

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Industrial Vehicles & Machinery Products Division
LEFTD - HS Division
140, O'Connor Street/
140, rue O'Connor,
East Tower, 4th Floor/
Tour Est, 4e étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Signage and related services	
Solicitation No. - N° de l'invitation E60HS-20SIGN/A	Date 2020-02-18
Client Reference No. - N° de référence du client E60HS-20SIGN	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HS-652-78495
File No. - N° de dossier hs652.E60HS-20SIGN	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-31	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lafontaine, Raphael	Buyer Id - Id de l'acheteur hs652
Telephone No. - N° de téléphone (613)296-5030 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Amd. No. - N° de la modif.
File No. - N° du dossier
hs652E60HS-20SIGN

Buyer ID - Id de l'acheteur
hs652
CCC No./N° CCC - FMS No./N° VME

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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, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

List of Annexes

- | | |
|---------|---|
| Annex A | Statement of Work dated 2020-01-21; |
| Annex B | Nameplate and Hanger Specifications dated 2020-01-21; |
| Annex C | 'Canada' wordmark Applications dated 2020-01-21; |
| Annex D | Pricing |
| Annex E | Estimated Quantities |
| Annex F | Price Determination - The Consumer Price Index for Canada All Items
CPI, Not Seasonally Adjusted, Historical Data; Example Only; |
| Annex G | Samples; |
| Annex H | Mandatory Technical Evaluation Criteria; |
| Annex I | Electronic Payment Instruments |

1.2 Summary

This requirement is to establish a National Master Standing Offer (NMSO) for the supply of signage and related services in accordance with all of the attached Annexes.

This requirement is for an initial period of two (2) years from the effective date of the Standing Offer, with an option to extend the offer by two (2) additional periods of one (1) year.

The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offer.

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

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 is no security requirement applicable to the Standing Offer.

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 7.15 Transition to an e-Procurement Solution (EPS).

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

1.6 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

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 Basis for Canada's Ownership of Intellectual Property

Public Works and Government Services Canada (PWGSC) has determined that any intellectual property rights arising from the performance of the Work under the resulting standing offer will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

2.3 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. Former Public Servant

2.4 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.5 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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.

2.6 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 Ontario.

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.

2.7 Improvement of Requirement during Solicitation Period

Should Offerors consider that the Statement of Work contained in the Request for Standing Offer could be improved technically or technologically, offerors are invited to make suggestions, in writing, to the Standing Offer Authority named in the Request for Standing Offer. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular offeror will be given consideration provided they are submitted to the Standing Offer Authority at least seven (7) calendar days before the Request for Standing Offers closing date. Canada will have the right to accept or reject any or all suggestions.

2.8 Samples

After issuance of the standing offer, the successful Offeror will be required to provide one (1) Signage Proposal sample and one (1) Prohibition Sign sample in accordance with Annex G - Samples, to the Technical Authority for acceptance within ten (10) calendar days from issuance of the standing offer.

If the first sample(s) are rejected, the successful Offeror will be required to submit the second sample(s) within five (5) calendar days of notification of rejection from the Technical Authority.

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 (Two (2) hard copies)

Section II: Financial Offer (One (1) hard copy) and one (1) soft copy or CD, DVD or USB Key).

Section III: Certifications (One (1) hard copy)

Section IV: Additional Information (One (1) hard copy)

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

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

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

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

- use 8.5 x 11 inch (216 mm x 279 mm) paper;
- 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:

- 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
- use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Part 7B and Annex D – Pricing.

3.1.1 Electronic Payment of Invoices – Offer

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

If Annex I 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 Delivery

Delivery Dates

While delivery dates of the identified signs and services are requested within forty-five (45) calendar days from receipt of a call-up against the Standing Offer the best delivery that could be offered is as follows:

Identified Signage Types and Services	Delivery from Receipt of a call-up against the Standing Offer
Primary Identification Signs	within calendar days
Common Use and Operational Signs	within calendar days
Reusable signs (nameplate and room signs)	within calendar days
Directory Board	within calendar days
Tactile Signs	within calendar days
Project Signs	within calendar days

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File No. - N° du dossier
hs652E60HS-20SIGN

Buyer ID - Id de l'acheteur
hs652
CCC No./N° CCC - FMS No./N° VME

Vehicle Markings	within	calendar days
Canada wordmark Signs (exterior and interior)	within	calendar days
Acrylic Sign Modules for Graphic Symbols	within	calendar days
Custom Signage	within	calendar days
On Site Surveys	within	calendar days
Wayfinding Services	within	calendar days
Graphic Design Services	within	calendar days
Installation Services	within	calendar days

3.1.4 Offerors Contacts

Canada requests that Offerors provide the Contractor's Representative contact information in Part 7.

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.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE OFFER IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE OFFER HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM AN OFFER TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

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

- (c) Canada may, in its discretion, request and accept at any time from an Offeror and consider as part of the Bid, any information to correct errors or deficiencies in the Offer that are clerical or administrative, such as, without limitation, failure to sign the Offer or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Offeror has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the offer solicitation closing in circumstances where the offer solicitation expressly provides for this right. The Offeror will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Offer being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after offer solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in

subsection (c).

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

4.1.1.2 Phase I: Financial Offer

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

Financial Offer as is permitted above, and will be used for the remainder of the bid evaluation process.

- (h) Canada will determine whether the Financial Offer is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Offeror in accordance with this Section. If the Financial Offer is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Offer

- (a) Canada's review at Phase II will be limited to a review of the Technical Offer to identify any instances where the Offeror has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Offer meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Offeror (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Offer has failed to meet. A Offeror whose Offer has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Offer has been found responsive to the requirements reviewed at Phase II. Such Offeror shall not be entitled to submit any response to the CAR.
- (c) An Offeror shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Offeror's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Offeror which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Offer, the Offeror shall identify such additional changes, provided that its response must not include any change to the Financial Offer.
- (e) The Offeror's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Offer, the wording of the proposed change to that section, and the wording and location in the Offer of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Offeror must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Offeror's Offer, and failure of the Offeror to do so in accordance with this subparagraph is at the Offeror's own risk. All submitted information must comply with the requirements of this solicitation.

-
- (f) Any changes to the Offer submitted by the Offeror other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Offer as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Offer, but will be considered by Canada in the evaluation of the Offer at Phase II only for the purpose of determining whether the Offer meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Offer would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Offeror in response to the CAR. If so, the Offer will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Offeror shall bind the Offeror as part of its Offer, but the Offeror's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Offer
- (h) Canada will determine whether the Offer is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Offeror in accordance with this Section. If the Offer is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Offer

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

4.1.2 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

Offerors must meet all mandatory technical evaluation criteria detailed in Annex H - Mandatory Technical Evaluation Criteria.

