

**CANADIAN HERITAGE****REQUEST FOR STANDING OFFER**

**REQUEST NUMBER:** 10201908

**TITLE OF PROJECT:** Installation, assembly, dismantling and transportation of " Trilite"<sup>1</sup> signage structures for Canadian Heritage (PCH) Events.

**REQUEST DATE:** 14 May, 2021

**CLOSING DATE AND TIME:** 28 June, 2021, 10:00 a.m., EDT

**ADDRESS ALL ENQUIRIES:** Gregory Yarema  
Procurement Specialist  
Contracting and Materiel Management Directorate  
Canadian Heritage  
E-mail: [PCH.contrats-contracting.PCH@canada.ca](mailto:PCH.contrats-contracting.PCH@canada.ca)

The Department of Canadian Heritage (PCH) has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A". The services are to be performed during the period commencing upon the date of issuance of the Standing Offer(s) up to March 31, 2024, with the possibility of extending by up to two (2) additional one-year option periods, as detailed in the Statement of Work.

If you are interested in undertaking this project, submit your offer by **2 p.m. EDT: 28 June, 2021** by using the following accepted submission method:

**IMPORTANT: Submission via e-mail**

Please note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept offers by e-mail. Offers transmitted by facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or plus. It is the responsibility of the Offeror to assure that their complete e-mail offer be delivered to PCH by the specified date and time. Indicate the title of the Request for Standing Offers (RFSO) in the e-mail object, the e-mail address is the following:

**Contrats/Contracting (PCH)**  
[PCH.contrats-contracting.PCH@canada.ca](mailto:PCH.contrats-contracting.PCH@canada.ca)  
**RFSO : 10201908**  
**Attention : Gregory Yarema**

If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted. Offerors are encouraged to keep a confirmation that the e-mail was sent and delivered.

Offerors submitting a proposal are also requested to complete the Offer of Services attached at Annex "E".

<sup>1</sup>"Trilite®" is the trademark of the Versatruss modular system that PCH uses for its event structures. Made of aluminum, these triangular beams are arranged according to the installation specifications set by PCH and are mounted on wood or concrete bases.n.

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

The annexes include:

- Annex "A" Statement of Work
- Annex "B" Basis of Payment
- Annex "C" Insurance Requirements
- Annex "D" Form 942 – Call-Up against a Standing Offer
- Annex "E" Offer of Services

## 1.2 Summary

Canadian Heritage (PCH) wishes to establish a Standing Offer for the complete installation, assembly and transportation of "Trilite" branded signage structures for its events and programs as well as those for which it is mandated to produce.

The following is a list of the types of events that are part of the requirement, but not limited to: Winterlude, Canada Day, Christmas Lights Across Canada, Northern Lights Sound and Light Show and other Capital Experience events.

These events take place at various locations in the National Capital Region in both Quebec and Ontario, including but not limited to Confederation Park, Major's Hill Park, the Rideau Canal Skateway, Jacques-Cartier Park, Parliament Hill, LeBreton Flats and the roadways between official sites. See Attachment 1 of Appendix A - "User Guide to Festival Materials" - for details on the different types of structures.

- 1.2.1 The period of the Standing Offer is from the date of issuance of a Standing Offer to March 31, 2024, with two (2) additional one-year option periods of one (1) year each.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement, the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Panama Free Trade Agreement, the Canada-Korea Free Trade Agreement (CKFTA) and the Canada-Honduras Free Trade Agreement.

## 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offer 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 or by telephone. NB: In person debriefings are not being offered because of Covid.

## 1.4 Other information

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Offers

Please note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept offers by e-mail at [PCH.contracts-contracting.PCH@canada.ca](mailto:PCH.contracts-contracting.PCH@canada.ca). Offers transmitted by facsimile or mail to PCH will not be accepted.

#### 2.2.1 Submission via e-mail

Offers must only be submitted by e-mail by the date and time to the e-mail address indicated on page 1 of the RFSO.

### 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, must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder'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](#).

### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

## **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 working days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

The Standing Offer and any resulting Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

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, the Offeror is deemed to have consented to the applicable laws as specified herein by Canada.



## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Please note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept offers by e-mail at [PCH.contrats-contracting.PCH@canada.ca](mailto:PCH.contrats-contracting.PCH@canada.ca). Offers transmitted by facsimile or mail to PCH will **not** be accepted.

#### **3.1.1 Submission via e-mail**

**IMPORTANT:** The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or plus. It is the responsibility of the Offeror to assure that their complete e-mail offer be delivered to PCH by the specified date and time. If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted.

The Offer must be gathered per section and separated as follows:

- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications
- Section IV: Additional Information

### **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**

Offerors must submit their financial offer in accordance with the Basis of Payment. The amounts must exclude applicable taxes.

### **3.4 Section III: Certifications**

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

### **3.5 Section IV: Additional Information**

In section IV of their offer, the Offerors must provide:

1. The Offer of Services attached at Annex "E" duly filled out and signed.
2. The required insurance requirements, as explained at Part 6 - Security, Financial and Insurance Requirements.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

All offers must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation. Mandatory technical evaluation criteria are included below in Attachment 1 to Part 4.

