



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission
instructions/

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

NA
Ontario

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

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

Title - Sujet Pump and Motor Repairs Réparation de moteurs et de pompes	
Solicitation No. - N° de l'invitation W6854-210226/A	Date 2021-04-14
Client Reference No. - N° de référence du client W6854-210226	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-024-8045
File No. - N° de dossier TOR-1-44002 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-05-05 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (647)273-1369 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RPOU (Ontario) Borden CFB Borden Bldg P-154 16 RAMILLIES ROAD BORDEN Ontario L0M1C0 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments and any other annexes.

1.2 Summary

- (a) The Department of National Defence, Real Property Operations Unit (Ontario) Detachment Borden has a requirement to establish a Regional Individual Standing Offer for the provision of motor and pump repairs including inspection and maintenance. A licensed electrical company, with qualified electrical motor and pump tradesperson's and electrical trade equipment, will be required to perform the required services on an 'as-and-when' requested basis at the Canadian Forces Base Borden, Borden, Ontario.
- (b) It is intended to issue one (1) Regional Individual Standing Offer for this requirement.
- (c) The proposed period of the Standing Offer is for three (3) years from June 1, 2021 with 2-1 year option years.
- (d) This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

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

1.4 Debriefings

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

Solicitation No. - N° de l'invitation
W6854-210226/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W6854-210226/

File No. - N° du dossier
TOR-1-44002

CCC No./N° CCC - FMS No./N° VME

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).
- (c) The 2006 (2020-05-28), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.
- (d) Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:
Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

- (a) Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Ontario Region Bid Receiving Unit

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

TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

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

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

- (a) **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the FPS. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

(b) Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

(c) Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

- (a) All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.
- (b) Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

- (a) The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

Offers transmitted by facsimile or hardcopy will not be accepted.

3.2 Section I: Technical Offer

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

3.3 Section II: Financial Offer

- (a) Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

(b) Electronic Payment of Invoices - Offer

- (i) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "H" Electronic Payment Instruments, to identify which ones are accepted.
- (ii) If Annex "H" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

(c) Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Technical Evaluation - Mandatory Technical Criteria

Mandatory technical criteria are included in Annex G – Mandatory Technical Evaluation Criteria.

4.3 Financial Evaluation

(a) Evaluation of Price - Aggregate

- (i) The Offeror must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment.
 - (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Standing Offer Period – Year 1, Year 2, and Year 3, Standing Offer Option Period 1 – Year 4, and Standing Offer Option Period 2 - Year 4 (all applicable taxes extra) from Annex B – Basis of Payment. The price used in the evaluation will be the Total Evaluated Price.
 - (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (b) SACC Manual Clause M0220T (2016-01-28), Evaluation of Price

4.4 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process.

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

PART 6 – SECURITY, FINANCIAL AND INSURANCE CLAUSES

6.1 Security Requirement

- (a) At the Request for Standing Offers closing date, the following conditions must be met:
- (i) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (ii) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (iii) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- (a) The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirement

- (a) The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer
- (i) The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
 - (ii) The Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
 - (iii) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
 - (iv) The Offeror must comply with the provisions of the:
 - A. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - B. Contract Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

- (a) The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.
- (b) The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from June 1, 2021 to May 31, 2024, inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 – 1 year period(s) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 4900 Yonge Street, 10th Floor, Toronto, ON M2N 6A6
Telephone: (647) 273-1369
E-mail address: shannon.brewster@pwgsc.gc.ca

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

7.5.2 Project Authority *(to be provided at award)*

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

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

7.5.3 Offeror's Representative *(to be completed by Offeror with bid)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is: Department of National Defence, Real Property Operations Unit (Ontario) Detachment Borden.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the PWGSC-TPSGC 942 Call-up Against a Standing Offer form found in Annex F.

7.9 Limitation of Call-ups

- (a) Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Applicable Taxes included).
- (b) Individual call-ups against the Standing Offer to be issued in excess of that limit must be authorized by the Standing Offer Authority before issuance.