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Evaluation Criteria

Offerors must complete Annex D – Pricing with firm prices, firm all-inclusive hourly rates and firm markup as requested in the Annex.

4.1.3.2 Pricing Scoring Methodology

The sum of each firm price, firm all-inclusive hourly rate and firm markup per table will determine the evaluated firm price, firm all-inclusive hourly rate and firm markup of the applicable table.

For table 1C, the firm price per item will be multiplied by the estimated quantity to determine the calculated price per item. The sum of all calculated price per item will determine the evaluated firm price of the table.

The evaluated firm price, firm all-inclusive hourly rate and firm markup per table will be prorated against the lowest evaluated firm price, firm all-inclusive hourly rate and firm markup per table and then multiplied by the weight factor to establish the pricing score per table.

The sum of all pricing score per table will establish the total pricing score of the offer.

Example of pricing score per table determination:

Offeror 1:		
Item	Size	Firm Prices
Body Blade	200	\$30.00
	150	\$30.00
	100	\$30.00
	200	\$30.00
	150	\$30.00
	100	\$30.00
Snap-on Back Blade	200	\$30.00
	150	\$30.00
	100	\$30.00
Total		\$270.00

Offeror 2:		
Item	Size	Firm Prices
Body Blade	200	\$35.00
	150	\$35.00
	100	\$35.00
	200	\$35.00
	150	\$35.00
	100	\$35.00
Snap-on Back Blade	200	\$35.00
	150	\$35.00
	100	\$35.00
Total		\$315.00

Offeror 3:		
Item	Size	Firm Price

Body Blade	200	\$40.00
	150	\$40.00
	100	\$40.00
	200	\$40.00
	150	\$40.00
	100	\$40.00
Snap-on Back Blade	200	\$40.00
	150	\$40.00
	100	\$40.00
Total		\$360.00

Offeror 1				
Evaluated Firm Price, Firm All-inclusive Hourly Rate or Firm Markup of the Offer (A)	Evaluated Firm Price, Firm All-inclusive Hourly Rate or Firm Markup of the Lowest Offer (B)	Lowest Offer (B) divided by the Offer (A)	Weight Factor	Pricing Score per Table
\$270	\$270	1	70	70.00

Offeror 2				
Evaluated Firm Price, Firm All-inclusive Hourly Rate or Firm Markup of the Offer (A)	Evaluated Firm Price, Firm All-inclusive Hourly Rate or Firm Markup of the Lowest Offer (B)	Lowest Offer (B) divided by the Offer (A)	Weight Factor	Pricing Score per Table
\$315	\$270	.857	70	59.99

Offeror 3				
Evaluated Firm Price, Firm All-inclusive Hourly Rate or Firm Markup of the Offer (A)	Evaluated Firm Price, Firm All-inclusive Hourly Rate or Firm Markup of the Lowest Offer (B)	Lowest Offer (B) divided by the Offer (A)	Weight Factor	Pricing Score per Table
\$360	\$270	.750	70	52.50

Offeror 1 would have the highest pricing score for that table.

4.2 Basis of Selection

An offer must comply with all the requirements of the RFSO and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive. The responsive offer with the highest total pricing score will be recommended for award of a Standing Offer.

Only one (1) offer will be recommended for issuance of a 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

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.2.1 Product Conformance

The Offeror certifies that all product/equipment proposed conform, and will continue to conform throughout the duration of the Standing Offer and of any resulting call-ups, to all technical specifications of the Statement of Work.

This certification does not relieve the offer from meeting all mandatory technical criteria detailed in Part 4.

Offeror's authorized representative signature

Date

5.2.2.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up

or agreed to with Canada's representatives. 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 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. Failure to comply with the request may result in the offer being declared non-responsive.

5.2.2.3 General Environmental Criteria Certification

The Offeror must select and complete one of the following two certification statements.

A) The Offeror certifies that the Offeror is registered or meets ISO 14001.

Offerors' Authorized Representative Signature

Date

Or

B) The Offeror certifies that the Offeror meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Offeror must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Offerors' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	

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E60HS-20SIGN/A
Client Ref. No. - N° de réf. du client
E60HS-20SIGN

Amd. No. - N° de la modif.
File No. - N° du dossier
hs652E60HS-20SIGN

Buyer ID - Id de l'acheteur
hs652
CCC No./N° CCC - FMS No./N° VME

A minimum of 50% of office equipment has an energy efficient certification.	
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Offerors' Authorized Representative Signature

Date

Solicitation No. - N° de l'invitation
E60HS-20SIGN/A
Client Ref. No. - N° de réf. du client
E60HS-20SIGN

Amd. No. - N° de la modif.
File No. - N° du dossier
hs652E60HS-20SIGN

Buyer ID - Id de l'acheteur
hs652
CCC No./N° CCC - FMS No./N° VME

PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance - Specific Requirements specified in article 7.8 of the Resulting Contract Clauses.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the requirement at:

Annex A Statement of Work, dated 2020-01-21.

Annex B Nameplate and Hanger Specifications, dated 2020-01-21.

Annex C 'Canada' Wordmark Applications, dated 2020-01-21.

7.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

The Offeror must provide this data, in both hard copy and electronic format (Excel spreadsheet format), in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted electronically on a quarterly basis to the Standing Offer Authority and the Technical Authority. The Offeror must submit a sample of the Standing Offer Report before the meeting and after the issuance of Standing Offer.

The Quarterly reporting periods are defined as follows:

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

The reporting requirements shall include, but is not limited to, the following information:

- General Information on the Standing Offer:
 - * Standing offer name;
 - * Standing offer number;
 - * Reporting period;

-
- * Total number of orders per year;
 - * Total dollar value of orders for the reporting period (applicable taxes included);
 - * Total dollar value of orders per year (applicable taxes included); and * Total dollar value of orders from the beginning of the standing offer (applicable taxes included)
- General Information on the Call-up:
 - * Invoice number and the date of issuance;
 - * Type of signage ordered, including a brief description;
 - * Cost of signage ordered, including quantity, and a brief description of where the costing can be found in Annex D of the NMSO;
 - * Type of accessories ordered, including a brief description;
 - * Cost of accessories ordered, including quantity, and a brief description of where the costing can be found in Annex D of the NMSO;
 - * Cost graphic design, custom production, and wayfinding services, and on-site surveys, including a breakdown of the level of effort, and a brief description of where the costing can be found in Annex D of the NMSO;
 - * Travel costs associated with wayfinding services and on-site surveys;
 - * Cost of installation services for engineers, electricians, and trades, including a breakdown of the level of effort, and a brief description of where the costing can be found in Annex D of the NMSO;
 - * Cost of installation, including a brief description, (i.e. van with one individual) and where the costing can be found in Annex D of the NMSO;
 - * Permit costs including actual permit cost and a breakdown of the level of effort and a brief description of where the costing can be found in Annex D of the NMSO;
 - * Cost of shipping;
 - * Cost of sub-contractors; and
 - * Material cost for custom signage with breakdown of laid down cost and mark-up
 - General Information about the Identified User who issued the call-up:
 - * Name of Department/Agency/Crown Corporation;
 - * Contact information (name and telephone number) of the Identified User;
 - * Address where the goods were shipped or the services rendered;
 - * Date of delivery/installation; and
 - * Call-up number from the Department/Agency

The data must be submitted to the Technical Authority and the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

7.3.3 Standing Offers - Final Report

On completion or termination of the National Master Standing Offer (NMSO), the Offeror must produce a detailed final report with all cumulative data of the call-ups. Data must also include all purchases paid for by a Government of Canada Acquisition Card. The final report must be completed and forwarded electronically to the Standing Offer Authority, no later than thirty (30) calendar days after the end of the completion or the set-aside of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from (to be inserted by PWGSC) to (to be inserted by PWGSC).