The Offeror must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror of meeting a mandatory criterion will result in the offer being deemed non-compliant and no further consideration will be given.

#### **4.1.2 Financial Evaluation**

The bid price shall be evaluated in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes, in accordance with Attachment 1 of Appendix B "TYPICAL PRICE CALCULATION REQUIREMENTS FOR FINANCIAL EVALUATION OF BIDS".

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offer 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.

#### **4.2.2**

Offerors should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that an Offeror may have been recommended for contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.

## Attachment 1 to Part 4: EVALUATION CRITERIA

The offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror of meeting a mandatory criterion will result in the proposal being deemed non-compliant and no further consideration will be given.

### 1. General Instructions

- a) It is recommended that the Offeror include a grid in their proposals, cross-referencing statements of compliance with the supporting data in their proposals. Note: the compliance grid, by and of itself does not constitute demonstrated evidence.

### 2. Mandatory Technical Criteria

- a. The Offeror must comply with and meet all technical requirements and all terms and conditions specified in this RFSO.
- b. Each offer will be reviewed for compliance with the mandatory requirements listed in the table below. Any element of the RFSO that is identified with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Evaluation Team may determine that an offer does not meet a Mandatory Requirement at any time during the evaluation process.
- c. The Offerors are cautioned that “Attachment 1 to part 4, Mandatory Technical Criteria” does **not** include all the mandatory requirements of this RFSO. This RFSO contains other mandatory requirements dealing with the submission, format and content of offers, including the mandatory submission of certifications and mandatory requirements for the submission of the financial offer. It is the Offeror’s sole responsibility to read the entire solicitation to ensure that it complies with all mandatory requirements of this solicitation.
- d. Where a mandatory criterion requests an Offeror to ‘demonstrate’ to be responsive, the technical offer must substantiate or show how the Offeror meets the criterion identified in the mandatory requirement. The substantiation must not simply be a repetition of the requirement(s), but must explain/show in sufficient detail to demonstrate how the Offeror will meet the requirements. Simply stating that the Offeror complies with the requirement is not sufficient. The offer will fail to meet an Eligible Mandatory Criterion where Canada determines that the substantiation is insufficient in explaining/showing how the Offeror demonstrates a mandatory requirement.

<b>Installation, assembly, dismantling and transportation of "Trilite" signage structures for PCH events</b>				
<b>Mandatory Criteria</b>		<b>Met</b>	<b>Not Met</b>	<b>Cross- Reference in the Offer</b>
<b>M1</b>	<p>The Offeror must provide details and descriptions of at least two (2) projects completed within the last six (6) years prior to the closing date of this Request for Standing Offers, clearly demonstrating its experience which meets the requirements of the Statement of Work including:</p> <ul style="list-style-type: none"> <li>- Transportation, handling, installation and dismantling of oversized structures on external sites (all seasons);</li> <li>- Handling and transportation of heavy loads; and</li> <li>- Compliance with the indications of the plans and an installation schedule.</li> </ul> <p>Each project description must include:</p> <ul style="list-style-type: none"> <li>- The client's name;</li> <li>- A description of the work; and</li> <li>- The period of the work.</li> </ul>			
<b>M2</b>	<p>The Offeror must submit with its offer a brief description plan for the performance of the work for the Standing Offer as described in the Statement of Work, including:</p> <ul style="list-style-type: none"> <li>• The personnel and equipment it will have for handling and transporting the structures and their bases during the execution of the work.</li> </ul>			

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

See section "Integrity Declaration Form" located at **Annex "E" Offer of Services** (at the end of this document). It must be duly completed and submitted with the offer, **if applicable**.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

See section "List of names for integrity verification form" located at **Annex "E" Offer of Services** (at the end of this document). It must be duly completed and submitted with the offer.

## **5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer**

### **5.2.2.1 Status and Availability of Resources**

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

**PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS****6.1 Security Requirements**

There is no security requirement applicable to the Standing Offer.

**6.2 Insurance Requirements - Proof of Availability - Prior to issuance of a Standing Offer**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **A7.1 Offer**

**A7.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **A7.2 Security Requirements**

There is no security requirement applicable to the Standing Offer.

#### **A7.3 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.

##### **A7.3.1 General Conditions**

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

#### **A7.4 Term of Standing Offer**

##### **A7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issuance to March 31, 2024.

##### **A7.4.2 Extension of Standing Offer**

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

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



## **A7.5 Authorities**

### **A7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Gregory Yarema  
Procurement Specialist  
Contracting and Materiel Management Directorate  
Canadian Heritage  
15 Eddy Street  
Gatineau, QC K1A 0M5

E-mail: [PCH.contracts-contracting.PCH@canada.ca](mailto:PCH.contracts-contracting.PCH@canada.ca)

Telephone: 819-994-5119

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.

### **A7.5.2 Project Authority**

The Project Authority for the Standing Offer is:

*(to be inserted at Standing Offer issuance)*

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

### **A7.5.2 Technical Authority**

The Technical Authority for the Standing Offer is:

*(to be inserted at Standing Offer issuance)*

The Technical Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the work under the Contract. The Technical Authority has no authority to authorize changes to the scope of the work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **A7.5.4 Offeror's Representative**

*(to be inserted at Standing Offer issuance)*

#### **A7.6 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.

#### **A7.7 Authorized Users**

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Heritage.

