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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

**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/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

Title - Sujet Intrusion Alarm Maintenance Maintenance du système d'alarme en cas d'intrusion	
Solicitation No. - N° de l'invitation W4M00-20C077/A	Date 2020-11-04
Client Reference No. - N° de référence du client W4M00-20C077	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-205-5379
File No. - N° de dossier STN-0-43086 (205)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Central Standard Time CST on - le 2020-11-26 Heure Normale du Centre HNC	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Baessler, Nancy	Buyer Id - Id de l'acheteur stn205
Telephone No. - N° de téléphone (306)241-2826 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WCEO CONTRACTS/SUPPLY BLDG 100 WESTWIN Manitoba R3J0T0 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
PART 2 - OFFEROR INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS	5
2.3 FORMER PUBLIC SERVANT	5
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	7
2.5 APPLICABLE LAWS.....	7
2.6 BID CHALLENGE AND RECOURSE MECHANISMS	7
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	9
3.1 OFFER PREPARATION INSTRUCTIONS.....	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	11
4.1 EVALUATION PROCEDURES	11
4.2 BASIS OF SELECTION.....	11
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	12
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	12
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	12
PART 6 – SECURITY REQUIREMENTS.....	13
6.1 SECURITY REQUIREMENTS	13
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	14
A. STANDING OFFER.....	14
7.1 OFFER	14
7.2 SECURITY REQUIREMENTS	14
7.3 STANDARD CLAUSES AND CONDITIONS.....	14
7.4 TERM OF STANDING OFFER.....	15
7.5 AUTHORITIES	15
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	16
7.7 IDENTIFIED USERS	16
7.8 CALL-UP INSTRUMENT	16
7.9 LIMITATION OF CALL-UPS.....	17
7.10 FINANCIAL LIMITATION	17
7.11 PRIORITY OF DOCUMENTS.....	17
7.12 CERTIFICATIONS AND ADDITIONAL INFORMATION	17
7.13 APPLICABLE LAWS.....	17
7.14 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	18
B. RESULTING CONTRACT CLAUSES	18
7.1 STATEMENT OF WORK.....	18
7.2 STANDARD CLAUSES AND CONDITIONS.....	18
7.3 TERM OF CONTRACT	18
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	18
7.5 PAYMENT.....	18

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

7.6	INVOICING INSTRUCTIONS	19
7.7	INSURANCE – SPECIFIC REQUIREMENTS	20
7.8	SACC <i>MANUAL</i> CLAUSES	20
7.9	DISPUTE RESOLUTION	20
	ANNEX "A"	21
	STATEMENT OF WORK.....	21
	ANNEX "B"	28
	BASIS OF PAYMENT	28
	ANNEX "C"	39
	SECURITY REQUIREMENTS CHECK LIST	39
	ANNEX "D"	40
	INSURANCE REQUIREMENTS	40
	ANNEX "E"	41
	STANDING OFFER USAGE REPORT	41
	ANNEX "F" TO PART 3 OF THE REQUEST FOR STANDING OFFERS ELECTRONIC PAYMENT INSTRUMENTS.....	42

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, electronic payment instrument, the Federal Contractors Program for Employment Equity and any other annexes.

1.2 Summary

Department of National Defence, 17 Wing, Winnipeg, Manitoba have a requirement for the provision of all labour, transportation, materials, equipment, supervision and expertise necessary to perform the maintenance and possible upgrades of the Intrusion Alarm System, at various Sites of Work for the following systems:

- .1 Genetec Access Control
- .2 SIS Intrusion Monitoring
- .3 DSC Intrusion Panel
- .4 Cisco Network
- .5 HP DL 380 Server
- .6 Summit NT Bldg 25

The resulting Regional Individual Standing offer will be for a period of two years, plus three one year option periods.

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

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

1.3 Security Requirements

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

1.4 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (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

2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

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 Western 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:
roreceptionSoumissions.wrbidreceiving@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 five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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)

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

- (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.

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in 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 "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" 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.

