



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

**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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet RISO - Laboratory Analytical Service	
Solicitation No. - N° de l'invitation W684Q-210160/A	Date 2021-02-25
Client Reference No. - N° de référence du client W684Q-210160	GETS Ref. No. - N° de réf. de SEAG PW-\$VIC-239-8185
File No. - N° de dossier VIC-0-43119 (239)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Standard Time PST on - le 2021-03-15 Heure Normale du Pacifique HNP	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Large, Kathy	Buyer Id - Id de l'acheteur vic239
Telephone No. - N° de téléphone (250)216-4455 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT, SH575 ATN:CONTRACTS 17000 STATIONS FORCES VICTORIA British Columbia V9A7N2 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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Solicitation No. - N° de l'invitation
W684Q-210160/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
VIC239
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

1.2.1 RP OPS ESQ and FMF CB provide a variety of environmental services to DND at Canadian Forces Base (CFB) Esquimalt in Victoria, British Columbia.

RP OPS ESQ's services include sanitary discharges, management of drinking water facilities, and disposal of contaminated soil, wastewater, waste oil and hazardous materials. While each service may have specific parameters of concern, RP OPS ESQ will typically request analyses of analytic groups (e.g., total metals or PAH compounds), with analytical results to be provided for specific parameters (e.g., lead or benzo[a]pyrene) within each group.

FMF CB supports the repair and maintenance services and naval engineering support to the Pacific Fleet. The services they provide includes management of discharges, management of dry-dock and electroplating facilities; disposal of wastewater, waste oil, and hazardous materials; monitoring of effluent and deionized water quality. While each service may have specific parameters of concern, FMF CB will typically request analyses of analyte groups (e.g. total metals or PAH compounds), with analytical results to be provided for specific parameters (e.g. naphthalene or hexavalent chromium) within each group.

This standing offer will provide services to 2 different areas within the Department of National Defence (DND): The Real Property Operations Unit (Pacific) Section Esquimalt (RP OPS ESQ) and the Fleet

Maintenance Facility CAPE BRETON (FMFCB) which is responsible to support the operations of the Maritime Forces Pacific Fleet.

This standing offer does not require the Contractor to provide on-site monitoring or sample collection services. DND personnel will collect and submit all samples directly to the **Contractor's courier**.

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

1.3 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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 Pacific 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.RPReceptiondessoumissions-PRBidReceiving.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 **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 British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

2.6 Bid Challenge and Recourse Mechanisms

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

(b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

Offers transmitted by facsimile or hardcopy will not be accepted.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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 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](#) (2013-11-05), 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.

4.1.2 Financial Evaluation

See Annex B Basis of Payment;

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

4.2 Basis of Selection

SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

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 - 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 "C " Standing Offer Reporting Form. 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.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to April 30, 2024.

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 2, 1-year periods, from May 1 2024 to April 30 2025 and May 1 2025 to April 30 2026 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

6.4.3 Delivery Points

Delivery of the requirement will be made to:

CFB Esquimalt : RPOps or FMF
Po Box 17000
Victoria, BC
V9A 7N2

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Kathy Large

Supply Specialist, Acquisitions Victoria, Procurement Branch / Pacific Region
Public Services and Procurement Canada / Government of Canada

Tel: 250-216-4455

kathy.large@pwgsc.gc.ca

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

6.5.2 Project Authority

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: _____

Email: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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:

- a) a representative of Fleet Maintenance Facility Cape Breton – Safety and Environment; or
- b) a representative of Real Property Operations – Contracts.

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 **\$100,000** (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) The general conditions 2010C (2020-05-25), General Conditions – Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____.

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 British Columbia.

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.

If applicable, 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.

6.3 Term of Contract

6.3.1 Period of the Contract

The Work is to be performed from date of contract to April 30 2024.

6.4 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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

SACC Manual Clause H1000C (2008-05-12), Single 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 firm unit prices, as specified in in Annex B. 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 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.

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.

6.7 Insurance

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

6.8 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](#)".

6.9 Delivery of Dangerous Goods/Hazardous Products

SACC Manual clause D3010C (2016-01-28), Delivery of Dangerous Goods/Hazardous Products

ANNEX "A"

STATEMENT OF WORK

Introduction:

This standing offer will provide services to 2 different areas within the Department of National Defence (DND): The Real Property Operations Unit (Pacific) Section Esquimalt (RP OPS ESQ) and the Fleet Maintenance Facility CAPE BRETON (FMFCB) which is responsible to support the operations of the Maritime Forces Pacific Fleet.

This standing offer does not require the Contractor to provide on-site monitoring or sample collection services. DND personnel will collect and submit all samples directly to the **Contractor's courier**.

BACKGROUND:

RP OPS ESQ and FMF CB provide a variety of environmental services to DND at Canadian Forces Base (CFB) Esquimalt in Victoria, British Columbia.

RP OPS ESQ's services include sanitary discharges, management of drinking water facilities, and disposal of contaminated soil, wastewater, waste oil and hazardous materials. While each service may have specific parameters of concern, RP OPS ESQ will typically request analyses of analytic groups (e.g., total metals or PAH compounds), with analytical results to be provided for specific parameters (e.g., lead or benzo[a]pyrene) within each group.

FMF CB supports the repair and maintenance services and naval engineering support to the Pacific Fleet. The services they provide includes management of discharges, management of dry-dock and electroplating facilities; disposal of wastewater, waste oil, and hazardous materials; monitoring of effluent and deionized water quality. While each service may have specific parameters of concern, FMF CB will typically request analyses of analyte groups (e.g. total metals or PAH compounds), with analytical results to be provided for specific parameters (e.g. naphthalene or hexavalent chromium) within each group.

