larger).	\$ _____/tank
4e.	Monthly bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4f.	Monthly bulk propane tank rental (3785 L or larger).	\$ _____/tank
4g.	Annual bulk propane tank rental (smaller than 3785 L).	\$ _____/tank
4h.	Annual bulk propane tank rental (3785 L or larger).	\$ _____/tank

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**Item E5: Service Calls for Crown-Owned bulk propane tanks**

Item #	Description	Pricing
5.	Service call rates and Licensed Gas Fitter* hourly labour rate for as and when requested service calls for Crown-Owned bulk propane tank servicing or repairs.	
5a.	Service call rate (if applicable).	\$_____/call
5b.	Hourly labour rate during regular working hours.	\$_____/hour
5c.	Emergency service call rate (after-hours, weekends or stat. holidays).	\$_____/call
5d.	Emergency service call hourly labour rate (after-hours, weekends or stat. holidays).	\$_____/call

\*Canada will not pay any fees/charges associated to an Apprentice Gas Fitter.

**Item E6: Material and Replacement Parts** (excluding installation and repair of Offeror-owned tanks, unless repairs not a result of normal wear and tear)

Item #	Description
6a.	Materials and Replacement parts (except free issue) at laid-down cost (which includes: invoice cost, transportation costs, exchange, duty and brokerage fees) plus a mark-up of _____% excluding sales tax; Good and Services Tax or Harmonized Sales Tax (GST/HST) is extra and is to be shown as a separate item on an invoice.

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**



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

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



Contract Number / Numéro du contrat <b>W0142-21X001</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

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## ANNEX "D"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

2. 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 Insured: 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 endeavor 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. 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 co-defend 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.

## **2. 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 endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.

### **3. Environmental Impairment Liability Insurance**

1. The Contractor must obtain Storage Tank Third Party 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Storage Tank Third Party 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of insured: 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.
  - d. 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.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
  - f. Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.

Solicitation No. - N° de l'invitation  
W0142-21X001/A  
Client Ref. No. - N° de réf. du client  
W0142-21X001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42035

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E"**

**DND 626 TASK AUTHORIZATION FORM**

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à	_____ Date <span style="float: right;">for the Department of National Defence pour le ministère de la Défense nationale</span>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

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**ANNEX "F"**

**FINANCIAL EVALUATION**

**1. Financial Evaluation**

The estimated quantities and units listed herein are for evaluation purposes only and will not form part of any resulting Contract.

The total aggregate price will be calculated using the following formula and the prices offered at Annex "B", Basis of Payment: (note: \$ per litre plus (+) rack price is defined as unit price).

**Section A:**

- i. unit price for Item 1a. DND, CFB Suffield (DND) tanks times (x) 38,000 L;
- Plus ii. unit price for Item 1b. Defence Research and Development Canada (DRDC) tanks times (x) 96,000 L;
- Plus iii. unit price for Item 2a. Transportation Fee times (x) 30 deliveries;
- Plus iv. unit price for Item 2b. Hazardous Material Fee times (x) 30 deliveries;
- Plus v. unit price for Item 3a. Emergency Task Authorization for delivery times (x) 1 delivery;
- Plus vi. price offered for Item 4a. Propane Tank installation [ $>3785L$ ] times (x) 2 units;
- Plus vii. price offered for Item 4b. Propane Tank installation [ $3785L \leq$ ] times (x) 9 units;
- Plus viii. price offered for Item 4c. Propane Tank removal [ $>3785L$ ] times (x) 2 units;
- Plus ix. price offered for Item 4d. Propane Tank removal [ $3785L \leq$ ] times (x) 9 units;
- Plus x. price offered for Item 4e. Monthly Propane Tank rental [ $>3785L$ ] times (x) 2 months;
- Plus xi. price offered for Item 4f. Monthly Propane Tank rental [ $3785L \leq$ ] times (x) 2 months;
- Plus xii. price offered for Item 4g. Annual Propane Tank rental [ $>3785L$ ] times (x) 1 year;
- Plus xiii. price offered for Item 4h. Annual Propane Tank rental [ $3785L \leq$ ] times (x) 1 year;
- Plus xiv. price offered for Item 5a. Service Call rate times (x) 5 calls;
- Plus xv. price offered for Item 5b. Hourly Service Call rate times (x) 15 hours;
- Plus xvi. price offered for Item 5c. Emergency Service Call rate times (x) 5 calls;
- Plus xvii. price offered for Item 5d. Emergency Service Call rate times (x) 15 hours;

Equals (=) the **Aggregate Offer Price** for period from date of Contract award to March 31, 2021.