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

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 Technical Criteria

- a) Ability to perform the full scope of the work as described in Annex "A" – Requirement.
- b) Provision of pricing as requested in Annex "B", Basis of Payment. It will be mandatory for suppliers to provide pricing for 100% of services to be considered compliant.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price – Offer

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods 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 "E" entitled "Standing Offer Usage Report". 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 30 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award for two years.

7.4.2 Extension of Standing Offer

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

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Nancy Baessler, Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch, Prairie Region

Telephone: 306 241 2826
E-mail address: nancy.baessler@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

To be determined.

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

7.5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: DND 17 Wing, located in Winnipeg, Manitoba.

7.8 Call-up Instrument

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

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

or

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

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

7.9 Limitation of Call-ups

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

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*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, or four (4) months 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.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated _____

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.13 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 Manitoba.

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of [2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period of _____ to _____.

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment – Limitation of Expenditure

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" for a cost of \$ _____. 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.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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.

7.5.3 Method of Payment

H1000C (2008-05-12) Single Payment

7.5.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department
C0710C (2007-11-30) Time and Contract Price Verification

7.5.5 Electronic Payment of Invoices – Call-up

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

To be determined

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. 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;

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.

7.7 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations
B1501C (2018-06-21) Electrical Equipment

7.9 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 SITES OF WORK

- .1 Base Buildings – North Site, 17 Wing, Winnipeg MB.
- .2 Satellites:
 - .1 McGregor Armoury, 551 Machray Ave, Winnipeg MB.
 - .2 Her Majesty's Canadian Ship Chippawa (HMCS CHIPPAWA), 51 Navy Way, Winnipeg MB.
 - .3 Minto Armoury, 969 St Matthews Ave, Winnipeg MB.
 - .4 Kenora Armoury, 316 First St, Kenora ON.
 - .5 Thunder Bay Armoury, 317 Park Ave, Thunder Bay ON.
 - .6 Her Majesty's Canadian Ship Griffon (HMCS GRIFFON), 125 North Algoma St, Thunder Bay ON. GRIFFON Boat shed located on T-Bay waterfront.
 - .7 Portage la Prairie Armoury, 143-2nd St NE, Portage la Prairie MB.

2 GENERAL INSTRUCTIONS

- .1 Description of Work. Work under this Service SOA includes, but is not necessarily confined to the provision of all labour, transportation, materials, equipment, supervision and expertise necessary to perform the maintenance and possible upgrades of the Intrusion Alarm System, at the Sites of Work listed in paragraph 1 on an "as requested basis" for the following systems:
 - .1 Genetec Access Control
 - .2 SIS Intrusion Monitoring
 - .3 DSC Intrusion Panel
 - .4 Cisco Network
 - .5 HP DL 380 Server
 - .6 Summit NT Bldg 25
- .2 Provision of Service
 - .1 Services are to provide preventive maintenance/repairs to intrusion systems on a 24 hour 7 days a week basis. Where the possibility of system upgrades may exist they will be treated on an individual basis. Response time (after Normal working hours) will be a maximum of two (2) hours for emergency calls. Contractor to provide cell phone number and contact name.
- .3 Codes
 - .1 Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), The Operations Manager, Field Service Department, Occupational health and Safety Division (WCB) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
 - .2 Have only qualified journeymen (ie Ticketed, licensed and certified or approved by manufacturer of Intrusion Alarm System) in performing work on this SOA. Submit proof of such licences to Inspector when requested.

.4 Contractor's Use of Site

- .1 Access to the site of the work to be as directed by the Inspector and site authority.
- .2 Movement around the site is subject to restrictions laid down by the Inspector.
- .3 Assume full responsibility for and execute complete layout of work.

.5 Interference and Security

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Inspector to facilitate execution of work.
- .2 Where security has been reduced by work of the Contractor, provide temporary means to security as directed by Security and Military Police and the Inspector.

.6 Acceptability of Materials

- .1 Materials and parts used will be those specified by the manufacturer of the equipment and/or the Inspector.
- .2 The Contractor will not make any changes in the design and installation of equipment and fixtures without prior written approval of Inspector.
- .3 If in an emergency, the Contractor installs parts other than those specified, the Contractor will replace them with specified parts before claiming payment, but no claim or other than specified parts will be made.
- .4 All replaced parts and material not under warranty, whether serviceable or unserviceable, will be returned to the Inspector for inspection on completion of the work.
- .5 All manufactured articles, materials, and equipment will be applied, installed, connected, erected, used, cleaned and conditioned as specified by the manufacturer.