#### **A7.8 Call-up Procedures**

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this SO.
- d) **Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this Standing Offer outlined below.

#### **A7.9 Call-up Instrument**

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call up Against a Standing offer (Form attached at Annex D).

#### **A7.10 Non-Standing Offer Items**

For non-standing offer items, the Identified User may incorporate a total of 25% of the value of the call-up or \$40,000.00 (the lesser of the two) of non-standing offer items in the call-up against a standing offer (including applicable taxes).

#### **A7.11 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list below, 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 to the extent necessary to resolve such discrepancy.

- 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, Insurance Requirements; and,
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer at issuance of the Standing Offer*).

## **A7.12 Certifications and Additional Information**

### **A7.12.1 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.

### **A7.13 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 \_\_\_\_\_ (*to be determined at issuance of the Standing Offer*).

### **A7.14 Insurance – Specific Requirement**

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

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

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

### **A7.15 Official Languages**

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

### **A7.16 Green Procurement**

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

#### **A7.17 Dispute Resolution Services**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

#### **A7.18 Contract Administration**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

## **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.

### **B7.1 Statement of Work**

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

### **B7.2 Standard Clauses and Conditions**

#### **B7.2.1 General Conditions**

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

### **B7.3 Term of Contract**

#### **B7.3.1 Period of the Contract**

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

### **B7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **B7.5 Payment**

#### **B7.5.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment attached hereto at Annex B, for Work performed under the call-up against the Standing Offer.

#### **B7.5.2 Limitation of Expenditure/price**

- a) The Contractor will be paid for Work performed under each approved call-up, in accordance with the Basis of Payment at Annex "B" of the Standing Offer.
- b) Canada's total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

**B7.5.3 Method of Payment – Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

**B7.5.4 Electronic Payment of Invoices – Call-up**

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

- a. Direct Deposit (Domestic and International).

**B7.6 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

The original must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

## ANNEX "A" STATEMENT OF WORK

### 1. Title

Installation, assembly, dismantling and transportation of Trilite structures for Canadian Heritage events.

### 2. BACKGROUND INFORMATION

#### 2.1 Objective

Canadian Heritage requires a contractor to provide complete installation, assembly, dismantling and transportation (to and from the warehouse at 84 Bayview Station Road, Ottawa) of Trilite structures (and their bases) to various events in the National Capital Region throughout the year.

#### 2.2 Background

PCH organizes a number of important events related to its mandate and objectives each year. The Capital Experience Branch's Production Services team within Canadian Heritage coordinates the delivery of services, event planning, concept development and most of the event operations.

The following is a list of events that could be part of (but are not limited to) the requirement:

- Winterlude
- Canada Day
- Sound and Light Show
- Christmas Lights Across Canada
- Other one-off events for which PCH will be commissioned.

These events are held at various locations in the National Capital Region in both Quebec and Ontario.

During these activities, PCH uses aluminum Trilite structures to support event signage and also to serve as stage sets, banner frames and bridges for electrical wires.

Trilite is the trademark of the Versatruss modular system. It is a modular system consisting of aluminum beams and a variety of parts to build the desired structures. The main shapes are triangular beams, square beams, ladders and crutches. These structures are used to support various forms of signage or cladding, including, but not limited to, coroplast, wood, plastic, vinyl and mesh.

The majority of the structures are assembled on wooden, aluminum (temporary) or concrete (permanent) bases. PCH has developed formats that are built from a well-defined plan and installation specifications except in the case of a custom structure. Each of the so-called temporary structures requires a defined number of counterweights that must be recovered, removed according to standards and returned to the warehouse. As far as the so-called permanent bases are concerned, the Contractor must ensure that they are stabilized, secured and levelled and must be recovered, removed according to standards and returned to the warehouse.

### 3. REQUIREMENTS

The Contractor will be required to pre-assemble, retrieve the necessary components, install, dismantle and transport (to and from the event site to the PCH warehouse) the Trilite structures, pedestals and counterweights (if applicable). Pre-assembly and installation must be done in accordance with the requirements of the "Festival Equipment User's Guide" found in Attachment 1 of Annex A or as directed by the technical authority. Warehouse hours are normally from 7:30 a.m. to 3:30 p.m., Monday to Friday.

The Contractor must plan and provide the appropriate resources (equipment and labour) necessary for the transportation, handling, installation and dismantling of the Trilite structures in order to perform these tasks in compliance with the plans and schedules. N.B.: Installations may be spread over multiple days.

To complete the installations, the Contractor will be required to provide all the necessary equipment including, but not limited to, the following:

- ladders
- vehicles
- lifting devices
- bucket truck
- cranes
- material
- tools
- personal protective equipment (PPE) for its staff

The Contractor and employees will be required to comply with the safety regulations and standards of the provinces where PCH events are held. PCH reserves the right to request permits and/or certifications.

#### 3.1 Pre-assembly and recovery of parts

The Trilite system consists of many parts required to build the necessary structures. The three main Trilite shapes are triangular beams, square beams, ladders and crutches. Measurements of the parts are in metric.