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional periods of one (1) year, under the same conditions and at the rates and prices 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 at least sixty (60) calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Raphael Lafontaine
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
LEFTD - HS Division
L'Esplanade Laurier (LEL) East Tower, 4th floor
140, O'Connor Street, Ottawa (Ontario) K1A 0S5
Telephone: 613 296-5030
E-mail address: raphael.lafontaine@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

To be inserted by PWGSC

Public Works and Government Services Canada
180 Kent, 18th floor, Ottawa,
Ottawa, Ontario
K1A 0S5
Telephone :
Telecopieur :
Email address :

The Technical Authority is responsible for all the technical content of the Work under the resulting contracts. Technical matters may be discussed with the Technical Authority, however the Technical

Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made by the Standing Offer Authority.

7.5.3 Treasury Board Secretariat Federal Identity Program (FIP) Authority

The TBS FIP Authority is:

Name: To be inserted by PWGSC

Telephone: _____

Facsimile: _____

Email address: _____

7.5.4 Offerors Representatives Project Manager

Name: To be inserted by PWGSC

Telephone: _____

Facsimile: _____

Email 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 include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

7.8 Call-up Instrument

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

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

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;

- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

For Identified Users, Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

Requirements exceeding \$40,000.00 (Applicable Taxes included) must be submitted to PSPC Standing Offer Authority for processing.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) 4007 – Supplemental General Conditions dated (2010-08-16);
- e) 2030 - General Conditions - Higher Complexity - Goods and Services dated 2018-06-21;
- f) Annex A - Statement of Work dated 2020-01-21;
- g) Annex B - Nameplate and Hanger Specifications dated 2020-01-21;
- h) Annex C - 'Canada' Wordmark Applications dated 2020-01-21;
- i) Annex D – Pricing;
- j) Annex F - The Consumer Price Index for Canada All Items CPI, Not Seasonally Adjusted, Historical Data;
- k) the Offeror's offer dated **(to be inserted by PWGSC)**, " or ", as amended **(to be inserted by PWGSC)**

7.11 Certifications and Additional Information

7.11.1 Compliance

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

7.11.2 Status and Availability of Resources

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.

7.12 Meeting after Issuance of Standing Offer

Within ten (10) calendar days from the effective date of the Standing Offer, the Offeror must contact the Standing Offer Authority to determine if a meeting is required. A meeting will be convened at Canada's discretion to review the procedures for making call-ups, the technical and contractual requirements. The Offeror must prepare and distribute the minutes of the meeting within five (5) calendar days after the

meeting has been held. The meeting will be held at the Offeror's facilities, at a federal government department facility or via teleconference, at Canada's discretion, at no additional cost to Canada, with representatives of the Offeror, Public Works and Government Services Canada and other federal government departments as required.

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

7.15 Estimates

Where an estimate of the cost of performing specific work such as On-Site Surveys, Installation Services, Custom Signs, Wayfinding Services and Graphic Design Services is required, the Identified User will provide the Offeror with a description of the work required. The Offeror must provide the Identified User with an estimate of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

The Offeror must provide the estimates at no cost to Canada.

7.16 Samples

1. The Offeror must provide one (1) Signage Proposal sample and one (1) Prohibition Sign sample in accordance with Annex G - Samples, to the Technical Authority for acceptance within ten (10) calendar days from issuance of the standing offer.
2. If the first sample(s) are rejected, the Offeror must submit the second sample(s) within five (5) calendar days of notification of rejection from the Technical Authority.
3. The Offeror must provide the samples to the Technical Authority, transportation charges prepaid, and without charge to Canada. The samples submitted by the Offeror will remain the property of Canada.
4. The Technical Authority will notify the Offeror, in writing, of the conditional acceptance, acceptance or rejection of the sample(s). A copy of this notification will be provided by the Technical Authority to the Standing Offer Authority. The notice of conditional acceptance or acceptance does not relieve the Offeror from complying with all requirements of the specification(s) and all other conditions of the Standing Offer and any resulting contract.
5. The Offeror must not place any order, incur any expense, must not commence or continue with production of any items and must not make any deliveries under any call-ups against the standing

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Amd. No. - N° de la modif.
File No. - N° du dossier
hs652E60HS-20SIGN

Buyer ID - Id de l'acheteur
hs652
CCC No./N° CCC - FMS No./N° VME

offer, until the Offeror has received notification from the Technical Authority that the samples are acceptable. Any orders placed, expenses incurred or production of items under any call-ups against the Standing Offer before sample acceptance, will be at the sole risk of the Offeror.

6. Rejection by the Technical Authority of any of the second samples submitted by the Offeror for failing to meet the standing offer requirements will be grounds for the set-aside of the standing offer.
7. The Technical Authority can waive this requirement at their discretion.

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 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Add Section 46 - Copyright: In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract, that is required by the Contract to be delivered to Canada and in which copyright subsists. "Material" does not include anything created by the Contractor before the date of the Contract.

Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

Add Section 47 - Harassment in the Workplace:

1. The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the Policy on Harassment Prevention and Resolution, which is also applicable to the Contractor, is available on the Treasury Board Web site.

2. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

Add Section 48 - Access to Information:

Records created by the Contractor, and under the control of Canada, are subject to the Access to Information Act. The Contractor acknowledges the responsibilities of Canada under the Access to Information Act and must, to the extent possible, assist Canada in discharging these responsibilities. Furthermore, the Contractor acknowledges that section 67.1 of the Access to Information Act provides that any person, who destroys, alters, falsifies or conceals a record, or directs anyone to do so, with the intent of obstructing the right of access that is provided by the Access to Information Act is guilty of an offence and is liable to imprisonment or a fine, or both.

7.2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information.

