



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA
Ontario

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

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

Title - Sujet Bowling Alley Maintenance Services	
Solicitation No. - N° de l'invitation W6854-210205/A	Date 2020-10-01
Client Reference No. - N° de référence du client W6854-210205	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-015-7975
File No. - N° de dossier TOR-0-43047 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-10-19	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Abela, Aaron	Buyer Id - Id de l'acheteur tor015
Telephone No. - N° de téléphone (416)262-6212 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RPOU (Ontario) Borden CFB Borden Bldg P-154 16 Ramillies Road BORDEN Ontario L0M1C0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

(a) The Department of National Defence (DND) - The Real Properties Operation Detachment Borden is responsible for all of the maintenance, inspection, servicing, and repair and upgrading of all lanes and bowling related equipment at the Circlad Pine Lanes Bowling Centre, CFB Borden, Ontario. In the performance of this responsibility, there exists a requirement for a comprehensive Preventive Maintenance (PM) scheduled inspection, maintenance and repair/replace program, specifically, a qualified company to execute all required services on a Service Contract (SC) to ensure the safe operation of Bowling Alley Equipment.

Address for Circlad Pine Lanes Bowling Centre, CFB Borden, Ontario:

122 Ramillies Rd (Bldg T-118)
P.O. Box 1000, Station Main
Borden, ON
L0M 1C0

(b) The period of the Standing Offer will be from the date of Standing Offer issuance to March 31, 2023, with the option to extend for two (2) additional periods of one (1) year each.

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(c) It is intended to issue up to one (1) Standing Offer may be issued as a result of this Request for Standing Offer.

(d) The requirement is limited to Canadian services.

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

1.3 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (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.oreceptiondessoumissions-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 seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 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
Section IV: Additional Information

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 the "Annex B, Basis of Payment".

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "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 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

Refer to Annex "C" Evaluation Criteria.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- (a) The Offeror must provide pricing in Canadian currency
- (b) The Offeror must provide pricing for all items corresponding to the geographic locations an offer is submitted without changing the format of the pricing basis.

4.1.2.2 Total Evaluated Price will be the sum of Total Extended Price in Table 1 and Table 2 of Annex B, Basis of Payment.

Table 1, Firm and Optional Requirement Pricing (Annual and Semi-Annual Inspections)
The Total Extended Price will be the sum of Extended Price of items 1 to 10.

Table 2, Firm and Optional Requirement Pricing (Unscheduled Maintenance and Repair Rates)
The Total Extended Price will be the sum of Extended Price of item 1 to 5

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

4.2 Basis of Selection

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/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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5.2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

5.2.3.1 SACC Manual clause A3050T (2020-07-01) Canadian Content Definition

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to perform the Work 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 entitled "Annex E – Standing Offer Reporting". 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 10 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 of the Standing Offer will be from the date of Standing Offer issuance to March 31, 2023

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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 an additional two (2) 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 any time 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 based on geographical area.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Aaron Abela
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 10th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6

Telephone: 416 262 6212
E-mail address: aaron.abela@pwgsc-tpsgc.gc.ca

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

6.5.2 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.

6.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____
(To be filled out by bidder)

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:

Department of National Defence at CFB Borden
Real Property (RP) Operations Unit, Ontario.
Bldg P-154
16 Ramillies Road
Borden, Ontario, Canada
L0M 1C0

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 \$25,000.00 CAD (Applicable Taxes included).

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Evaluation Criteria;
- g) Annex D, Standing Offer Reporting;
- h) the Offeror's offer dated _____ (To be determined at time of Standing Offer issuance)

6.11 Certifications and Additional Information

6.11.1 Compliance

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

6.12 Applicable Laws

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

6.13 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

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.

6.3 Term of Contract

6.3.1 Period of the Contract

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

6.3.2 Delivery Date

Delivery must be completed 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all-inclusive firm unit price, as specified in Annex B – Basis of Payment. Customs 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.

6.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.5.3 Method of Payment – Single Payment

SACC Manual Clause, H1000C (2008-05-12), Single Payment

6.5.4 SACC Manual Clauses

SACC Manual clause A9117 (2007-11-30) - T1204 - Direct Request by Customer Department

SACC Manual clause C0710C (2007-11-30) - Time and Contract Price Verification

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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
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.