.7 Work Requisition

- .1 Other than emergency, repair work shall commence when Contractor has a signed and approved DND 942 authorizing him to perform work.
- .2 Work performed as requested by persons other than the Inspector, not on an authorized DND 942 shall be done at the Contractor's own expense.
- .3 Emergency work call-up:
 - .1 For emergency work only the request will be made by telephone with the 942 call-up submitted in arrears, the contractor shall action the request within 2 hours of receipt.
 - .2 The Contractor, on receipt of an acceptance of tender will be advised by the Inspector in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.
- .4 The maintenance repairs will be carried out between normal working hours from 07:30 and 16:00, Monday through Friday excluding holidays.

.8 Payments

- .1 Invoices shall be submitted for each unit or call-out as applicable.
- .2 Invoices shall include Contractor's requisition number, work order number, and work completion date. Invoices shall also be consecutively numbered. Invoices will also include on site time and completion time for each day worked.

-
- .3 All invoices submitted for payment shall be accompanied with the DSS-MSS 942 (Requisition on SOA).
 - .4 Invoices are to include a breakdown as follows:
 - .1 Rates of pay and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended totals.
 - .4 Goods and Services Tax (GST) to be shown as a separate item.
 - .5 Where sub-contracting is involved, a copy of sub-contractor's paid invoice shall accompany the invoice against the requisition.
 - .6 Where discount or mark-up is applicable, please indicate separately.
 - .5 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

 - .9 Work Estimates
 - .1 The Engineer's Contracts Inspectors will normally request an approximate cost for call-ups, in which case a verbal estimate is acceptable.
 - .2 If a "Quote" is requested, a written quote shall be faxed to the Engineer's Contracts Inspector requesting it at no cost to DND.

 - .10 Spare Parts
 - .1 The Contractor shall use parts as required from the on-site "Spare Parts" held at Wing Security.
 - .2 The Contractor shall be responsible to inform Inspector of parts used and maintain a list to replace as used spare part on-site to enable future repairs to be completed by visiting technician.
 - .3 The Contractor shall not increase on-site spare parts list without written approval from the Inspector.

 - .11 Workmanship and Materials
 - .1 The Contractor shall make good inferior workmanship and replace defective materials at his own expense.
 - .2 It shall be the responsibility of the Contractor to make good any damage to DND or private property resulting from, or attributable to, his work at his own expense.

3 TEMPORARY FACILITIES

- .1 Power and Water Supply
 - .1 DND can provide, free of charge, temporary electric power and water for construction purposes.
 - .2 Inspector will determine points and quantitative limits. Inspector's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
 - .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
 - .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

.2 Temporary Structures

- .1 The Contractor will furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.
- .2 Temporary structures erected by the Contractor will remain his property and will be removed by him from the site on completion of the work.

4 SAFETY REQUIREMENTS

- .1 Construction Safety Measures. Observe construction safety measures of most recent National Building Code and Provincial Government, Worker's/Workmen's Compensation Board, Canada Labour Code part II, and municipal authority provided that in any case of conflict or discrepancy most stringent requirements shall apply.
- .2 Confined Space Entry Policy. Contractor will acquire proper permits for entering the confined space.
- .3 Overloading. Ensure no part of the work is subjected to loading that will endanger its safety or will cause permanent deformation.
- .4 Scaffolding. Design and construct scaffolding in accordance with CSA S269.2.
- .5 WHMIS
 - .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
 - .2 Deliver copies of WHMIS data sheets to Inspector on delivery of materials.
- .6 Fall Protection
 - .1 Approved Fall Protection equipment and methods shall be used when required.
 - .2 Equipment and methods shall be approved by Inspector.