**Section B:**

- i. unit price for Item 1a. DND, CFB Suffield (DND) tanks times (x) 38,000 L;
- Plus ii. unit price for Item 1b. Defence Research and Development Canada (DRDC) tanks times (x) 96,000 L;
- Plus iii. unit price for Item 2a. Transportation Fee times (x) 30 deliveries;
- Plus iv. unit price for Item 2b. Hazardous Material Fee times (x) 30 deliveries;
- Plus v. unit price for Item 3a. Emergency Task Authorization for delivery times (x) 1 delivery;
- Plus vi. price offered for Item 4a. Propane Tank installation [ $>3785L$ ] times (x) 2 units;
- Plus vii. price offered for Item 4b. Propane Tank installation [ $3785L \leq$ ] times (x) 9 units;
- Plus viii. price offered for Item 4c. Propane Tank removal [ $>3785L$ ] times (x) 2 units;
- Plus ix. price offered for Item 4d. Propane Tank removal [ $3785L \leq$ ] times (x) 9 units;
- Plus x. price offered for Item 4e. Monthly Propane Tank rental [ $>3785L$ ] times (x) 2 months;
- Plus xi. price offered for Item 4f. Monthly Propane Tank rental [ $3785L \leq$ ] times (x) 2 months;
- Plus xii. price offered for Item 4g. Annual Propane Tank rental [ $>3785L$ ] times (x) 1 year;
- Plus xiii. price offered for Item 4h. Annual Propane Tank rental [ $3785L \leq$ ] times (x) 1 year;
- Plus xiv. price offered for Item 5a. Service Call rate times (x) 5 calls;
- Plus xv. price offered for Item 5b. Hourly Service Call rate times (x) 15 hours;

- Plus xvi. price offered for Item 5c. Emergency Service Call rate times (x) 5 calls;  
Plus xvii. price offered for Item 5d. Emergency Service Call rate times (x) 15 hours;

Equals (=) the **Aggregate Offer Price** for period from April 1, 2021 to March 31, 2022.

**Section C:**

- i. unit price for Item 1a. DND, CFB Suffield (DND) tanks times (x) 38,000 L;  
Plus ii. unit price for Item 1b. Defence Research and Development Canada (DRDC) tanks times (x) 96,000 L;  
Plus iii. unit price for Item 2a. Transportation Fee times (x) 30 deliveries;  
Plus iv. unit price for Item 2b. Hazardous Material Fee times (x) 30 deliveries;  
Plus v. unit price for Item 3a. Emergency Task Authorization for delivery times (x) 1 delivery;  
Plus vi. price offered for Item 4a. Propane Tank installation [ $>3785L$ ] times (x) 2 units;  
Plus vii. price offered for Item 4b. Propane Tank installation [ $3785L \leq$ ] times (x) 9 units;  
Plus viii. price offered for Item 4c. Propane Tank removal [ $>3785L$ ] times (x) 2 units;  
Plus ix. price offered for Item 4d. Propane Tank removal [ $3785L \leq$ ] times (x) 9 units;  
Plus x. price offered for Item 4e. Monthly Propane Tank rental [ $>3785L$ ] times (x) 2 months;  
Plus xi. price offered for Item 4f. Monthly Propane Tank rental [ $3785L \leq$ ] times (x) 2 months;  
Plus xii. price offered for Item 4g. Annual Propane Tank rental [ $>3785L$ ] times (x) 1 year;  
Plus xiii. price offered for Item 4h. Annual Propane Tank rental [ $3785L \leq$ ] times (x) 1 year;  
Plus xiv. price offered for Item 5a. Service Call rate times (x) 5 calls;  
Plus xv. price offered for Item 5b. Hourly Service Call rate times (x) 15 hours;  
Plus xvi. price offered for Item 5c. Emergency Service Call rate times (x) 5 calls;  
Plus xvii. price offered for Item 5d. Emergency Service Call rate times (x) 15 hours;

Equals (=) the **Aggregate Offer Price** for period from April 1, 2022 to March 31, 2023.