All Trilite structures are assembled using nylock bolts and nuts (self-locking threads with nylon). The bolts and nuts are tightened to a snug fit that will not damage the Trilite, but will make the structure safe. PCH will supply all the Trilite parts as well as all the nuts and bolts. N.B.: The Contractor must assemble the parts with hand tools only to avoid damaging the aluminum.

Before installation of the structures on the sites, the Contractor is asked to pre-assemble certain parts of the structures as required for transportation. All parts and assembly hardware are located at the PCH warehouse. The Contractor may perform this task usually between 7:30 a.m. and 3:30 p.m. as directed by the technical authority. During pre-assembly, the Contractor will have in its possession all the information relating to the assemblies: quantity, type of structure and installation schedule.

The Contractor must allow for an average of one to two days of assembly at the PCH warehouse depending on the needs of the event.

NB: The Contractor and the Contractor's employees must always be escorted by a PCH employee while working in the PCH warehouse.



### 3.2 On-site installation

Trilite assemblies are suitable for outdoor use in all seasons. For on-site installation, the Contractor should expect to deal with inclement weather and difficult conditions according to the weather and plan accordingly.

Assembly instructions are included in Attachment 1 of Annex A. All new structures (or custom structures) will be accompanied by assembly instructions.

The installation is to be done on all types of surfaces (such as, but not limited to, grass, concrete, snow, temporary flooring, etc.). In most cases, the structures are installed on level ground. Where the ground is not level, the Contractor will be responsible for providing the required levelling material (shims) to ensure that the structures are square, stable and safe. PCH will provide the correct layout of the structures for each site and the Contractor will ensure that they are positioned according to the installation.

The Contractor will ensure the cleanliness and safety of all the installations. The contract Contractor must remove all debris while on site and will be held responsible for any damage to the site and equipment.

PCH will require the Contractor to reinstall or modify, at its expense, any items that do not meet the requirements of the technical authority or the installation specifications provided.

#### 3.2.1 “Temporary” structures and counterweights

As indicated in the technical drawings, structures assembled on wood or aluminum bases, known as “temporary” structures, require the addition of counterweights (cement or recycled rubber blocks) for stability and protection from movement. These counterweights will be available at the Canadian Heritage warehouse located at 84 Bayview Station Road in Ottawa. The Contractor must ensure that the proper type and quantity of counterweights are used for each structure.

The table below describes, for information purposes, the distribution of counterweights by structure:

Structure	Sheet No.	Quantity of Counterweights (minimum weight)
Activity tower	FH.5.1	4 x 40 lb
2.4 m Temp	FH.1.1	6 x 50 lb
3.4 m Temp	FH.3.2	10 x 50 lb
Small arch	FH.8.1	25 x 40 lbs per base
Large arch	FH.9.1	25 x 40 lbs per base

##### 3.2.1.1 Compliance with counterweight quantities

When the quantity of counterweights is indicated, this quantity must be respected. PCH reserves the right to increase or adjust as needed in certain situations. If an addition is required, PCH will share the information with the Contractor in a timely manner.

##### 3.2.1.2 Counterweight materials

There are currently two types of counterweight materials in PCH’s inventory: concrete and recycled rubber.

### **3.2.2 “Permanent” structures**

As indicated in the technical drawings, concrete pedestals weighing 1,350 kg (3,000 lbs) are used to install the 3.4 m “permanent” towers and the curved arches. Moving these bases requires the use of sufficiently powerful lifting equipment and adequate vehicles and/or trailers to handle and transport them. The Contractor must provide the necessary equipment for moving and handling the pedestals on the various sites and locations. PCH will load the pedestals onto the Contractor’s vehicle and/or trailer at the warehouse.

### **3.2.3 Custom structures and additional work**

On occasion, PCH may require custom structures for some of its events. These structures are made up of existing elements according to the inventory. These custom structures are assembled in configurations other than those in the festival hardware guide. PCH will provide drawings and assembly instructions for this purpose.

When a custom structure is required, the technical authority will provide the Contractor with the details (e.g. dimensions, layout and assemblies required) in order to obtain a quote indicating the hourly rate. Note that there are two variations of the hourly rate:

- Option 1: The hourly rate must include a truck and two employees.
- Option 2: The hourly rate must include a truck and four employees.

The Contractor cannot start work without the call-up being in place. Any additional requirements will be discussed with the technical authority and agreed upon prior to completion of the work. A formal bid reflecting these additions will then be required in order to amend or issue a call-up. There will be no compensation for additional work without the technical authority’s prior approval.

### **3.3 Transport and installation sites**

The Contractor must take care to secure and not damage the structures and components during transport. PCH will repair, at the Contractor’s expense, any structures damaged during transport, either from or to the warehouse.

The Contractor must assemble the Trilite structures in compliance with the requirements of the “Festival Equipment User’s Guide” or the instructions provided by the technical authority. The Contractor will be required to follow the site and installation plans provided by PCH for the layout of structures for each event site. If the Contractor wishes to propose a different method of assembly, it must be approved by the technical authority.