RP OPS ESQ and FMF CB develops its own set of environmental standards by taking the most stringent applicable standards available from a variety of sources. These sources are:

1. Environmental Data Quality Assurance Regulation – BC Environmental Management Act - http://www.bclaws.ca/civix/document/id/complete/statreg/301_90
2. BC Environmental Management Act http://www.bclaws.ca/Recon/document/ID/freeside/03053_00
3. Hazardous Waste Regulation - including but not limited to Disposal of Oil, Storm and Sanitary Discharges from Special Waste Facilities and the US EPA method #1311 for Toxic Characteristic Leaching Procedure (TCLP). http://www.bclaws.ca/Recon/document/ID/freeside/63_88_00
4. BC Field Sampling Manual <https://www2.gov.bc.ca/gov/content/environment/research-monitoring-reporting/monitoring/laboratory-standards-quality-assurance/bc-field-sampling-manual>
5. Capital Regional District Sewer Use Bylaw No.2922 - A Bylaw to Regulate the Discharge of Waste Into Sewers Connected to a Sewage Facility Operated by the Capital Regional District <https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/liquidwasteseptagesewersourcecontrolandstormwater/2922---capital-regional-district-sewer-use-bylaw-no-5-2001B.pdf?sfvrsn=0>
6. CCME Canadian Environmental Quality Guidelines for soil, sediment, drinking water and aquatic life (marine and fresh water).
7. British Columbia Approved Water Quality Guidelines 2006 Criteria for sediment and aquatic life (marine and estuarine)
8. Transportation of Dangerous Goods Act 1992 - Transportation of Dangerous Goods Regulations
9. CCME Interim Canadian Quality Criteria for Contaminated Sites 2010
10. Federal Facilities Effluent Standards 1976.
11. Guidelines for Canadian Drinking Water Quality <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/water-quality/guidelines-canadian-drinking-water-quality-summary-table.html>
12. British Columbia Contaminated Sites Regulations.

13. Capital Regional District Storm water Quality Program

DELIVERY

1. All analyses must be completed within:
 - a. a 10 working day period (or a longer period if acceptable to the Call-up Authority) from receipt of samples by the Laboratory;
 - b. "Standard Holding Times" for analyses as prescribed in the specific standard methods.
 - c. Rush turnaround timelines may also be required. As soon as possible if requested.

Late samples will result in a 5% discount for every 5 work days they are late.

Late samples for urgent analysis will result in a 5% discount for each working day that they are late.

2. Delivery of Results/Data:
 - a. All results/data must be received by the person requesting the analyses within 10 working days from receipt of samples by the Laboratory via the electronic format.
 - b. For analyses subject to Standard Holding Times, all results/data must be received within one week from completion of the analyses.
 - c. Failure to meet these turn-around-times will result in a 5% discount being levied for every 5 working days or for urgent analysis requirements, 5% for every working day unless the sample generator has agreed to an extension. These extensions must be requested by the laboratory and replied to by the sample generator in a written format by email.

DATA REPORTING

1. Data reports shall include:
 - a. The date of sample receipt,
 - b. Date of analysis,
 - c. Sample ID,
 - d. Chain of Custody number,
 - e. A copy of the chain of custody (hard copy only),
 - f. DND work order and purchase order number,
 - g. Units of measurement,
 - h. Analytical method description,
 - i. **The results must be shown comparatively along with the acceptable detection limits and the level of uncertainty,**
 - j. A description and rationale any special handling or analytical procedures, and
 - k. An explanation for any difficulties experienced in analyses recovery or analytical QA/QC.
2. Procedural/Method Blanks must not be subtracted from the instrumental results and must be reported along with sample data.
3. Calculated results must not be corrected based on control sample recoveries.
4. The use of the acronym N/D for non-detectable is not acceptable; the analytical report must show the non-detectable result in relation to the method detection limit; e.g., where the method detection limit for a parameter is 0.002 mg/kg, the non-detectable result must be shown as c0.002 mg/kg.
5. Units used for reporting analytical results must be:
 - a. Mg/kg for soils and sediment
 - b. CPU for inorganic, routine and nutrient analyses in water samples
 - c. ug/l for organic analyses in water samples with the exception of ng/l for Tributyl Tin

DATA FORMAT

The data must be reported by electronic (email) copy as a Microsoft Excel spreadsheet and as a PDF.

COMMUNICATION

The laboratories are obligated to provide free consultation on matters pertaining to samples, methods, results, or anything else covered in the Standard Offer Agreement, for work that is being planned, has been submitted or has been completed and follow-up discussions are required.

All communications between DND and the laboratory can be done over the phone, but must also be followed by an email to confirm what was discussed over the phone.

REMAINING SAMPLE

1. The Laboratory must store the remaining sample until the data report is completed and accepted by the person requesting the analyses. Upon acceptance of the data report, the Laboratory may, at its option,
 - a. retain the remaining sample for a standard retention period (to be identified in the proposal)
 - b. contact the person requesting the analyses to determine whether they want the remaining sample returned or disposed of by the Laboratory.

All costs and responsibilities associated with the disposal of remaining sample rests with the Laboratory.

2. The person requesting the analyses may ask for return of special sample containers. Those sample containers must be washed in soap and water and returned to the person requesting the analyses.

SUBCONTRACTING ANALYSES

Sub-contracted reports must be submitted along with reports from the primary laboratory. These reports must include the same information required by the primary laboratory plus any client id used to identify the primary laboratory.

Affiliated labs laboratory and associated testing methodologies shall be accredited according to the Standards Council of Canada, the Canadian Association of Laboratory Accreditation Inc.

SCIENTIFIC REVIEW/DOCUMENT STORAGE

The Technical Authority can request and review documents related to any analysis (including instrumental printouts, calculations, log records, etc.) at any time between the start of the analysis up to 6 months after the agreement expires.

DATA REVIEW PERIOD

The Call-up Authority requesting the analyses will review data within 1 week of receipt and either accept the data or request reanalysis.

REANALYSIS

The Call-up Authority requesting the analyses has the right to request reanalysis and/or rework if the analyses were not performed in accordance with the agreement.

CHANGES TO THE WORK

Any changes to the Work identified in a call up must be made in writing/email by the Call-up Authority.

QUALITY CONTROL (Laboratory)

DND may exercise the option of visiting the lab and/or its affiliates at any time during the lifetime of the SOA with no fewer than 3 business days' notice.

DND reserves the right to request instrument calibration data for any instrument used to analyze DND samples.

QUALITY CONTROL (Samples)

Samples must be analyzed in batches of no more than 8 to 10 for organic substances and no more than 15 to 18 samples for inorganic elements.

