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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, 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, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

- 1.2.1 The Department of National Defence, Canadian Forces Base (CFB) Borden, has a requirement on an as and when required bases for the supply of all labour, materials, tools, equipment and transportation to repair Freestanding Buildings (various locations at CFB Borden).

The period for Standing Offer is from Date of Standing Offer Issuance to September 30, 2021, with an option to extend the Standing Offer by 4 additional 1 year periods.

Only one standing offer will be issued.

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

Mandatory Site Visit

There is a mandatory site visit. Bidders who do not attend or send a representative to the mandatory site-visit will not be given an alternative appointment and their bids will be rejected as non-compliant.

Mandatory site visit will begin at **10am EDT, October 1, 2020, 16 Ramillies Rd – Building P154 – Room 234, Borden, ON L0M 1C0**. All contractors upon entering the building contractors will be required to hand Sanitize and wear a mask

Bidders are requested to communicate with the Standing Offer Authority no later than 6:00pm EDT on September 30, 2020 to confirm attendance and provide the name(s) of the person(s) who will attend.

1.3 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to 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:

PWGSC Ontario Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

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

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

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: 2019-01](#) 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.

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.

- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror must submit its offer electronically 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

Offers transmitted by facsimile or hardcopy will not be accepted.

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 Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Item	Mandatory Criteria	Identify Supporting Documentation (Specify Page # in Bid Proposal)
	The Bidder must demonstrate that they have met the Mandatory criteria by meeting the following	
M1	Bidder must have a minimum of three (3) years of documented trade experience in maintenance, service and repair of Soft-walled shelters within the last five (5) years from the date of bid closing. To demonstrate this experience bidder must provide a brief history and background of their company in the servicing of Soft-walled shelter repairs	

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Offeror must submit pricing in accordance with Annex B, Basis of Payment, in Canadian funds. Pricing must be provided for the initial standing offer period and extension periods.

Bids will be evaluated based on the prices detailed in Annex B- Basis of Payment.

The price used in the evaluation will be the Total Aggregate Price for each of Sections 1.0, 2.0, 3.0, 4.0, and 5.0 of Annex B – Basis of Payment for the contract period and all option periods.

4.1.2.2 Evaluation of Price

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

4.2 Basis of Selection

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4.2.1 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

6.2 Security Requirements

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

6.3 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.

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

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

The quarterly reporting periods are defined as follows:

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

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Standing Offer Issue to September 30, 2021.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for four (4) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Aaron Abela

Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Ontario Region
4900 Yonge Street, 10th Floor, Toronto, Ontario, M2N 6A6

Telephone: 416-262-6212

E-mail address: Aaron.Abela@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority *(To be completed at issuance)*

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

E-mail address: _____

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

6.5.3 Offeror's Representative *(To be completed by Offeror)*

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File No. - N° du dossier
TOR-0-43035

Buyer ID - Id de l'acheteur
TOR015
CCC No./N° CCC - FMS No./N° VME

Name: _____
Title: _____

Telephone: _____
E-mail address: _____

6.6 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence (DND), Real Properties Operations Detachment, and their delegated representatives at CFB Borden.

6.8 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.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

6.10 Financial Limitation - Total

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

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

6.11 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 (2020-05-28), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Quarterly Usage Report Form;
- h) Annex D, PWGSC 942 Call-up Against a Standing Offer Template
- i) the Offeror's offer dated _____ (*insert date of offer*).

6.12 Certifications and Additional Information

6.12.1 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.

6.13 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.

6.14 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.

6.15 SACC Manual clauses

SACC Manual Clause [A9006C](#) (2012-07-16), Defence Contract
SACC Manual Clause [M3800C](#) (2012-07-16), Estimates

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.

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 (2018-06-21) Interest on Overdue Accounts, of [2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards. *(This clause will be inserted if payment by credit card(s) is accepted by the Offeror, otherwise it will be deleted).*

6.3 Term of Contract

6.3.1 Period of the Contract

The Work is to be performed in accordance with the call-up against the Standing Offer.