After each event, the structures must be returned to the PCH warehouse between 7:30 a.m. and 3:30 p.m. or to other locations as directed by the technical authority. The parts will be inspected by PCH. The Contractor must dismantle and store everything in the appropriate place in the warehouse indicated by the technical authority.

The Contractor must be certified and authorized to work and transport the equipment in both Quebec and Ontario. PCH’s main sites of operation include (but are not limited to) the following:

**In Quebec:**

- Jacques-Cartier Park
- Canadian Museum of History
- Various roads and access routes

**In Ontario:**

- Confederation Park
- Rideau Canal Skateway (*can be installed on the ice surface*)
- Confederation Boulevard
- Major's Hill Park
- Parliament Hill
- LeBreton Flats Park
- Various roads and access routes

**3.4 Schedules and events**

The installation and dismantling schedule will be submitted to the Contractor three weeks prior to the start of the installation for each event. PCH will aim to provide the most comprehensive information possible, but some changes related to the quantity of structures, deployment or installation schedule may occur at the last minute.

For some events and depending on specific needs, the Contractor will be expected to work on weekends, statutory holidays and weekdays (day or evening shift).

The expected turnaround time for any additions requested by PCH or for an emergency situation is up to 12 hours. PCH will not pay for any overtime incurred by the Contractor. The Contractor must agree to respond within this time limit.

PCH will provide a schedule of installations and dismantling. The technical authority and the Contractor will review the schedule and action plan. PCH and the Contractor will be required to confer as soon as possible to avoid scheduling conflicts and delays to the work to be performed.

For all events requiring Trilite structures, dismantling must be completed within 7 working days of the end of the event. PCH reserves the right to inspect the finished product and upon return of the equipment. The Contractor may be required to make changes or corrections if deemed necessary by PCH at no additional cost.

PCH uses Trilite structures for the four main special events listed below. However, the current contract may include other special events for which PCH may require the installation/dismantling of Trilite structures. Please refer to Attachment 1 to Annex B, "Typical Pricing Requirements for Financial Evaluation of Bids" to see the typical structures deployed per event (NB, they are subject to change).

**3.4.1 Winterlude**

Installation usually begins the first week of January. Some concrete pedestals may need to be installed in December. The Contractor of the contract will be expected to work weekends, statutory holidays and weekdays (day or evening shift as required).

Some structures may also be installed during the event (depending on programming). PCH will provide the installation schedule in a timely manner to complete the installations at the respective sites. This schedule is subject to change and not limited to adverse weather conditions, delays or unforeseen circumstances.

### 3.4.2 Canada Day

Installations begin two to three weeks before the event. PCH will provide the installation schedule while ensuring a reasonable time frame. The Contractor of the contract will be expected to work weekends, statutory holidays and weekdays (day or evening shift as required).

### 3.4.3 Christmas Lights Across Canada

The signage will usually be installed in late November. Dismantling will take place at the beginning of January. PCH will provide the installation schedule while ensuring a reasonable time frame.

### 3.4.4 Sound and Light Show

The signage will usually be installed in July and dismantled in early September. PCH will provide the installation schedule while ensuring a reasonable time frame.

## 4 OCCUPATIONAL HEALTH AND SAFETY

- a) When performing work for PCH, the Contractor must comply with all federal, provincial, and municipal laws and regulations regarding occupational health and safety. When federal, provincial or municipal provisions treat the same subject matter differently, the Contractor must comply with the strictest provisions.
- b) The Contractor acknowledges that the sites on which it is performing work may be considered construction sites pursuant to federal, provincial or municipal laws and regulations regarding occupational health and safety in the construction industry.
- c) The Contractor must ensure that all employees wear safety equipment in accordance with standards and legislation at all times.
- d) The Contractor must comply with and bear all costs associated with all federal, provincial and municipal laws and regulations regarding occupational health and safety (including occupational health and safety in the construction industry) and will be responsible for all costs associated with them.
- e) The Contractor must ensure that all employees have all required certifications, licences and permits for the operation of any machinery required or used over the course of the contract.
- f) The Contractor will report and document to the Technical Authority in writing by email any occupational health and safety deficiencies or violations that could endanger its employees, facilities or visitors.
- g) The Contractor must ensure that all vehicles (owned, leased or rented by the Contractor) remain on hard surface areas whenever and wherever possible. When vehicles are obliged to drive over turf or non-paved ground to perform the work, plywood or other protective covering must be used if the ground is wet, soft and/or water-saturated. Protective covers must be used in these circumstances whether the vehicle is moving or if parked or stationary.
- h) The Contractor must ensure that all vehicles (owned, leased or rented by the Contractor) are in good operating condition (no leaking fluids, excessive exhaust, etc.). The Contractor is responsible for preventing damage and, if necessary, restoring to their original condition any surfaces damaged in any way by its vehicles. If vehicles are leaking fluids, the use of drip pans or plastic sheeting is mandatory. All vehicles must be equipped with an absorbent product specified for potential vehicle liquid spills or leaks.

