



**11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

Offre à commandes individuelle régionale (OCIR)

Comments - Commentaires

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

Furniture Division/Division des ameublements
L'Esplanade Laurier,
East Tower 7th Floor
Tour est 7e étage,
140 O'Connor, Street,
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

Title - Sujet Installation Services - CORCAN	
Solicitation No. - N° de l'invitation 21C80-192640/A	Date 2020-02-06
Client Reference No. - N° de référence du client 3092640	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PQ-990-78458
File No. - N° de dossier pq990.21C80-192640	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-19	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Arbour, Nathalie	Buyer Id - Id de l'acheteur pq990
Telephone No. - N° de téléphone (873)353-5903 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

Annex A - Statement of Work
Annex B - Basis of Payment
Annex C - Security Requirement Check List
Annex D - Insurance Requirements
Annex E - Standing Offer Usage Report
Annex F - Installation Service Call Form - Example

1.2 Summary

1.2.1 Requirement

Public Works Government Services Canada (PWGSC), on behalf of its client, Correctional Service Canada (CSC) - CORCAN has a requirement to establish up to two (2) Regional Individual Standing Offers (RISO) per area of work on an "as and when requested" basis in accordance with the Statement of Work at Annex A. It includes the installation, dismantling and reconfiguring of all models of CORCAN workstation systems, including the installation of other CORCAN furniture lines. It also includes the provision of

a full range of repairs associated with warranty claim services on CORCAN installed furniture.

Public Works and Government Services Canada (PWGSC) is administering this procurement on behalf of Correctional Service Canada (CSC) - CORCAN. It is PWGSC's intention to issue up to two (2) Regional Standing Offers for each area of work identified in Part 3 – Offer Preparation Instructions, Section 3.1.3 Area(s) of Work.

Offerors may be issued a Standing Offer for more than one area of work.

1.2.2 Period of the Standing Offer

The period of the resulting Standing Offer(s) will be for an initial period of one (1) year from the issuance of the Standing Offer(s), with Canada retaining an irrevocable option to extend the Standing Offer(s) by up to three (3) additional consecutive one (1) year option periods under the same terms and conditions.

1.2.3 Trade Agreements

This requirement is subject to the Canadian Free Trade Agreement (CFTA), the North American Free Trade Agreement (NAFTA), the Canada-Columbia Free Trade Agreement, the Canada-Korea Free Trade Agreement, the Canada-Chili Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Ukraine Free Trade Agreement, the World Trade Organization-Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

1.2.4 Epost Connect Service

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 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

1.4 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.

1.5 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 section 7.15 Transition to an e-Procurement Solution (EPS) of Part 7A Standing Offer.

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: 120 days

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 in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

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.

2.3 Former Public Servant

See Part 5 section 5.2.3 Former Public Servant – Competitive – Offer, and sections 7.6 of Part 7A – Standing Offer and 7.4 of Part 7B – Resulting Contract Clauses.

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications
Section IV: Additional Information

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard 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) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in Canadian Funds in accordance with the Annex B - Basis of Payment and Part 4 – Evaluation Procedures and Basis of Selection, Section 4.1.2 Financial Evaluation.

Offerors may submit an offer for more than one (1) area of work. Each area of work will be evaluated individually. Therefore, there is the potential for an Offeror to be offered more than one (1) area of work.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3 - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Area(s) of Work

Offerors should indicate the area(s) of work below for which they are submitting an offer by checking the appropriate box. One (1) or more area of work may be selected.

Area of Work	Offeror Selection
<p><u>Lower Mainland, British Columbia</u></p> <p>The Lower Mainland is defined as follows:</p> <ul style="list-style-type: none">• Metro Vancouver, Fraser Valley and the Sea to Sky area, extending up to Pemberton and including the Sunshine Coast.	<input type="checkbox"/>
<p><u>Vancouver Island, British Columbia</u></p> <p>The Vancouver Island is defined as follows:</p> <ul style="list-style-type: none">• Vancouver Island and the surrounding islands.	<input type="checkbox"/>

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3092640

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

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

Attachment 1 to Part 3 – Electronic Payment Instruments

ELECTRONIC PAYMENT INSTRUMENTS

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

No.	Mandatory Technical Criteria (MTC)	Met/Not Met	Offeror Response Description (include location in offer)
MTC 1	<p>The Offeror must have been in business performing the installation of workstation systems and freestanding furniture for a minimum of three (3) years as of the bid closing date.</p> <p>To demonstrate that it meets this requirement, the Offeror must:</p> <ul style="list-style-type: none"> Submit with its offer the documented proof of its status (such as certificates of incorporation or business registrations confirming the number of years it has been in business). 		