6.4 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.5 Payment

6.5.1 Basis of Payment – Fixed Time Rate – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ *(insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

6.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ *(insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

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

6.5.3 Multiple Payments

SACC Manual Clause [H1001C](#) (2008-05-12), Multiple Payments

6.5.4 SACC Manual Clauses

SACC Manual Clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

6.5.5 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)

6.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
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.
OR
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.7 Insurance

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

6.8 SACC Manual Clauses

SACC Manual clause [A9039C](#) (2008-05-12) Salvage
SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations
SACC Manual clause [B1501C](#) (2018-06-21) Electrical Equipment

6.9 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A"

STATEMENT OF WORK

1. Background

Real Properties Operations Detachment Borden (RPO Det. Borden) is responsible for all the Free Standing Soft-wall Structures at CFB Borden, Ontario. In the performance of this responsibility, there exists a requirement for an Inspection, Maintenance and Repair program, specifically, a qualified company to execute all CF 942 Call-ups against a Standing Offer Arrangement (SOA) on an "as and when requested basis" in support of RPO Det. Borden at CFB Borden, ON.

2. Objective

The Contractor must responsibly repair all Free-Standing Soft-wall Structures on an "as and when requested basis", strictly adhering to the rules, codes and standards listed in the references below.

3. Scope

3.1 The Contractor must provide all labour, materials and equipment required to Inspect, Maintain and Repair all Free-Standing Soft-wall Structures on an "as and when requested" basis to the specifications in this Statement of Work (SOW) at CFB Borden, Ontario.

3.2 Description of Free-Standing Soft-wall Structures

- Free-Standing Soft-wall Structures have a pre-engineered fabric structure;
- Fabric is a Dura-Weave cover;
- Fabric is secured to galvanized steel poles or arches;
- Poles or arches are protected with Gator-shield coating to extend and protect the steel;
- Doors are wood with a steel covering complete with window and screen insert, hinges and door closure
- Soft-Wall Structures are completed with gable vents to allow air flow through structure
- Number of doors varies from 2 to 6;
- Sizes are 16'x30', 16'x20', or 40'x60';
- Soft-Wall Structures may be a temporary or permanent installation, with the ability to disassemble, move, reconfigure and extend at any time; and
- All Free-Standing Fabric utilized must be Fire-Rated.

4. Tasks

The Contractor, upon receipt of the scope of work and the site visit, must submit a cost estimate within two (2) business days to the Project Authority (PA). The estimate is to be broken down showing materials and labour costs.

The Contractor must complete each of the following services upon request of the Project Authority:

4.1 All materials must be accepted by the Project Authority (PA)

4.2 All materials must be supplied with Material Safety Data Sheets (MSDS);

4.3 Doors

- Secure hinges to jambs;
- Secure jamb to U-channel using long screws;
- Replace damaged passage sets;
- Replace tie-backs to hold door open;
- Replace/repair/secure door closures;
- Replace/repair/secure door screens;
- Replace damaged window inserts where applicable ; and
- Replace Complete Door which includes frame, locks, exterior trim and replace damaged interior door casings.

4.4 Main Tent Barrel Fabric

- Patch rips and holes using repair fabric;
- Repair/replace cables; and
- Repair any or all structure components damaged due to severe weather, heat, wind, rain or snow loads.
- Replace tent ends as required by PA
- Replace fabric as required by PA

4.5 End (Exterior) Fabric

- Repair holes in fabric caused by and not limited to sharp objects, mice or any other rodents or animals, secure fabric to tent parts.
- Replace tent ends as required by PA
- Install vents in tent ends as required by PA

4.6 Interior Fabric Panels

- Consist of (3) three parts, (2) two ends and (1) one interior fabric barrel
- Replace & repair interior fabric as required by PA

5. References

All work must be performed in accordance with the latest editions of the following:

- National Building Code;
- Province of Ontario Occupational Health and Safety Act;
- CFB Borden Security Orders; and
- All other applicable CFB Borden Orders and industry codes and standards.