7.10 Financial Limitations

- (a) The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) (*to be determined at offer award*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.
- (b) The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 Priority of Documents

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity);
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Security Requirements Check List;
- (h) Annex D, Insurance Requirements;
- (i) Annex E, Standing Offer Usage Reporting Form;
- (i) Annex F, PWGSC-TPSGC 942 Call-up Against a Standing Offer Form; and
- (k) the Offeror's offer dated _____. (*to be inserted at time of issuance*)

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing

additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.14 SACC Manual Clauses

- (a) SACC Manual Clause M3800C (2006-08-15) Estimates
- (b) SACC Manual Clause M3000C (2006-08-15) Price Lists

7.15 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 16 Interest on Overdue Accounts, of 2010C (2020-05-08) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.(if applicable)

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of payment in Annex B, to a limitation of expenditure as indicated in the call-up document. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed the amount indicated in the call-up document. Customs duties are included and Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75% committed, or
 - (ii) four months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.

- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3 Single Payment

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

7.5.4 SACC Manual Clauses

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

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

SACC Manual clause C0711C (2008-05-12), Time Verification

SACC Manual clause C2000C (2007-11-30), Taxes – Foreign-base Contractor (*if applicable*)

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI); or
- e. Wire Transfer (International Only).

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- (i) A copy of the Call-up against the Standing Offer or Electronic document.
- (ii) A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses

- (b) Invoices must be distributed as follows:

- (i) One (1) copy must be emailed to the Project Authority for certification and payment.

Name: (*to be inserted at time of call-up*)

Email Address: (*to be inserted at time of call-up*)

- (ii) One (1) copy must be forwarded (emailed) to the Standing Offer Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance Requirements

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

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

- (c) The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 SACC Manual Clauses

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor) (*if applicable*)

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

7.9 Dispute Resolution

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

ANNEX A STATEMENT OF WORK

1. Requirement

- 1.1 The Department of National Defence, Real Property Operations Unit (Ontario) Detachment Borden, has a requirement for the provision of motor and pump repairs including inspection and maintenance. The motor and pump repairs are on an 'as-and-when' requested basis located within their buildings located at Canadian Forces Base (CFB) Border.

2. Background

- 2.1 Real Properties Operation Detachment Borden is responsible for the electrical repair of all motors and pumps in support of building and facility utility maintenance equipment located at CFB Borden, Borden, Ontario. They are responsible for ensuring that a licensed electrical company, with qualified electrical motor and pump tradesperson's and electrical trade equipment, provides continuous maintenance support operation of the motors and pumps for buildings and facility utilities systems at CFB Borden, Borden, Ontario.

3 Scope of Work

- 3.1 The Contractor is responsible for providing services such as inspection, diagnosis, removal, rewind and/or repair, re-installation and commission of various types of AC/DC electric motors, including various frame types, various starting systems i.e. potential relays, split winding, and variable speed wound motors. Further definition of in-house motor and pump types are as follows:
- All motors must be rated less than 100 HP;
 - AC motors up to 600 VAC - poly phase and single phase;
 - DC motors up to 750 VDC; and
 - Smaller enclosed sump pumps rated at 1 to 25 HP, single and poly phase up to 600 VAC.
- 3.2 Repairs are to be completed on-site. If the repair is such that this is not possible, then it would be performed at the Contractor's premises and returned to CFB Borden for re-installation after repairs are completed. All pumps, motors and related equipment remain the property of DND and must be returned to DND whether repaired or not.
- 3.3 The Contractor must adhere to the applicable acts, regulations and procedures listed in the references of Annex A while performing the required work.
- 3.4 Regular hours are between 7:00 A.M. to 15:00 P.M Monday to Friday, excluding statutory holidays. Family Day is not a recognized Statutory Holiday.
- 3.5 **Statutory holidays:** New Year's Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday (August)
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

4. References (Latest Editions)

- 4.1 All work must be performed in accordance with the latest edition of the following references:
- (a) CAN/CSA C22.1-06 Canadian Electrical Code, Part 1 and all Local Amendments (CEC);
 - (b) Ontario Electrical Safety Code (OESC), (Current edition);
 - (c) National Building Code (Current edition);
 - (d) Canadian Forces Fire Marshall (CFFM) Office Directives;

- (e) CFB Borden Security Orders; and
- (f) All other applicable CFB Borden Orders and industry codes and standards.