Where SRM/CRM is available it must be analyzed at a rate of one per batch of samples. Where SRM/CRM are not available, House Standard Materials must be used.

Procedural or method blank must be prepared at a rate of one per batch. Blanks with excessively higher values than the method detection limit may subject the batch to reanalysis.

Duplicate analysis must be performed at a minimum frequency of one per batch, or 10% of the time. The total number of quality control samples must not be less than the square root of the total number of samples in the batch.

Quality control samples may encompass blank, duplicate, spike and SRM/CRM.

Maintenance of Control Charts must include as a minimum the following:

- Standard Reference Materials
- House Standard Materials
- Method blanks
- Range charts for duplicate/replicate analysis.

SHIPPING AND RECEIVING SAMPLES

Samples will be submitted with sample analyses request/chain of custody forms supplied by the Laboratory. The sample analyses request/chain of custody forms must provide space for the following information as a minimum:

- a. Name, phone and fax numbers of the Laboratory
- b. Field sample ID, sample matrix, date and time of sampling, and field preservation method
- c. Sampler's name, organization, and phone and fax numbers
- d. Client project number
- e. Sequential page numbering
- f. Analyses requested
- g. Notes/comments
- h. Sample transfer record (chain of custody information), including name and affiliations of sample provider and sample acceptor and the date(s) and time(s) of transfer(s) and a unique chain of custody tracking number on all copies.

The Laboratory will bear the cost of returning remaining samples, coolers, packing chips and cold packs immediately after the samples and coolers have been received (ie the next day).

The laboratory will supply completed return stickers for the coolers. These stickers must include:

- a. The complete address of the receiving laboratory
- b. The complete address of the sample generator for each sample generator.

The laboratory will supply partially completed courier waybills which must have the following information pre-printed on them:

- a. the address of the Call-up Authority in the From box
- b. the address of the laboratory in the To box
- c. the account number for the laboratory
- d. the phone numbers of both the lab and the Call-up Authority
- e. a marking that signifies that the shipment will be sent collect

-
- f. a marking to signify if the samples will go ground or air (this will be determined by the geographic location of the lab to DND)

PROVISION OF SUPPLIES

The Laboratory must provide sample preservatives and Laboratory sample jars, vials, and bottles with appropriate labels and protective packing materials by courier or best alternate means to the applicable sections of RP OPS ESQ and FMF CB. Delivery of these materials must be received by RP OPS ESQ and FMF CB personnel within (at maximum) 3 working days of verbal request from RP OPS ESQ and FMF CB personnel, unless delivery in that time frame is not possible due to transportation or another factors as approved by the RP OPS ESQ and FMF CB personnel.

Costs for:

- a. provision of sample preservatives and laboratory cleaned sample jars, vials, and bottles with appropriate labels and protective packing materials, and
- b. delivery to RP OPS ESQ and FMF CB must be borne by the laboratory.

Replenishment of supplies is dependent on user preferences and schedules must be set up with individual users of the services.

The addition of preservatives in sample jars is not accepted except for microbiological samples and samples that require zero head-space (ie: BTEX/VPH) unless specifically requested by a user group. Preservatives should be packaged separately in proper aliquots for the various analyses and transported following Transportation of Dangerous Goods regulations. Material Safety Data Sheets must be provided prior to initiation of the agreement.

START UP OF STANDING OFFER AGREEMENT (SOA)

Initiation of the SOA will involve the following:

1. Laboratory will provide 2 copies of their service catalogues.
2. The Lab will provide all coolers, ice packs sample containers, preservatives, etc. as outlined in the SOA. The quality will be determined upon consultation with the call-up authorities.
3. The lab will provide a list of all codes for analyses and any updates as they may occur.
4. The lab will provide a list defining which analyses require which bottles (i.e. glass vs plastic, sample size) and what preservatives are required and their holding times
5. The lab will provide 100 copies or an electronic copy of the COC (Chain of Custody) for weekly drinking water, 50 copies for annual drinking water, 50 copies sanitary, 50 copies for electroplating, 120 copies recreation water and 50 copies for waste oil and fuel containing:
 - a. company name & address,
 - b. Standing Offer No.
 - c. Client Call-up No= Work Order and/or Purchase Order.
 - d. Sender contact information
 - e. Quote no.
 - f. Period for which services rendered
 - g. Task description/analysis performed per sample,
6. The lab will provide 100 hard copies or digital copies of completed courier waybills to DND consignee if required.
7. 25 COC to contract to be specified later
8. The lab must provide waterproof labels with all required fields such as Sample ID, Company Name, Project Reference, date, time, analysis and preservative.

ANNEX A1 - DETECTION LIMITS THAT THE LAB MUST MEET OR EXCEED:

The following are the lists/requirements of detection limits that all labs (and/or affiliates) must meet or exceed. If there is a discrepancy between the list below and the regulation or bylaw, then the regulation or bylaw will take precedence.

Table A1.1 General Soil and Water Detection Limits

Analytes	Standard (soil/sediment) mg/kg	Standard (water) mg/l
Metals*		
Aluminum		0.005
Antimony	20	0.02
Arsenic	5.9	0.005
Barium	500	0.05
Beryllium	4	0.053
Boron	2	5
Cadmium	0.6	0.00017
Chromium	37.3	0.015
Cobalt	40	0.01
Copper	18.7	0.002
Iron		0.05
Lead	30.2	0.001
Maganese		0.1
Mercury	0.13	0.0001
Molybdenum	5	0.073
Nickel	50	0.0083
Selenium	2	0.001
Silver	20	0.001
Thallium	1	0.0008
Tin	5	0.01
Uranium		0.1
Vanadium	130	0.01
Zinc	124	0.01
Organics		
BTEX		mg/l
Benzene	0.05	0.1#
Toluene	0.1	0.025#
Ethyl benzene	0.1	0.002#
Xylene (o, m, p)	0.1	0.0005#
Extractable Petroleum Hydrocarbons (EPH)*		mg/l
LEPH	1000	0.5
HEPH	100	0.5

