



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/  
See herein

NA  
Québec  
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**

TPSGC-PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> OAC- Entrepreneur général IML	
<b>Solicitation No. - N° de l'invitation</b> EE517-211573/A	<b>Date</b> 2021-04-05
<b>Client Reference No. - N° de référence du client</b> EE517-211573	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$QCM-032-18140
<b>File No. - N° de dossier</b> QCM-0-43230 (032)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-05-18</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> Voir doc.	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Girard, Isabelle	<b>Buyer Id - Id de l'acheteur</b> qcm032
<b>Telephone No. - N° de téléphone</b> (418)580-3551 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Institut Maurice-Lamontagne, Mont-Joli et Rivière-au-Renard, Québec	
<b>Security - Sécurité</b> 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**

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

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## REQUEST FOR STANDING OFFER (RFSO)

General Contractor  
Mont-Joli (Maurice Lamontagne Institute) and Rivière-au-Renard

### IMPORTANT NOTICE TO OFFERORS

There will no Public Opening for the purposes of this request for standing offer.

**GI06 Submission of Offer** has changed - ELECTRONIC Offer Submission by epost Connect service

### PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

#### Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly.
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers.
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices.

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgation-disclosure/psdic-ppci-eng.html>

### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

### PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/amiante-asbestos-eng.html>

### 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 SC06 Transition to an e-Procurement Solution (EPS).

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## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) INTEGRITY PROVISIONS—OFFER

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

### GI02 (2014-03-01) COMPLETION OF OFFER

1. The offer shall be :
  - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
  - b. based on the Offer Documents listed in the Special Instructions to Offerors;
  - c. correctly completed in all respects;
  - d. signed by a duly authorized representative of the Offeror; and

- e. accompanied by any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

### **GI03 (2015-02-25) IDENTITY OR LEGAL CAPACITY OF THE OFFEROR**

1. In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of:
  - a. such signing authority; and
  - b. the legal capacity under which it carries on business;
2. Prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI04 (2015-02-25) APPLICABLE TAXES**

1. "Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI05 LISTING OF SUBCONTRACTORS/SUPPLIER**

1. Not applicable.

### **GI06 (2014-03-01) SUBMISSION OF OFFER**

1. Canada requires that each offer, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Offeror or by an authorized representative of the Offeror.
2. It is the Offeror's responsibility to:
  - a. submit an offer, duly completed, in the format requested, on or before the solicitation closing date and time set;
  - b. for submission by epost Connect, see instructions in GI06.2.f.1 below.
  - c. obtain clarification of the requirements contained in the Request for Standing offer (RFSO), if necessary, before submitting an offer;

- d. ensure that the Offeror's name, return address, solicitation number and description, and solicitation closing date and time are clearly visible on the submission containing the Offer; and
- e. provide a comprehensive and sufficiently detailed Offer that will permit a complete evaluation in accordance with the criteria set out in this RFSO.
- f. send its Offer only to the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified below, by the date and time indicated on page 1 of the offer solicitation, by delivering an electronic ePost Connect submission as follows:

**1. ELECTRONIC Offer Submission by epost Connect service**

Steps to follow for the Bid Submission to Bid Receiving Unit using epost Connect:

<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>

- a. Offers must be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
- b. The only acceptable email address of the Bid Receiving Unit to use with epost Connect for responses to solicitation issued by PWGSC is : [TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**Important Note:** Offers will not be accepted if emailed directly to this email address. This email address is ONLY to be used to open an epost Connect conversation, as detailed in c., or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

- c. To submit an offer using epost Connect service, the Offeror must either:
  - i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation;
  - or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the offer solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- d. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror order to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the solicitation closing date and time.
- e. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least thirty (30) business days after the solicitation closing date and time.
- f. The solicitation number should be identified in the epost Connect message field of all electronic transfers.
- g. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an Offeror not have a Canadian mailing address, they may use the following postal address in order to register for the epost Connect service: 1550, avenue d'Estimauville, Québec (Québec) G1J 0C7.
- h. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete offer;

- ii. availability or condition of the epost Connect service;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the offer;
    - v. failure of the Offeror to properly identify the offer;
    - vi. illegibility of the offer;
    - vii. security of offer data; or,
    - viii. inability to create an electronic conversation through the epost Connect service.
  - i. The Bid Receiving Unit will send an acknowledgement of the receipt of offer document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the Offeror using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - j. Offerors must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
  - k. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror.
3. Timely and correct delivery of offers to the office designated for receipt of offers is the sole responsibility of the Offeror. PWGSC will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of offers are the responsibility of the Offeror.
4. Offers and supporting information may be submitted in either English or French.
5. Unless otherwise specified in the Special Instructions to Offerors:
- a. the offer shall be in Canadian currency; and
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

#### **GI07 (2010-01-11) REVISION OF OFFER**

1. An offer submitted in accordance with these instructions may be revised by epost Connect provided the revision is received at the Bid Receiving Unit, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change in the unit price and the specific item to which each change applies.
3. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

#### **GI08 (2014-09-25) REJECTION OF OFFER**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1. of GI08, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
  - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;

- d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
- a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on a unfavorable assessment of the:
- a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

#### **GI09 (2015-02-25) OFFER COSTS**

1. No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI10 (2020-05-28) PROCUREMENT BUSINESS NUMBER**

1. Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information system on Web site: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>.