7.3 Term of Contract

7.3.1 Delivery Dates

Delivery dates of the signs and services must be made as follows:

To be inserted by PWGSC

Identified Signage Types and Services	Delivery from Receipt of a call-up against the Standing Offer
Primary Identification Signs	Within calendar days
Common Use and Operational Signs	Within calendar days
Reusable signs (nameplate and room signs)	Within calendar days
Directory Board	Within calendar days
Tactile Signs	Within calendar days
Project Signs	Within calendar days
Vehicle Markings	Within calendar days
Canada wordmark Signs (exterior and interior) – Building	Within calendar days
Acrylic Sign Modules for Graphic Symbols	Within calendar days
Custom Signage	Within calendar days
On Site Surveys	Within calendar days
Wayfinding Services	Within calendar days
Graphic Design Services	Within calendar days

Installation Services	Within calendar days
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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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in Canadian dollars as follows:

7.5.1.1 Basis of Payment for the Primary Identification Signs, Common Use and Operational Signs, Nameplates, Directory Board as per TBS FIP 4.3, Tactile Signs, Project Signs, Vehicle Markings, Canada Wordmark – Buildings, Acrylic Sign Modules for Graphic Symbols Firm prices, in accordance with Annex D – Pricing, Tables 1 to 12, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra.

7.5.1.2 Basis of Payment for Custom Signage with Identified Material

Firm prices, in accordance with Annex D - Pricing, Table 13, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra.

7.5.1.3 Basis of Payment for Custom Production, Graphic Design Services and Refurbishing

Firm all-inclusive hourly rates in accordance with Annex D - Pricing, for Production, Table 14B, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra;

7.5.1.4 Basis of Payment for On-Site Survey and Wayfinding Services

Firm all-inclusive hourly rates in accordance with Annex D - Pricing, Table 14A, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra.

7.5.1.5 Basis of Payment for Material (for Custom Production and Installation and Refurbishing)

Actual laid cost, plus the firm markup, in accordance with Annex D - Pricing, Table 19, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra.

7.5.1.6 Basis of Payment for the Miscellaneous Accessories

Firm prices, in accordance with Annex D - Pricing, Table 17A, 17B and 17C, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra.

7.5.1.7 Basis of Payment for Signage Installation

Firm all-inclusive hourly rates in accordance with Annex D - Pricing, Tables 15 and 16, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra.

7.5.1.8 Basis of Payment for Shipping

Without any allowance for profit or administrative overhead, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra. This basis of payment must be for commercial shipping only such as, but not limited to, Canada Posts, Purolator, FedEx and GoJIT.

7.5.1.9 Basis of Payment for Sub-Contracting

Actual laid down cost plus the firm mark up, in accordance with Annex D - Pricing,, Table 19, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra;

7.5.1.10 Basis of Payment for the Permit Application

Firm all-inclusive hourly rates in accordance with Annex D - Pricing,,, Table 18, plus the actual permit cost, without any allowance for profit and/or administrative overhead, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes Extra.

7.5.1.11 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel must have the prior authorization of the Identified User. All payments are subject to government audit.

When requested by Canada, the Contractor must provide an estimated cost and relevant information for the travel and living.

7.5.1.12 Laid Down Cost

The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Applicable Taxes.

7.5.2 Limitation of Price

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

7.5.3 SACC Manual Clauses

SACC Reference	Title	Date
H1001C	Multiple Payments	2008-05-12
C0710C	Price Verification	2007-11-30

7.5.4 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

7.6.1 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

2. Invoices cannot be submitted before delivery, inspection and acceptance of the vehicle/equipment/service.
3. The Applicable Taxes must be calculated on the total amount of the invoice before the holdback is applied. At the time the holdback is claimed, there will be no taxes payable as they were claimed and payable under the previous invoice for the vehicle/equipment/service.
4. Upon delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor can submit an invoice for the release of the holdback.
5. Each invoice must be supported by:
 - (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
6. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
7. Invoices must be distributed as follows:
 - (a) The original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.
 - (b) One (1) copy must be forwarded or emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - (c) One (1) copy must be forwarded to the consignee.

7.7 Shipping Instructions

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... named place of destination) as specified below. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.
2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified below. The consignee may refuse shipments when prior arrangements have not been made.

7.8 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified herein. 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, if requested by the Standing Offer Authority, forward within ten (10) days after the request, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Standing Offer, forward to Canada a certified true copy of all applicable insurance policies.

7.9 Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Standing Offer, in an amount usual for a contract of this nature, but for not less than \$2,000,000.00 per accident or occurrence and in the annual aggregate.

1. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least twelve (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) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - (o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - (q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

- (r) 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 codefend 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.

7.10 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a standing offer of this nature but for not less than \$2,000,000.00 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least twelve (12) months after the completion or termination of the Standing Offer.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority thirty (30) days written notice of cancellation.

7.11 Rigger's Liability Insurance

When a rigger is used in the performance of the Work, the Contractor must obtain Rigger's Liability Insurance.

1. The Contractor must obtain Rigger's Liability Insurance, in an amount usual for a contract of this nature, but for not less than \$3,000,000.00 per accident or occurrence and in the annual

aggregate. The Contractor's Riggers Liability Insurance must provide coverage for loss or damage to all Government Property under its care, custody or control, and must be maintained in force throughout the duration of the Contract. The Government Property must be insured on "Replacement Cost (new)" basis.

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.

2. The Rigger's Liability Insurance policy must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority thirty (30) days written notice of policy cancellation.
 - (b) Loss Payee: Canada as its interest may appear or as it may direct, for loss or damage to Government property in the Contractor's care, custody or control.
 - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the client department for whom the Work is being performed and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

7.12 Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - (b) Accident Benefits - all jurisdictional statutes
 - (c) Uninsured Motorist Protection
 - (d) Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority thirty (30) days written notice of cancellation.
 - (e) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
 - (f) OPCF/SEF/QEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles.

7.13 SACC Manual Clauses

SACC Reference	Title	Date
D9002C	Incomplete Assemblies	2007-11-30
A9062C	Canadian Forces Site Regulations	2011-05-16
A9068C	Government Site Regulations	2010-01-11

7.14 Identification Badge

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.

When a person is required to wear a safety helmet, the Contractor, if requested to do so by Canada, must paint the number appearing on the badge on the front of the safety helmet.

7.15 Electrical Equipment

All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada.

7.16 Cleanup of Site

- 1) The Contractor must maintain the Work and its site in a tidy condition and free from an accumulation of waste material and debris.
- 2) The Contractor must remove all surplus materials and any waste products and debris from the site of the Work.

7.17 Canadian General Standards Board - Standards

Copies of the CAN/CGSB referred to in Annex A - Statement of Work and the FIP Manual are available and may be purchased from:

Canadian General Standards Board Sales Centre
Public Works and Government Services Canada
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec, Canada
K1A 0S5

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5644
E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

2020-01-21

ANNEX A

STATEMENT OF WORK

A. REQUIREMENTS OVERVIEW

This requirement is for the supply of signage and related services for all federal government departments and agencies across Canada, on an as and when requested basis.

