

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

**Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300**

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet Various Maintenance Products & Acce	
Solicitation No. - N° de l'invitation 21301-209000/A	Date 2020-01-30
Client Reference No. - N° de référence du client 21301-209000	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-030-15634
File No. - N° de dossier MTA-9-42267 (030)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-16	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée Voir doc.	
Address Enquiries to: - Adresser toutes questions à: Pommet, Bruno André	Buyer Id - Id de l'acheteur mta030
Telephone No. - N° de téléphone (514)702-9582 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SERVICE CORRECTIONNEL DU CANADA 250 MONTEE ST FRANCOIS Centre régional de services LAVAL Québec H7C1S5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	5
2.4 APPLICABLE LAWS	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	5
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES	7
4.2 BASIS OF SELECTION.....	8
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	8
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	8
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	9
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	9
A. STANDING OFFER.....	9
7.1 OFFER	9
7.2 SECURITY REQUIREMENTS	9
7.3 STANDARD CLAUSES AND CONDITIONS.....	9
7.4 TERM OF STANDING OFFER.....	10
7.5 AUTHORITIES	10
7.6 IDENTIFIED USERS	11
7.7 CALL-UP INSTRUMENT	11
7.8 LIMITATION OF CALL-UPS.....	12
7.9 FINANCIAL LIMITATION	12
7.10 PRIORITY OF DOCUMENTS	12
7.11 CERTIFICATIONS AND ADDITIONAL INFORMATION	12
7.12 APPLICABLE LAWS	13
7.13 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	13
B. RESULTING CONTRACT CLAUSES	13
7.1 STATEMENT OF WORK.....	13
7.2 STANDARD CLAUSES AND CONDITIONS	13
7.3 TERM OF CONTRACT	13
7.4 PAYMENT	14
7.5 INVOICING INSTRUCTIONS	14
7.6 INSURANCE	14
7.7 SACC MANUAL CLAUSES	14
ANNEX "A"	15

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX "B" BASIS OF PAYMENT	16
ANNEX "C"	17
ANNEX "D"	19
ANNEX "E"	21
ANNEX "F"	22

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include: Requirement, Basis of payment, Delivery Addresses, Request to access a Federal Institution and any other annexes.

1.2 Summary

- 1.2.1** Request for a Regional Individual Standing Offer (RISO) to supply various maintenance products and accessories to the Correctional Service Canada, various establishments on an as and when ordered basis (see Appendix C for delivery addresses). The Standing Offer(s) resulting from this process will be in effect from the date of issue and for a period of two (2) years and will include a right for Canada to exercise a one-year option.

A maximum of 5 Standing Offers (SO) may be issued. The Standing Offer(s) issued may include **one or more of the five (5) regions** indicated in Annex C.

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

1.3 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: **90 days**

2.1.1 SACC Manual Clauses

[A3015T](#) (2014-06-26), Certifications - Bid
[M1004T](#) (2016-01-28), Condition of Material - Offer

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit, the email address is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

Note: Offers 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 [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

PWGSC does not guarantee a response if the email is sent 6 days or less before the closing date of the period.

2.3 Enquiries - Request for Standing Offers

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

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Financial Offer
Section II: Certifications

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

Section I: Financial Offer (1 hard copy)

Annex B – COPY

Once your offer has been completed and transmitted by mail or facsimile or submitted in person, **a copy** of the ANNEX B (**Excel file only**) is requested by e-mail to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Section II: Certifications (1 hard copy)

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

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

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

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

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

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

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

Section I: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

Financial evaluation will be based on the total * of each of the 2 firm years and of the option year in Annex B - Basis of payment.

* Total / year = sum of the estimated quantity for each product multiplied by the unit price offered.

1- Offerors are required to submit prices for all years, that is, for each of the 2 years of the firm period and for the optional year (3 years total).

2- Offerors are not required to submit prices for all products in Annex B. However, **a minimum of 80% of the products and accessories must be offered for each of the 5 regions**. See each tab of the Annex B for details.

3- A spread of 15% will be accepted between the requested formats and the offered formats by the offerors. To standardize the spread, the rule of 3 will be used to verify the 15% spread allowed and to obtain the standardized price.