#### **GI11 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.

2. For the purpose of validating the certification in paragraph 1) of G114, a Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of G114 shall result in disqualification of the offer.

#### **G112 (2010-01-11) PERFORMANCE EVALUATION**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

#### **G113 (2011-05-16) CONFLICT OF INTEREST—UNFAIR ADVANTAGE**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

#### **G114 (2016-04-04) CODE OF CONDUCT FOR PROCUREMENT—OFFER**

1. The Code of Conduct for Procurement provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

## SPECIAL INSTRUCTIONS TO OFFERORS (SI)

### SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for the Standing Offer. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize **one (1) Standing Offer, for a period of one (1) year, with five (5) extension periods of one (1) year each**. The total dollar value of all Standing Offers over five years is estimated to be **\$2,874,375.00** (taxes included). Individual call-ups will vary up to a maximum of **\$100,000.00** (taxes included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

### SI02 OFFER DOCUMENTS

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-ups clauses or resulting contract documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.
2. Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [Isabelle.Girard@tpsgc-pwgsc.gc.ca](mailto:Isabelle.Girard@tpsgc-pwgsc.gc.ca). Enquiries should be received no later than **five (5) calendar days prior to the date set for solicitation closing** to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed **ONLY** to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

### SI05 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

## SI06 SITE VISIT

1. There will be a no site visit.

## SI07 EVALUATION OF OFFERS

1. The lowest responsive offer will be recommended for award of the Standing Offer.

## SI08 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of **sixty (60)** days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI08 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either:
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G108.

## SI09 RIGHTS OF CANADA

1. Canada reserves the right to:
  - a. reject any or all bids received in response to the bid solicitation;
  - b. enter into negotiations with bidders on any or all aspects of their bids;
  - c. accept any bid in whole or in part without negotiations;
  - d. cancel the bid solicitation at any time;
  - e. reissue the bid solicitation;
  - f. if no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
  - g. negotiate with the sole compliant Bidder to ensure best value to Canada.

## SI10 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.

## SI11 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form  
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)  
[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Trade agreements  
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

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## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the “call up” contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Price Proposal Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2017-11-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2019-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2019-11-28);
GC6	Delays and Changes in the Work	R2860D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

## STANDING OFFER PARTICULARS (SOP)

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Technical Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 PERIOD OF THE STANDING OFFER

1. The period for placing call-ups against the Standing Offer shall be from :
  - a. From July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022 – Firm period, Year 1.
  - b. From July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023 – Optional period 1, (Year 2).
  - c. From July 1<sup>st</sup>, 2023 to June 30<sup>th</sup>, 2024 – Optional period 1, (Year 3).
  - d. From July 1<sup>st</sup>, 2024 to June 30<sup>th</sup>, 2025 – Optional period 1, (Year 4).
  - e. From July 1<sup>st</sup>, 2025 to June 30<sup>th</sup>, 2026 – Optional period 1, (Year 5).

### SOP03 CALL-UP LIMITATION

1. Each call-up against the Standing Offer will have a maximum limitation of expenditure of **\$100,000.00** (Applicable Taxes included). Canada will keep track of expenditures and ensure that they do not exceed the maximal allocated total percentage of each retained Offeror.

### SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
  - a. Technical Authority will establish the work requirements to be provided.
  - b. For each individual call-up, the Offeror will be provided the scope of work and will submit an offer to the Technical Authority in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Technical Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form [2829](#). See Annex C.

### SOP05 STANDING OFFER RESPONSIBLES

1. The Contracting Authority is responsible for the establishment and administration of the Standing Offer and its revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Contracting Authority is:

Name: Isabelle Girard  
Title: Supply Specialist  
Department: Public Services and Procurement Canada  
Division: Acquisitions and Compensation Directorate, Quebec Region  
Telephone: 418 580-3551  
e-mail: [Isabelle.Girard@tpsgc-pwgsc.gc.ca](mailto:Isabelle.Girard@tpsgc-pwgsc.gc.ca)

2. The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Departmental Representative is responsible for all technical related questions regarding call-ups.