5. Deliverables and Acceptance

- 5.1 The Contractor must only take directions and instructions from the Project Authority (PA) or the designated representative. All non-approved work changes or alterations including material or equipment will be corrected or replaced entirely at the contractor's expense/cost.
- 5.2 The Contractor must, when requested, report on-site to the Project Authority (PA) or the designated representative, to inspect and diagnose the motor or pump.
- 5.3 The Contractor must provide, at no extra cost, a quote to the PA in accordance with Annex B, that includes detailed level of effort, material and labour for the required repair work to the motors or pumps.
- 5.4 The Contractor must safely remove, transport, rewind or repair, transport, re-install and commission the motors or pumps.
- 5.6 The Contractor must supply all associated parts, connectors and materials for the re-installation of the motor or pump to re-connect to the existing building and facility systems.
- 5.7 In the event that the pump or motor is deemed to be beyond the point of economical repair upon examination in their shop, the contractor must advise the PA and return the motor or pump back to DND.
- 5.8 The Contractor must commission the motors or pumps in the presence of the PA or the designated representative to ensure the proper working operation.

6. Constraints

- 6.1 The Contractor must respond within 3 days of notification for non-emergency services and for emergency situations, the contractor must respond within 4 hours of notification.
- 6.2 The Contractor must provide pickup and delivery of all motors or pumps from various buildings located at CFB Borden as authorized by the PA or the designated representative.
- 6.3 The Contractor must supply qualified and licensed trade persons, equipment and material on 24 hours, 7 days a week basis to perform work as identified by the PA or designated representative when requested.
- 6.4 The Contractor must not employ apprentices in excess of the authorized amount of apprentices in accordance with ESA Regulations.
- 6.5 The Contractor must ensure that any apprentices are properly supervised at all times by a licensed tradesperson.
- 6.6 The Contractor, when performing work on-site, must ensure that all refuse generated by their work is removed and disposed of off-site at an approved facility at no cost to the crown. The site must be left in the same state of cleanliness as it was prior to commencing work.
- 6.7 The Contractor must use materials and equipment including, but not limited to, standard personal protective equipment (PPE), properly rated and tested high voltage gloves, lifts, ladders, harness, ear and eye protection, and grounding systems to safely perform all requested work.
- 6.8 Any deficiencies must be rectified by the Contractor before submission of an invoice for payment.

7. Authorization

- 7.1 When service is required the PA or the designated representative will notify the Contractor by telephone, facsimile or e-mail. It is imperative the Contractor be able to communicate electronically and is able to open and respond to documentation utilizing windows based computer programs.
- 7.2 Once a call-up has been initiated, the Contractor must inform and co-ordinate their work with the PA or the designated representative for scheduling site access.

ANNEX B
BASIS OF PAYMENT

1. Standing Offer Period: 3 years from June 1, 2021 to May 31, 2024, inclusive.

1.1 Standing Offer Period Year 1: June 1, 2021 to May 31, 2022

1.1.1 Service Calls (including emergency calls)

Service Calls (including emergency calls) when authorized by the Project Authority or representative will include one (1) hour of onsite productive labour, travel expenses including off-site repairs, and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Service Calls Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Service Calls Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	11	\$ _____ / call	5	\$ _____ / call	\$
2	Outside regular working hours (Monday to Saturday)	1	\$ _____ / call	1	\$ _____ / call	\$
3	Saturday, Sunday & Statutory holidays	1	\$ _____ / call	1	\$ _____ / call	\$
Total Extended Unit Price for Article 1.1.1:						\$