6.7 Insurance

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

6.9 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.10 SACC Manual clause

A0285C (2007-05-25) Workers Compensation
A9068C (2010-01-11) Site Regulations Government
B1501C (2018-06-21) Electrical Equipment

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ANNEX "A"

STATEMENT OF WORK

FOR INSPECTION, MAINTENANCE AND SERVICING OF CIRCLED PINE LANES BOWLING CENTRE EQUIPMENT

1. Background

The Real Properties Operation Detachment Borden is responsible for all of the maintenance, inspection, servicing, and repair and upgrading of all lanes and bowling related equipment at the Circled Pine Lanes Bowling Centre, CFB Borden, Ontario. In the performance of this responsibility, there exists a requirement for a comprehensive Preventive Maintenance (PM) scheduled inspection, maintenance and repair/replace program, specifically, a qualified company to execute all required services on a Service Contract (SC) to ensure the safe operation of Bowling Alley Equipment.

2. Objective

The contractor will be responsible to supply all labour, materials, transportation and equipment to perform Monthly inspections, Annual & Quarterly Preventative Maintenance, and perform repairs on an "as and when requested" basis, strictly adhering to the rules, codes and standards listed in the references.

3. Scope

- 3.1 All repairs to Bowling Alley equipment must be accepted by the Project Authority (PA) and the Unit Representative;
- 3.2 Any deviation from the specifications, drawings, directions or references must be approved prior to installation by the PA and updated and forwarded to CE contracts; and
- 3.3 PA may add or delete equipment on an "as required" basis.

4. References

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

- 4.1 National Building code of Canada;
- 4.2 CAN/CSA C22.1 Canadian Electrical Code, Part-1 and all local amendments;
- 4.3 Ontario Electrical Safety Code (OESC);
- 4.4 Ontario Health and Safety Association (OHSA);
- 4.5 Canadian 5 Pin Bowlers' Association (C5PBA) 5 Pin Bowling Standards & Specifications Manual; and
- 4.6 All Federal, Provincial and Base Health and Safety regulations.

5 Tasks

- 5.1 Semi Annual inspections of the Circled Pine Lanes Bowling Centre.
This list is meant to be a comprehensive list of maintenance items, however there may be omissions. These potential omissions must be addressed during the monthly maintenance. These inspections to include:

Pinsetters

- Supply of proper lubricants and the systematic lubrication of operating parts, both electrical and mechanical;
- Supply of proper cleaning materials and the cleaning of machine, motor and controller;
- Examine, Clean, Lubricate where necessary, every moving machine part;
- Working parts such as drive gears and Drive chains require extra attention than low load parts;
- For large parts such as drive gears and chain sprockets, grease is the best lubricant. Oil should be used on the small parts;
- Check Strings that go to pins for damage, length and tension. Contractor to adjust or replace as necessary;
- Check spic gear for wear and report to PA when replacement is necessary;
- Check Brakes on the back of Pin Machines; and
- Check Circuit Panel on each lane.

Automatic Scorers

- Clean, Lower Console Monitors, Upper Overhead Monitors, Scoring Computer Circuit Board Connectors, Scorer Keypads and consoles, Ball Detects and reflectors;
- Check Service Light operation, Intercom Operation, Auto Foul Signal Function, Console/Keypad Condition/Mounting, Console Power Supply, Incoming L.G.P./ Scoring Computer/Power Voltage, L.G.P./Console/Keypad/Scoring Computer Mounting, 1st and 2nd Ball Light Operation, Table Switches on Pinsetters, All Diagnostic Indicator LED's, and Pinsetter to Scorer's Table Routing;
- Inspect Cables and Connectors;
- Run Pinsetters in Machine Diagnostics;
- Adjust Overhead Monitors and Lower Console Monitors;
- Verify Scoring is correct;

- Apply grease to the chain with a paint brush to lubricate the chains exterior;
- Lubricate the chain with oil. This oil will penetrate chain links to lubricate the chains interior; and
- Apply oil to the pivot point where the string wagon is attached the chain.

5.2. Annual Preventative Maintenance:

- All Annual PM"s must include all elements of the Semi-Annual PM and Inspection portion of this contract plus,
- Grease through hole in switch cluster, located on the right side of the rear of the pinsetter;
- Remove cover from the motor and gear assembly, located on the left side of the rear of the machine, and grease the gear,
- Press grease into chain gears through the hole in the plate located on the outside of the pinsetter frame, adjacent to the gear.
- Apply grease to the string roller shaft;
- Apply grease to spring lever with a paint brush;
- Apply a drop of oil on each side of the string lever;
- Apply a drop of oil on each side of the string control units; and
- Apply grease to the string wagon roller shaft and a drop of oil between the string wagon roller and the string wagon housings.