Standing Offer Technical Authority is:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Department : \_\_\_\_\_  
Division : \_\_\_\_\_  
Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
e-mail : \_\_\_\_\_

The selected Offeror for the standing offer is:

Name : \_\_\_\_\_  
Contact : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
e-mail : \_\_\_\_\_

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

1. The following security requirement (SRCL and related clauses) applies and form part of the Contract.
2. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
4. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Appendix 6;
  - b) Contract Security Manual (Latest Edition).

### SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence, as referred to in the insurance requirements of the Contract.
  - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.

5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

### **SC03 INSURANCE TERMS**

#### 1. Insurance Contracts

- a. The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- b. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement 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.

#### 2. Period of Insurance

- a. The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
- b. The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

#### 3. Proof of Insurance

- a. Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- b. Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

#### 4. Insurance Proceeds

- a. In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

#### 5. Deductible

- a. The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

### **SC05 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)**

1. 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.

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## APPENDIX 1 - PRICE PROPOSAL FORM

### BA01 IDENTIFICATION

Request for Standing Offer General Contractor - Mont-Joli (Maurice Lamontagne Institute) and Rivière-au-Renard

### BA02 LEGAL NAME AND ADDRESS OF BIDDER

Legal Name: \_\_\_\_\_

Operating Name (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_ PBN : \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Industrial Security Program Organisation Number (ISP ORG#) \_\_\_\_\_

### BA03 THE OFFER

The Offeror proposes to Canada to perform the work under call-ups in accordance with the rates indicated in Appendix 3.

### BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of **sixty (60) days** following the date of solicitation closing.

### BA05 SIGNATURE

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **APPENDIX 2 - STATEMENT OF WORK**

The Statement of Work is provided in Attachments of the Solicitation documents.

## APPENDIX 3 – OFFER AND BASIS OF PAYMENT

### 1. OFFEROR'S IDENTIFICATION

Offeror's business name: \_\_\_\_\_

### 2. OFFER AMOUNT

a. **Shaded cells:** Note that all shaded cells in the tables below are to be filled in.

*Offerors may complete the tables electronically by accessing the Excel file attached to the invitation at [Buyandsell.gc.ca](http://Buyandsell.gc.ca).*

b. **There are 5 sheets to complete** (one sheet per year). Sheet entitled "Total over 5 years" represents the sum of the Standing Offer on a five-year period.

c. **Hourly rates:** The hourly rates for the duration of the standing offer include the rate paid to the employee marked up to include overhead, fringe benefits and profit (vacation + employment insurance + pension plan + employee benefits + insurance + dues + CNESST + administration + other). Applicable taxes (GST and QST) are not included in the hourly rates.

In addition, the hourly rates include direct or productive labour dedicated solely to the work, including maintenance calls. The time is counted when the contractor is on site. The hourly rates do not apply to meal times or travel time outside the site. The hourly rates must include the maintenance truck, the foreman's truck if applicable and all hand tools (non-electrical, electrical, air powered, etc).

d. **Overtime:** The contractor will not have to work overtime as part of this standing offer unless authorized in writing in advance by the PWGSC technical authority. All payment requests at the rates specified in the standing offer must be accompanied by a copy of the overtime authorization and a report of the details required by Canada regarding the overtime done according to this authorization.

e. **Work day:** A day corresponds to 7.5 hours, excluding meal breaks. Work hours are from 7:30 am to 4:00 pm. Payments are made for days worked. There are no provisions for annual leave, statutory holidays or sick leave.

f. **Work site:** For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth.

g. **Estimated Annual Quantities:** The estimated annual quantities in the tables below are provided only for evaluation purposes. No number of hours is guaranteed, regardless of the category.

h. **Establishment of hourly rates:** The contractor must enter in the following tables all-inclusive hourly rates for actual work hours to be completed over the course of the standing offer, subject only to an annual adjustment of hourly rates as specified in the paragraph entitled "Adjustment of hourly rates."

1. Foreman: Only as required, according to the project scope, but the number of hours charged must not exceed 15% of the number of hours of the duration of the work.
2. In lines 1 to 20 below, please indicate the three (3) hourly rates per line (during regular hours; outside regular hours; Saturday, Sunday and statutory holidays).

**APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 1 (from July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022)**

Trade	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by trade (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated annual quantity (H)	Unit (I)	
	Hourly rate (A)	Estimated annual quantity (B)	Unit (C)	Hourly rate (D)	Estimated annual quantity (E)	Unit (F)				
1 Foreman	\$	100	hour	\$	5	hour	\$	5	hour	\$
2 Bricklayer-mason	\$	50	hour	\$	5	hour	\$	5	hour	\$
3 Carpenter-joiner	\$	400	hour	\$	30	hour	\$	10	hour	\$
4 Roofer	\$	50	hour	\$	5	hour	\$	5	hour	\$
5 Electrician	\$	50	hour	\$	5	hour	\$	5	hour	\$
6 Sheet metal worker	\$	50	hour	\$	5	hour	\$	5	hour	\$
7 Ironworker	\$	50	hour	\$	5	hour	\$	5	hour	\$
8 Painter	\$	400	hour	\$	30	hour	\$	10	hour	\$
9 Plumber (Pipefitter)	\$	100	hour	\$	10	hour	\$	5	hour	\$
10 Refrigeration technician	\$	50	hour	\$	5	hour	\$	5	hour	\$
11 General labourer - helper	\$	500	hour	\$	50	hour	\$	10	hour	\$
<i>* the calculation of lines 1 to 11 is done as follows: (AxB)+(DxE)+(GxH)=J</i>									<b>Sub-total no 1 - Trade :</b>	<b>\$</b>

**APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 1 (from July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022)**

Machinery category Hourly rates include the operator and all costs to operate these machines.	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by machinery category (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated annual quantity (H)	Unit (I)	
	Hourly rate (A)	Estimated annual quantity (B)	Unit (C)	Hourly rate (D)	Estimated annual quantity (E)	Unit (F)				
12 Backhoe	\$	70	hour	\$	10	hour	\$	5	hour	\$
13 Backhoe with jackhammer	\$	20	hour	\$	5	hour	\$	1	hour	\$
14 10-wheel truck	\$	70	hour	\$	10	hour	\$	5	hour	\$
15 Trailer	\$	20	hour	\$	5	hour	\$	1	hour	\$
16 Loader	\$	20	hour	\$	5	hour	\$	1	hour	\$
17 Compactor	\$	20	hour	\$	5	hour	\$	1	hour	\$
18 Walk-behind concrete/asphalt saw	\$	10	hour	\$	5	hour	\$	1	hour	\$
19 Delivery Truck (F-150 or cube)	\$	150	hour	\$	5	hour	\$	1	hour	\$
20 Excavator (max. 1.7 tons)	\$	70	hour	\$	10	hour	\$	5	hour	\$
* the calculation of lines 12 to 20 is done as follows : (AxB)+(DxE)+(GxH)=J									<b>Sub-total no 2 - Machinery :</b>	<b>\$</b>

### APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 1 (from July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022)

i. **Other costs (over a one-year period) :**

1. In line 21.2 below, please indicate the kilometric rate for travel between 50 km and 150 km.
2. In line 22.2 below, please enter the mark-up applicable to materials. Example: if you enter "5" as a mark-up, 5% will be added to \$50,000, for a total of \$52,500.
3. In line 23.2 below, please enter the mark-up applicable to sub-contracting. Example: If you enter "10" as a mark-up, 10% will be added to \$10,000, for a total of \$11,000.

<b>Travel costs for trips between 50 km and 150 km</b>				
For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth.				
#	Description	Kilometric rate (A)	Estimated annual quantity (B)	* Amount (D)
21	.1 Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is $(d / 100 \text{ km}) \times \text{hr} - \text{hr}$ , where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be $\$14.25$ , that is, $((130 \text{ km} / 100 \text{ km}) \times \$47.50) - \$47.50$ .			
	.2 Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	\$	1000	km \$
<i>* the calculation for line 21.2 is done as follows: <math>A \times B = D</math></i>				
<b>Materials</b>				
#	Description	Mark-up (A)	Estimated annual quantity (B)	* Amount (D)
22	.1 <i>Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i> The Contractor will invoice each item at cost plus a mark-up percentage to cover costs and profit.			
	.2 The Contractor will provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$50,000).	%	50,000.00	dollar \$
<i>* the calculation for line 22.2 is done as follows: <math>((A/100) \times B) + B = D</math></i>				
<b>Sub-contracting</b>				
#	Description	Mark-up (A)	Estimated annual quantity (B)	* Amount (D)
23	.1 <i>Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i> Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price.			
	.2 Provide a mark-up percentage (if the percentage is zero, the total value will be \$10,000).	%	10,000.00	dollar \$
<i>* the calculation for line 23.2 is done as follows: <math>((A/100) \times B) + B = D</math></i>				

**APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 2 (from July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023)**

Trade	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by trade (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)	
	Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)				
1 Foreman	\$	200	hour	\$	10	hour	\$	10	hour	\$
2 Bricklayer-mason	\$	100	hour	\$	10	hour	\$	10	hour	\$
3 Carpenter-joiner	\$	800	hour	\$	60	hour	\$	20	hour	\$
4 Roofer	\$	100	hour	\$	10	hour	\$	10	hour	\$
5 Electrician	\$	100	hour	\$	10	hour	\$	10	hour	\$
6 Sheet metal worker	\$	100	hour	\$	10	hour	\$	10	hour	\$
7 Ironworker	\$	100	hour	\$	10	hour	\$	10	hour	\$
8 Painter	\$	800	hour	\$	60	hour	\$	20	hour	\$
9 Plumber (Pipefitter)	\$	200	hour	\$	20	hour	\$	10	hour	\$
10 Refrigeration technician	\$	100	hour	\$	10	hour	\$	10	hour	\$
11 General labourer - helper	\$	1000	hour	\$	100	hour	\$	20	hour	\$
<i>* the calculation of lines 1 to 11 is done as follows: (AxB)+(DxE)+(GxH)=J</i>									<b>Sub-total no 1 - Trade :</b>	<b>\$</b>

**APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 2 (from July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023)**

Machinery category Hourly rates include the operator and all costs to operate these machines.	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by machinery category (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)	
	Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)				
12 Backhoe	\$	140	hour	\$	20	hour	\$	10	hour	\$
13 Backhoe with jackhammer	\$	40	hour	\$	10	hour	\$	2	hour	\$
14 10-wheel truck	\$	140	hour	\$	20	hour	\$	10	hour	\$
15 Trailer	\$	40	hour	\$	10	hour	\$	2	hour	\$
16 Loader	\$	40	hour	\$	10	hour	\$	2	hour	\$
17 Compactor	\$	40	hour	\$	10	hour	\$	2	hour	\$
18 Walk-behind concrete/asphalt saw	\$	20	hour	\$	10	hour	\$	2	hour	\$
19 Delivery Truck (F-150 or cube)	\$	300	hour	\$	10	hour	\$	2	hour	\$
20 Excavator (max. 1.7 tons)	\$	140	hour	\$	20	hour	\$	10	hour	\$
* the calculation of lines 12 to 20 is done as follows : (AxB)+(DxE)+(GxH)=J										Sub-total no 2 - Machinery : \$

### APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 2 (from July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023)

i. **Other costs (over a one-year period) :**

1. In line 21.2 below, please indicate the kilometric rate for travel between 50 km and 150 km.
2. In line 22.2 below, please enter the mark-up applicable to materials. Example: if you enter "5" as a mark-up, 5% will be added to \$50,000, for a total of \$52,500.
3. In line 23.2 below, please enter the mark-up applicable to sub-contracting. Example: If you enter "10" as a mark-up, 10% will be added to \$10,000, for a total of \$11,000.

<b>Travel costs for trips between 50 km and 150 km</b>					
For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth.					
#	Description	Kilometric rate (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
21	.1	Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is ((d / 100 km) x hr) - hr, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, ((130 km / 100 km) x \$47.50) - \$47.50.			
	.2	Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	1000	km	\$
<i>* the calculation for line 21.2 is done as follows: AxB=D</i>					
<b>Materials</b>					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
22	.1	<i>Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i>			
	.2	The Contractor will invoice each item at cost plus a mark-up percentage to cover costs and profit. The Contractor will provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$50,000).	50,000.00	dollar \$	\$
<i>* the calculation for line 22.2 is done as follows: ((A/100)xB)+B=D</i>					
<b>Sub-contracting</b>					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
23	.1	<i>Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i>			
	.2	Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$10,000).	10,000.00	dollar \$	\$
<i>* the calculation for line 23.2 is done as follows: ((A/100)xB)+B=D</i>					

**APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 3 (from July 1<sup>st</sup>, 2023 to June 30<sup>th</sup>, 2024)**

Trade	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by trade (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)	
	Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)				
1 Foreman	\$	200	hour	\$	10	hour	\$	10	hour	\$
2 Bricklayer-mason	\$	100	hour	\$	10	hour	\$	10	hour	\$
3 Carpenter-joiner	\$	800	hour	\$	60	hour	\$	20	hour	\$
4 Roofer	\$	100	hour	\$	10	hour	\$	10	hour	\$
5 Electrician	\$	100	hour	\$	10	hour	\$	10	hour	\$
6 Sheet metal worker	\$	100	hour	\$	10	hour	\$	10	hour	\$
7 Ironworker	\$	100	hour	\$	10	hour	\$	10	hour	\$
8 Painter	\$	800	hour	\$	60	hour	\$	20	hour	\$
9 Plumber (Pipefitter)	\$	200	hour	\$	20	hour	\$	10	hour	\$
10 Refrigeration technician	\$	100	hour	\$	10	hour	\$	10	hour	\$
11 General labourer - helper	\$	1000	hour	\$	100	hour	\$	20	hour	\$
* the calculation of lines 1 to 11 is done as follows: (AxB)+(DxE)+(GxH)=J									<b>Sub-total no 1 - Trade :</b>	<b>\$</b>

**APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 3 (from July 1<sup>st</sup>, 2023 to June 30<sup>th</sup>, 2024)**