6. Emergency Service and Regular Service Response Times

- 6.1 Contractor must be responsible to provide on-site service within 24 hours of receiving contact from the Project Authority (PA) and authorized by a CF 942.
- 6.2 In an emergency situation, the Contractor must, upon verbal authorization from the PA proceed with work within four (4) hours. A CF 942 will be issued as soon as it is practical for the PA to do so.
- 6.3 The contractor must not refuse any call for service and must begin work within (48) hours of acceptance of estimate. Once the work is started, it must be completed without delay.

7. Call-Back Services

- 7.1 The Contractor must provide a maximum of twenty-four (24) hour response time for a callback request.

8. Deliverables

- 8.1 All materials supplied must be professionally done to the directions of the PA.;

9. Progress

- 9.1 Provision of a detailed quote for any material supplied by the contractor, must be submitted to the PA for approval, before any work commences.
- 9.2 The PA reserves the right to refuse any estimates that are deemed to be unreasonable

10. Authorization of Work

The Contractor, on receipt of the acceptance of this Contract, the PA must advise the Contractor of the names of persons authorized to request service. Any work undertaken at the request of unauthorized others, will be entirely at the contractors risk with regards to payment.

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Buyer ID - Id de l'acheteur
TOR015
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ANNEX "B"

BASIS OF PAYMENT

The firm unit prices must be an all-inclusive price in Canadian funds including Canadian customs duties, excise taxes, F.O.B. Destination, including all delivery charges. The total amount of Harmonized Sales Tax, if applicable, is excluded.

The estimated quantities provided herein are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way is any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. All wording in italics will be removed prior to SO issuance.

1.0 INITIAL PERIOD – STANDING OFFER PERIOD YEAR 1

Standing Offer Issuance Date – September 30, 2021

1.1 Firm Unit Prices

ITEM	DESCRIPTION	UNIT PRICE
A	Doors (Firm price for each to include materials and labour)	
A-1	Secure hinges to jamb, secure jamb to U-channel using longer screws	\$ _____ Each
A-2	Replace passage sets	\$ _____ Each
A-3	Replace tie-backs to hold door open	\$ _____ Each
A-4	Replace secure door closures	\$ _____ Each
A-5	Replace door screens	\$ _____ Each
A-6	Replace damaged window insert	\$ _____ Each
A-7	Replace door complete, frame, locks	\$ _____ Each
A-8	Replace exterior brick mould trim	\$ _____ Each
A-9	Replace damaged interior door casings	\$ _____ Each
B	Repairs to Main Tent Barrel Fabric, End (Exterior) Fabric, Interior Fabric Panels and other Miscellaneous Repairs – “as and when requested Material & labour included ” and authorized by the Project Authority only.	
B-1	16' x 30' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$ _____ Each
B-2	16' x 20' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$ _____ Each
B-3	16' x 40' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$ _____ Each
B-4	Replacement of Soft-Walled Shelter ends Complete with gable ventilation inserts	\$ _____ Each
B-5	Installation /replacement of vents in Shelters	\$ _____ Each

- 1.2 Service Calls** (including emergency calls) when authorized by the Project Authority shall include one hour of onsite productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional service call charge will apply.

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /call	\$_____ per /call
B	Outside regular working hours (Monday to Saturday)	\$_____ per /call	\$_____ per /call
C	Sundays and Statutory Holidays	\$_____ per /call	\$_____ per /call

Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays. A service call charge will not be applied if Contractor is already on site for other work.

1.3 Labour only in addition to article 1.2

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /hour	\$_____ per /hour
B	B) Outside regular working hours (Monday to Saturday)	\$_____ per /hour	\$_____ per /hour
C	C) Sundays and Statutory Holidays	\$_____ per /hour	\$_____ per /hour

Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays.