Polynuclear Aromatic Hydrocarbons (PAH)*	mg/kg	mg/l
Acenaphthene	0.15	0.0058
Acenaphthylene		
Acridine	1	0.0005
Anthracene	0.6	0.00012
Benzo(a)anthracene	0.1	0.00018
Benzo(a)pyrene	0.06	0.00001
Benzo(b)fluoranthene	0.1	0.00001
Benzo(k)fluoranthene	0.1	0.00001
Chrysene	0.2	0.0001
Dibenz(a,h)anthracene	0.1	0.00001
Fluoranthene	2	0.00004
Fluorene	0.2	0.003
Indeno(1, 2, 3-cd)pyrene	0.1	
Naphthalene	0.1	0.001
2-Methylnapthalene	20.2	
Phenanthrene	0.04	0.0002
Pyrene	0.1	0.000025
Quinoline		0.0034
Volatile Petroleum Hydrocarbons (VPH)		
VHw 6-10	200	15
VPHw 6-10	200	1.5
Volatile Organic Compounds (VOC)		ug/l
Carbon Tetrachloride	5	0.1
Chlorobenzene		0.1
Chloroform	5	0.1
1,2-Dichlorobenzene		0.2
1,3-Dichlorobenzene		0.2
1,4-Dichlorobenzene		0.2
1,1-Dichloroethane	5	0.1
1,2-Dichloroethane	5	0.1
1,1-Dichloroethene	5	0.1
1,2-Dichloropropane		0.1
Hexachlorobutadiene		1.3
Methylene Chloride	5	98.1
1,1,2,2-Tetrachloroethane	5	0.1
Tetrachloroethene		0.1
1,2,3-Trichlorobenzene		8
1,2,4-Trichlorobenzene		5.4
1,1,1-Trichloroethane	5	0.1

1,1,2-Trichloroethane		
Trichloroethene		21
Other Organics		mg/l
Organic Halogens		1
Phenols	3.8	0.2#
Chlorinated Phenols		0.006
Pentachlorophenol	7.6	
Total Oil and Grease		10#
Mineral Oil and Grease		15#
Polychlorinated Biphenyls (PCB)	0.02	0.0000001#
Tributyl Tin (TBT)		0.000001#
Routine/Nutrients		mg/l
Ammonia		2
Biochemical Oxygen Demand (BOD)		20#
Chemical Oxygen Demand (COD)		1000#
Chloride		1500
Chlorine		0.5
Cyanide (SAD)		1#
pH		5.0-11.0#
Sulphate		1000
Sulphide		0.02#
Total Suspended Solids		10#
Microbiological		
Fecal Coliform		1#
Total Coliform		1#
Hetrotrophic Plate Count		100#

* - must have SCC-CALA certification for both soil/sediment and water
- must have SCC-CALA certification for a water matrix

1 Soil/Sediment Samples

1.1 Soil/Sediment

Analyses of parameters presented in the most current versions of the:

- a) BC Hazardous Waste Regulation and the US EPA method #1311 for Toxic Characteristic Leaching Procedure (TCPL); and
- b) Transportation of Dangerous Goods Regulations.

The Hazardous Waste regulation defines leachable toxic waste as waste when subject to the extraction procedure produces a contaminant concentration greater than those prescribed in Table 1 of Schedule 4. Method 1311 is called TCLP. Note: The Modified Leachate Extraction Procedure (MELP) cannot be used to see if a waste is leachable toxic waste. The MELP is only used to see if wastes may be safely disposed in a secure landfill.

Analytical methods specified in the price proposal must have detection limits for specific parameters below the most stringent of the above standards/guidelines.

2 Water Samples

2.1 Sanitary Sewer Discharge

Analyses of inorganic and organic parameter presented in the most current version of the:

- a) Capital Regional District By-law 2922: A Bylaw to regulate the Discharge of Waste into Sewers Connected to a Sewage Facility Operated by the Capital Regional District.
- b) BC Environmental Management Act, Hazardous Waste Regulation (B.C. Reg 243/2016) schedule 1.2 Effluent Standards for Hazardous Waste Facilities. The lower limits for effluent treatment facilities have been summarized below.

Table A1.2 FMF (CB) Electroplating Shop Treatment Facility Liquid Effluent Discharge Requirements

Parameter	Concentration (mg/L unless otherwise stated)
Benzene	0.1
Ethylbenzene	0.2
Toluene	0.2
Xylenes	0.2
Total Silver	0.5
Dissolved Aluminum *	2
Dissolved Antimony *	0.5
Total Arsenic	0.4
Dissolved Arsenic *	0.3
Dissolved Boron *	15
Dissolved Barium *	2.5
Total Cadmium	0.3
Dissolved Cadmium *	0.1
Total Cobalt	5
Dissolved Cobalt *	0.3
Total Chromium *	1
Dissolved Chromium (hexavalent) *	0.2
Total Copper	1
Dissolved Copper *	0.3

Total Cyanide	1
Cyanide (weak acid dissociable) *	0.2
Fluoride (dissolved) *	18
Total Iron	50
Total Manganese	5
Dissolved Manganese *	1
Total Molybdenum	5
Dissolved Molybdenum *	1
Total Nickel	3
Dissolved Nickel *	1
Total Lead	1
Dissolved Lead *	0.3
Total Selenium	0.3
Dissolved Selenium *	0.1
Dissolved Tin *	1
Total Zinc	3
Dissolved Zinc *	0.5
Hydrocarbon Oil and Grease	15
Total Oil and Grease *	60
Total PAH's	0.05
Total Suspended Solids	350
Total BOD	500
Total Chloride	1500
Chemical Oxygen Demand	1000
Total Mercury *	0.01
pH, laboratory	5.0 – 11.0
Phenol *	0.5
Dissolved Sulphate	1500
Sulphide	1
Dioxin TEQ (pg/L) *	15
Total Polychlorinated biphenyls *	0.005
Total chlorinated phenol *	0.05
Total organic halogens (as Cl) *	1

* Environmental Management Act, Hazardous Waste Regulation, Effluent Standards for Hazardous Waste Facilities Discharges to Municipal or Industrial Effluent Treatment Works. All other parameters are restricted waste limits as per the CRD Sewer Use Bylaw No. 2922.

2.2 Storm Water Discharge

Analyses of inorganic and organic parameter presented in the most current version of the CCME Environmental Quality Guidelines for the Protection of Aquatic Life, BC Approved Water Quality Guidelines, BC Working Water Quality Guidelines, and Environment Canada as pertaining to storm water discharge. The current lower limits for these guidelines have been summarized below.