Machinery category Hourly rates include the operator and all costs to operate these machines.	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by machinery category (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)	
	Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)				
12 Backhoe	\$	140	hour	\$	20	hour	\$	10	hour	\$
13 Backhoe with jackhammer	\$	40	hour	\$	10	hour	\$	2	hour	\$
14 10-wheel truck	\$	140	hour	\$	20	hour	\$	10	hour	\$
15 Trailer	\$	40	hour	\$	10	hour	\$	2	hour	\$
16 Loader	\$	40	hour	\$	10	hour	\$	2	hour	\$
17 Compactor	\$	40	hour	\$	10	hour	\$	2	hour	\$
18 Walk-behind concrete/asphalt saw	\$	20	hour	\$	10	hour	\$	2	hour	\$
19 Delivery Truck (F-150 or cube)	\$	300	hour	\$	10	hour	\$	2	hour	\$
20 Excavator (max. 1.7 tons)	\$	140	hour	\$	20	hour	\$	10	hour	\$
* the calculation of lines 12 to 20 is done as follows : (AxB)+(DxE)+(GxH)=J										<b>Sub-total no 2 - Machinery :</b>
										<b>\$</b>

### APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 3 (from July 1<sup>st</sup>, 2023 to June 30<sup>th</sup>, 2024)

i. **Other costs (over a one-year period) :**

1. In line 21.2 below, please indicate the kilometric rate for travel between 50 km and 150 km.
2. In line 22.2 below, please enter the mark-up applicable to materials. Example: if you enter "5" as a mark-up, 5% will be added to \$50,000, for a total of \$52,500.
3. In line 23.2 below, please enter the mark-up applicable to sub-contracting. Example: If you enter "10" as a mark-up, 10% will be added to \$10,000, for a total of \$11,000.

<b>Travel costs for trips between 50 km and 150 km</b>					
For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth.					
#	Description	Kilometric rate (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
21	.1 Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is ((d / 100 km) x hr) - hr, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr and a round trip distance of 130 km (d), payment would be \$14.25, that is, ((130 km / 100 km) x \$47.50) - \$47.50.				
	.2 Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	\$	1000	km	\$
<i>* the calculation for line 21.2 is done as follows: AxB=D</i>					
<b>Materials</b>					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
22	.1 <i>Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i>				
	.2 The Contractor will invoice each item at cost plus a mark-up percentage to cover costs and profit. The Contractor will provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$50,000).	%	50,000.00	dollar \$	\$
<i>* the calculation for line 22.2 is done as follows: ((A/100)xB)+B=D</i>					
<b>Sub-contracting</b>					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
23	.1 <i>Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i>				
	.2 Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$10,000).	%	10,000.00	dollar \$	\$
<i>* the calculation for line 23.2 is done as follows: ((A/100)xB)+B=D</i>					

**APPENDIX 4 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 4 (from July 1<sup>st</sup>, 2024 to June 30<sup>th</sup>, 2025)**

Trade	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by trade (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)	
	Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)				
1 Foreman	\$	200	hour	\$	10	hour	\$	10	hour	\$
2 Bricklayer-mason	\$	100	hour	\$	10	hour	\$	10	hour	\$
3 Carpenter-joiner	\$	800	hour	\$	60	hour	\$	20	hour	\$
4 Roofer	\$	100	hour	\$	10	hour	\$	10	hour	\$
5 Electrician	\$	100	hour	\$	10	hour	\$	10	hour	\$
6 Sheet metal worker	\$	100	hour	\$	10	hour	\$	10	hour	\$
7 Ironworker	\$	100	hour	\$	10	hour	\$	10	hour	\$
8 Painter	\$	800	hour	\$	60	hour	\$	20	hour	\$
9 Plumber (Pipefitter)	\$	200	hour	\$	20	hour	\$	10	hour	\$
10 Refrigeration technician	\$	100	hour	\$	10	hour	\$	10	hour	\$
11 General labourer - helper	\$	1000	hour	\$	100	hour	\$	20	hour	\$
* the calculation of lines 1 to 11 is done as follows: (AxB)+(DxE)+(GxH)=J									<b>Sub-total no 1 - Trade :</b>	<b>\$</b>

**APPENDIX 4 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 4 (from July 1<sup>st</sup>, 2024 to June 30<sup>th</sup>, 2025)**

Machinery category Hourly rates include the operator and all costs to operate these machines.	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by machinery category (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)	
	Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)				
12 Backhoe	\$	140	hour	\$	20	hour	\$	10	hour	\$
13 Backhoe with jackhammer	\$	40	hour	\$	10	hour	\$	2	hour	\$
14 10-wheel truck	\$	140	hour	\$	20	hour	\$	10	hour	\$
15 Trailer	\$	40	hour	\$	10	hour	\$	2	hour	\$
16 Loader	\$	40	hour	\$	10	hour	\$	2	hour	\$
17 Compactor	\$	40	hour	\$	10	hour	\$	2	hour	\$
18 Walk-behind concrete/asphalt saw	\$	20	hour	\$	10	hour	\$	2	hour	\$
19 Delivery Truck (F-150 or cube)	\$	300	hour	\$	10	hour	\$	2	hour	\$
20 Excavator (max. 1.7 tons)	\$	140	hour	\$	20	hour	\$	10	hour	\$
* the calculation of lines 12 to 20 is done as follows : (AxB)+(DxE)+(GxH)=J										<b>Sub-total no 2 - Machinery :</b>