1.4 Material and replacement parts

Material and replacement parts supplied by the Contractor (other than free issue) will be priced at the current Manufacturer's Suggested Retail Price in effect at the time of order with the addition of contractors material mark-up of _____% (Estimated material usage is \$25,000.00)

2.0 OPTION YEAR 1 (STANDING OFFER PERIOD – YEAR 2 October 1 2021 – September 30, 2022

2.1 Firm Unit Prices

ITEM	DESCRIPTION	UNIT PRICE
A	Doors (Firm price for each to include materials and labour)	
A-1	Secure hinges to jamb, secure jamb to U-channel using longer screws	\$_____ Each
A-2	Replace passage sets	\$_____ Each
A-3	Replace tie-backs to hold door open	\$_____ Each
A-4	Replace secure door closures	\$_____ Each
A-5	Replace door screens	\$_____ Each
A-6	Replace damaged window insert	\$_____ Each
A-7	Replace door complete, frame, locks	\$_____ Each
A-8	Replace exterior brick mould trim	\$_____ Each
A-9	Replace damaged interior door casings	\$_____ Each
B	Repairs to Main Tent Barrel Fabric, End (Exterior) Fabric, Interior Fabric Panels and other Miscellaneous Repairs – “as and when requested Material & labour included ” and authorized by the Project Authority only.	
B-1	16' x 30' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-2	16' x20' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-3	16' x 40' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-4	Replacement of Soft-Walled Shelter ends Complete with gable ventilation inserts	\$_____ Each
B-5	Installation /replacement of vents in Shelters	\$_____ Each

- 2.2 Service Calls** (including emergency calls) when authorized by the Project Authority shall include one hour of onsite productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional service call charge will apply.

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /call	\$_____ per /call
B	Outside regular working hours (Monday to Saturday)	\$_____ per /call	\$_____ per /call
C	Sundays and Statutory Holidays	\$_____ per /call	\$_____ per /call

Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays. A service call charge will not be applied if Contractor is already on site for other work.

2.3 Labour only in addition to article 2.2

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /hour	\$_____ per /hour
B	B) Outside regular working hours (Monday to Saturday)	\$_____ per /hour	\$_____ per /hour
C	C) Sundays and Statutory Holidays	\$_____ per /hour	\$_____ per /hour

Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays.

2.4 Material and replacement parts

Material and replacement parts supplied by the Contractor (other than free issue) will be priced at the current Manufacturer's Suggested Retail Price in effect at the time of order with the addition of contractors material mark-up of _____% (Estimated material usage is \$25,000.00)

3.0 OPTION YEAR 2 – STANDING OFFER PERIOD YEAR 3

October 1 2022– September 30, 2023

3.1 Firm Unit Prices

ITEM	DESCRIPTION	UNIT PRICE
A	Doors (Firm price for each to include materials and labour)	
A-1	Secure hinges to jamb, secure jamb to U-channel using longer screws	\$_____ Each
A-2	Replace passage sets	\$_____ Each
A-3	Replace tie-backs to hold door open	\$_____ Each
A-4	Replace secure door closures	\$_____ Each
A-5	Replace door screens	\$_____ Each
A-6	Replace damaged window insert	\$_____ Each
A-7	Replace door complete, frame, locks	\$_____ Each
A-8	Replace exterior brick mould trim	\$_____ Each
A-9	Replace damaged interior door casings	\$_____ Each
B	Repairs to Main Tent Barrel Fabric, End (Exterior) Fabric, Interior Fabric Panels and other Miscellaneous Repairs – “as and when requested Material & labour included ” and authorized by the Project Authority only.	
B-1	16' x 30' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-2	16' x20' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-3	16' x 40' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-4	Replacement of Soft-Walled Shelter ends Complete with gable ventilation inserts	\$_____ Each
B-5	Installation /replacement of vents in Shelters	\$_____ Each

3.2 Service Calls (including emergency calls) when authorized by the Project Authority shall include one hour of onsite productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional service call charge will apply.