Signage types to be provided are as follows:

1. Primary Identification Signs
2. Common Use and Operational Signs
3. Tactile Signs
4. Project Signs
5. Vehicle Markings
6. Canada Wordmark Signs
7. Custom Signage

For all federal government departments and agencies who are subject to the Federal Identity Program (FIP), the following types of signs must be in accordance with the applicable volumes of the Treasury Board Secretariat (TBS) FIP Manual as found on the TBS Web site at:

PDF document format:

http://www.tbs-sct.gc.ca/fip-pcim/man_pdfs-eng.asp

HTML document format

<http://www.tbs-sct.gc.ca/fip-pcim/man-eng.asp>

[Http://www.tbs-sct.gc.ca/fip-pcim/spec-eng.asp](http://www.tbs-sct.gc.ca/fip-pcim/spec-eng.asp)

The Offeror must respect environmental considerations when performing work for the Government of Canada. These considerations must include, but are not limited to:

1. Using low volatile organic compound (VOC) paints.
2. Recycling of all packaging material
3. Using signage materials that are recyclable at the end of their useful life.
4. Refurbishing signs whenever possible.
5. Recycling service to properly manage removed signs.
6. Using energy efficient lighting for signage, where appropriate

The Offeror will be notified of any changes to the requirements or amendments to the authoritative documents and have the ability to make modest updates to the signage requirements and have them implemented in a reasonable manner.

1. Identified Signs

1.1 Primary Identification Signs

The Offeror must design, supply, refurbish and install primary identification signs as per volume 4.2 of the FIP Manual and in accordance to the addendum of the primary identification sign design, which is found on the FIP web site:

<http://www.tbs-sct.gc.ca/fip-pcim/man-eng.asp>

[Http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_2a.pdf](http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_2a.pdf)
<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications/signage/primary-identification-signs.html>

Design elements such as material, size, shape, colour and graphic/text as well as location and installation requirements are included within this section of the FIP Manual.

Primary identification signs include:

1. Exterior/Interior Primary Identification Signs; and
2. Exterior Advance Signs

1.2 Common Use and Operational Signs

The Offeror must design, supply, refurbish and install common use and operational signs as per volumes 4.3 and 4.3A of the FIP Manual. This type of signage includes fixed and variable messages as well as graphic symbols. This volume of the FIP Manual covers the material, size, shape, colour and graphic/text requirements.

Common use and operational signs include:

1. Directory Boards
2. Regulatory Class Signs
3. Warning Class Signs
4. Information Class Signs

The TBS FIP office has revised specifications for reusable nameplates and room identification. Refer to Annex B for revised specifications for re-usable nameplates.

1.3 Tactile Signs

The Offeror must design, supply and install tactile signs as per volume 4.3B of the FIP Manual. The requirements for tactile signs incorporate raised pictograms and bilingual domed braille text in white on a black background.

Tactile Signs include:

1. Washroom sign
2. Stair sign
3. Exit stair sign; and
4. Exit sign

1.4 Project Signs

The Offeror must design, supply and install project signs as per volume 4.4 of the FIP Manual. These signs differ substantially from Primary Identification signs and their use is temporary (maximum two (2) years).

Design elements such as material, size, shape, colour and graphic/text are included within this section of the FIP Manual.

1.5 Vehicle Markings

The Offeror must design, supply and install vehicle markings as per volume 3.1 of the FIP Manual.

1.6 Canada wordmark Signs

The Offeror must design, supply and install exterior and interior Canada wordmark signs. The Offeror must contact the Technical Authority before proceeding. See Annex C for specifications of the Canada wordmark.

1.7 Custom Signs

The Offeror must design, supply, refurbish and install signs in accordance with the technical requirements provided by the client department or agency at time of call-up.

These signs may include but are not limited to the following:

1. Custom signage for leased or commercial buildings
2. Custom signage for heritage federal buildings
3. Commemorative Plaques; and
4. Non-FIP signage for federal clients who are either not subject to or have an exemption from the Federal Identity Program.

2. Installation

The Offeror must provide Installation services for all types of signage, for any region of Canada – as indicated in the call-up against the standing offer. Exterior signage (excluding primary identification signs, and Canada wordmark signs) are generally installed on omega posts, although other installation techniques may be considered, such as wood posts.

Installation methods for exterior primary identification signs include but are not limited to:

1. Use of extruded aluminum exterior blade assembly as referenced in CGSB 109.1M standard; and
2. Affixed to the structure or substrate with screws.

Installation methods for interior signage include but are not limited to:

1. Double face tape;
2. Velcro;
3. Adhesive backing;
4. Screws;
5. Screen clips;
6. Ceiling suspended;
7. Wall brackets;
8. Counter signs; and
9. Aluminum pins.

Installation of motor vehicle markings must be in conformance with methods identified in volume 3.1 of the FIP Manual.

3. On site surveys

The Offeror must perform On Site Surveys, for any region of Canada - as indicated in the call-up against the standing offer. An onsite survey captures the exact measurements of specific signs, ensuring that the manufactured product matches the specific site requirements. Surveys analyze such things as current sign location, dimensions and installation techniques of existing signage, building facade, potential site hazards, potential for new signage, photos of the area and its surroundings, and local regulatory requirements.

4. Wayfinding Services

The Offeror must provide Wayfinding Services, for any region of Canada - as indicated in the call-up against the standing offer. Wayfinding is a type of signage system that includes directional and location signs that guide visitors throughout an asset.

Wayfinding services include but are not limited to:

1. Understanding the client's needs and objectives
2. Understanding the type of occupancy and the status of ownership of a facility that influences decisions concerning signage
3. Walking through of site with client to understand signage requirements
4. Developing an implementation plan - traffic flow analysis maps, sign and message schedules,
5. Developing signage localization maps; and
6. Preparing and delivering a wayfinding strategy.

5. Graphic Design Services

The Offeror must provide Graphic Design Services - as indicated in the call-up against the standing offer.

Graphic design services must be in accordance with the FIP Manual and include but are not limited to:

1. Understanding client requirements and the combination of text and graphics to communicate an effective message in the design of signage;
2. Illustrating through a signage design proposal, detailed signage specifications including sign;
3. Dimensions, colors, text size, and installation method; and
4. Using desktop publishing software and techniques to provide a comprehensive design concept.

The Signage Design Proposal must include, at a minimum the following information:

1. Client department;
2. Signage location;
3. Date of order;
4. Type of sign (i.e. two sided exterior primary identification sign);
5. Legend of materials used in sign;
6. Legend of colours used in sign;
7. A scaled illustration of sign with metric dimensions, including base/support details when required;
8. Other signage project requirements (i.e. Electrical requirements, replacement sign or new sign); and
9. Preparation and delivery of the Signage Design Proposal.