Example: Format requested: 4 L
 Offered format: 3.8 L at \$5.25
 Spread: $3.8 \text{ L} / 4 \text{ L} = 0.95\%$ (5% spread)
 Standardized price $\rightarrow (\$5.25 \times 4\text{L}) / 3.8\text{L} = \5.53

4- In the event that an offeror does not provide a price for one or several items, PWGSC will, for evaluation purposes only, substitute the highest price quoted by another bidder. If all offerors fail to provide a price for a particular item, that item will be eliminated from the evaluation. This method will be used for the purpose of obtaining an aggregate value for each offer.

4.1.2 Evaluation of Price - Canadian/Foreign Offerors

M0222T (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors

Note: Packaging, transportation and delivery costs must be included in all unit prices offered in Annex B.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Note: Canada reserves the right to issue up to five (5) Standing Offers.
The Standing Offer(s) issued may include **one or more of the five (5) regions** indicated in Annex C.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation (*see Annex F*)

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Environmental certification - Ecolabel

All Annex B maintenance products identified with the mention '**Product with eco-label - environmental certification type I or III - mandatory**' must meet this requirement, otherwise they will be rejected from the offer of the offeror. For these products, proof of certification must be provided at the time of submission of the offer or before the issuance of the standing offer upon Canada's request.

Note: More information on **eco-labels - environmental certification type I or III** can be found, among others, on the official website of the *Ministère Environnement et Lutte contre les changements climatiques Québec*

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

N/A

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

7.2 Security Requirements

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

7.3 Standard Clauses and Conditions

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer *(will be completed at the issuance of the Standing Offer)*

The period for making call-ups against the Standing Offer is from _____ to _____.

7.4.2 Extension of Standing Offer *(will be completed at the issuance of the Standing Offer)*

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional (1) period of twelve (12) months, from _____ to _____ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: **Bruno André Pommet**
Title: Supply specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Quebec Region
Address: 800 rue de la Gauchetière Ouest, Bureau 7300, Montreal (Quebec), H5A 1L6
Telephone: (514) 702-9582
Facsimile: (514) 496-3822
E-mail address: brunoandre.pommet@tpsgc.gc.ca

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

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

7.5.2 Project Authority *(will be completed at the issuance of the Standing Offer)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

7.5.3 Offeror's Representative *(to be filled out by the offeror)*

General information & Follow-up on delivery

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Identified Users

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

Correctional Service Canada (CSS) – Various institutions within the province of Quebec.
(See Annex C for the various delivery addresses)

7.7 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. The following form could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$25,000.00** (Applicable Taxes included).

7.9 Financial Limitation *(will be completed at the issuance of the Standing Offer)*

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

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

Note: The Standing Offer will be awarded in Canadian currency. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Delivery Addresses;
- h) Annex D, Access to a Federal Institution (CSS);
- i) the Offeror's offer dated _____ *(insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).*

7.11 Certifications and Additional Information

7.11.1 Compliance

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

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*insert the name of a province or a territory of CANADA*)

7.13 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm prices specified in Annex B – Basis of payment. Customs duties are excluded and Applicable Taxes are extra.

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

7.4.2 Single Payment

H1000C, (2008-05-12), Single Payment

7.4.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes – Foreign Contractor.

7.4.4 Electronic Payment of Invoices – Call-up *(Final choices will be based on selected options in annex E)*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only).

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.6 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance, no specific requirement

7.7 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
A9068C (2010-01-11) - Government Site Regulations
B7500C (2006-06-16) - Excess Goods

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

REQUIREMENT

Description

This Regional Individual Standing Offer (RISO) request involves the provision, on an as and when ordered basis, **various maintenance products and accessories**.

Identified user

Correctional Service Canada (CSS), various Institutions, refer to annex C for delivery addresses.

Period of standing proposal

From date of issuance and for a two (2) year period (firm) with the possibility of one (1) optional year.

Delay

Products will have to be delivered within 5 working days following reception of a call-up.

Emergency services

At all times during the period of the Standing Offer, when "Urgent" requests are made, the offeror will commit to supplying the goods within seventy-two (72) hours following receipt of an order.

Access to a federal institution – Correctional Service Canada (See Annex D as a reference only)

Please note that there might be a delay entering and exiting the institutions. The client may require that a security investigation be made on the supplier's delivery staff.

Furthermore, the supplier shall ensure that his staff members carry a proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be searched when entering and exiting the institutions.

Quantities

The estimated quantities for each of the required items can be found in Annex B - List of products.

Minimum Call-Up Value

A \$1 000.00 minimum for call-ups is required in order to represent a reasonable amount of goods to ensure that deliveries will be cost-effective for both the supplier and the Correctional Service Canada.