- i) The Contractor must ensure a safe work area at all times. Signage, cones, flags, etc. must be used at all times in accordance with federal, provincial and municipal standards. Failure to provide a safe work area could result in penalties being levied against the Contractor by local authorities.
- j) The Contractor must carry Worker's Compensation Insurance on all its employees as regulated under the *Act* of Ontario and the *Worker's Compensation Act* of Quebec. Proof of insurance must be provided to PCH on contract award and be valid for the duration of the contract.
- k) The company name of the Contractor must be displayed prominently on the sides of each vehicle used on the sites. If rented vehicles are to be used, they must be identified either by temporarily affixed signage or by the use of signage such as a placard or sandwich board identifying the Contractor.
- l) Beacons and hazard lights must be used when vehicles are travelling on any surface other than a road. If work must be performed from the road, hazard lights and beacons must be activated until the work is completed.

**ATTACHMENT 1 TO ANNEX “A” 2015 Festival Equipment User Guide- Guide de l'utilisateur du matériel pour les festivals 2015**

**(see pdf document attached separately)**

## ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the issuance of a call-up.

The Contractor will be paid an all-inclusive fixed price basis for the standard items listed in the articles below. Prices must include all preparatory-work, meetings, assembly, disassembly, installation, de-installation, transport, equipment, machinery, materials, tools, personnel and personal protective equipment (PPE) for the personnel.

For non-standard items, the contractor will be paid an hourly rate. Hourly rates must include all preparatory work, meetings, assembly, disassembly, installation, de-installation, transportation, equipment, machinery, materials, tools, personnel and personal protective equipment (PPE) for personnel.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra, where applicable.

During the period of the Standing Offer, for Work performed or goods delivered in accordance with each call-up against the Standing Offer, the Offeror will be paid as specified under the articles 1.0 and 2.0 below.

All firm prices submitted for lines 1.1 to 2.2 below must include:

- a) all travel costs within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [Department of Justice](#);
- b) any travel between the Contractor's place of business and the NCR; and
- c) The costs to relocate resources to meet the terms of the contract.
- d) All all preparatory work, meetings, assembly, disassembly, installation, de-installation, transportation, equipment, machinery, materials, tools, personnel and personal protective equipment (PPE) for personnel.

Most of the work for the Standard Services as per the Standing Offer will be performed during regular business hours (7:00 to 17:00, Monday to Friday, not including holidays) but some of the work must be performed on evenings and/or weekends and/or holidays as determined by the requirements of the event and the Installation Schedule. No overtime charges will be authorized under this Standing Offer.

**1.0 INITIAL STANDING OFFER PERIOD**

**1.0 Unit cost per item for the pick-up, installation, pre-assembly, assembly, disassembly, return of the parts to their assigned place in the warehouse and transport of the structures Trilite.**

Item	Sheet no.	Item	Years	Unit price
1.1	FH.1.1 & 3.2	2.4m temporary tower	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.2	FH.2.1 & FH.3.1	3.4m permanent tower	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.3	FH.2.1 & FH.3.2	3.4m temporary tower	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.4	FH.5.1 & FH.5.2	Activity Tower	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.5	FH.6.1 & FH.6.2	Quad Truss Tower	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.6	FH.7.1, FH.7.2 & FH.7.3	Billboard	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.7	FH.8.1 & FH.8.2	Small Arch	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.8	FH.9.1 & FH.8.2	Large Arch	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$



1.9	FH.10.1, FH.10.2, FH.10.3, FH.10.4, FH.10.5 & FH.10.6	Curved Arch	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.10	FH.11.1 & FH.11.2	Bridge banner	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.11	FH.12.1	Electrical bridge	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$
1.12	FH.13.1	Banner frame-Backdrop	2021-2022	\$
			2022-2023	\$
			2023-2024	\$
			Option 1 (2024-2025)	\$
			Option 2 (2025-2026)	\$

**2.0 Additional requirements for custom structures and non-standard items.**

2.1	n/a	Non-standard items - Hourly fee (including truck + 2 employees)	2021-2022	\$/l'heure-hourly
			2022-2023	\$/l'heure-hourly
			2023-2024	\$/l'heure-hourly
			Option 1 (2024-2025)	\$/l'heure-hourly
			Option 2 (2025-2026)	\$/l'heure-hourly
2.2	n/a	Non-standard items - Hourly fee (including truck + 4 employees)	2021-2022	\$/l'heure-hourly

**Attachment 1 to Annex "B"**

**ESTIMATED REQUIREMENT FOR CALCULATION OF PRICE FOR PURPOSES OF FINANCIAL EVALUATION**  
(not to be filled out by the Offeror)

As indicated in Part 4 - Evaluation Procedures Basis of Selection, Section 4.2, Basis of Selection, the responsive offer with the lowest evaluated price will be recommended for issuance of a Standing Offer.

The following table will be completed by the Standing Offer Authority in order to determine the lowest total evaluated price. It will be completed using the unit prices provided by the Offeror in Annex B, Basis of Payment for each potential period of the resulting Standing Offer in Articles 1 and 2.