5.3.1 A report, in writing, to the PA, after each inspection on the condition of the equipment including:

- Any repair or changes the contractor deems necessary, including details and costing;
- Any deviation from code requirements; and
- Any unsatisfactory building conditions..

6. Deliverables:

- 6.1 Every repair must be professionally installed to the specifications, drawings, directions and listed references.
- 6.2 Every repair must be tested and results provided to the PA and must meet or exceed the requirements and standards given in the references.
- 6.3 Contractor must be responsible for all reports, certifications, and permits of all equipment covered by this contract.

7. Regular Service Response Times:

- 7.1 The contractor must not refuse any call for service and must begin work within the next two weeks upon contact from the PA; and

7.2 All repairs of units in this scope must be done at the building where the units are located.

8. Progress

The PA reserves the right to refuse any estimates that are deemed to be unreasonable. Provision of a detailed Quote for any repairs pre-determined as major, by the contractor and PA must be submitted to the PA for approval, before any repairs are to commence.

9. Authorization of Work:

9.1 The Contractor, on receipt and acceptance of this Contract will be advised by the PA of the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the contractors risk with regards to payment.

9.2 Any additional services listed below must be authorized by the PA through a signed Task Authorization.

Appendix A

COVID 19 Measures

These measurements are in place during COVID 19 pandemic and they keep will evolving as the Federal, Provincial and Municipal requirements keep evolving. We hope that these COVID 19 measures will not be in place for the total duration of this contract. We will keep you posted as information becomes available.

Current COVID 19 Measurements:

- Maintain a 2 metre distance,
- All personnel are required to wear a face covering,
- Contractors are to sign in to all bldgs., and
- If anyone is feeling ill or experiencing any COVID 19 symptoms, then personnel are to refrain from entering crown property.
- The contractor shall notify the Project Authority (DND representative – myself) if there is any delay in service provision as a result of this issue.

As of Monday, July 13, 2020, a face covering will be required when you enter any public space within Simcoe Muskoka and any public space located at CFB Borden such as the CANEX Retail Mall and adjacent businesses, the Base Chapels, Life Labs, Circle Pine Barber Shop, Tim Horton's, Circle Pine Bowling Centre, Buell Fitness Centre, etc.

A face covering means a medical or non-medical mask or other face covering such as a bandana or scarf that covers the mouth and nose.

Children under the age of 2 or those under 5 who cannot be persuaded, are not required to wear a face covering, as well as individuals whose health or ability, or cultural or religious reasons would prevent them from doing so. No proof of exemption is required.

All contractors, whether they have their own keys or not, should be following all COVID-19 safety protocols put in place by other Units. IE: signing in when entering a building. The only time this shouldn't apply is when they are entering a mechanical/electrical room from an exterior door that the building occupants don't have access to.

Please ensure that all contractors sign in to every building they enter.

ANNEX "B"

BASIS OF PAYMENT

The firm unit price must be an all-inclusive price for the supply and delivery of the requirement in accordance with Annex A – Statement of Work, in Canadian funds, including customs duties, all delivery and transportation charges, FOB destination, applicable taxes extra.

1. Firm Requirement

Contract and Optional Period:

Contract Year	From	To
Year 1 (Firm Year 1)	Date of Contract Award (<i>To be completed at the time of award</i>)	31 March 2021
Year 2 (Firm Year 2)	01 April 2021	31 March 2022
Year 3 (Firm Year 3)	01 April 2022	31 March 2023
Year 4 (Option Year 2)	01 April 2023	31 March 2024
Year 5 (Option Year 3)	01 April 2024	31 March 2025

The Contract will be awarded for the period of (Date of Contract Award) to 31 March 2023.

2. Required Services:

A) Semi Annual Inspections:

Includes all labour, material, tools, equipment and transportation required to provide 1 complete semi-annual inspection in accordance with Annex A - the Statement of Work, of Circled Pine Lanes Bowling Equipment located at CFB Borden.

B) Annual Inspections:

Include all labour, material, tools, equipment and transportation required to provide 1 complete Annual inspection, including all elements of the Semi Annual Inspection in accordance with Annex A - the statement of work, of Circled Pine Lanes Bowling Equipment located at CFB Borden.