Table A1.3 Storm water discharge requirements

Table (a) Discharge Requirements for the Protection of Aquatic Life		
Parameter		Marine Discharge Criteria (µg/L unless otherwise stated)
1,2,4-Trichlorobenzene		54 *
1,2-Dichlorobenzene		42 *
Acenaphthene		6.0 **
Aldicarb		0.15 *
Arsenic		12.5 *
Atrazine		10 ***
Barium		0.5 mg/L***
Benzene		110 *
Benzo(a)pyrene		0.01 **
Beryllium		100 ***
Cadmium		0.12 *
Carbaryl		5.7 - short term * 0.29 - long term *
Chlorate		5 **
Chlorothalonil		0.36 *
Chlorophenols		See table (c) **
Chlorpyrifos		0.002
Chromium, hexavalent (Cr(VI))		1.5 *
Chromium, trivalent (Cr(III))		56 *
Chrysene		0.1**
Colour		True Colour The mean absorbance of filtered water samples at 456 nm must not be significantly higher than the seasonally adjusted expected value for the system under consideration. * Apparent Colour The mean percent transmission of white light per metre must not be significantly less than the seasonally adjusted expected value for the system under consideration. *
Copper		3 – maximum ** 2 – 30-day average **
Cyanide (WAD)		1 **

Debris	Floating or Submerged Litter * No solid debris, including floating or drifting materials (such as fishing gear, plastics, metals, rubber, glass, cloth, paper, wood, or other materials) should be introduced (directly or indirectly through human activities) into marine and estuarine waters. Settleable Matter (Residues) * No residues or other solids should be introduced (directly or indirectly through human activities) that may, alone or in combination with other substances, cause any solid, sludge, or emulsion to be deposited on the bottom, intertidal zone, or shorelines of marine and estuarine areas. The natural rate of deposition and characteristics of marine and estuarine settleable sediments and other settleable solids should not be altered.	
Endosulfan		0.09 - short term * 0.002 - long term *
Ethylbenzene		25 *
Fluorene		12 **
Fluoride		1500 **
Imidacloprid		0.65 *
Lead		total maximum = 140 ** total 30-day average = 2 **
Lindane		N/A
Linuron		N/A
Malathion		0.1 ***
Manganese		100 ***
Mercury		0.016 *
Methyl tertiary-butyl ether (MTBE)		5,000 *
Methylchlorophenoxyacetic acid (4-Chloro-2-methyl phenoxy acetic acid; 2-Methyl-4-chloro phenoxy acetic acid) MCPA		4.2 *
Monochlorobenzene		25 *
Naphthalene		1.4 *
Nickel		4-day average = 8.3 *** 1-hour average = 75 ***
Nitrate		16,000*
Nonylphenol and its ethoxylates		0.7 *
Oil and Grease	Effluent should be free of petroleum, animal or vegetable oils (no sheen)	
Perfluorooctane Sulfonate (PFOS)		0.491
Permethrin		0.001 *
Pharmaceutically-active-Compounds (PhACs): 17 α -ethinylestradiol (EE2)		30-day average concentration of 17 α -ethinylestradiol (EE2) in water should not exceed 0.5 ng/L with no single value to exceed 0.75 ng/L (no more than 50% above the guideline value) **

Polychlorinated biphenyls (PCBs)		Total = 0.1 ng/L ** PCB #105 = 0.09 ng/L PCB #169 = 0.06 ng/L PCB #77 = 0.04 ng/L PCB #126 = 0.00025 ng/L
pH		7.0 – 8.7 *
Reactive Chlorine Species (total residual chlorine, combined residual chlorine, total available chlorine, hypochlorous acid, chloramine, combined available chlorine, free residual chlorine, free available chlorine, chlorine produced oxidants)		0.5 *
Silver		Maximum = 30 ** 30-day mean – 1.5 **
Sulphide (as H ₂ S)		2 *** detected by smell in air at 2 ppb and in water at 0.025 to 0.25 µg/L
Total Suspended Sediments (TSS)		clear flow * Maximum increase of 25 mg/L from background levels for any short-term exposure (e.g., 24-h period). Maximum average increase of 5 mg/L from background levels for longer term exposures (e.g., inputs lasting between 24 h and 30 d) high flow * Maximum increase of 25 mg/L from background levels at any time when background levels are between 25 and 250 mg/L. Should not increase more than 10% of background levels when background is ≥ 250 mg/L
Temperature		Human activities should not cause changes in ambient temperature of marine and estuarine water to exceed ±1°C at any time, location, or depth. The natural temperature cycle characteristic of the site should not be altered in amplitude of frequency by human activities. The maximum rate of any human-induced temperature change should not exceed 0.5 °C per hour. *
Tributyltin		0.001 *
Turbidity		clear flow* Maximum increase of 8 NTUs from background levels for a short-term exposure (e.g., 24-h period). Maximum average increase of 2 NTUs from background levels for a longer term exposure (e.g., 30-d period). high flow or turbid waters*

		Maximum increase of 8 NTUs from background levels at any one time when background levels are between 8 and 80 NTUs. Should not increase more than 10% of background levels when background is > 80 NTUs.
Uranium		100 ***
Vanadium		50 ***
Zinc		10 **

N/A = No guideline has yet been developed

* CCME Environmental Quality Guidelines for the Protection of Aquatic Life

** BC Approved Water Quality Guidelines

*** BC Working Water Quality Guidelines

3 Hazardous Materials

3.1 Hazardous Materials

Analyses of parameters presented in the most current version of the:

a) British Columbia Environmental Management Act - Hazardous Waste Regulation, July 8, 2004 including but not limited to Disposal of Oil, Storm and Sanitary Discharges from Special Waste Facilities and the US EPA method #1311 for Toxic Characteristic Leaching Procedure (TCLP);

b) Transportation of Dangerous Goods Regulations.

