

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT / CE DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ

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

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Pest Control Services – CFB Kingsto	
Solicitation No. - N° de l'invitation W6837-184718/B	Date 2020-02-24
Client Reference No. - N° de référence du client W6837-184718	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-930-8056
File No. - N° de dossier KIN-9-52106 (930)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-16	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Littlefield, Mike	Buyer Id - Id de l'acheteur kin930
Telephone No. - N° de téléphone (613)545-8058 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RPOU (Ontario) Kingston CFB Kingston Bldg MH36 6 Moro Street Kingston Ontario K7K7B4 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: 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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KIN-9-52106

Buyer ID - Id de l'acheteur
KIN930
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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / CE DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ**

This bid solicitation cancels and supersedes previous bid solicitation number W6837-184718/A dated 28-January-2020 with a closing of 19-February-2020 at 14:00. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and the Security Requirement Checklist.

1.2 Summary

- 1.2.1 To provide all labour, materials, equipment and transportation required to carry out Pest Control Services, in various areas of CFB Kingston, including Royal Military College, Fort Frontenac, Kingston Armoury, and Brockville Armoury. Pests included under this Work are but not limited to bees, wasps, hornets, spiders, mice, rats, bed bugs, birds and raccoons.

The period of the Standing Offer will be from date of Standing Offer issuance to three years following with one additional option year period.

Only one (1) Standing Offer will be issued.

1.2.2 The requirement is limited to Canadian goods and services.

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 240 days

2.2 Submission of Offers

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

Public Works and Government Services
Kingston Procurement
86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
TPSGC.ordreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca (*email address for epost Connect service*)

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

Facsimile number: (613) 545-8067

2.2.1 M7035T - List of Proposed Subcontractors

If the offer includes the use of subcontractors, the Offeror agrees, upon request from the Standing Offer Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

2.2.2 M0019T - Firm Price

The Offeror is required to submit firm prices that will apply for the entire period of the Standing Offer.

2.3 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.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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: Financial Offer

Section II: Certifications

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

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

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

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

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

Section I: Financial Offer

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

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KIN930
CCC No./N° CCC - FMS No./N° VME

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Financial Evaluation

The total overall offer price will be calculated as follows:

Step 1: For Items 1 through 4: Unit Price X Estimated Quantity = Extended Price

Step 2: For Item 5: Estimated Usage - % discount = Extended Price

Step 3: Aggregate of Extended Prices = Evaluated Price

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

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

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 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

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Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

This procurement is solely limited to Canadian services.

The Offeror certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET or RELIABILITY STATUS as required granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
 - (b) Industrial Security Manual (Latest Edition).

7.3 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 include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

The data must be submitted on an annual basis to the Standing Offer Authority.

The reporting period is defined as follows:

Year 1 - date of issuance to one year following;

Year 2 - one year following;

Year 3 - one year following;

(Option) - one year following.

The data must be submitted to the Standing Offer Authority no later than 20 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of Standing Offer issuance to three years following.

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 an additional one (1) year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A, 2. Work Site(s) of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mike Littlefield
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3

Telephone: (613) 545-8058
Facsimile: (613) 545-8067
E-mail address: mike.littlefield@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

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any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative (To be completed by the offeror)

General Enquiries:

Name: _____
Title: _____
Address: _____

Telephone No: _____
Facsimile No: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

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

Department of National Defence (DND), Canadian Forces Base (CFB) Kingston.

7.8 Call-up Procedures

The Identified User authorized to make call-ups against the Standing Offer will provide a Statement of Requirements to the Offeror. The estimated cost stated in the Call-up must not be exceeded without the specific written authorization of the Identified User.

7.9 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.

7.10 Limitation of Call-ups

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

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2018-06-21), General conditions: Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex E, Usage Reporting Form;
- i) the Offeror's offer dated _____ .

7.12 Certifications and Additional Information

7.12.1 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.

7.12.2 SACC Manual Clauses

SACC Manual clause M3060C (2008-15-12), Canadian Content Certification

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.

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Insert the following clause when payment by credit cards is accepted by the Offeror.

Section 13 – Interest on Overdue Accounts, of 2010C (2018-06-21), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of Contract plus 2 months inclusive.

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. Customs and duties are included and Applicable Taxes are extra.