5 FIRE SAFETY REQUIREMENTS

- .1 Fire Safety Plan. Contractors and their personnel will be familiar with this section and its requirements.
- .2 Reporting Fires
 - .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number (Base and Off-Base).
 - .2 Report immediately all fire incidents to the Fire Department as follows:
 - .1 activate nearest fire alarm box; or
 - .2 telephone.
 - .3 Person activating fire alarm box will remain at that location to direct Fire Department to scene of fire.
 - .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- .3 Fire Extinguishers. The Contractor shall supply fire extinguishers, as scaled by the Wing Fire Chief, necessary to protect, in an emergency the work in progress and the contractors physical plant on site.
- .4 Fire Precautions
 - .1 Private Contractors are responsible for providing a Fire Watcher service on a scale established in conjunction with the Wing Fire Chief prior to job start up.

- .2 Fire permit is to be obtained in cases involving the use of flame or spark producing devices including heating equipment or around buildings.
- .3 Appropriate permits must be obtained prior to job start up.

6 **ENVIRONMENTAL PROTECTION**

- .1 Fires. Fires and burning of rubbish on site not permitted.
- .2 Disposal of Wastes
 - .1 Do not bury rubbish and waste materials on site.
 - .2 Remove from DND property for disposal, all wastes or volatile materials, such as mineral spirits, oil or paint thinner.
- .3 Drainage
 - .1 Do not dispose of waste or volatile materials into storm or sanitary sewers or drainage systems.
 - .2 Control disposal or runoff of water contaminating suspended materials or other harmful substances in accordance with local authority requirements.
- .4 Site Cleaning and Plant Protection
 - .1 Protect trees and plants on site and adjacent properties where indicated.
 - .2 Minimize stripping of topsoil and vegetation.
- .5 Equipment. Equipment which is to be used in the execution of the work shall be maintained in a manner that will not be detrimental to the environment and in compliance with the Canadian Environmental Protection Act (CEPA). Equipment which is in violation, shall be removed from the site until such time as it does comply with the above requirements.
- .6 Storage and Handling
 - .1 All hazardous substances (any substance that is poisonous or exhibits flammability, corrosivity, reactivity or toxicity) shall be stored and handled in a manner which is not harmful to human life and will not pollute the environment.
 - .2 All hazardous substances stored outdoors will be situated in or on a secondary containment device capable of fully containing 1.5 times the quantity of the largest toxic substance container stored in or on it. Storage sites shall be consolidated to the greatest extent possible to reduce the number of hazardous sites.
 - .3 Where hazardous substances are stored indoors in quantities which cannot be contained safely by the building structure in the event of a leak, the Inspector may direct that such substances be stored in or on proper secondary containment devices.
- .7 Clean Up
 - .1 Leaks or spills of hazardous substances, regardless of the quantity of whether indoors or outdoors, shall be stopped and cleaned up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.
 - .2 All spilled substances and materials contaminated by the spill will be collected in leak proof containers or double bagged for disposal off DND property. Disposal shall be in a manner that is acceptable to the local authority having jurisdiction over disposal of such substances.
- .8 Reporting. All releases of hazardous substances into the environment (eg ground, water, drain, sewer systems, ditches, roads, parking areas, etc) shall be reported to the Engineer as soon as possible.
- .9 Inspections. The project site from time to time may be inspected to ensure compliance with federal, provincial and local environmental requirements.

7 SECURITY REQUIREMENT

The Contractor will be required to supply the names of all employees that will require access to 17 Wing and its associated units to the Engineer upon award of this SOA and on a regular basis as employees change. Contractor and its employees working in areas deemed "Restricted" will be required to hold Enhanced Reliability Status. Contractor must also conform to security provisions as set out by Public Works and Government Services (PWGSC) and the Security Requirements Check List (SRCL).