1.1.2 Labour (only in addition to Article 1.1.1)

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Hours Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Hours Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	132	\$ _____ / hour	20	\$ _____ / hour	\$
2	Outside regular working hours (Monday to Saturday)	12	\$ _____ / hour	4	\$ _____ / hour	\$
3	Saturday, Sunday & Statutory holidays	12	\$ _____ / hour	4	\$ _____ / hour	\$
Total Extended Unit Price for Article 1.1.2:						\$

1.1.3 Material and Replacement Parts

- a. Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of _____%. **(Estimated Material Usage: \$5,500.00 per year)**
- b. **Laid Down Cost - Mark-up:** For the purpose of this solicitation and any subsequent Contract, "Laid Down Cost" will be defined as "The cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.
- c. The above estimated usages are based on previous history and forecast usage of this Contract and are for evaluation purposes only. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity.

Total Extended Price for Standing Offer Period - Year 1 (aggregated total of extended price from each article):	\$
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1.2 Standing Offer Period Year 2: June 1, 2022 to May 31, 2023**1.2.1 Service Calls (including emergency calls)**

Service Calls (including emergency calls) when authorized by the Project Authority or representative will include one (1) hour of onsite productive labour, travel expenses including off-site repairs and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Service Calls Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Service Calls Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	11	\$ _____ / call	5	\$ _____ / call	\$
2	Outside regular working hours (Monday to Saturday)	1	\$ _____ / call	1	\$ _____ / call	\$
3	Saturday, Sunday & Statutory holidays	1	\$ _____ / call	1	\$ _____ / call	\$
Total Extended Unit Price for Article 1.2.1:						\$

1.2.2 Labour (only in addition to Article 1.2.1)

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Hours Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Hours Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	132	\$ _____ / hour	20	\$ _____ / hour	\$
2	Outside regular working hours (Monday to Saturday)	12	\$ _____ / hour	4	\$ _____ / hour	\$
3	Saturday, Sunday & Statutory holidays	12	\$ _____ / hour	4	\$ _____ / hour	\$
Total Extended Unit Price for Article 1.2.2:						\$

1.2.3 Material and Replacement Parts

- a. Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of _____. (Estimated Material Usage: \$5,500.00 per year)
- b. **Laid Down Cost - Mark-up:** For the purpose of this solicitation and any subsequent Contract, "Laid Down Cost" will be defined as "The cost incurred by a supplier to acquire a specific product or service to

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W6854-210226/

File No. - N° du dossier
TOR-1-44002

CCC No./N° CCC - FMS No./N° VME

the government, exclusive of the Goods and Services Tax and/or Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

- c. The above estimated usages are based on previous history and forecast usage of this Contract and are for evaluation purposes only. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity.

Total Extended Price for Standing Offer Period - Year 2 (aggregated total of extended price from each article):	\$
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1.3 Standing Offer Period Year 3: June 1, 2023 to May 31, 2024

1.3.1 Service Calls (including emergency calls)

Service Calls (including emergency calls) when authorized by the Project Authority or representative will include one (1) hour of onsite productive labour, travel expenses including off-site repairs and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Service Calls Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Service Calls Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	11	\$ _____ / call	5	\$ _____ / call	\$
2	Outside regular working hours (Monday to Saturday)	1	\$ _____ / call	1	\$ _____ / call	\$
3	Saturday, Sunday & Statutory holidays	1	\$ _____ / call	1	\$ _____ / call	\$
Total Extended Unit Price for Article 1.3.1:						\$