**APPENDIX 4 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 4 (from July 1<sup>st</sup>, 2024 to June 30<sup>th</sup>, 2025)**

j. **Other costs (over a one-year period) :**

4. In line 21.2 below, please indicate the kilometric rate for travel between 50 km and 150 km.
5. In line 22.2 below, please enter the mark-up applicable to materials. Example: if you enter "5" as a mark-up, 5% will be added to \$50,000, for a total of \$52,500.
6. In line 23.2 below, please enter the mark-up applicable to sub-contracting. Example: If you enter "10" as a mark-up, 10% will be added to \$10,000, for a total of \$11,000.

<b>Travel costs for trips between 50 km and 150 km</b>				
For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth.				
#	Description	Kilometric rate (A)	Estimated quantity over two years (B)	* Amount (D)
21	Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is ((d / 100 km) x hr) - hr, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, ((130 km / 100 km) x \$47.50) - \$47.50.			
.1				
.2	Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	\$	1000	km \$
<i>* the calculation for line 21.2 is done as follows: AxB=D</i>				
<b>Materials</b>				
#	Description	Mark-up (A)	Estimated quantity over two years (B)	* Amount (D)
22				
.1	<i>Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i>			
.2	The Contractor will invoice each item at cost plus a mark-up percentage to cover costs and profit. The Contractor will provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$50,000).	%	50,000.00	dollar \$
<i>* the calculation for line 22.2 is done as follows: ((A/100)xB)+B=D</i>				
<b>Sub-contracting</b>				
#	Description	Mark-up (A)	Estimated quantity over two years (B)	* Amount (D)
23				
.1	<i>Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i>			
.2	Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$10,000).	%	10,000.00	dollar \$
<i>* the calculation for line 23.2 is done as follows: ((A/100)xB)+B=D</i>				

**APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 5 (from July 1<sup>st</sup>, 2025 to June 30<sup>th</sup>, 2026)**

Trade	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by trade (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)	
	Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)				
1 Foreman	\$	200	hour	\$	10	hour	\$	10	hour	\$
2 Bricklayer-mason	\$	100	hour	\$	10	hour	\$	10	hour	\$
3 Carpenter-joiner	\$	800	hour	\$	60	hour	\$	20	hour	\$
4 Roofer	\$	100	hour	\$	10	hour	\$	10	hour	\$
5 Electrician	\$	100	hour	\$	10	hour	\$	10	hour	\$
6 Sheet metal worker	\$	100	hour	\$	10	hour	\$	10	hour	\$
7 Ironworker	\$	100	hour	\$	10	hour	\$	10	hour	\$
8 Painter	\$	800	hour	\$	60	hour	\$	20	hour	\$
9 Plumber (Pipefitter)	\$	200	hour	\$	20	hour	\$	10	hour	\$
10 Refrigeration technician	\$	100	hour	\$	10	hour	\$	10	hour	\$
11 General labourer - helper	\$	1000	hour	\$	100	hour	\$	20	hour	\$
* the calculation of lines 1 to 11 is done as follows: (AxB)+(DxE)+(GxH)=J									<b>Sub-total no 1 - Trade :</b>	<b>\$</b>

**APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 5 (from July 1<sup>st</sup>, 2025 to June 30<sup>th</sup>, 2026)**

Machinery category Hourly rates include the operator and all costs to operate these machines.	Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by machinery category (J)
	During regular hours between 7:30 am and 4:00 pm			Outside regular hours			Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)	
	Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)				
12 Backhoe	\$	140	hour	\$	20	hour	\$	10	hour	\$
13 Backhoe with jackhammer	\$	40	hour	\$	10	hour	\$	2	hour	\$
14 10-wheel truck	\$	140	hour	\$	20	hour	\$	10	hour	\$
15 Trailer	\$	40	hour	\$	10	hour	\$	2	hour	\$
16 Loader	\$	40	hour	\$	10	hour	\$	2	hour	\$
17 Compactor	\$	40	hour	\$	10	hour	\$	2	hour	\$
18 Walk-behind concrete/asphalt saw	\$	20	hour	\$	10	hour	\$	2	hour	\$
19 Delivery Truck (F-150 or cube)	\$	300	hour	\$	10	hour	\$	2	hour	\$
20 Excavator (max. 1.7 tons)	\$	140	hour	\$	20	hour	\$	10	hour	\$
* the calculation of lines 12 to 20 is done as follows : (AxB)+(DxE)+(GxH)=J										Sub-total no 2 - Machinery : \$

### APPENDIX 3 – OFFER AND BASIS OF PAYMENT / Standing Offer – Year 5 (from July 1<sup>st</sup>, 2025 to June 30<sup>th</sup>, 2026)

k. **Other costs (over a one-year period) :**

7. In line 21.2 below, please indicate the kilometric rate for travel between 50 km and 150 km.
8. In line 22.2 below, please enter the mark-up applicable to materials. Example: if you enter "5" as a mark-up, 5% will be added to \$50,000, for a total of \$52,500.
9. In line 23.2 below, please enter the mark-up applicable to sub-contracting. Example: If you enter "10" as a mark-up, 10% will be added to \$10,000, for a total of \$11,000.