6. Permit

The Offeror must apply for and obtain all permits required by provincial and municipal laws or if requested in the call-up against the standing offer.

7. Master Files of Graphic Symbols

The Offeror at no cost to Canada must maintain electronic files of standard federal graphic symbols of FIP signage and must provide copies as requested by the Standing Offer Authority, Technical Authority or other authorized delegated representative.

Solicitation No. - N° de l'invitation
E60HS-20SIGN/A
Client Ref. No. - N° de réf. du client
E60HS-20SIGN

Amd. No. - N° de la modif.
File No. - N° du dossier
hs652E60HS-20SIGN

Buyer ID - Id de l'acheteur
hs652
CCC No./N° CCC - FMS No./N° VME

8. Project Manager

The Offeror must assign a Project Manager (PM) that will have the responsibility and authority to manage all aspects of the work and be able to make decisions on behalf of the Offeror. The PM must be the contact person for all Work within Canada. The PM must have a minimum of five (5) years of experience as PM with two (2) of those years being related to signage. This can include manufacturing, supply, installation, wayfinding, on-site surveys, graphic design and estimation services. The experience must be within the last eight (8) years before the closing date of the Request for a Standing Offer.

21-01-2020

ANNEX B

REUSABLE AREA IDENTIFICATION SIGNS AND HANGER SPECIFICATIONS

1. General Description

Reusable area identification signs, such as nameplates and room signs, are fabricated from two plastic plates with a spacer that would allow the insertion (from both ends) of printed names and cubicle numbers on regular or up to 50 lbs bond paper.

1.1 Single Plate

Description	Requirement
Length	12 inches
Height	2 inches
Back plate	3 mm Black Sintra painted FIP Dark Grey* on the smooth side OR completely FIP Dark Grey* plate. The painted smooth side will be facing out towards the front plate. The plate will have a ¾ inch semi-circle "thumb notch" centred on right end, planed with light sanding
Front plate	1.5 mm non-glare transparent plastic ¼ inch painted border in FIP Dark Grey* on top, bottom, left side, right side and vertical divider
Sign Assembly	3M or equivalent foam tape# applied to top edge, bottom edge, and vertical divider – a 1 5/8 inch slot will remain
Vertical Divider	Painted ¼ inch separator in FIP Dark Grey* position beginning at 2 ¾ inches from the left side. Divider will be separated by foam tape# centred with vertical divider
Sign to Hanger Adhesive	Each completed sign will have two vertical double-sided 3M (or equivalent) adhesive strips applied (12mm wide) centred for a 6 inch wide hanger

1.2 Double Plate

Description	Requirement
Length	12 inches
Height	3 7/8 inches
Back plate	3 mm Black Sintra painted FIP Dark Grey* on the smooth side OR completely FIP Dark Grey* plate. The painted smooth side will be facing out towards the front plate. Each sign will have a ¾ inch semi-circle "thumb notch" centred on right end, planed with light sanding

Front plate	1.5 mm non-glare transparent plastic ¼ inch painted border in FIP Dark Grey* on top, bottom, left side, right side, vertical dividers and horizontal divider
Sign Assembly	3M (or equivalent) foam tape# applied to top edge, bottom edge, vertical dividers and horizontal divider – a 1 5/8 inch slot will remain
Horizontal Divider	Painted 3/8" separator in FIP Dark Grey* position beginning at 1 ¾" inches from the top edge. Divider will be separated by foam tape# centred under horizontal divider
Vertical Dividers	Each divider will be painted ¼ inch separator in FIP Dark Grey* position beginning at 2 ¾ inches from the left side. Each divider will be separated by foam tape# centred under each vertical divider
Sign to Hanger Adhesive	Each completed sign will have two vertical double-sided 3M (or equivalent) adhesive strips applied (12mm wide) centred for a 6 inch wide hanger

1.3 Triple Plate

Description	Requirement
Length	12 inches
Height	5 ¾ inches
Back plate	3 mm Black Sintra painted FIP Dark Grey* on the smooth side OR completely FIP Dark Grey* plate. The painted smooth side will be facing out towards the front plate. Each sign will have a ¾ inch semi-circle "thumb notch" centred on right end, planed with light sanding
Front plate	1.5 mm non-glare transparent plastic ¼ inch painted border in FIP Dark Grey* on top, bottom, left side, right side, vertical divider and horizontal divider
Nameplate Assembly	3M or equivalent foam tape# applied to top edge, bottom edge, vertical dividers and horizontal dividers – a 1 5/8 inch slot will remain in each nameplates created
Horizontal Dividers	Each divider will be a painted 3/8 inch separator in FIP Dark Grey* position beginning at 1 ¾ and 3 3/8 inches from the top edge. Each divider will be separated by foam tape# centred under each horizontal divider
Vertical Dividers	Each divider will be a painted ¼ inch separator in FIP Dark Grey* position beginning at 2 ¾ inches from the left side. Each divider will be separated by foam tape# centred under each vertical divider
Nameplate to Hanger Adhesive	Each completed sign will have two vertical double-sided 3M (or equivalent) adhesive strips applied (12mm wide) centred for a 6 inch wide hanger

2. Sign Hangers

2.1 General Description

1/8 inch wide 3 mm clear Plexiglas, heat bent, moulded for various moveable partitions / workstation panels width and height.

Description	Requirement
Length	6 inches
Width	For various sized walls (i.e. inside dimensions 2, 2 ½, 3 and 3 ½ inches)
Height front side	3 ½, 5 3/8, and 7 ¼ inches outside dimensions respectively based upon single, double or triple nameplates.
Height Support side	2 3/8 inches outside dimension

3. Desktop Nameplates

3.1 General Description

L-Shapes desktop support made from 3 mm clear Plexiglas, heat bent, moulded for single nameplate.

Description	Requirement
Length	6 inches
Height	L-Shaped design angled for maximum viewing
Height Nameplate side	3 ½, inches outside dimensions for single.
Height Support side	3 ½ inches outside dimension

* FIP Dark Grey - colour matching values are listed on: <https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications/official-symbols/colour-values.html>

Foam Tape - 1mm thick and 4 mm wide

One (1) jig (guide) will be provided for nameplate placement 1 ½ inches from the top of the hanger.

2020-01-21

ANNEX C

'CANADA' WORDMARK APPLICATIONS

Exterior Non-illuminated Canada Wordmark Signs On Federal Buildings:

Non-illuminated Canada wordmark signs are individually cut-out letters made from 1" (250mm) 6061 T6 aluminum; water jet cut will provide a smooth finished edge on the letters. The paint finish recommended for the wordmark is a Duranar XL finish from PPG which has a life span of fifteen (15) years plus. A thirty to fifty (30 – 50) degree black for the cut-out Canada letters and a Pantone 032 red for the flag symbol over the last a. This finish meets the five hundred (500) hour salt spray test, equivalent to a fifteen (15) year life span.