No.	Mandatory Technical Criteria (MTC)	Met/Not Met	Offeror Response Description (include location in offer)
MTC 2	<p>The Offeror must demonstrate that they have successfully completed, four (4) <u>Installation projects</u> within the last three (3) years that included a minimum of twenty five (25) workstations per project.</p> <p>To demonstrate that it meets this requirement, the Offeror must provide the following details, as a minimum, for each project submitted:</p> <ul style="list-style-type: none"> a) Name of the client organization or company; b) Details about the work performed by the Offeror on the project; c) The start and end dates of the project; d) The number of workstations that were installed; e) A reference with contact information that can validate the information provided. The reference must be an individual from the client organization or company who was involved in the project. <p>Overlapped periods are acceptable when referencing more than one project.</p> <p>The reference provided may be contacted to validate the information provided.</p>		

No.	Mandatory Technical Criteria (MTC)	Met/Not Met	Offeror Response Description (include location in offer)
MTC 3	<p>Experience of the <u>Furniture Installation Supervisor</u></p> <p>The Offeror must demonstrate that the proposed Furniture Installation Supervisor has a minimum of two (2) years of experience within the last five (5) years in installing, dismantling, and reconfiguring office furniture.</p> <p>A detailed Resume must be provided.</p> <p>Only listing job title(s) without details will not be accepted as experience. The Offeror must demonstrate the experience of the Furniture Installation Supervisor by describing the specific work he/she performed.</p> <p>To demonstrate the experience of the Furniture Installation Supervisor, the Offeror must provide the following information:</p> <ul style="list-style-type: none"> a) Job title(s); b) Description of specific work/activities; c) Start and End dates; and d) A minimum of two (2) references with their contact information that can validate the proposed resource's experience as a Furniture Installation Supervisor. <p>The references may be contacted to validate the information provided.</p>		

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. For each area of work offered, the Offeror must submit firm hourly rates (all-inclusive) in Canadian dollars, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.
- b. For each area of work offered, the Offeror must complete Pricing Schedule 1 in Annex B – Basis of Payment for all required services and for all years (Initial Period and Option Periods).

4.1.2.2 Additional Financial Requirement

For each area of work offered, if the Offeror wish to provide desirable requirement(s) (storage and forklift), the Offeror must complete Pricing Schedule 2 in Annex B – Basis of Payment for all items and for all years (Initial Period and Option Periods).

Pricing Schedule 2, for each area of work, will not be evaluated as they are desirable requirements.

4.1.2.3 Evaluation of Price

- a) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.
- b) Each area of work will be evaluated individually.
- c) The price used in the evaluation for each area of work will be the Total Evaluated Price of Pricing Schedule 1 in Annex B – Basis of Payment.
- d) For evaluation purposes, estimated annual usage is applied by a number of hours of the projected work/service.

These estimates do not reflect any firm number of hours of work/service that may be required by the Offeror and these estimates are the best estimates available at this time.

4.2 Basis of Selection

4.2.1 An offer must comply with all the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive.

4.2.2 Up to two (2) responsive offers per area of work will be recommended for issuance of a Standing Offer, the responsive offer with the lowest Total Evaluated Price and the responsive offer with the second lowest Total Evaluated Price.

It is PWGSC's intention to issue up to two (2) Standing Offers for each area of work.

4.3 Standing Offer Ranking and Methodology

- 4.3.1 For each area of work, Offerors which have been recommended for issuance of a standing offer will be ranked according to their Total Evaluated Price from the highest-ranked Offeror to the lowest-ranked Offeror. The highest-ranked Offeror being the responsive offer with the lowest Total Evaluated Price and the lowest-ranked Offeror being the responsive offer with the second lowest Total Evaluated Price.
- 4.3.2 For each area of work, Offerors will be notified of their rank at time of standing offer issuance.
- 4.3.3 For each area of work, the "right of first refusal basis" ranking methodology will be applied as per section 7.10 and 7.11 of Part 7A – Standing Offer.

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

- a) 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.