1.3.2 Labour (only in addition to Article 1.3.1)

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Hours Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Hours Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	132	\$ _____ / hour	20	\$ _____ / hour	\$
2	Outside regular working hours (Monday to Saturday)	12	\$ _____ / hour	4	\$ _____ / hour	\$
3	Saturday, Sunday & Statutory holidays	12	\$ _____ / hour	4	\$ _____ / hour	\$
Total Extended Unit Price for Article 1.3.2:						\$

1.3.3 Material and Replacement Parts

- a. Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of _____. (Estimated Material Usage: \$5,500.00 per year)
- b. **Laid Down Cost - Mark-up:** For the purpose of this solicitation and any subsequent Contract, "Laid Down Cost" will be defined as "The cost incurred by a supplier to acquire a specific product or service to

the government, exclusive of the Goods and Services Tax and/or Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

- c. The above estimated usages are based on previous history and forecast usage of this Contract and are for evaluation purposes only. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity.

Total Extended Price for Standing Offer Period - Year 3 (aggregated total of extended price from each article):	\$
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2. Standing Offer Option Period 1 - Year 4: June 1, 2024 to May 31, 2025

2.1 Service Calls (including emergency calls)

Service Calls (including emergency calls) when authorized by the Project Authority or representative will include one (1) hour of onsite productive labour, travel expenses including off-site repairs and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Service Calls Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Service Calls Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	11	\$ _____ / call	5	\$ _____ / call	\$
2	Outside regular working hours (Monday to Saturday)	1	\$ _____ / call	1	\$ _____ / call	\$
3	Saturday, Sunday & Statutory holidays	1	\$ _____ / call	1	\$ _____ / call	\$
Total Extended Unit Price for Article 2.1:						\$

2.2 Labour (only in addition to Article 2.1)

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Hours Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Hours Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	132	\$ _____ / hour	20	\$ _____ / hour	\$
2	Outside regular working hours (Monday to Saturday)	12	\$ _____ / hour	4	\$ _____ / hour	\$
3	Saturday, Sunday & Statutory holidays	12	\$ _____ / hour	4	\$ _____ / hour	\$
Total Extended Unit Price for Article 2.2:						\$

2.3 Material and Replacement Parts

- a. Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of _____. (Estimated Material Usage: \$5,500.00 per year)

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W6854-210226/

File No. - N° du dossier
TOR-1-44002

CCC No./N° CCC - FMS No./N° VME

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- b. **Laid Down Cost - Mark-up:** For the purpose of this solicitation and any subsequent Contract, "Laid Down Cost" will be defined as "The cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.
- c. The above estimated usages are based on previous history and forecast usage of this Contract and are for evaluation purposes only. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity.

Total Extended Price for Standing Offer Option Period 1 - Year 4 (aggregated total of extended price from each article):	\$
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3. Standing Offer Option Period 2 - Year 5: June 1, 2025 to May 31, 2026

3.1 Service Calls (including emergency calls)

Service Calls (including emergency calls) when authorized by the Project Authority or representative will include one (1) hour of onsite productive labour, travel expenses including off-site repairs and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Service Calls Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Service Calls Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	11	\$ _____ / call	5	\$ _____ / call	\$
2	Outside regular working hours (Monday to Saturday)	1	\$ _____ / call	1	\$ _____ / call	\$
3	Saturday, Sunday & Statutory holidays	1	\$ _____ / call	1	\$ _____ / call	\$
Total Extended Unit Price for Article 3.1:						\$

3.2 Labour (only in addition to Article 3.1)

		A	B	C	D	E (AxB) + (Cx D)
Item	Description	Estimated # of Hours Per Tradesperson	Firm Unit Price Per Tradesperson	Estimated # of Hours Per Helper	Firm Unit Price Per Helper	Extended Unit Price
1	During regular working hours (Monday to Friday)	132	\$ _____ / hour	20	\$ _____ / hour	\$
2	Outside regular working hours (Monday to Saturday)	12	\$ _____ / hour	4	\$ _____ / hour	\$
3	Saturday, Sunday & Statutory holidays	12	\$ _____ / hour	4	\$ _____ / hour	\$
Total Extended Unit Price for Article 3.2:						\$