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /call	\$_____ per /call
B	Outside regular working hours (Monday to Saturday)	\$_____ per /call	\$_____ per /call
C	Sundays and Statutory Holidays	\$_____ per /call	\$_____ per /call

Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays.

A service call charge will not be applied if Contractor is already on site for other work.

3.3 Labour only in addition to article 3.2

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /hour	\$_____ per /hour
B	B) Outside regular working hours (Monday to Saturday)	\$_____ per /hour	\$_____ per /hour
C	C) Sundays and Statutory Holidays	\$_____ per /hour	\$_____ per /hour

Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays.

3.4 Material and replacement parts

Material and replacement parts supplied by the Contractor (other than free issue) will be priced at the current Manufacturer's Suggested Retail Price in effect at the time of order with the addition of contractors material mark-up of _____% (Estimated material usage is \$25,000.00)

4.0 OPTION YEAR 3 – STANDING OFFER PERIOD 4

October 1 2023– September 30, 2024

4.1 Firm Unit Prices

ITEM	DESCRIPTION	UNIT PRICE
A	Doors (Firm price for each to include materials and labour)	
A-1	Secure hinges to jamb, secure jamb to U-channel using longer screws	\$_____ Each
A-2	Replace passage sets	\$_____ Each
A-3	Replace tie-backs to hold door open	\$_____ Each
A-4	Replace secure door closures	\$_____ Each
A-5	Replace door screens	\$_____ Each
A-6	Replace damaged window insert	\$_____ Each
A-7	Replace door complete, frame, locks	\$_____ Each
A-8	Replace exterior brick mould trim	\$_____ Each
A-9	Replace damaged interior door casings	\$_____ Each
B	Repairs to Main Tent Barrel Fabric, End (Exterior) Fabric, Interior Fabric Panels and other Miscellaneous Repairs – “as and when requested Material & labour included ” and authorized by the Project Authority only.	
B-1	16' x 30' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-2	16' x20' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-3	16' x 40' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$_____ Each
B-4	Replacement of Soft-Walled Shelter ends Complete with gable ventilation inserts	\$_____ Each
B-5	Installation /replacement of vents in Shelters	\$_____ Each

4.2 Service Calls (including emergency calls) when authorized by the Project Authority shall include one hour of onsite productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional service call charge will apply.

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /call	\$_____ per /call
B	Outside regular working hours (Monday to Saturday)	\$_____ per /call	\$_____ per /call

Solicitation No. - N° de l'invitation
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Client Ref. No. - N° de réf. du client
W6854-210210

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-0-43035

Buyer ID - Id de l'acheteur
TOR015
CCC No./N° CCC - FMS No./N° VME

C	Sundays and Statutory Holidays	\$_____ per /call	\$_____ per /call
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Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays.
A service call charge will not be applied if Contractor is already on site for other work.

4.3 Labour only in addition to article 4.2

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /hour	\$_____ per /hour
B	B) Outside regular working hours (Monday to Saturday)	\$_____ per /hour	\$_____ per /hour
C	C) Sundays and Statutory Holidays	\$_____ per /hour	\$_____ per /hour

Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays.