- b) By submitting an offer, the Offeror certifies the following:

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

5.1.2 Education and Experience (M3021T - 2012-07-16)

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that

every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) 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 Former Public Servant – Competitive - Offer (M3025T – 2016-01-28)

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

Definitions

For the purposes of this clause,

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

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or

- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror must perform the Work in accordance with the Statement of Work at Annex A for *(area of work to be inserted at the time of Standing Offer issuance)*.

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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 PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/**PWGSC**.

3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/**PWGSC**.
5. 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).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of services to the federal government under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex E. If some data is not available, the reason must be indicated in the report. If no services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is one (1) year from the date of issuance of the Standing Offer.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to three (3) additional consecutive one (1) year periods 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.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nathalie Arbour
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Division: Furniture
Address: 140 O'Connor Street, Ottawa, Ontario K1A 0R5

Telephone: 873-353-5903

E-mail address: nathalie.arbour@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: (to be completed at the issuance of the Standing Offer)

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

7.5.3 Offeror's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are Correctional Service Canada, its Special Operating Agency CORCAN and Public Works and Government Services Canada.

7.8 Call-up Instrument

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

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

or

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

7.9 Limitation of Call-ups

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

All individual call-ups against the Standing Offer exceeding \$100,000.00 CAD (Applicable Taxes included) will be forwarded to PWGSC for authorization.

7.10 Standing Offer Ranking List (SORL)

A right of first refusal ranking applies to all Call-ups.

The ranking of Offerors is as follows:

(to be completed at issuance of standing offer(s))

7.11 Call-up Procedures

The identified Users authorized to make call-ups against the Standing Offer must issue Call-ups using the Right of First Refusal process.

7.11.1 Right of First Refusal Process

The call-up procedures require that when a requirement is identified, the Identified User must contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror in its entirety. If the highest-ranked Offeror is able to meet the requirement, a Call-up must be issued to that Offeror. If the highest-ranked Offeror is unable to meet the requirement, the Identified User will contact the second ranked Offeror. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked Offeror is unable to fulfill the requirement, the Identified User is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

When any Offeror contacted is unable to fulfill the requirement, the identified User is required to document its file appropriately.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ (*insert date of offer*).

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 SACC Manual Clauses

Status of Availability of Resources – Standing Offer (M3020C – 2016-01-28)

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.14 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 the province or territory as specified by the Offeror in its offer, if applicable*).

7.15 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

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

Section 13, Interest on Overdue Accounts, of 2010C (2016-04-04) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

7.5.1.1 Services

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with Annex B – Basis of payment. Custom 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.1.2 Travel and Expenses

No travel time or expenses will be paid to the Contractor.

7.5.2 Method of Payment – Single Payment

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

7.5.3 Electronic Payment of Invoices – Call-up

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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 Invoicing Instructions

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 invoices is completed.

Invoices must be distributed as follows:

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 *SACC Manual* Clauses

7.7.1 Time Verification (C0711C – 2008-05-12)

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.7.2 Access to Facilities and Equipment (B9028C - 2007-05-25)

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

7.7.3 Government Site Regulations (A9068C – 2010-01-11)

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.8 Insurance - Specific 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. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.9 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

- 7.9.1 The Contractor must notify the Project Authority when the installation is completed;
- 7.9.2 The Project Authority must arrange for the initial walk-through inspection with the Contractor;
- 7.9.3 The walk-through inspection must take place no later than three (3) business days after installation is completed, unless an alternate time frame has been confirmed by the Project Authority;
- 7.9.4 The project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every area;
- 7.9.5 The project Authority must forward the deficiency list to the Contractor;

-
- 7.9.6 Within three (3) business days of receipt of the deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts, unless an alternate time frame has been confirmed by the Project Authority;
- 7.9.7 For all deficiencies other than those identified in 7.9.6 above, the Contractor must submit the plan of action with delivery dates or completion dates within five (5) business days from receipt of the deficiency list from the Project Authority; and
- 7.9.8 The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off indicating that the deficiencies have been rectified.

ANNEX A

STATEMENT OF WORK

Title: Installation of CORCAN Furniture and Related Services for Correctional Service Canada on an "as and when requested basis"

1.0 Background

Correctional Service Canada (CSC) has a requirement for the installation of CORCAN Furniture and related support services on an "as and when requested basis".

CORCAN is a program of the Correctional Service Canada (CSC). The objective of CORCAN is to promote offender rehabilitation by developing or improving employability.

CORCAN engages offenders in productive employment in a variety of manufacturing, agricultural, and construction enterprises. A principal goal of CORCAN is to provide Offender Workers with positive job-related work habits and the opportunity to acquire real-world marketable skills.

CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and, conditionally released offenders.

Further information can be found within the CSC website at: www.corcan.qc.ca

2.0 Scope of Work

To provide, on an "as and when requested basis", installation services of existing and new CORCAN furniture which include dismantling, reconfiguring, moving and receiving of existing or new CORCAN workstations, and repairs associated with warranty claims on CORCAN installed furniture, into the following areas of work:

- Lower Mainland, British Columbia
- Vancouver Island, British Columbia

3.0 Contractor's tasks to be performed/Services to be provided

The Contractor will provide the following services to support the following functions on an "as and when requested" basis, as required by the Technical Authority or his authorized representative:

- the installation of all models of CORCAN workstation systems
- the dismantling and reconfiguring of all models of CORCAN workstation systems
- the installation of other CORCAN furniture lines
- Provision of a full range of repairs associated with warranty claim services on CORCAN installed furniture

3.1 Contractor's tasks required to install workstations and other CORCAN furniture:

- 3.1.1 The Contractor must be prepared to be on site to perform the work within 48 hours of notice being given an issuance of a Call-up.
- 3.1.2 Develop contingency plans to react to changes on short notice (within 48 hours) in construction or moving schedules. The Contractor will notify the Project Authority accordingly.
- 3.1.3 Co-ordinate CORCAN delivery of products at the installation sites with the Project Authority or his authorized representative. Usually a trailer load contains around 10 workstations in total.
- 3.1.4 The Contractor will be responsible for the internal movement and handling of CORCAN goods at the installation site.
- 3.1.5 Goods are drop-shipped to the client's receiving site. Project Authority will provide a list of contacts.
- 3.1.6 Ensure efficient and timely unloading and movement of parts from various loads to install locations; involves co-ordination with other suppliers working on site.
- 3.1.7 Inventory and sign off on goods delivered at the installation site. It may also be necessary to count and maintain inventory and utilization records for components already at the installation site.
- 3.1.8 Communicate with CORCAN designated inside sales office, and transportation companies of any shipping problems (i.e. damage, missing parts, incorrect parts) and provide the Information required for subsequent shipment to the Project Authority.
- 3.1.9 Revise installation plans and propose alternatives to minimize delays in installation schedule and inform the Project Authority accordingly.
- 3.1.10 React as necessary to unanticipated configuration and/or schedule changes during the install.
- 3.1.11 The Contractor may be required to provide additional dollies for short period of time to be used outside installation site.
- 3.1.12 Complete all adjustments for staff occupancy which include but not limited to:
 - Touch-ups and cleanup necessary prior so install is completely clean
 - The Contractor will also be required to maintain small inventory of touch up medium and other critical items such as bolts, screws, etc.
- 3.1.13 Remove all recyclable packaging materials from the install site; clean up and remove all garbage.

3.2 Contractor's tasks associated with warranty claim services on CORCAN installed furniture:

- 3.2.1 In order to ensure CORCAN customers receive continuity and consistency of service, the Contractor will need to assign a resource who will be available within 24 hours of request to perform the repairs associated with warranty claims during the period of the Standing Offer.

- 3.2.2 Provide warranty claim service to CORCAN customers for the repair and for replacement of defective or damaged parts per call-up Instructions.
- 3.2.3 Dismantle, relocate and reassemble CORCAN workstation systems furniture or other furniture fixtures according to the Call-up. The Contractor must provide written cost estimates for this work on request by email in the language required, as per article 12.0 Language Requirements.

4.0 Contacting CORCAN

The Contractor must communicate with CORCAN Project Authority or his/her designate on progress including any on-site issues encountered (this information is required in a written report format).

The Contractor will be provided with a list of personnel to be contacted upon entering the facility.

5.0 Contractor's resources

The Contractor must provide sufficient number of resources per installation who will fulfill the following roles in both the low period and the peak periods.

- **Furniture Installation Supervisor**
- **Furniture Installer**
- **Warranty Claim Representative**

The Furniture Installation Supervisor must have a minimum of two (2) years of experience within the last five (5) years in installing, dismantling, and reconfiguring office furniture.

The Contractor's resources must have good interpersonal skills, be reliable, able to work well with others and be civil and respectful while performing the work.

6.0 Specifications and Standards

- 6.1 The Contractor and its resources must provide their own tools and all other equipment they deem necessary to complete the installation.
- 6.2 CORCAN will not be responsible for providing office or work space for the Contractor's resources.