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

7.5.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.5.3 Method of Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

7.5.4 Electronic Payment of Invoices – Call-up [Canada will insert information at time of award]

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);

7.6 Invoicing Instructions

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

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.8 SACC Manual Clauses

SACC Manual Clause [A9062C](#) (2011-05-16); Canadian Forces Site Regulations

ANNEX A

STATEMENT OF WORK

1. Scope of Work

To provide all labour, materials, tools, equipment, transportation and supervision necessary to perform complete pest control services on behalf of the Department of National Defence (DND) Canadian Forces Base Kingston, including Royal Military College, Fort Frontenac, Kingston Armoury, and Brockville Armoury.

2. Work Site(s):

- Canadian Forces Base Kingston, Kingston, Ontario
- Royal Military College, Kingston, Ontario
- Fort Frontenac, 388 Ontario Street, Kingston, Ontario K7K 2X9
- Kingston Armoury, 100 Montreal Street, Kingston, Ontario, K7K 3E8
- Brockville Armoury, 144 King Street East, Brockville, Ontario, K6V 1C2

3. Pest Control:

- a. Pest control includes, but not limited to gophers, skunks, mice, rats, birds, bats, bees, wasps, hornets, spiders, insects (excluding mosquitoes), bed bugs and raccoons.
- b. Contractor must carry out the control of pests until exterminating is accomplished, which will be indicated by the Project Authority when he/she finds the area free of infestation. This includes the installation, maintenance, collection, and disposal of any pest control method used to perform the work.
- c. Contractor must install, remove and maintain appropriate bilingual (English/French) signage and inform all building occupants and the public, in accordance with the MOE, MNR, Fish and Wildlife Conservation Act and Pesticides Act regulations prior to use of any pesticide(s) and other pest control devices.
- d. Contractor must notify the Project Authority of any existing building members and/or landscape repairs required to prevent pests' entrance or egress from buildings or areas.
- e. When buildings or areas are to be treated, the Project Authority will make arrangements as necessary for access and hours in which the work must be carried out.
- f. Contractor must not supply any pest control devices to any person or Base/Lodger unit unless authorized in writing by the Project Authority.
- g. Contractor must have all bait/rodent boxes plainly marked with French/English "POISON" and must locate all bait/rodent boxes safely out of reach of children and/or pets.
- h. Materials used and hours worked will be checked and verified at the work site by the Project Authority
- i. The Contractor must advise the Project Authority of the telephone number at which the Contractor's representative(s) may be contacted.

-
- j. When service is required; the Project Authority representative will notify the Contractor by telephone.
 - k. PWGSC-TPSGC 942 "Call-up Against a Standing Offer" will detail the work submitted to the Contractor. The Contractor must pick these PWGSC-TPSGC 942's up at Contract's Inspection, 6 Moro Street (H36), McNaughton Barracks, CFB Kingston.
 - l. On receipt of a request for services, Contractor must submit a schedule for the work indicating the sequence and time of carrying out work within the required completion time requested by the Project Authority.
 - m. When the schedule has been approved by the Project Authority, Contractor must take necessary measures to complete work within the scheduled time. Contractor must not change schedule without
 - n. Project Authority's approval.
 - o. Written estimates for work must be submitted by the Contractor to the Project Authority for budget costing and approval before work can commence. Estimates must be broken down showing labour, materials, equipment, and transportation costs in accordance with the Basis of Payment.
 - p. The Serviceperson or Contractor's representative(s) must report back to the Project Authority once the work is completed. All work is subject to an on-site inspection for certification.

4. Additional Conditions:

- a. The Contractor must supply reports to the Project Authority with details of the particular services offered, chemical applied, detailed sanitation and structural recommendation to avoid pests and recommended corrective action.
- b. The Contractor must take all necessary steps to protect personnel, workers, visitors, general public and property from harm during the course of the call-up as work is being performed.
- c. The Contractor will report to the Project Authority any accident or incident involving contractors' personnel and/or property arising from the Contractor's execution of the work.
- d. Chemicals must not be stored on DND's site.
- e. Empty pesticide product containers must not be disposed on DND's property.
- f. Dead Animal Removal: If required, dead animals will be removed and disposed of off-site.
- g. A copy of the Material Safety Data Sheets (MSDS) must be provided to the Project Authority for any controlled products being brought on site and used, prior to the commencement of work.
- h. The Contractors' personnel must have been trained in Workplace Hazardous Material Information System (WHMIS) legislation as contained in Occupation Health and Safety Regulations of the Canada Labour Code.
- i. Invertebrates: each service call must include a call back service if the invertebrates' problem has not been suppressed.
- j. Other pests: each service call consists of the complete elimination of the pest for which the services were requested to the complete satisfaction of the Project Authority.