List of analytes include but are not limited to:

- Asbestos (24 hour turnaround time required)
- Ammonia
- Acidity
- Alkalinity
- AFFF percentage
- Biochemical Oxygen Demand (BOD)
- Chemical Oxygen Demand (COD)
- Chloride
- Hexavalent chromium (Cr+6) – total and dissolved
- Cyanide- total and WAD
- Conductivity
- Total Metals/mercury
- Dissolved metals/mercury
- Nitrite
- Nitrate
- pH
- Phenols – Chlorinated and Nonchlorinated
- Total phosphorous
- Solids - TSS
- Surfactants
- sulphide
- sulphate
- BTEX
- TCLP
- Extractable/Total Petroleum Hydrocarbons (EPH or TPH)

-
- Mineral oil and Grease (MOG)
 - Oil and Grease – Total (TOG)
 - Moisture
 - Flash Point (closed cup)
 - Polychlorinated Biphenyls (PCB)
 - Perfluoro-octane suphonate
 - Polycyclic Aromatic Hydrocarbons (PAH)
 - Tributyl Tins (TBT)
 - Volatile Organic Compounds (VOC)
 - Semi-Volatile Organics
 - Pesticides

Characterization of samples of unknown composition that may contain hazardous materials, as identified in the above regulations, is occasionally required.

ANNEX A2 - ANALYTICAL TEST GROUP REQUIREMENTS

This section identifies the analytical test groups most frequently required, package pricing for these groups must be supplied as outlined in Annex B Basis of Payment.

1 Soil/Sediment Samples Analytical Groups

1.1 Soil

Analyses of inorganic and organic parameters presented in the most current versions of the:
a) CCME Canadian Soil Quality Guidelines for the Protection of Environmental and Human Health
b) British Columbia Contaminated Sites Regulations (BC CSR) for Generic Numerical Soil Standards
c) Hazardous Waste Regulation and the US EPA method #131 1 for Toxic Characteristic Leaching Procedure (TCPL).

Analytical methods specified in the price proposal must have detection limits for specific parameters below the lesser of CCME or the BC CSR for Agricultural land uses.

1.2 Sediment

Analyses of inorganic and organic parameters presented in the most current versions of the:
a) CCME Canadian Sediment Quality Guidelines for the Protection of Aquatic Life -Fresh Water and Marine;
b) British Columbia Approved Water Quality Guidelines 1998 for Sediments -Fresh Water and Marine;
and
c) Capital Regional District Storm water Quality Survey Core Area for Sediments -75% of Marine Sediment Quality Guidelines.

Analytical methods specified in the price proposal must have detection limits for specific parameters below the most stringent of the above standards/guidelines.

Table A2.1: Soil/Sediment Suites

Suite Name	Parameters to be included
Soil/Sediment Suite 1	BC Hazardous Waste "TCPL" Test (include all 92 parameters)
	Extractable Petroleum Hydrocarbons (EPH)
	Polynuclear Aromatic Hydrocarbons (PAH)
	Trace Metals in Soils Analysis including Mercury
	BTEX
	VOC
Soil/Sediment Suite 2	Soil/Sediment Suite 1 Parameters
	Hexivalent Chromium
Soil/Sediment Suite 3	Soil/Sediment Suite 1 Parameters
	Tributyl Tin (TBT)
	Polychlorinated Biphenyls (PCBs)

2 Water Analytical Groups

2.1 Sanitary/Storm Water Discharge (SAN1)

Analyses of inorganic and organic parameters presented in the most current version of the:
a. Capital Regional District By-law 2922: A Bylaw to Regulate the Discharge of Waste Into Sewers Connected to a Sewage Facility Operated by the Capital Regional District;

- b. CCME Environmental Quality Guidelines for the Protection of Aquatic Life, BC Approved Water Quality Guidelines, BC Working Water Quality Guidelines, and Environment Canada as pertaining to storm water discharge. The current lower limits for these guidelines have been summarized in Table A1.3 Storm Water Discharge Requirements.

2.2 Drinking Water Weekly/Annually

Analyses of inorganic and organic parameters presented in the most current version of the Guidelines for Canadian Drinking Water Quality:

- a) Tables 1 and 4 for weekly analysis (Drinking Water Weekly)
- b) All tables for annual analysis Exclude Type A, P and T (Drinking Water Annual)

Any exceedances WFE Lead Hand must be notified within 24 hours and results are expected within 5 working days.

2.3 Community/Recreational Water – Marine, Fresh, and Drinking

Analyses of inorganic, organic and microbiological parameters presented in the most current version of the CCME Canadian Environmental Quality Guidelines for Community Water and Recreational Water. Examples of such parameters include fecal coliform, total coliform, Escherichia Coliforms, heterotrophic plate count and Pseudomonas aeruginosa. **Laboratories must be able to count at least > 20000 MPN/100 ml.**

Analytical methods included in the price proposal must have detection limits for specific parameters below the most stringent criteria for protection of Community and Recreational Water.

2.4 Treatment Facility Discharge

Analysis of inorganic and organic parameters presented in the most current version of the:

- a. Capital Regional District By-law 2922: CRD Sewer Use bylaw
- b. BC Environmental Management Act, Hazardous Waste Regulation schedule 1.2 Effluent Standards for Hazardous Waste Facilities for discharges to Municipal or industrial Effluent Treatment Works

Analytical methods included in the price proposal must have detection limits for specific parameters below the most stringent criteria outline above. The current lower limits for these guidelines have been summarized in Table A1.2 FMF (CB) Electroplating Shop Treatment Facility Liquid Effluent Discharge Requirements

Any exceedances WFE Lead Hand must be notified within 24 hours and results are expected within 5 working days.