7.0 Uniform, Badge and Safety Equipment

All members of installation crews must wear identification badges, company uniforms and appropriate construction site safety equipment at all times

8.0 Desirable Requirements:

- 8.1 Provide climate controlled storage space for up to 6,000 Square foot on an as-needed basis.
- 8.2 Provide forklift equipment (includes driver, fuel, kilometers, insurance, normal wear, and truck rental for transport if required). Increments of one hour, minimum one-hour charge.

The desirable requirements stated above may be used when there is an operational need. There is no guarantee that these requirements will be used.

9.0 Service Call Form

The Contractor must complete an Installation Service Call form for each installation and submit signed final customer acceptance of install with invoice to CORCAN. See at Annex F - Service Call Form - Example.

10.0 Schedule and Hours of Work

All work must be provided in accordance with the schedule and hours of work as specified below, or the time frames specified on each individual Call-up. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the Project Authority.

- 10.1 The Contractor will provide installation services during normal working hours. The normal working hours are from 8:00am to 5:00pm, Monday to Friday, excluding statutory holidays.
- 10.2 The Contractor will calculate the charges for hours of work performed outside of the normal working hours specified above based on the "Pricing Schedule 1" of Annex B - Basis of Payment and will submit a quote to the Project Authority or his authorized representative for approval.
- 10.3 All work performed outside of the normal working hours must not be performed unless specifically authorized in writing by the Project Authority or his authorized representative prior to the work being done.

Historically, installation busiest period is from January 1st to March 31st.

11.0 Training & Certification

- 11.1 Once the Standing Offer is issued, installers as approved by CORCAN must obtain CORCAN installation certification in all CORCAN workstation systems. Up to two days of training will be organized and offered by CORCAN representatives and the Contractor will assume all costs associated with the attendance of their resources at the training session. The training will be conducted in Abbotsford, BC at the Pacific Warehouse located at 33344 King Road, Abbotsford, B.C. V2S 4P4.
- 11.2 All resources must have valid Workplace Hazardous Materials Information System WHMIS and Fall Protection certification at the Contractor's expense prior to working on site.

12.0 Language Requirements

The Contractor's resources must have the ability to understand and to communicate in English.

ANNEX B

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations for the provision of services as described in Annex A – Statement of Work, the Contractor will be paid all-inclusive firm hourly rates and firm unit rates (if applicable) in accordance with the following Basis of Payment. Custom duties are included and Applicable Taxes are extra.

Area of Work: LOWER MAINLAND

Pricing Schedule 1: Labour Rates and Vehicle Rates

Initial Period of Standing Offer: From issuance of the Standing Offer + one (1) year

Service	A. Estimated Annual Usage (Hours) for Evaluation Purposes	B. Firm Hourly Rate (All-inclusive)	C. Total Price for Evaluation Purposes $A \times B = C$
Labour Rates			
Furniture Installation Supervisor Monday – Friday (8:00am to 5:00pm)	300	\$_____ per hour	\$
Furniture Installation Supervisor Evenings (after 5:00pm) & Weekends	50	\$_____ per hour	\$
Furniture Installer Monday – Friday (8:00am to 5:00pm)	1200	\$_____ per hour	\$
Furniture Installer Evenings (after 5:00pm) & Weekends	200	\$_____ per hour	\$
Warranty Claim Representative	50	\$_____ per hour	\$
Vehicle Rates			
Truck Rate Three (3) Ton (including one driver/installer)	50	\$_____ per hour	\$
Truck Rate Five (5) Ton (including one driver/installer)	15	\$_____ per hour	\$
Total Initial Period of Standing Offer for Evaluation Purposes Area of Work: Lower Mainland			\$

Solicitation No. - N° de l'invitation
21C80-192640/A
Client Ref. No. - N° de réf. du client
3092640

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

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

Option Period 1: From end date of Initial Period + one (1) year

Service	A. Estimated Annual Usage (Hours) for Evaluation Purposes	B. Firm Hourly Rate (All-inclusive)	C. Total Price for Evaluation Purposes $A \times B = C$
Labour Rates			
Furniture Installation Supervisor Monday – Friday (8:00am to 5:00pm)	300	\$_____ per hour	\$
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50	\$_____ per hour	\$
Furniture Installer Monday – Friday (8:00am to 5:00pm)	1200	\$_____ per hour	\$
Furniture Installer Evenings (after 5:00PM) & Weekends	200	\$_____ per hour	\$
Warranty Claim Representative	50	\$_____ per hour	\$
Vehicle Rates			
Truck Rate Three (3) Ton (including one driver/installer)	50	\$_____ per hour	\$
Truck Rate Five (5) Ton (including one driver/installer)	15	\$_____ per hour	\$
Total Option Period 1 for Evaluation Purposes Area of Work: Lower Mainland			\$