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX "B" BASIS OF PAYMENT

VARIOUS MAINTENANCE PRODUCTS & ACCESSORIES (attached)

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

DELIVERY ADDRESSES

IMPORTANT:

The Offeror must be able to deliver the items offered for all delivery addresses listed below for the region or regions for which an offer has been submitted.

There are 5 distinct regions.

An offer can be submitted for one, more than one or the five (5) regions.

REGION 1 : GREATER MONTREAL REGION

Delivery addresses	Delivery hours and particularities
Correctional Learning and Development Centre (Quebec) 5500 boulevard Lévesque Laval (Québec) H7C 1N7	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm
Regional Service centre 250 Montée St-François Laval (Québec) H7C 1S5	Monday to Friday From 8:00 to 11:30 am and From 1:00 to 3:30 pm
Federal Training Centre – site 600 600, Montée St-François Laval (Québec) H7C 1S5	Monday to Friday From 7:30 to 11 :00 am and from 1:00 to 3:00 pm
Federal Training Center – site 6099 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm <u>IMPORTANT:</u> Delivery vehicles entering the Federal Training Center site 6099 shall not exceed 11'4" in height.
Archambault Institution - min. 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and from 12:30 to 3:30 pm
Archambault Institution - med. 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm
Regional Reception Center 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.

File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

Joliette Institution 400, rue Marsolais Joliette (Québec) J6E 8V4	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm
---	---

REGION 2 : QUEBEC REGION

Delivery addresses	Delivery hours and particularities
Donnacona Institution 1537, route 138 Donnacona (Québec) G3M 1C9	Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm
CCC Marcel-Caron 825, rue Kirouac Québec (Québec) G1N 2J7	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>

REGION 3 : PORT-CARTIER

Delivery address	Delivery hours and particularities
Port-Cartier Institution 1, rue de l'Aéroport Port-Cartier (Québec) G5B 2W2	Monday to Friday From 8:00 to 11:00 am and From 1:00 to 3:30 pm

REGION 4 : LA MACAZA

Delivery address	Delivery hours and particularities
La Macaza Institution 321, Chemin de l'Aéroport La Macaza (Québec) J0T 1R0	Monday to Friday From 8:30 to 11:00 am and from 1:30 to 3:00 pm

REGION 5 : COWANSVILLE & DRUMMONDVILLE

Delivery addresses	Delivery hours and particularities
Cowansville Institution 400, Fordyce Cowansville (Québec) J2K 3N7	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm IMPORTANT: Maximum height of pallets, including thickness of the pallet, is five (5) feet.
Drummond Institution 2025, boul. Jean-de-Brébeuf Drummondville (Québec), J2B 7Z6	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

REQUEST TO ACCESS A FEDERAL INSTITUTION CORRECTIONAL SERVICE CANADA

Request to access a federal institution

PERSONAL INFORMATION

Surname: _____

Full name:

Date of birth (YY-MM-DD): _____

Sex: M ☐ F ☐

Height: _____ Weight: _____

Eye color: _____ Hair color:

Street: _____

City:

Province: _____

Postal code:

Tel. Number: Home: (____) _____

Cellular: (____) _____

GENERAL INFORMATION

Have you ever been found guilty of a criminal offence or do you have any pending charges?

No ☐ Yes ☐ If so, which?

Do you know personally anyone incarcerated in a federal or provincial institution?

No ☐ Yes ☐ If so, what is the name?

Are you registered as an inmate's visitor or have you ever visited an inmate?

No ☐ Yes ☐ If so, what is the name?

Have you made a similar request for access in the last two years?

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

No ☐ Yes ☐ If so, for which institution?

What is the reason for your request to access a federal institution?

Name of your employer / educational institution?

Name of the employee responsible for the visit:

Privacy act statement

Personal information about you is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. **Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.**

I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.

Applicant signature: _____ Date: _____

Signature of employee responsible for the visit: _____ Date: _____

RESERVED FOR THE PREVENTIVE SECURITY DEPARTMENT

Institution: _____

Access to the institution granted: No ☐ Yes ☐

Name of Security intelligence officer: _____ Date: _____

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only).

Solicitation No. - N° de l'invitation
21301-209000/A
Client Ref. No. - N° de réf. du client
21301-209000

Amd. No. - N° de la modif.
File No. - N° du dossier
mta 9-42267

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX “F”

COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE ALL DIRECTOR’S FULL NAMES IN BLOCK LETTERS

PROCUREMENT - BUSINESS NUMBER (PBN): _____