3.3 Material and Replacement Parts

- a. Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of _____. (Estimated Material Usage: \$5,500.00 per year)

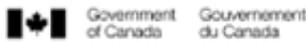
- b. **Laid Down Cost - Mark-up:** For the purpose of this solicitation and any subsequent Contract, “Laid Down Cost” will be defined as “The cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or Harmonized Sales Tax. The “Mark-up” includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.
- c. The above estimated usages are based on previous history and forecast usage of this Contract and are for evaluation purposes only. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity.

Total Extended Price for Standing Offer Option Period 2 - Year 5 (aggregated total of extended price from each article):	\$
Total Evaluation Price: (Total Extended Price for Standing Offer Period Year 1 + Year 2 + Year 3 + Standing Offer Option Period 1 – Year 4 + Standing Offer Option Period 2 – Year 5)	\$

NOTE:

- (a) **The above estimated usages are based on previous history and forecast usage of this Contract and are for evaluation purposes only. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity.**
- (b) **All lines and rows that are highlighted in grey, will be removed at Standing Offer award.**

ANNEX C SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W6854-210226
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 National Defence	2. Branch or Directorate / Direction générale ou Direction Real Property Operations Detachment (Borden)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail SOA - Repair Pumps and Motors. Contractor services by SOA, 3 year initial period plus 2 one year option periods. For described removal, repairs, replacement of motors and pumps at CFB Borden, ON.		
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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <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"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6854-210226
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

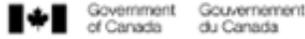
PRODUCTION

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



Contract Number / Numéro du contrat W6854-210226
Security Classification / Classification de sécurité Unclassified

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
							NATO DEFUSION	NATO CONFIDENTIAL	COMSEC TOP SECRET	A	B	C					
Information / Assets Renseignements / Biens																	
Production																	
IT Media / Support IT																	
IT Link / Lien électronique																	

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

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

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

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

ANNEX D INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

- A. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- B. The Commercial General Liability policy must include the following:
- (i) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (ii) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (iii) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (iv) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (v) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (vi) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (vii) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (viii) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - (ix) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (x) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (xi) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (xii) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (xiii) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - (xiv) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - (xv) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - (xvi) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),*

*Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Errors and Omissions Liability Insurance

- A. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- B. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- C. The following endorsement must be included:
Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

3. Automobile Liability Insurance

- A. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- B. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

4. Bailee's Customer's Goods Insurance

- A. The Contractor must obtain Bailee's Customer's Goods insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$7,500.00. The Government's Property must be insured on Replacement Cost (new) basis.
- B. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- C. The Bailee's Customer's Goods insurance policy must include the following:
 - (i) Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

- (ii) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
- (iii) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