Solicitation No. - N° de l'invitation
21C80-192640/A
Client Ref. No. - N° de réf. du client
3092640

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

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

Option Period 2: From end date of Option Period 1 + one (1) year

Service	A. Estimated Annual Usage (Hours) for Evaluation Purposes	B. Firm Hourly Rate (All-inclusive)	C. Total Price for Evaluation Purposes A X B = C
Labour Rates			
Furniture Installation Supervisor Monday – Friday (8:00am to 5:00pm)	300	\$_____ per hour	\$
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50	\$_____ per hour	\$
Furniture Installer Monday – Friday (8:00am to 5:00pm)	1200	\$_____ per hour	\$
Furniture Installer Evenings (after 5:00PM) & Weekends	200	\$_____ per hour	\$
Warranty Claim Representative	50	\$_____ per hour	\$
Vehicle Rates			
Truck Rate Three (3) Ton (including one driver/installer)	50	\$_____ per hour	\$
Truck Rate Five (5) Ton (including one driver/installer)	15	\$_____ per hour	\$
Total Option Period 2 for Evaluation Purposes Area of Work: Lower Mainland			\$

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CCC No./N° CCC - FMS No./N° VME

Option Period 3: From end date of Option Period 2 + one (1) year

Service	A. Estimated Annual Usage (Hours) for Evaluation Purposes	B. Firm Hourly Rate (All-inclusive)	C. Total Price for Evaluation Purposes $A \times B = C$
Labour Rates			
Furniture Installation Supervisor Monday – Friday (8:00am to 5:00pm)	300	\$_____ per hour	\$
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50	\$_____ per hour	\$
Furniture Installer Monday – Friday (8:00am to 5:00pm)	1200	\$_____ per hour	\$
Furniture Installer Evenings (after 5:00PM) & Weekends	200	\$_____ per hour	\$
Warranty Claim Representative	50	\$_____ per hour	\$
Vehicle Rates			
Truck Rate Three (3) Ton (including one driver/installer)	50	\$_____ per hour	\$
Truck Rate Five (5) Ton (including one driver/installer)	15	\$_____ per hour	\$
Total Option Period 3 for Evaluation Purposes Area of Work: Lower Mainland			\$

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Buyer ID - Id de l'acheteur
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PRICING SCHEDULE 1
TOTAL EVALUATED PRICE FOR EVALUATION PURPOSES
AREA OF WORK: LOWER MAINLAND

Total Initial Period of Standing Offer From issuance of the Standing Offer + one (1) year	\$
Total Option Period 1 From end date of Initial Period + one (1) year	\$
Total Option Period 2 From end date of Option Period 1 + one (1) year	\$
Total Option Period 3 From end date of Option Period 2 + one (1) year	\$
TOTAL EVALUATED PRICE FOR EVALUATION PURPOSES (APPLICABLE TAXES ARE EXTRA) AREA OF WORK: LOWER MAINLAND	\$

Area of Work: LOWER MAINLAND

Pricing Schedule 2: Desirable Requirements (not mandatory)

The desirable requirements below may be used when there is an operational need. There is no guarantee that these requirements will be used.

Item	Unit Measure				
STORAGE		Firm Unit Rate Initial Period	Firm Unit Rate Option Period 1	Firm Unit Rate Option Period 2	Firm Unit Rate Option Period 3
Firm Square foot per day rate	Square foot per day	\$	\$	\$	\$
Firm Square foot per month rate	Square foot per month	\$	\$	\$	\$
FORKLIFT		Firm Hourly Rate Initial Period	Firm Hourly Rate Option Period 1	Firm Hourly Rate Option Period 2	Firm Hourly Rate Option Period 3
Forklift (includes driver, fuel, kilometers, insurance, normal wear, and truck rental for transport if required) Increments of one hour, minimum one hour charge	Hour	\$	\$	\$	\$

Area of Work: VANCOUVER ISLAND

Pricing Schedule 1: Labour Rates and Vehicle Rates

Initial Period of Standing Offer: From issuance of the Standing Offer + one (1) year