4.4 Material and replacement parts

Material and replacement parts supplied by the Contractor (other than free issue) will be priced at the current Manufacturer's Suggested Retail Price in effect at the time of order with the addition of contractors material mark-up of _____% (Estimated material usage is \$25,000.00)

5.0 OPTION YEAR 4 – STANDING OFFER PERIOD YEAR 5

October 1 2024 – September 30, 2025

5.1 Firm Unit Prices

ITEM	DESCRIPTION	UNIT PRICE
A	Doors (Firm price for each to include materials and labour)	
A-1	Secure hinges to jamb, secure jamb to U-channel using longer screws	\$ _____ Each
A-2	Replace passage sets	\$ _____ Each
A-3	Replace tie-backs to hold door open	\$ _____ Each
A-4	Replace secure door closures	\$ _____ Each
A-5	Replace door screens	\$ _____ Each
A-6	Replace damaged window insert	\$ _____ Each
A-7	Replace door complete, frame, locks	\$ _____ Each
A-8	Replace exterior brick mould trim	\$ _____ Each
A-9	Replace damaged interior door casings	\$ _____ Each
B	Repairs to Main Tent Barrel Fabric, End (Exterior) Fabric, Interior Fabric Panels and other Miscellaneous Repairs – “as and when requested Material & labour included ” and authorized by the Project Authority only.	
B-1	16' x 30' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$ _____ Each
B-2	16' x20' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$ _____ Each
B-3	16' x 40' Soft-Walled shelter Replacement Complete with gable ventilation inserts	\$ _____ Each
B-4	Replacement of Soft-Walled Shelter ends Complete with gable ventilation inserts	\$ _____ Each
B-5	Installation /replacement of vents in Shelters	\$ _____ Each

5.2 Service Calls (including emergency calls) when authorized by the Project Authority shall include one hour of onsite productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional service call charge will apply.

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$ _____ per /call	\$ _____ per /call
B	Outside regular working hours (Monday to Saturday)	\$ _____ per /call	\$ _____ per /call

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W6854-210210

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File No. - N° du dossier
TOR-0-43035

Buyer ID - Id de l'acheteur
TOR015
CCC No./N° CCC - FMS No./N° VME

C	Sundays and Statutory Holidays	\$_____ per /call	\$_____ per /call
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Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays.

A service call charge will not be applied if Contractor is already on site for other work.

5.3 Labour only in addition to article 5.2

ITEM	Description	Firm All-inclusive rate for Tradesman	Firm All-inclusive rate for Helper
A	During regular working hours (Monday to Friday)	\$_____ per /hour	\$_____ per /hour
B	B) Outside regular working hours (Monday to Saturday)	\$_____ per /hour	\$_____ per /hour
C	C) Sundays and Statutory Holidays	\$_____ per /hour	\$_____ per /hour

Regular working hours are defined as 07:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays.

5.4 Material and replacement parts

Material and replacement parts supplied by the Contractor (other than free issue) will be priced at the current Manufacturer's Suggested Retail Price in effect at the time of order with the addition of contractors material mark-up of _____% (Estimated material usage is \$25,000.00)

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ANNEX "C"

QUARTERLY USAGE REPORT FORM

Reports must be submitted to the Standing Offer Authority by email at Aaron.Abela@tpsgc-pwgsc.gc.ca on a quarterly basis, no later than 10 calendar days after the reporting period.

The report must include the following.

Offeror's Name and Contact Information:				
Standing Offer Title:		Standing Offer No.:		
SO Period (Start date and end date):				
Call-up No.	Description (Item#, Quantity)	Date of Call-up	Date of Delivery	Value of Order (not including GST/HST)

Prepared by:

Name: _____

Telephone: _____

Signature _____

[illegible]

Solicitation No. - N° de l'invitation
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W6854-210210

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ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

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)

Solicitation No. - N° de l'invitation
W6854-210210/A
Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
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ANNEX "F" to PART 5 OF THE REQUEST FOR STANDING OFFERS

ADDITIONAL INFORMATION

1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.2(a), Integrity Provisions – List of Names, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - _____ Title: _____

Director Name - _____ Title: _____

Director Name - _____ Title: _____

Director Name - _____ Title: _____

Director Name - _____ Title: _____

Director Name - _____ Title: _____

Director Name - _____ Title: _____

Director Name - _____ Title: _____

2. Procurement Business Number (PBN)

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

Procurement Business Number: _____

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.