**TOTAL COST EVALUATION TABLE: AGGREGATE SCORE**

NB: These quantities and dates used for the Financial Evaluation are based on the Installation Schedule as it appears in the Request for Standing Offer and are subject to change. The number of hours and dates for Additional Maintenance is based on previous years and is subject to change. The number of hours and dates for Additional requirements for custom structures and non-standard items are based on previous years and are subject to change.

sheet no./ no. de feuille	Éléments / Items	BAL DE NEIGE/WINTERLUDE				LUMIÈRES DE NOËL/CHRISTMAS LIGHTS ACROSS CANADA (CLAC)				FÊTE DE CANADA/CANADA DAY				TOTAL (C + F + I)
		A	B	C	D	E	F	G	H	I				
		Quantités/ Quantities	BAL DE NEIGE/ WINTERLUDE Années/ years	Prix unitaires /Unit prices	Sous- totaux/ Sub- totals (A X B)	Quantités / Quantities	LUMIÈRES DE NOËL/ CLAC Années/ year	Prix unitaires/ Unit prices	Sous- totaux/ Sub- totals (D x E)	Quantités / Quantities	FÊTE DE CANADA/ CANADA DAY Années / year	Prix unitaire / Unit price	Sous- totaux / Sub- totals (G x H)	
FH.1.1 & 3.2	2.4m temporary tower / Tour 2.4m temporaire	25	2021-2022	\$	\$	16	2021-2022	\$	\$	20	2021- 2022	\$	\$	\$
		25	2022-2023	\$	\$	16	2022-2023	\$	\$	20	2022- 2023	\$	\$	\$
		25	2023-2024	\$	\$	16	2023-2024	\$	\$	20	2023- 2024	\$	\$	\$
		25	Option 1 (2024-2025)	\$	\$	16	Option 1 (2024- 2025)	\$	\$	20	Option 1 (2024- 2025)	\$	\$	\$
		25	Option 2 (2025-2026)	\$	\$	16	Option 2 (2025- 2026)	\$	\$	20	Option 2 (2025- 2026)	\$	\$	\$
FH.2.1 & FH.3.1	3.4m permanent tower / Tour 3.4m permanente	4	2021-2022	\$	\$	1	2021-2022	\$	\$	12	2021- 2022	\$	\$	\$
		4	2022-2023	\$	\$	1	2022-2023	\$	\$	12	2022- 2023	\$	\$	\$
		4	2023-2024	\$	\$	1	2023-2024	\$	\$	12	2023- 2024	\$	\$	\$
		4	Option 1 (2024-2025)	\$	\$	1	Option 1 (2024- 2025)	\$	\$	12	Option 1 (2024- 2025)	\$	\$	\$
		4	Option 2 (2025-2026)	\$	\$	1	Option 2 (2025- 2026)	\$	\$	12	Option 2 (2025- 2026)	\$	\$	\$

FH.2.1 & FH.3.2	3.4m temporary tower / Tour 3.4m temporaire	3	2021-2022	\$	\$	0	2021-2022	\$	\$	4	2021- 2022	\$	\$	\$
		3	2022-2023	\$	\$	0	2022-2023	\$	\$	4	2022- 2023	\$	\$	\$
		3	2023-2024	\$	\$	0	2023-2024	\$	\$	4	2023- 2024	\$	\$	\$
		3	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024- 2025)	\$	\$	4	Option 1 (2024- 2025)	\$	\$	\$
		3	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025- 2026)	\$	\$	4	Option 2 (2025- 2026)	\$	\$	\$
FH.5.1 & FH.5.2	Activity tower / Tour d'activité	70	2021-2022	\$	\$	10	2021-2022	\$	\$	75	2021- 2022	\$	\$	\$
		70	2022-2023	\$	\$	10	2022-2023	\$	\$	75	2022- 2023	\$	\$	\$
		70	2023-2024	\$	\$	10	2023-2024	\$	\$	75	2023- 2024	\$	\$	\$
		70	Option 1 (2024-2025)	\$	\$	10	Option 1 (2024- 2025)	\$	\$	75	Option 1 (2024- 2025)	\$	\$	\$
		70	Option 2 (2025-2026)	\$	\$	10	Option 2 (2025- 2026)	\$	\$	75	Option 2 (2025- 2026)	\$	\$	\$
FH.6.1 & FH.6.2	Quad Truss Tower / Tour de ferme quad	4	2021-2022	\$	\$	2	2021-2022	\$	\$	2	2021- 2022	\$	\$	\$
		4	2022-2023	\$	\$	2	2022-2023	\$	\$	2	2022- 2023	\$	\$	\$
		4	2023-2024	\$	\$	2	2023-2024	\$	\$	2	2023- 2024	\$	\$	\$
		4	Option 1 (2024-2025)	\$	\$	2	Option 1 (2024- 2025)	\$	\$	2	Option 1 (2024- 2025)	\$	\$	\$
		4	Option 2 (2025-2026)	\$	\$	2	Option 2 (2025- 2026)	\$	\$	2	Option 2 (2025- 2026)	\$	\$	\$