**Section D:**

- i. unit price for Item 1a. DND, CFB Suffield (DND) tanks times (x) 38,000 L;  
Plus ii. unit price for Item 1b. Defence Research and Development Canada (DRDC) tanks times (x) 96,000 L;  
Plus iii. unit price for Item 2a. Transportation Fee times (x) 30 deliveries;  
Plus iv. unit price for Item 2b. Hazardous Material Fee times (x) 30 deliveries;  
Plus v. unit price for Item 3a. Emergency Task Authorization for delivery times (x) 1 delivery;  
Plus vi. price offered for Item 4a. Propane Tank installation [ $>3785L$ ] times (x) 2 units;  
Plus vii. price offered for Item 4b. Propane Tank installation [ $3785L \leq$ ] times (x) 9 units;  
Plus viii. price offered for Item 4c. Propane Tank removal [ $>3785L$ ] times (x) 2 units;  
Plus ix. price offered for Item 4d. Propane Tank removal [ $3785L \leq$ ] times (x) 9 units;  
Plus x. price offered for Item 4e. Monthly Propane Tank rental [ $>3785L$ ] times (x) 2 months;  
Plus xi. price offered for Item 4f. Monthly Propane Tank rental [ $3785L \leq$ ] times (x) 2 months;  
Plus xii. price offered for Item 4g. Annual Propane Tank rental [ $>3785L$ ] times (x) 1 year;  
Plus xiii. price offered for Item 4h. Annual Propane Tank rental [ $3785L \leq$ ] times (x) 1 year;  
Plus xiv. price offered for Item 5a. Service Call rate times (x) 5 calls;  
Plus xv. price offered for Item 5b. Hourly Service Call rate times (x) 15 hours;  
Plus xvi. price offered for Item 5c. Emergency Service Call rate times (x) 5 calls;  
Plus xvii. price offered for Item 5d. Emergency Service Call rate times (x) 15 hours;

Equals (=) the **Aggregate Offer Price** for period from April 1, 2023 to March 31, 2024.

**Section E:**

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- Plus i. unit price for Item 1a. DND, CFB Suffield (DND) tanks times (x) 38,000 L;
  - Plus ii. unit price for Item 1b. Defence Research and Development Canada (DRDC) tanks times (x) 96,000 L;
  - Plus iii. unit price for Item 2a. Transportation Fee times (x) 30 deliveries;
  - Plus iv. unit price for Item 2b. Hazardous Material Fee times (x) 30 deliveries;
  - Plus v. unit price for Item 3a. Emergency Task Authorization for delivery times (x) 1 delivery;
  - Plus vi. price offered for Item 4a. Propane Tank installation [ $>3785L$ ] times (x) 2 units;
  - Plus vii. price offered for Item 4b. Propane Tank installation [ $3785L \leq$ ] times (x) 9 units;
  - Plus viii. price offered for Item 4c. Propane Tank removal [ $>3785L$ ] times (x) 2 units;
  - Plus ix. price offered for Item 4d. Propane Tank removal [ $3785L \leq$ ] times (x) 9 units;
  - Plus x. price offered for Item 4e. Monthly Propane Tank rental [ $>3785L$ ] times (x) 2 months;
  - Plus xi. price offered for Item 4f. Monthly Propane Tank rental [ $3785L \leq$ ] times (x) 2 months;
  - Plus xii. price offered for Item 4g. Annual Propane Tank rental [ $>3785L$ ] times (x) 1 year;
  - Plus xiii. price offered for Item 4h. Annual Propane Tank rental [ $3785L \leq$ ] times (x) 1 year;
  - Plus xiv. price offered for Item 5a. Service Call rate times (x) 5 calls;
  - Plus xv. price offered for Item 5b. Hourly Service Call rate times (x) 15 hours;
  - Plus xvi. price offered for Item 5c. Emergency Service Call rate times (x) 5 calls;
  - Plus xvii. price offered for Item 5d. Emergency Service Call rate times (x) 15 hours;

Equals (=) the **Aggregate Offer Price** for period from April 1, 2024 to March 31, 2025.

***The Aggregate Offer price for each period will then be added together.  
(Section A + Section B + Section C + Section D + Section E = Evaluated Price.)***

Solicitation No. - N° de l'invitation  
W0142-21X001/A  
Client Ref. No. - N° de réf. du client  
W0142-21X001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42035

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "G" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder 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)