- k. Contractor will have access to any areas as and when required for the discharge of his/her part of the Contract which must include the necessary follow-up inspection to satisfy himself/herself and the Project Authority that the infestation has been eradicated.
- l. The Contractor must remove all excess materials, debris and spoils, plant and equipment and leave all areas of work clean to the satisfaction of the Project Authority.

5. Contractor's Personnel

- a. The Contractor must supply certificates for all trained and certified personnel to complete work at any of the DND locations listed herein.
- b. The Contractor, upon request, will be required to supply the names of all personnel that will require access to the site to the Project Authority upon receipt of a call-up. If the Contractor's personnel name is not provided in advance, the Contractor's personnel may experience delays in receiving access to the site. Any time lost while the Contractor's personnel are waiting for access due to names not being forwarded to the Project Authority will be the responsibility of the Contractor. This time lost will not be billable time.
- c. The Contractor will be advised by the Project Authority, in writing, of the name(s) of personnel who are authorized to request services.

6. Response Times:

- a. The Contractor must:
 - provide service when requested twenty-four (24) hours per day, seven (7) days per week, including weekends and holidays. Regular hours are from 07:30 to 16:00 pm;
 - respond to emergency work requirements within two (2) hours of receipt of call; and
 - respond to all other work requirements within twenty-four (24) hours of receipt of call.

7. Safety Standards:

- a. The Contractor must:
 - Be fully familiar with the contents and requirements of the Pest Control Products Act (Canada), Fertilizers Act (Canada), Pesticides Act, Environmental Directive ED 4003-4/07, BSO 16.07, applicable MOE and MNR regulations and Fish and Wildlife Conservation Act.
 - Perform work in accordance with the latest editions of standards, codes, acts and referenced materials of Federal, Provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.

8. References:

- a. Pest Control Products Act (Canada).
- b. Fertilizers Act (Canada).
- c. Pesticides Act, Ontario Regulation 63/09, as amended and all regulations as issued by the Government of Ontario.
- d. Environmental Directive ED 4003-4/07 To Reduce The Use Of Pesticides On DND Properties.
- e. CFB Kingston Base Standing Orders (BSO) 16.07, Disposal of Hazardous Materials Waste.
- f. Ministry of the Environment (MOE).
- g. Ministry of Natural Resources (MNR).
- h. Fish and Wildlife Conservation Act, Ontario Regulation 669/98, as amended and all regulations as issued by the Government of Ontario.

9. Manufacturer's Instructions:

- a. Unless otherwise specified, the Contractor must comply with the manufacturer's latest printed instructions for materials and installation methods.
- b. The Contractor must also notify the Project Authority in writing of any conflict between these specifications and the manufacturer's instructions. The Project Authority in conjunction with the Base PMed Technician shall designate which document(s) are to be followed.

10. Licences and Permits

- a. Contractor must employ an exterminator(s) that hold a valid Exterminator Licence-Structural, Class Structural, and Exterminator Licence-Land, Class Landscape, in accordance with the Ministry of the Environment (MOE).
- b. Contractor must acquire pesticide permit(s), issued by the MOE, for use of certain types of pesticide application as required for this Contract.
- c. The operator, exterminator(s), must provide copies of their valid licences and pesticide permit(s) to the Project Authority and Base Preventive Medicine (PMed) Technician prior to performing any work.

11. Product Data

- a. Contractor must comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to Labour Canada and Health and Welfare Canada.
- b. Deliver copies of WHMIS and MSDS data sheets for all pesticides intended for use, to the Project Authority and Base PMed Technician, prior to performing any work of this Contract.
- c. Changes to the initial list of pesticides must be submitted for approval by the Project Authority and Base PMed Technician.
- d. All pesticides used must be registered and assigned a registration number under the Pest Control Products Act (Canada) and approved for the intended purpose in the Province of Ontario.
- e. Hazardous materials waste must be disposed of off-site, and in accordance with BSO 16.07.