Service	A. Estimated Annual Usage (Hours) for Evaluation Purposes	B. Firm Hourly Rate (All-inclusive)	C. Total Price for Evaluation Purposes A X B = C
Labour Rates			
Furniture Installation Supervisor Monday – Friday (8:00am to 5:00pm)	150	\$_____ per hour	\$
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	24	\$_____ per hour	\$
Furniture Installation Labourer Monday – Friday (8:00am to 5:00pm)	672	\$_____ per hour	\$
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	100	\$_____ per hour	\$
Warranty Claim Representative	25	\$_____ per hour	\$
Vehicle Rates			
Truck Rate Three (3) Ton (including one driver/installer)	15	\$_____ per hour	\$
Truck Rate Five (5) Ton (including one driver/installer)	10	\$_____ per hour	\$
Total Initial Period of Standing Offer for Evaluation Purposes Area of Work: Vancouver Island			\$

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Option Period 1: From end date of Initial Period + one (1) year

Service	A. Estimated Annual Usage (Hours) for Evaluation Purposes	B. Firm Hourly Rate (All-inclusive)	C. Total Price for Evaluation Purposes $A \times B = C$
Labour Rates			
Furniture Installation Supervisor Monday – Friday (8:00am to 5:00pm)	150	\$_____ per hour	\$
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	24	\$_____ per hour	\$
Furniture Installation Labourer Monday – Friday (8:00am to 5:00pm)	672	\$_____ per hour	\$
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	100	\$_____ per hour	\$
Warranty Claim Representative	25	\$_____ per hour	\$
Vehicle Rates			
Truck Rate Three (3) Ton (including one driver/installer)	15	\$_____ per hour	\$
Truck Rate Five (5) Ton (including one driver/installer)	10	\$_____ per hour	\$
Total Option Period 1 for Evaluation Purposes Area of Work: Vancouver Island			\$

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CCC No./N° CCC - FMS No./N° VME

Option Period 2: From end date of Option Period 1 + one (1) year

Service	A. Estimated Annual Usage (Hours) for Evaluation Purposes	B. Firm Hourly Rate (All- inclusive)	C. Total Price for Evaluation Purposes A X B = C
Labour Rates			
Furniture Installation Supervisor Monday – Friday (8:00am to 5:00pm)	150	\$_____ per hour	\$
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	24	\$_____ per hour	\$
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Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	100	\$_____ per hour	\$
Warranty Claim Representative	25	\$_____ per hour	\$
Vehicle Rates			
Truck Rate Three (3) Ton (including one driver/installer)	15	\$_____ per hour	\$
Truck Rate Five (5) Ton (including one driver/installer)	10	\$_____ per hour	\$
Total Option Period 2 for Evaluation Purposes Area of Work: Vancouver Island			\$

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File No. - N° du dossier

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

Option Period 3: From end date of Option Period 2 + one (1) year

Service	A. Estimated Annual Usage (Hours) for Evaluation Purposes	B. Firm Hourly Rate (All-inclusive)	C. Total Price for Evaluation Purposes A X B = C
Labour Rates			
Furniture Installation Supervisor Monday – Friday (8:00am to 5:00pm)	150	\$_____ per hour	\$
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	24	\$_____ per hour	\$
Furniture Installation Labourer Monday – Friday (8:00am to 5:00pm)	672	\$_____ per hour	\$
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	100	\$_____ per hour	\$
Warranty Claim Representative	25	\$_____ per hour	\$
Vehicle Rates			
Truck Rate Three (3) Ton (including one driver/installer)	15	\$_____ per hour	\$
Truck Rate Five (5) Ton (including one driver/installer)	10	\$_____ per hour	\$
Total Option Period 3 for Evaluation Purposes Area of Work: Vancouver Island			\$

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PRICING SCHEDULE 1
TOTAL EVALUATED PRICE FOR EVALUATION PURPOSES
AREA OF WORK: VANCOUVER ISLAND

Total Initial Period of Standing Offer From issuance of the Standing Offer + one (1) year	\$
Total Option Period 1 From end date of Initial Period + one (1) year	\$
Total Option Period 2 From end date of Option Period 1 + one (1) year	\$
Total Option Period 3 From end date of Option Period 2 + one (1) year	\$
TOTAL EVALUATED PRICE FOR EVALUATION PURPOSES (APPLICABLE TAXES ARE EXTRA) AREA OF WORK: VANCOUVER ISLAND	\$

Area of Work: VANCOUVER ISLAND

Pricing Schedule 2: Desirable Requirements (not mandatory)

The desirable requirements below may be used when there is an operational need. There is no guarantee that these requirements will be used.