ANNEX F

PWGSC-TPSGC 942 - CALL-UP AGAINST A STANDING OFFER FORM

 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		<p align="center">Call-up Against a Standing Offer Commande subséquente à une offre à commandes</p> <p>To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.</p> <p>Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, indus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.</p> <p>Security: The call-up includes security provisions. Sécurité : La demande comprend des exigences en matière de sécurité.</p> <p> <input type="checkbox"/> NO / NON <input type="checkbox"/> YES / OUI <input type="checkbox"/> YES, attach a SRCL to the call-up / SI OUI, joindre une L'VERS à la demande </p>				
Ship to - Expéditeur a Supplier - Fournisseur		Invoices must be sent in accordance with - Les factures doivent être envoyées selon : <input type="checkbox"/> The detailed instructions in the standing offer / Les instructions détaillées dans l'offre à commandes <input type="checkbox"/> The address shown in the "Ship to" block / L'adresse indiquée dans la case « Expéditeur a » <input type="checkbox"/> Special instructions below / Les instructions particulières ci-dessous Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers. Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.				
Standing Offer No. - N° de l'offre à commandes		Requisition No. - N° de demande Order, OR - Bur. dem. YY - AA Serial No. - N° de série		Client Reference No. (optional) / N° de référence du client (facultatif)		
The representative of the identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement. Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.						
Amendment No. / N° de modification		Previous Value (\$) / Valeur précédente (\$)	Value of increase or decrease (\$) / Valeur de l'augmentation ou diminution (\$)	Total estimated expenditures or revised / Total des dépenses estimatives ou révisées		
Item No. / N° de l'article	NATO Stock No. / Item Description / N° de nomenclature de l'OTAN / Description de l'article		U. of l. / U. de d.	Quantity / Quantité	Unit Price / Prix unitaire (\$)	Extended Price / Prix calculé (\$)
Special Instructions - Instructions particulières						
Total						
For further information, call - Pour renseignements supplémentaires, contacter Name - Nom			Telephone No. - N° de téléphone		Delivery required by - Livraison requise le (YYYY-MM-DD) / (AAAA-MM-JJ)	
For internal purposes only - Pour usage interne seulement Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. / En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.			Approved for the Minister - Approuvé pour le Ministre			
Signature (Mandatory - Obligatoire)			Date (YYYY-MM-DD - AAAA-MM-JJ)	Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)



Solicitation No. - N° de l'invitation
W6854-210226/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W6854-210226/

File No. - N° du dossier
TOR-1-44002

CCC No./N° CCC - FMS No./N° VME

Requisition No. - N° de demande Order, Off. Bur. dem. YY-AA Serial No. - N° de série			Client Reference No. (optional) N° de référence du client (facultatif)		Page of de	
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of L U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)	

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**ANNEX 'G' to PART 4 OF THE REQUEST FOR STANDING OFFERS
MANDATORY TECHNICAL EVALUATION CRITERIA**

1. Mandatory Technical Criteria

The Offer must comply with the mandatory technical criteria specified below. The Offeror must provide in their offer the necessary documentation to support and demonstrate compliance with each mandatory technical criteria. Offers which fail to meet each of the mandatory technical criteria will be declared non-responsive and will receive no further evaluation.

#	Mandatory Criteria	Identify corresponding page number in Offer
M1	<p>The Offeror must demonstrate that they have a minimum of two (2) years' experience, in the last 10 years from bid closing, providing repair services on AC/DC electric motors and pumps.</p> <p>To demonstrate compliance, experience must include how the inspection, diagnoses, removal, rewind or repair, and reinstallation services were carried out on the motors and pumps.</p>	
M2	<p>The Offeror must demonstrate that they have a minimum of two (2) certified electricians that are able to work in the Province of Ontario.</p> <p>To demonstrate compliance, the Offeror must provide the names of their proposed electricians and provide a copy of their valid Ontario Electricians License. If a copy of the license is not provided with the bid at bid closing, it must be provided within 2 days of request from the Contracting Authority.</p>	
M3	<p>The Offeror must demonstrate that they have certified Electricians that each hold a valid Reliability Status granted or approved by the Contract Security Program, at bid closing, in accordance with Part 6.</p> <p>To demonstrate compliance, the Offeror must provide the security file number for the proposed electricians submitted under M2.</p>	

**ANNEX 'H' to PART 3 OF THE REQUEST FOR STANDING OFFERS
ELECTRONIC PAYMENT INSTRUMENTS**

ELECTRONIC PAYMENT INSTRUMENTS

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

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)

**ANNEX 'I' to PART 5 OF THE REQUEST FOR STANDING OFFERS
ADDITIONAL CERTIFICATIONS**

1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.2.1, Integrity Provisions – Required Documentation, the required documentation which needs to be provided is a complete list of names of all individuals who are currently directors of the Offeror before contract award. Offeror's are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the [2006](#) (2019-03-04) Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Offeror are requested to provide their PBN with their bid.

Procurement Business Number - _____

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