<b>Travel costs for trips between 50 km and 150 km</b>					
For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth.					
#	Description	Kilometric rate (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
21	.1	Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is ((d / 100 km) x hr) - hr, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr and a round trip distance of 130 km (d), payment would be \$14.25, that is, ((130 km / 100 km) x \$47.50) - \$47.50.			
	.2	Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	1000	km	\$
* the calculation for line 21.2 is done as follows: AxB=D					
<b>Materials</b>					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
22	.1	<i>Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i>			
	.2	The Contractor will invoice each item at cost plus a mark-up percentage to cover costs and profit. The Contractor will provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$50,000).	50,000.00	dollar \$	\$
* the calculation for line 22.2 is done as follows: ((A/100)xB)+B=D					
<b>Sub-contracting</b>					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
23	.1	<i>Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority.</i>			
	.2	Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$10,000).	10,000.00	dollar \$	\$
* the calculation for line 23.2 is done as follows: ((A/100)xB)+B=D					



## APPENDIX 5 - CERTIFICATE OF INSURANCE

(Not required at solicitation closing)

## CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et  
 Services gouvernementaux  
 Canada

Public Works and  
 Government Services  
 Canada

Description and Location of Work Standing Offer General Contractor - Mont-Joli (Maurice Lamontagne Institute) and Rivière-au-Renard	Contract No.
	Project No. QCM-0-43230

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured  
**Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services**

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	Telephone number
Signature	Date D / M / Y

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## **CERTIFICATE OF INSURANCE**

### **Page 2 of 2**

#### **GENERAL**

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 days' notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

#### **COMMERCIAL GENERAL LIABILITY**

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- a) Blasting
- b) Pile driving and caisson work
- c) Underpinning.
- d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- a) \$5,000,000 Each Occurrence Limit;
- b) \$10,000,000 General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- c) \$5,000,000 Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

#### **BUILDER'S RISK / INSTALLATION FLOATER**

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is not less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

## APPENDIX 6 - SECURITY REQUIREMENT CHECK LIST (SRCL)



Government of Canada /  
 Gouvernement du Canada

Contract Number / Numéro du contrat EE517-211573
Security Classification / Classification de sécurité UNCLASSIFIED

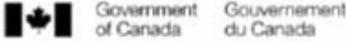
### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services / Canada
2. Branch or Directorate / Direction générale ou Direction Biens immobiliers	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail offre à commande entrepreneur général, 850 route de la mer Mont-Joli	
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? (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 type="checkbox"/> No / Non <input checked="" 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 checked="" type="checkbox"/> No / Non <input 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 checked="" 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 checked="" 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"/>
Restricted to / Limité à : <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays : <input type="checkbox"/>
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Contract Number / Numéro du contrat EE517-211573
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input 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 : \_\_\_\_\_

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  Yes  
 Non  Oui

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

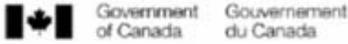
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat EE517-211573
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**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 RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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).

Security Classification / Classification de sécurité UNCLASSIFIED
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## ANNEX B - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(Page 1 of 2)

To be filled out and returned with offer on a voluntary basis

### PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Offerors, bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios \* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept, fill out and sign page 2 of 2.

\* **The journey-person-apprentice ratio** is defined as the number of qualified/certified journey-persons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.



## ANNEX C – FORM 2829 SAMPLE



Public Works and  
 Government Services  
 Canada

Travaux publics et  
 Services gouvernementaux  
 Canada

### CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with STANDING OFFER NO.		Conformément à l'OFFRE PERMANENTE N°	Call-up no. - N° de commande
Dated and the terms and conditions therein, you are requested to carry out the work described below.		en date du et les modalités qui y sont énumérées, vous êtes prié d'exécuter les travaux décrits ci-après.	
Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à	
Project no. - N° du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.		
Location of work - Endroit des travaux		Call-up cost, GST extra - Coût de la commande, TPS en plus	

<p><b>SAMPLE ONLY</b>  <b>ÉCHANTILLON SEULEMENT</b></p>
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Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	
_____ Signature	_____ Date

Departmental Representative - Représentant du ministère	
_____ Signature	_____ Date