12. Facilities

- a. The Contractor must provide, furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, etc., as may be required for the proper execution of the work.
- b. Contractor and all personnel performing work of this Contract must not use any tools, equipment, materials, buildings, structures or any other property owned, rented or leased by DND unless authorized in writing by the Project Authority.
- c. For the purposes of this Contract, temporary electrical power and water may be provided, free of charge, subject to DND requirements and approval of the Project Authority. Contractor must

make all electrical power and water service connections to work site, to the satisfaction of the Project Authority, and at no additional cost to the Crown.

- d. Contractor must disconnect and remove from work site all temporary equipment, electrical power and water service connections, restore all damaged existing/new buildings, property and/or services to the satisfaction of the Project Authority, and at no additional cost to the Crown.
- e. Contractor must take all necessary precautions to protect and prevent damage to any structures and all surrounding property and installations. Damage caused by the Contractor must be repaired or replaced using new products to match existing without undue delay to the complete satisfaction of the Project Authority, and at no additional cost to the Crown.
- f. Contractor must confine apparatus and operation of workers to limits as directed by the Project Authority.

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ANNEX B

BASIS OF PAYMENT

All information in italics will be removed for any resulting contract. The Estimated Usages are an estimate of the requirements made in good faith. The Standing Offer will be limited to the actual labour services performed.

Contractor must submit all-inclusive unit prices for pest control in accordance with Annex A – Statement of Work. These unit prices must include all labour, equipment, transportation, overhead and profit charges for productive time spent on work site.

The pricing must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included. Applicable Taxes must be shown as a separate item on the invoices.

Note: Estimates herein are estimates only for evaluation purposes. This is not a guarantee of business.

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Table 1:

Period of Standing Offer – Year 1 Firm All-Inclusive Unit Prices, FOB Destination, GST Extra					
Item	Description	Unit of Issue	Unit Price	Est. Qty	Ext'd Price
1	Rodent Pest Control – all-inclusive hourly rate for productive labour to bait, capture and remove from site, including cost of borrowed traps/equipment (i.e. gophers, skunks, mice, rats)				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	175	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
2	Bird Pest Control – all-inclusive hourly rate for productive labour to net or bait, capture and remove from site, including cost of borrowed trap or other equipment as required.				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	50	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
3	Insect Pest Control – all-inclusive hourly rate for productive labour for the treatment, baiting or spraying of insects (such as ants, bees, wasps, flies) including cost of equipment as required				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	80	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
4	Bed Bug Pest Control				
A	Inspection and/or monitoring – all inclusive hourly rate for productive labour	Hour	\$	30	\$
B	Treatment – all-inclusive hourly rate for productive labour for the treatment, baiting or spraying	Hour	\$	30	\$
5	Miscellaneous consumable products used in the above applications – Manufacturer's suggested retail price less a discount of _____ %. (Estimated usage \$2,000.00.)				

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Table 2:

Period of Standing Offer – Year 2 Firm All-Inclusive Unit Prices, FOB Destination, GST Extra					
Item	Description	Unit of Issue	Unit Price	Est. Qty	Ext'd Price
1	Rodent Pest Control – all-inclusive hourly rate for productive labour to bait, capture and remove from site, including cost of borrowed traps/equipment (i.e. gophers, skunks, mice, rats)				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	175	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
2	Bird Pest Control – all-inclusive hourly rate for productive labour to net or bait, capture and remove from site, including cost of borrowed trap or other equipment as required.				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	50	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
3	Insect Pest Control – all-inclusive hourly rate for productive labour for the treatment, baiting or spraying of insects (such as ants, bees, wasps, flies) including cost of equipment as required				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	80	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
4	Bed Bug Pest Control				
A	Inspection and/or monitoring – all inclusive hourly rate for productive labour	Hour	\$	30	\$
B	Treatment – all-inclusive hourly rate for productive labour for the treatment, baiting or spraying	Hour	\$	30	\$
5	Miscellaneous consumable products used in the above applications – Manufacturer's suggested retail price less a discount of _____ %. (Estimated usage \$2,000.00.)				