Table A2.2: Water Discharge Suites

Suite Name	Parameters to be included
SAN1 (Sanitary/Storm Water Discharge) ¥	Total Metals + Mercury
	BTEX
	PAH (Total)*
	Phenols
	Total Oil and Grease
	Mineral Oil and Grease
	Suspended Solids (total)
	BOD
	COD
	Chloride

		Cyanide (SAD)
		pH
		Sulphate
		Sulphide
Drinking Water Weekly	M	Enteric protozoa: <i>Giardia</i> and <i>Cryptosporidium</i> (2019) only when and if included on chain of custody
	M	Enteric viruses (2019) only when and if included on chain of custody
	M	Escherichia coli (<i>E. coli</i>) (2012)
	M	Total coliforms (2012)
	I	Turbidity (2012) only when included on the Chain of custody
Drinking Water Annual	I	Chloride (1979, 2005)
	I	Fluoride (2010)
	I	Nitrate (2013)
	I	Nitrite (2013)
	I	Sulphate (1994)
	I	Asbestos (1989, 2005)
	I	Cyanide (1991)
	D	Chloramines (1995)
	D	Chlorine (2009)
	D	Chlorine dioxide (2008)
	DBP	Bromate (2018)
	DBP	Chlorate (2008)
	DBP	Chlorite (2008)
	DBP	Formaldehyde (1997)
	DBP	Haloacetic acids - Total (HAAs)[3] (2008)
	DBP	N-Nitroso dimethylamine (NDMA) (2010)
	DBP	Trihalomethanes)[3] (THMs) (2006)
	I	Aluminum (1998)
	I	Antimony (1997)
	I	Arsenic (2006)
	I	Barium (1990)
	I	Boron (1990)
	I	Cadmium (1986, 2005)
	I	Calcium (1987, 2005)
	I	Chromium (2018)
	I	Copper (2019)
	I	Iron (1978, 2005)
	I	Lead (2019)
	I	Magnesium (1978)
	I	Manganese (2019)
	I	Mercury (1986)
	I	Selenium (2014)
I	Silver (1986, 2005)	

	I	Sodium (1979)
	I	Strontium
	I	Uranium (1999)
	I	Zinc (1979, 2005)
	O	Cyanobacterial toxins (2018)
	I	Ammonia (2013)
	I	Nitilotriacetic acid (NTA) (1990)
	O	Benzo[a]pyrene (2016)
	O	Perfluorooctane Sulfonate (PFOS) (2018)
	O	Perfluorooctanoic Acid (PFOA)
	O	2,4-Dichlorophenol (1987, 2005)
	O	Pentachlorophenol (1987, 2005)
	O	2,3,4,6-Tetrachlorophenol (1986, 2005)
	O	2,4,6-Trichlorophenol (1987, 2005)
	R	Cesium 137
	R	Iodine 131
	R	Lead 210
	R	Radium 226
	R	Radon
	R	Strontium-90
	R	Tritium
	I	Uranium (1999)
	I	Sulphide (1992)
	O	Benzene (2009)
	O	Carbon tetrachloride (2010)
	O	1,2-Dichlorobenzene[2] (1987)
	O	1,4-Dichlorobenzene[2] (1987)
	O	1,2-Dichloroethane (2014)
	O	1,1-Dichloroethylene (1994)
	O	Dichloromethane (2011)
	O	Ethylbenzene (2014)
	O	Methyl tertiary-butyl ether (MTBE) (2006)
	O	Monochlorobenzene (1987)
	O	Tetrachloroethylene (2015)
	O	Toluene (2014)
	O	Trichloroethylene (2005)
	O	Vinyl chloride (2013)
	O	Xylenes (total) (2014)
Pool (Community/Recreational)		Coliform Bacteria – Total
		E. Coli, HPC
		Pseudomonas aeruginosa
Community/Recreational		Coliform Bacteria - Total
		E. Coli, HPC

Community/Recreational – Additional individual parameters	Metals
	pH
	nutrients
	cyanide
	sulphide
WWTF Weekly	Pesticides
	pH
	Total Metals + mercury
	Hexavalent Chromium (dissolved)
	Total Cyanide
	BOD
	COD
	Phenols (Total)
	Chloride
	Sulfate
Sulphide	
WWTF Full Suite	WWTF Weekly Parameters
	BTEX
	Dissolved Metals
	Dissolved Chromium (hexavalent)
	Cyanide (weak acid dissociable)
	Hydrocarbon Oil and Grease
	Total Oil and Grease
	Total PAH's *
	Total Suspended Solids
	pH, laboratory
	Dioxin TEQ (pg/L)
	Total Polychlorinated biphenyls
	Total chlorinated phenol
Total organic halogens (as Cl)	

*PAH compounds include: acenaphthene; acenaphthylene; anthracene; benzo(a)anthracene; benzo(a)pyrene; benzo(b)fluoranthene; benzo(k)fluoranthene; benzo(g,h,i)perylene; chrysene; dibenzo(a,h)anthracene; fluoranthene; fluorene; indeno(1,2,3-cd)pyrene; naphthalene; phenanthrene; pyrene.

¥ Some samples may contain high concentrations of sea-water. Sea-water is known to cause interferences in certain analytical procedures. Alternate analytical methods may be required.

3 Waste Oil and Fuel Analytical Groups

3.1 Waste Oil and Fuel

Analyses of inorganic and organic parameters presented in the most current version of the British Columbia Hazardous Waste Regulation for the disposal of waste oils and fuels.

Table A2.3: Waste Oil and Fuel Suites

Suite Name	Parameters to be included	Standards (mg/L unless otherwise stated)
WO/FI	Arsenic*	5
	Cadmium*	2
	Chromium*	10
	Lead*	50
	Organic Halogens (as Cl)	1500
	PCB's	3
	Relatives Density (kg/m3)	0.825<Relative Density<0.986
	Flash Point deg C	>60 C
	Heating Value (kJ/kg)	No standard
	Sulfur content (%)	2
	Water Content (%)	1.5

*Metals Total

4 Hazardous Materials Requirements

4.1 Hazardous Materials

Analyses of parameters presented in the most current version of the:

- a. British Columbia Environmental Management Act - Hazardous Waste Regulation
- b. Transportation of Dangerous Goods Regulations.

List of analytes include but are not limited to those listed in Annex A section Hazardous Materials.

Frequent testing is required for the following parameters with a 24 hour turnaround time:

Asbestos

AFFF percentage

Occasionally samples of unknown composition that are thought to contain hazardous materials as identified in the Transportation of Dangerous Goods Act will require characterization. These samples may be compared against any of the afore mentioned standards, but will be labelled as potentially hazardous materials.

ANNEX "B"

BASIS OF PAYMENT

Pricing provided is a firm, all-inclusive price (pickup and delivery charges included) for the test groups listed in Annex A2.

Labs must be able to test all parameters indicated in the Statement of Work, therefore, if any evaluation points in the Basis of Payment are left blank, it will considered to be \$0.