Table 1: Firm and Optional Pricing

Item No.	Description	Unit Price (CDN \$)	Number of Units	Total Price (CDN \$)
1	Semi Annual Inspections (YEAR 1 - Firm Year 1)		1	
2	Annual Inspections (YEAR 1 - Firm Year 1)		1	
3	Semi Annual Inspections (YEAR 2 - Firm Year 2)		1	
4	Annual Inspections (YEAR 2 - Firm Year 2)		1	
5	Semi Annual Inspections (YEAR 3 - Firm Year 3)		1	
6	Annual Inspections (YEAR 3 - Firm Year 3)		1	
7	Semi Annual Inspections (YEAR 4 - Option Year 1)		1	
8	Annual Inspections (YEAR 4 - Option Year 1)		1	
9	Semi Annual Inspections (YEAR 5 - Option Year 2)		1	
10	Annual Inspections (YEAR 5 - Option Year 2)		1	
Total Extended Price for Evaluation Purpose Only (Aggregate Total of Line item 1 through 10 of Table 1)				

3. Additional Unscheduled Maintenance and Repair Services:

For additional unscheduled repair service visits which cannot be determined ahead of time, the Contractor will provide services on an “as-and-when-required” basis on demand by Project Authority and not including the Semi-Annual and/or Annual Services Fees, the contractor will be paid the following Firm Hourly Rates.

Work that is in addition to and not identified in the “Annex A- Statement of Work”

The hours are defined as follows:

1. “Regular Hours” is Monday through Friday, 07:00 hrs to 17:00 hrs

For the cost of labour the following FIRM HOURLY RATES apply (applicable taxes extra):

Table 2: Hourly Rates for Additional Unscheduled Maintenance and Repair Services

Item No.	Year	(A) Hourly Rate for the Technician (CDN \$)	(B) Number of Estimated Regular Hours for Technician, evaluation purpose only	(C) Hourly Rate for the Technician's helper (CDN \$)	(D) Number of Estimated Regular Hours for Technician's Helper, evaluation purpose only	(E) Total Extended [(A)X(B)]+ [(C)X(D)] = (E) (CDN \$)
1	Year 1 (Firm Year 1)		30		30	
2	Year 2 (Firm Year 2)		30		30	
3	Year 3 (Firm Year 3)		30		30	
4	Year 4 (Option Year 1)		30		30	
5	Year 5 (Option Year 2)		30		30	
Total Extended Price for Evaluation Purpose Only (Aggregate Total of Line item 1 through 5 of Table 2)						

4. Materials, and Rented Equipment for Repairs

Canada will reimburse the Contractor for the cost of materials, and rented equipment. This is the cost incurred by Contractor to acquire a specific part, material, or rental of equipment needed for the work, and includes but is not necessarily limited to the supplier's invoice price (less trade discounts), plus applicable charges related to shipping, foreign exchange, customs duty, and brokerage.

Mark up includes all internal costs by the Contractor related to material handling, and general and administrative expenses, plus profit for which no additional labour will be paid.

Table 3: For the cost of materials, and rented equipment within unscheduled work, the following mark-up percentage applies:

Item No.	Item	CDN \$
A	Mark-up on materials, and rented equipment for repair =	_____ %

ANNEX "C"

EVALUATION CRITERIA

Offerors must clearly demonstrate compliance with each mandatory technical criteria. Failure to demonstrate compliance will result in the offer being deemed non-responsive, and be given no further consideration.

Mandatory Technical Evaluation Criteria

Item	Mandatory Technical Criteria	Reference Proposal Page #
1	All bidders must have a minimum of one technician that is approved by the Canadian 5 Pin Bowlers' Association to conduct maintenance and inspection on 5 pin bowling equipment and provide proof of affiliation within the bid package.	
2	The bidder must have a minimum of five (5) years of documented experience in maintenance, service and repair of Bowling Alley equipment within the last 15 years at the time of bid closing. To demonstrate this experience, the bidder must provide details related to the history and background of their company with their bid, at the time of bid closing.	
3	The bidder must provide details of two (2) contracts performed that were "similar to Statement of Work" in scope and size related to maintenance, service, inspection and repair of Bowling Alley equipment with their bid at the time of bid closing. Details must include each of the following: (a) the period of the contract; (b) a brief work description; and (c) the dollar value and name of the client. "Similar" – for the purpose of evaluation, means the extent of comparability in terms of scope, magnitude, operating equipment and business sector to Statement of Work.	

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ANNEX “D” 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)

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ANNEX "E"

STANDING OFFER REPORTING

The Quarterly Usage Reporting Form data must be submitted to the Standing Offer Authority.

The reporting period is defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period.

Standing Offer No.	Start Date of SO dd/mm/yyyy	End Date of SO dd/mm/yyyy
Total Value to Date \$ _____	Total Value for the Report Period \$ _____	Start Date – End Date dd/mm/yyyy – dd/mm/yyyy
Invoice Number:	Date of Call-up	Total Value of Call-Up