8 CLEANING

- .1 General
 - .1 Conduct cleaning and disposal operations to comply with local ordinance and anti-pollution laws.
 - .2 Store volatile waste in covered metal containers and remove from premises at end of each working day.
 - .3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .2 Materials. Use only materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.
- .3 Cleaning During Construction
 - .1 Provide on site dump containers for collection of waste materials and debris.
 - .2 Dispose of waste materials and debris at designated landfills.
 - .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate the building systems.
- .4 Final Cleaning
 - .1 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from interior and exterior finished surfaces including glass and other polished surfaces.
 - .2 Clean lighting reflectors, lenses and other lighting surfaces.
 - .3 Broom clean paved surfaces, rake clean other surfaces of grounds.
 - .4 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

9 OPERATION AND MAINTENANCE MANUAL

- .1 Manual. An organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections.
- .2 General
 - .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
 - .2 Submit complete Operation and Maintenance Manual to Inspector upon request.
 - .3 Submit two (2) copies in English.
 - .4 Material: label each section with tabs protected with celluloid covers fastened to hard paper dividing sheets.
 - .5 Type lists and notes.
 - .6 Drawings, diagrams and manufacturers literature must be legible.
- .3 Binders. Binders: vinyl or hard cover, loose leaf, sized for 215 x 280 mm paper.
- .4 Contents
 - .1 Each binder:
 - .1 Cover sheet containing:
 - .1 Date submitted.

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

- .2 Project title, location and project number.
- .2 Name and address of Contractor.
- .3 Table of Contents.
- .4 Provide data as specified:
 - .1 List of equipment including service depot and supplier.
 - .2 Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - .3 Parts listed.
 - .4 Installation details.
 - .5 Operating instructions.
 - .6 Maintenance instructions for equipment.
 - .7 Shop drawings.
 - .8 Product data.

ANNEX "B"

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Standing Offer for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFSO.

Rates quoted must remain firm for the period of the Standing Offer. Rates **MUST** include ALL Costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing. No additional charges will be allowed for travel to the site.

Laid Down Cost

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

Mark Up

Is defined as the difference between the vendor's laid down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

FIRM ALL-INCLUSIVE RATES, FOB DESTINATION, GST EXTRA YEAR ONE					
	Description	Estimated Quantity	Unit of Issue	\$ Rates/Hour	Unit Price
PRODUCTIVE LABOUR ONLY (Per Hour)					
1	Journeyman				
a	During regular working hours (0730 -1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekend & Statutory holidays)	7	Hr		
2	Helper				
a	During regular working hours (0730-1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekends & Statutory holidays)	7	Hr		
3	Call Out Rate for Portage La Prairie				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
4	Call Out Rate for Kenora				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
5	Call Out Rate for Thunder Bay				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	8	Lot		

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	8	Lot		
6	Training Sessions – provide a two (2) day user training session for Electrical Shop personnel	2	Session		
7	Materials and Replacement Parts (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to DND.* (Estimated usage: \$5000.00)				
Estimates Where a cost estimate has been submitted and accepted by the site authority, fully completed work or services will be provided or performed at a cost no great than 110% of such estimate.					

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

FIRM ALL-INCLUSIVE RATES, FOB DESTINATION, GST EXTRA YEAR TWO					
	Description	Estimated Quantity	Unit of Issue	\$ Rates/Hour	Unit Price
PRODUCTIVE LABOUR ONLY (Per Hour)					
1	Journeyman				
a	During regular working hours (0730 -1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekend & Statutory holidays)	7	Hr		
2	Helper				
a	During regular working hours (0730-1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekends & Statutory holidays)	7	Hr		
3	Call Out Rate for Portage La Prairie				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
4	Call Out Rate for Kenora				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
5	Call Out Rate for Thunder Bay				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	8	Lot		
	All inclusive round trip call	8	Lot		

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

	out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS				
6	Training Sessions – provide a two (2) day user training session for Electrical Shop personnel	2	Session		
7	Materials and Replacement Parts (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to DND.* (Estimated usage: \$5000.00)				
Estimates Where a cost estimate has been submitted and accepted by the site authority, fully completed work or services will be provided or performed at a cost no great than 110% of such estimate.					