Table B1: Soil/Sediment Suites

All prices include courier/delivery.

Item	Description	Year 1	Year 2	Year 3	Option Year 1	Option Year 2	Subtotal
	See Table A2.1, Soil/Sediment Suites	a	b	c	d	e	f
1	Soil/Sediment Suite 1						
2	Soil/Sediment Suite 2 – Including hexavalent chromium						
3	Soil/Sediment Suite 3 – Including TBT and PCB						
4	Urgent Analyses* Firm percentage surcharge for Soil/Sediment Analytical Test Suites <ul style="list-style-type: none"> Response within 5 business days % (in addition to above pricing)	_____% *\$10,000 (estimated annual expenditure for evaluation purposes) = _____	_____% *\$10,000 = _____	_____% *\$10,000 = _____	_____% *\$10,000 = _____	_____% *\$10,000 = _____	
5	Urgent Analyses* <ul style="list-style-type: none"> Response 	_____%	_____%	_____%	_____%	_____%	

	within 1 business day % (in addition to above pricing)	*\$5,000 (estimated annual expenditure for evaluation purposes) = _____	*\$5,000 = _____	*\$5,000 = _____	*\$5,000 = _____	* \$5,000 = _____	
Soil/Sediments Subtotal f = a+b+c+d+e Taxes not included							

Table B2: Analytical Test Group, Various
All prices include courier/delivery.

Item	Description See: Table A2.2, Water Discharge Suites	Year 1 g	Year 2 h	Year 3 i	Option Year 1 j	Option Year 2 k	Subtotal l
1	Analytical Test Group, Sanitary/Storm Water Discharge (SAN 1)						
2	Analytical Test Group, Community/Recreational Water (Marine)						
3	Community/Recreational Water (Fresh)						
4	Analytical Test Group, Drinking Water. Weekly						
5	Analytical Test Group, Drinking Water. Annual						
6	Analytical Test Group, Waste Water Treatment Facility. Weekly						
7	Analytical Test Group, Waste Water Treatment Facility. Full Suite						
8	Analytical Test Group, Waste Oil/Fuel (WO/F1)						
9	Hazardous Materials						

10	Urgent Analyses* Firm percentage surcharge <ul style="list-style-type: none"> Response within 5 business days % (in addition to above pricing)	_____ % *\$6,000 (estimated annual expenditure for evaluation purposes) = _____	_____ % *\$6,000 = _____	_____ % *\$6,000 = _____	_____ % *\$6,000 = _____	_____ % *\$6,000 = _____	
11	Urgent Analyses* <ul style="list-style-type: none"> Response within 1 business day % (in addition to above pricing)	_____ % *\$2,000 (estimated annual expenditure for evaluation purposes) = _____	_____ % *\$2,000 = _____	_____ % *\$2,000 = _____	_____ % *\$2,000 = _____	_____ % *\$2,000 = _____	
Analytical Test Group, Various Subtotal I = g+h+i+j+k Taxes not included							

*** Urgent Analysis: preliminary reports of all urgent parameters must be issued by the reporting deadline indicated in the call-up. Analytical parameters that cannot be completed by the indicated deadline based on the time required to complete the analytical method may be reported as soon as they are completed and provided in a subsequent report.**

Miscellaneous (unspecified) Tests

The Basis of Payment for standard tests not listed for any of the above test groups must be at the supplier's current Analysis Price Catalogue in effect, less 25% firm discount, plus any applicable surcharge for Urgent Tests (pick-up and delivery charges included).

* Standard Test Price for analyses:

- a) a 10 working day period (or a longer period if acceptable to the Call-up Authority) from receipt of samples by the Laboratory
- b) "Standard Holding Times" for analyses as prescribed in the specific standard methods.

Urgent Test Price for analyses: (excluding weekends and statutory holidays)

Response within 5 business days: Standard Test Price* (Analysis Price Catalogue less 25% firm discount) + _____% (firm percentage surcharge).

Response within 1 business day: Standard Test Price* (Analysis Price Catalogue less 25% firm discount) + _____% (firm percentage surcharge).

Total Financial Evaluation = f + I = _____ \$
--

ANNEX “ C “ STANDING OFFER REPORTING FORM

FIRST QUARTER			
#	Analysis Description	Quantity	Cost for 1ST Quarter
1	Soil/Sediment Samples		
2	Water (Sanitary/Storm Water)		
3	Water (Marine)		
4	Water (Community-Recreational)		
5	Water (Drinking)		
6	Treatment Facility Discharge		
7	Waste Oil and Fuel		
8	Hazardous Materials		
9	Miscellaneous Tests (unspecified in Standing Offer)		
SECOND QUARTER			
#	Analysis Description	Quantity	Cost for 2ND Quarter
1	Soil/Sediment Samples		
2	Water (Sanitary)		
3	Water (Marine)		
4	Water (Community-Recreational)		
5	Water (Drinking)		
6	Treatment Facility Discharge		
7	Waste Oil and Fuel		
8	Hazardous Materials		
9	Miscellaneous Tests (unspecified in Standing Offer)		
THIRD QUARTER			
#	Analysis Description	Quantity	Cost for 3RD Quarter
1	Soil/Sediment Samples		
2	Water (Sanitary)		
3	Water (Marine)		
4	Water (Community-Recreational)		
5	Water (Drinking)		
6	Treatment Facility Discharge		
7	Waste Oil and Fuel		
8	Hazardous Materials		
9	Miscellaneous Tests (unspecified in Standing Offer)		
FOURTH QUARTER			
#	Analysis Description	Quantity	Cost for 4TH Quarter
1	Soil/Sediment Samples		
2	Water (Sanitary)		
3	Water (Marine)		
4	Water (Community-Recreational)		
5	Water (Drinking)		
6	Treatment Facility Discharge		
7	Waste Oil and Fuel		

Solicitation No. - N° de l'invitation
W684Q-210160/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
VIC239
CCC No./N° CCC - FMS No./N° VME

8	Hazardous Materials		
9	Miscellaneous Tests (unspecified in Standing Offer)		

NOTE: Contractor must provide the type of analysis for all call-ups that fall under item number 7 and 8.

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)