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Table 3:

Period of Standing Offer – Year 3					
Firm All-Inclusive Unit Prices, FOB Destination, GST Extra					
Item	Description	Unit of Issue	Unit Price	Est. Qty	Ext'd Price
1	Rodent Pest Control – all-inclusive hourly rate for productive labour to bait, capture and remove from site, including cost of borrowed traps/equipment (i.e. gophers, skunks, mice, rats)				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	175	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
2	Bird Pest Control – all-inclusive hourly rate for productive labour to net or bait, capture and remove from site, including cost of borrowed trap or other equipment as required.				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	50	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
3	Insect Pest Control – all-inclusive hourly rate for productive labour for the treatment, baiting or spraying of insects (such as ants, bees, wasps, flies) including cost of equipment as required				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	80	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
4	Bed Bug Pest Control				
A	Inspection and/or monitoring – all inclusive hourly rate for productive labour	Hour	\$	30	\$
B	Treatment – all-inclusive hourly rate for productive labour for the treatment, baiting or spraying	Hour	\$	30	\$
5	Miscellaneous consumable products used in the above applications – Manufacturer's suggested retail price less a discount of _____ %. (Estimated usage \$2,000.00.)				

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Table 4:

Period of Standing Offer – OPTION Year 1					
Firm All-Inclusive Unit Prices, FOB Destination, GST Extra					
Item	Description	Unit of Issue	Unit Price	Est. Qty	Ext'd Price
1	Rodent Pest Control – all-inclusive hourly rate for productive labour to bait, capture and remove from site, including cost of borrowed traps/equipment (i.e. gophers, skunks, mice, rats)				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	175	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
2	Bird Pest Control – all-inclusive hourly rate for productive labour to net or bait, capture and remove from site, including cost of borrowed trap or other equipment as required.				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	50	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
3	Insect Pest Control – all-inclusive hourly rate for productive labour for the treatment, baiting or spraying of insects (such as ants, bees, wasps, flies) including cost of equipment as required				
A	During regular working hours (Monday to Friday, 0730 to 1600)	Hour	\$	80	\$
B	Outside of regular hours	Hour	\$	2	\$
C	Statutory Holidays	Hour	\$	2	\$
4	Bed Bug Pest Control				
A	Inspection and/or monitoring – all inclusive hourly rate for productive labour	Hour	\$	30	\$
B	Treatment – all-inclusive hourly rate for productive labour for the treatment, baiting or spraying	Hour	\$	30	\$
5	Miscellaneous consumable products used in the above applications – Manufacturer's suggested retail price less a discount of _____ %. (Estimated usage \$2,000.00.)				

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See following



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Unscreened personnel may only access Public & Reception Zones. 27

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W6837-2018-4718

Security Classification / Classification de sécurité
UNCLASSIFIED

SM

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Landry Maj AJ@RPOU (O)@Kingston

Title - Titre

OC RPOPS Det Kingston

Signature

Telephone No. - N° de téléphone
613-541-5010 ext.5280

Facsimile No. - N° de télécopieur
613-541-4495

E-mail address - Adresse courriel
Alexandre.Landry@forces.gc.ca

Date JAN 10 2019

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DDSO - Industrial Security
Senior Security Analyst

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

E-mail: sasa.medjovic@forces.gc.ca

2019-Jan 11

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No ☒ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Vanessa Good-Davidson
Contract Security Officer, Contract Security Division
vanessa.good-davidson@tpsgc-pwgsc.gc.ca
Tel/Tél 613-941-0441

Teleph

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Solicitation No. - N° de l'invitation
W6837-184718/B
Client Ref. No. - N° de réf. du client
W6837-2018-4718

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-9-52106

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

ANNEX D to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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);

Solicitation No. - N° de l'invitation
W6837-184718/B
Client Ref. No. - N° de réf. du client
W6837-2018-4718

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-9-52106

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

ANNEX F

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Offerors are required to provide a list of their Board of Directors before Standing Offer issuance. Offerors are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer issuance.

Procurement Business Number - _____

Offerors may register for a PBN online at [Contractor Registration Information](#). For non-Internet registration, Offerors may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Contractor Registration Agent.