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

FIRM ALL-INCLUSIVE RATES, FOB DESTINATION, GST EXTRA OPTION YEAR ONE					
	Description	Estimated Quantity	Unit of Issue	\$ Rates/Hour	Unit Price
PRODUCTIVE LABOUR ONLY (Per Hour)					
1	Journeyman				
a	During regular working hours (0730 -1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekend & Statutory holidays)	7	Hr		
2	Helper				
a	During regular working hours (0730-1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekends & Statutory holidays)	7	Hr		
3	Call Out Rate for Portage La Prairie				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
4	Call Out Rate for Kenora				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
5	Call Out Rate for Thunder Bay				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	8	Lot		

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	8	Lot		
6	Training Sessions – provide a two (2) day user training session for Electrical Shop personnel	2	Session		
7	Materials and Replacement Parts (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to DND.* (Estimated usage: \$5000.00)				
Estimates Where a cost estimate has been submitted and accepted by the site authority, fully completed work or services will be provided or performed at a cost no great than 110% of such estimate.					

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

FIRM ALL-INCLUSIVE RATES, FOB DESTINATION, GST EXTRA OPTION YEAR TWO					
	Description	Estimated Quantity	Unit of Issue	\$ Rates/Hour	Unit Price
PRODUCTIVE LABOUR ONLY (Per Hour)					
1	Journeyman				
a	During regular working hours (0730 -1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekend & Statutory holidays)	7	Hr		
2	Helper				
a	During regular working hours (0730-1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekends & Statutory holidays)	7	Hr		
3	Call Out Rate for Portage La Prairie				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
4	Call Out Rate for Kenora				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
5	Call Out Rate for Thunder Bay				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	8	Lot		

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	8	Lot		
6	Training Sessions – provide a two (2) day user training session for Electrical Shop personnel	2	Session		
7	Materials and Replacement Parts (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to DND.* (Estimated usage: \$5000.00)				
Estimates Where a cost estimate has been submitted and accepted by the site authority, fully completed work or services will be provided or performed at a cost no great than 110% of such estimate.					

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W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

FIRM ALL-INCLUSIVE RATES, FOB DESTINATION, GST EXTRA OPTION YEAR THREE					
	Description	Estimated Quantity	Unit of Issue	\$ Rates/Hour	Unit Price
PRODUCTIVE LABOUR ONLY (Per Hour)					
1	Journeyman				
a	During regular working hours (0730 -1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekend & Statutory holidays)	7	Hr		
2	Helper				
a	During regular working hours (0730-1600)	55	Hr		
b	Outside regular working hours (Mon thru Fri)	14	Hr		
c	Outside regular working hours (weekends & Statutory holidays)	7	Hr		
3	Call Out Rate for Portage La Prairie				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
4	Call Out Rate for Kenora				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	5	Lot		
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	5	Lot		
5	Call Out Rate for Thunder Bay				
	All inclusive round trip call out rate to include all travel expenses and non-productive labour – DURING REGULAR HOURS	8	Lot		

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

	All inclusive round trip call out rate to include all travel expenses and non-productive labour – OUTSIDE REGULAR HOURS	8	Lot		
6	Training Sessions – provide a two (2) day user training session for Electrical Shop personnel	2	Session		
7	Materials and Replacement Parts (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to DND.* (Estimated usage: \$5000.00)				
Estimates Where a cost estimate has been submitted and accepted by the site authority, fully completed work or services will be provided or performed at a cost no great than 110% of such estimate.					

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W4M00-20C077
Security Classification / Classification de sécurité UNCLAS

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction RP OPS DET WINNIPEG	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Repairs, Installation and Maintenance to Intrusion Alarms in various 17 Wing Facilities		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W4M00-20C077
Security Classification / Classification de sécurité UNCLAS

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : Installation of IA requires Secret clearance in certain buildings

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

On DND premises, unscreened pers. may only access public/reception zones

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat W4M00-20C077
Security Classification / Classification de sécurité UNCLAS

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

ANNEX "D"

INSURANCE REQUIREMENTS

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

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

STANDING OFFER USAGE REPORT

Return to: **Nancy Baessler**
Public Works and Government Services Canada
Acquisition Branch
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:
STANDING OFFER NO: W4M00-20C077
DEPARTMENT OR AGENCY:

Reporting Period:

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

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

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

Solicitation No. - N° de l'invitation
W4M00-20C077/A
Client Ref. No. - N° de réf. du client
W4M00-20C077

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File No. - N° du dossier

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

ANNEX "F" 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)