Item	Unit Measure				
STORAGE		Firm Unit Rate Initial Period	Firm Unit Rate Option Period 1	Firm Unit Rate Option Period 2	Firm Unit Rate Option Period 3
Firm Square foot per day rate	Square foot per day	\$	\$	\$	\$
Firm Square foot per month rate	Square foot per month	\$	\$	\$	\$
FORKLIFT		Firm Hourly Rate Initial Period	Firm Hourly Rate Option Period 1	Firm Hourly Rate Option Period 2	Firm Hourly Rate Option Period 3
Forklift (includes driver, fuel, kilometers, insurance, normal wear, and truck rental for transport if required) Increments of one hour, minimum one hour charge	Hour	\$	\$	\$	\$

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

DSD-PAC3686



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

21C80-20-3092640

Security Classification / Classification de sécurité

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	CSC-SCC		
2. Branch or Directorate / Direction générale ou Direction	CORCAN		
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 Corcan installation services			
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 <input type="checkbox"/> Yes			
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 <input type="checkbox"/> Yes			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
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 <input type="checkbox"/> Yes			
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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	RD	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" 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"/>

TBS/SCT 350-103(2004/12)

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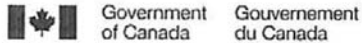
Canada

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PART A (continued) / PARTIE A (suite)			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux :		
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
<input type="checkbox"/>	No Non	<input type="checkbox"/>	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?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	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?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	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?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	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?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	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?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui

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

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

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

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL	SECRET	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 ☐ Yes
Non 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 ☐ Yes
Non 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Security Classification / Classification de sécurité

Canada

ANNEX D

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance - G2001C (2018-06-21)

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to 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 - G2020C (2018-06-21)

- 2.1 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.
- 2.2 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

3. All Risk in Transit Insurance - G3010C (2018-06-21)

- 3.1 The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$20,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.
- 3.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- 3.3 The All Risk Property in Transit insurance must include the following:
- a. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of any policy cancellation or any changes to the insurance policy.
 - b. Loss Payee: Canada as its interest appears or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Correctional Service Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

DESIRABLE INSURANCE REQUIREMENTS

These clauses and conditions apply when Desirable Requirements form part of the resulting contract:

4. Warehouseman's Legal Liability Insurance - G2052C (2008-06-21)

- 4.1 The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$1,000,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.
- 4.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
- 4.3 The following endorsements must be included:
- a. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Loss Payee: Canada as its interest may appear or it may direct.
 - d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Correctional Service Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Solicitation No. - N° de l'invitation
21C80-192640/A
Client Ref. No. - N° de réf. du client
3092640

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

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

ANNEX E

STANDING OFFER USAGE REPORT

Return to:
Standing Offer Authority

Quarterly Usage Report Schedule:

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

REPORT ON THE VOLUME OF BUSINESS WITH CORCAN

OFFERORS' NAME:
AREA OF WORK:
STANDING OFFER NO:

Reporting Period:

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

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

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____


Solicitation No. - N° de l'invitation
21C80-192640/A
Client Ref. No. - N° de réf. du client
3092640

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PQ990
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ANNEX F

INSTALLATION SERVICE CALL FORM – EXAMPLE

<i>Installation Service Call</i>			
		Offeror:	
Job# - This will be the sales order # for the first visit. For each and every subsequent visit for said order, an alpha digit will be added to the end, starting with "A" eg. 126543A, 126543B, etc.		Standing Offer # <div></div>	
Installation Start Date:		Time:	
Installation End Date:		Visit #	
Sales Order :	<div></div>	OSC#	N/A
PO Number:	<div></div>	RMA#	N/A
Client Name:			
Installation Address:			
Address Line 2			
Address Notes		<div></div>	
Contact Name		<div></div>	
Contact Number			
Installation Amount			
# Drawings Included	<div></div>	Total Pages Attached:	
# Pages Components	<div></div>		
# Floor Plans	<div></div>		
Description of work:		<div></div>	
Important Notes:		<div></div>	
<i>If job is not "Completed as Planned", please specify:</i>			
Post Installation Report:		<div></div>	
Customer Signature:		Installer Signature:	
<div></div>		<div></div>	
Corcan Contract Authority:		<div></div>	