The Canada wordmark can also be produced using 1/4" aluminum in special circumstances.

Each letter should be mounted to the structure using three (3) welded brackets on each letter. A structural engineer stamped drawing would be required for installation at each location, that would take into account the finish of the exterior of the building, the type of anchoring for the prevailing winds in that area, with the building exterior material. Material thickness should be specified by a structural engineer for each location that a Wordmark is to be installed.

The size of exterior wordmark applications are based on the size of the capital "C" – the size of the sign will be determined by the location, for instance 1.2 m, 1.5 m, 1.8 m, and 2.1 m are common sizes.

Depending on client requirements, the Canada wordmark may be illuminated. Presently, the most commonly used illumination methods are compact floodlights (operating a metal-halide lamp), low temperature fluorescent lamps, or interior illuminated light-emitting Diode (LED) technology. Have the ability to adjust to new requirements and have them implemented in a reasonable manner.

All exterior Canada wordmark proposals must be reviewed by the Technical Authority prior to production.

Interior Canada Wordmark Signs:

Interior Canada wordmark signs are made from 20mm thick MDF board painted either white or black with red flag symbol above the last "a".

The size of interior wordmark applications are based on the size of the capital "C" – the size of the sign will be determined by the location, for instance 0.23 m, 0.3 m, or 0.36 m are common sizes.

Wordmarks can also be produced using 1/4" aluminum in special circumstances.

Interior Canada wordmark signs are typically installed using double-face tape or aluminum mounting pins to secure the letters to a surface although other installation methods may be considered.

Solicitation No. - N° de l'invitation
E60HS-20SIGN/A
Client Ref. No. - N° de réf. du client
E60HS-20SIGN

Amd. No. - N° de la modif.
File No. - N° du dossier
hs652E60HS-20SIGN

Buyer ID - Id de l'acheteur
hs652
CCC No./N° CCC - FMS No./N° VME

ANNEX D

PRICING

Annex D is attached as a separate document in Microsoft excel format must be filled out.

ANNEX E

ESTIMATED QUANTITY

Note: Estimated Quantity - Standing Offer The estimated quantities of items ordered or number of times a service has been provided based on historical data and are only for information purposes and do not represent Canada's actual requirement.	
Table from Annex D - Basis of Payment	Quantity/Usage
1A	93
1B	157
1C	42
2	3383
3	1059
4	264
5A	41787
5B	3855
5C	7538
6	3171
7A	3
7B	68
7C	9991
7D	979
7E	8
8	463
9	98
10A	6416
10B	1878
11	4
12	621
13	12933
14A	95
14B	2154
15	24
16	811
17A	19212
17B	7436
17C	264
18	10

ANNEX F

PRICE DETERMINATION - THE CONSUMER PRICE INDEX FOR CANADA, ALL ITEMS CPI, NOT SEASONALLY ADJUSTED, HISTORICAL DATA

For each extension periods, the firm prices and firm all-inclusive hourly rates for each item will be determined by calculating and applying the percentage ratio of the Consumer Price Index for Canada All Items CPI, Not Seasonally Adjusted, Historical Data between the data of the latest twelve (12) months period available sixty (60) calendar days before the expiry date of the Standing Offer and the data of the twelve (12) months period available the month of the closing date of the Request for Standing Offer. The Consumer Price Index can be found in table no.18-10-0004-01 Consumer Price Index, monthly, not seasonally adjusted, published by Statistics Canada each month of the year.

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000401>

$$P(e) = P \times (AVE(e) / AVE),$$

where:

$P(e)$ = Firm Price for the extension period of twelve months;

P = Firm Price of the initial period of the standing offer;

$AVE(e)$ = Index annual average is calculated with the data of the latest twelve (12) months period available sixty (60) calendar days before expiry date of the standing offer. The $AVE(e)$ calculated will not be modified as a result of any revision to the Index.

AVE = Index annual average is calculated with the data of the twelve (12) months period available the month of the closing date of the Request for Standing Offer.

The adjustment derived from the ratio $AVE(e) / AVE$ must not be lower than 1. Should it be the case, the firm prices and firm all-inclusive hourly rates for the next 12 months period of the standing offer will remain the same as the firm prices and firm all-inclusive hourly rates of the initial period.

Example (only)

For the purpose of this example, a request for standing offer closed on November 25, 2017. The standing offer was issued on January 25, 2018 for an initial period of one (1) year with an option to extend the standing offer for two additional periods of one (1) year. The firm price of the sign was \$150.00 for the initial period.

AVE Determination

In accordance with the definition of AVE above, the twelve (12) months period used for the calculation is from November 2016 to October 2017.

From table (18-10-0004-01)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2014	123.1	124.1	124.8	125.2	125.8	125.9	125.7	125.7	125.8	125.9	125.4	124.5
2015	124.3	125.4	126.3	126.2	126.9	127.2	127.3	127.3	127.1	127.2	127.1	126.5

2016	126.8	127.1	127.9	128.3	128.8	129.1	128.9	128.7	128.8	129.1	128.6	128.4
2017	129.5	129.7	129.9	130.4	130.5	130.4	130.4	130.5	130.8	130.9		

$$\text{AVE} = 128.6 + 128.4 + 129.5 + 129.7 + 129.9 + 130.4 + 130.5 + 130.4 + 130.4 + 130.5 + 130.8 + 130.9$$

$$= 1560$$

$$\text{AVE} = 1560 / 12$$

$$= 130$$

130 is the annual average for the twelve (12) months period available the month of the closing date of the Request for Standing Offer.

AVE(e) Determination for the first extension period (January 25, 2019 to January 24, 2020)

In accordance with the definition of AVE(e) above, the twelve (12) months period used for the calculation is from November 2017 to October 2018.

From table (18-10-0004-01)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2015	124.3	125.4	126.3	126.2	126.9	127.2	127.3	127.3	127.1	127.2	127.1	126.5
2016	126.8	127.1	127.9	128.3	128.8	129.1	128.9	128.7	128.8	129.1	128.6	128.4
2017	129.5	129.7	129.9	130.4	130.5	130.4	130.4	130.5	130.8	130.9	131.3	130.8
2018	131.7	132.5	132.9	133.3	133.4	133.6	134.3	134.2	133.7	134.1		

$$\text{AVE(e)} = 131.3 + 130.8 + 131.7 + 132.5 + 132.9 + 133.3 + 133.4 + 133.6 + 134.3 + 134.2 + 133.7 + 134.1 = 1595.8$$

$$\text{AVE(e)} = 1595.8 / 12 = 132.98$$

132.98 is the annual average for the 12 months period calculated with the data available sixty (60) calendar days before expiry date of the standing offer.

Firm price determination for the first extension period (January 25, 2019 to January 24, 2020)

$$P(e) = P \times (\text{AVE(e)} / \text{AVE})$$

$$P(e) = \$150.00 \times (132.98 / 130)$$

$$P(e) = \$150.00 \times 1.023$$

$$P(e) = \$153.45$$

\$153.45 would represent the firm price for the first extension period (January 25, 2019 to January 24, 2020).

AVE(e) Determination for the second extension period (January 25, 2020 to January 24, 2021)

In accordance with the definition of AVE(e) above, the twelve (12) months period used for the calculation is from November 2020 to October 20210.

Indexes (v41690973)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2015	124.3	125.4	126.3	126.2	126.9	127.2	127.3	127.3	127.1	127.2	127.1	126.5
2016	126.8	127.1	127.9	128.3	128.8	129.1	128.9	128.7	128.8	129.1	128.6	128.4
2017	129.5	129.7	129.9	130.4	130.5	130.4	130.4	130.5	130.8	130.9	131.3	130.8
2018	131.7	132.5	132.9	133.3	133.4	133.6	134.3	134.2	133.7	134.1	133.5	133.4
2019	133.6	134.5	135.4	136	136.6	136.3	137	136.8	136.2	136.4		

$$\text{AVE}(e) = 133.5 + 133.4 + 133.6 + 134.5 + 135.4 + 136 + 136.6 + 136.3 + 137 + 136.8 + 136.2 + 136.4 = 1625.7$$

$$\text{AVE}(e) = 1625.7 / 12 = 135.46$$

135.46 is the annual average for the 12 months period calculated with the data available sixty (60) calendar days before expiry date of the standing offer.

Firm price determination for the second extension period (January 25, 2020 to January 24, 2021)

$$P(e) = P \times (\text{AVE}(e) / \text{AVE})$$

$$P(e) = \$150.00 \times (135.48 / 130)$$

$$P(e) = \$150.00 \times 1.042$$

$$P(e) = \$156.30$$

\$156.30 would represent the firm price for the second extension period (January 25, 2020 to January 24, 2021).

ANNEX G

SAMPLES

1. Signage Proposal

The Signage Proposal must be in accordance with Paragraph 1.1 - Primary Identification Sign and Paragraph 5 - Graphic Design Services of Annex A - Statement of Work.

The Signage Proposal must be for the replacement of an existing primary identification sign and must be in accordance with the following:

- Client department: Public Works and Government Services Canada
- Date of order: *To be determinate*
- Type of sign: double-sided extruded aluminum blade Primary Identification Sign with the following bilingual information on the sign:

1) Top blade

- Government of Canada corporate signature

2) Middle messaging blades

- English text:
Connaught Building
555 MacKenzie Avenue
- French text:
Édifce Connaught
555 avenue MacKenzie

3) Bottom blade

- Canada wordmark
- Sign dimensions 950 mm high x 2156 mm long

The Signage Proposal must also demonstrate the installation of the replacement sign on existing 4" x 4" posts in accordance with the installation guidelines for extruded aluminum exterior blade assembly found in Canadian General Standards Board Manual (CGSB):

- 109.1M, Signage System, Extruded Aluminum, FIP;
- 109.2M, Letters and Symbols, Die cut Film, FIP; and
- 109 GP 5MP, Signage Materials, Interior and Exterior

For design layout and colour specifications, please see the following links:

<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications/signage/primary-identification-signs.html>
<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications/official-symbols/colour-values.html>

2. Sample Mandatory Sign

The Sample Mandatory Sign must be in accordance with section 4.3, Figure 11: "Regulatory, warning and informational signs – Type 2 Mandatory" of the TBS FIP Manual, and Article 1.2 of Common Use and Operational Signs of Annex A – Statement of Work.

Specifically, this sign must:

- Be a "Do not open this door except in an emergency" sign (2E.1.3 from FIP Manual 4.3A), measuring 100mm x 350mm;
- Be made from 3mm or 6mm polyvinyl chloride (PVC) base, on which a durable paint or adhesive vinyl is applied in the standard sign colours; and
- Include double sided tape, as it will be affixed to a wall.

For colour specification, please see the following link:

<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications/official-symbols/colour-values.html>

ANNEX H

MANDATORY TECHNICAL EVALUATION CRITERIA

M.1 Experience and Expertise of the Proposed Personnel - Project Manager

- M.1.1** The Offeror must demonstrate that the Project Manager (PM) has a minimum of five (5) years of experience as PM with two (2) of those years being related to signage such as, manufacturing, supply, installation, wayfinding, on-site surveys, graphic design and estimation services. The experience must be within the last eight (8) years before the closing date of the Request for Standing Offer.

M.2 Experience and Expertise of the Firm

In this section, details must be provided regarding the relevant experience and expertise of the firm in relation to this requirement.

- M.2.1** The Offeror must demonstrate it has at least five (5) years of experience within the last six (6) years before the closing date of the Request for Standing Offer, in managing signage projects.

- M.2.2** The Offeror must demonstrate it has at least two (2) years of experience within the last three (3) years before the closing date of the Request for Standing Offer, in manufacturing and delivering signage for Major Clients.

Major Clients are defined as having at least ten (10) business locations requiring signage.

The Offeror must provide the following:

- (a) List of Major Clients;
- (b) Dates when the signs were manufactured and delivered; and
- (c) List of Business locations.

- M.2.3** The Offeror must demonstrate it or their sub-contractors have provided signage installation services Across Canada within at least two (2) of the last three (3) years before the closing date of the Request for Standing Offer.

Across Canada is defined as Offeror or their sub-contractors having provided signage installation services in at least eight (8) Canadian Provinces/Territories.

The offeror must provide the following:

- (a) The names of the client;
- (b) Full address of client; and
- (c) Dates when the signage installation services were provided.

- M.2.4** The Offeror must demonstrate it has an annual signage sales volume of at least one (1) million dollars within at least three (3) of the last five (5) years before the closing date of the Request for Standing Offer.

M.2.5 The Offeror must demonstrate how it or their sub-contractors will provide installation services, in all provinces, territories across Canada.

M.2.6 The Offeror must demonstrate they or their sub-contractor have at least five (5) years of experience in Graphic Design related to signage services within the last six (6) years before the closing date of the Request for Standing Offer.

M.3 **Quality Control Plan**

M.3.1 The Offeror must submit a Quality Plan, which demonstrates how the work including that of sub-contractors will be monitored for quality control.

Solicitation No. - N° de l'invitation
E60HS-20SIGN/A
Client Ref. No. - N° de réf. du client
E60HS-20SIGN

Amd. No. - N° de la modif.
File No. - N° du dossier
hs652E60HS-20SIGN

Buyer ID - Id de l'acheteur
hs652
CCC No./N° CCC - FMS No./N° VME

ANNEX I

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)