FH.7.1, FH.7.2 & FH.7.3	Billboard / Panneau d'affichage	4	2021-2022	\$	\$	0	2021-2022	\$	\$	0	2021-2022	\$	\$	\$
		4	2022-2023	\$	\$	0	2022-2023	\$	\$	0	2022-2023	\$	\$	\$
		4	2023-2024	\$	\$	0	2023-2024	\$	\$	0	2023-2024	\$	\$	\$
		4	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024-2025)	\$	\$	\$
		4	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025-2026)	\$	\$	\$
FH.8.1 & FH.8.2	Small Arch / Petite arche	1	2021-2022	\$	\$	0	2021-2022	\$	\$	1	2021-2022	\$	\$	\$
		1	2022-2023	\$	\$	0	2022-2023	\$	\$	1	2022-2023	\$	\$	\$
		1	2023-2024	\$	\$	0	2023-2024	\$	\$	1	2023-2024	\$	\$	\$
		1	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024-2025)	\$	\$	1	Option 1 (2024-2025)	\$	\$	\$
		1	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025-2026)	\$	\$	1	Option 2 (2025-2026)	\$	\$	\$
FH.9.1 & FH.8.2	Large Arch / Grande arche	1	2021-2022	\$	\$	0	2021-2022	\$	\$	0	2021-2022	\$	\$	\$
		1	2022-2023	\$	\$	0	2022-2023	\$	\$	0	2022-2023	\$	\$	\$
		1	2023-2024	\$	\$	0	2023-2024	\$	\$	0	2023-2024	\$	\$	\$
		1	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024-2025)	\$	\$	\$
		1	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025-2026)	\$	\$	\$

FH.10.1, FH.10.2, FH.10.3, FH.10.4, FH.10.5 & FH.10.6	Curved Arch / Arche incurvée	3	2021-2022	\$	\$	2	2021-2022	\$	\$	1	2021- 2022	\$	\$	\$
		3	2022-2023	\$	\$	2	2022-2023	\$	\$	2	2022- 2023	\$	\$	\$
		3	2023-2024	\$	\$	2	2023-2024	\$	\$	2	2023- 2024	\$	\$	\$
		3	Option 1 (2024-2025)	\$	\$	2	Option 1 (2024- 2025)	\$	\$	2	Option 1 (2024- 2025)	\$	\$	\$
		3	Option 2 (2025-2026)	\$	\$	2	Option 2 (2025- 2026)	\$	\$	2	Option 2 (2025- 2026)	\$	\$	\$
FH.11.1 & FH.11.2	Bridge banner / Bannière de pont (structure)	0	2021-2022	\$	\$	0	2021-2022	\$	\$	1	2021- 2022	\$	\$	\$
		0	2022-2023	\$	\$	0	2022-2023	\$	\$	1	2022- 2023	\$	\$	\$
		0	2023-2024	\$	\$	0	2023-2024	\$	\$	1	2023- 2024	\$	\$	\$
		0	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024- 2025)	\$	\$	1	Option 1 (2024- 2025)	\$	\$	\$
		0	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025- 2026)	\$	\$	1	Option 2 (2025- 2026)	\$	\$	\$
FH.12.1	Electrical bridge / Pont pour électricité	3	2021-2022	\$	\$	0	2021-2022	\$	\$	2	2021- 2022	\$	\$	\$
		3	2022-2023	\$	\$	0	2022-2023	\$	\$	2	2022- 2023	\$	\$	\$
		3	2023-2024	\$	\$	0	2023-2024	\$	\$	2	2023- 2024	\$	\$	\$
		3	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024- 2025)	\$	\$	2	Option 1 (2024- 2025)	\$	\$	\$
		3	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025- 2026)	\$	\$	2	Option 2 (2025- 2026)	\$	\$	\$

FH.13.1	Banner frame-Backdrop/ Cadre pour bannière-Fond de scène	1	2021-2022	\$	\$	0	2021-2022	\$	\$	4	2021-2022	\$	\$	\$
		1	2022-2023	\$	\$	0	2022-2023	\$	\$	4	2022-2023	\$	\$	\$
		1	2023-2024	\$	\$	0	2023-2024	\$	\$	4	2023-2024	\$	\$	\$
		1	Option 1 (2024-2025)	\$	\$	0	Option 1 (2024-2025)	\$	\$	4	Option 1 (2024-2025)	\$	\$	\$
		1	Option 2 (2025-2026)	\$	\$	0	Option 2 (2025-2026)	\$	\$	1	Option 2 (2025-2026)	\$	\$	\$
n/a	Taux horaire (incluant camion + 2 employés) / Hourly rate (truck + 2 employees)	50	2021-2022	\$	\$	20	2021-2022	\$	\$	80	2021-2022	\$	\$	\$
		50	2022-2023	\$	\$	20	2022-2023	\$	\$	80	2022-2023	\$	\$	\$
		50	2023-2024	\$	\$	20	2023-2024	\$	\$	80	2023-2024	\$	\$	\$
		50	Option 1 (2024-2025)	\$	\$	20	Option 1 (2024-2025)	\$	\$	80	Option 1 (2024-2025)	\$	\$	\$
		50	Option 2 (2025-2026)	\$	\$	20	Option 2 (2025-2026)	\$	\$	80	Option 2 (2025-2026)	\$	\$	\$
n/a	Taux horaire (incluant camion + 4 employés) / Hourly rate (truck + 4 employees)	50	2021-2022	\$	\$	20	2021-2022	\$	\$	80	2021-2022	\$	\$	\$
		50	2022-2023	\$	\$	20	2022-2023	\$	\$	80	2022-2023	\$	\$	\$
		50	2023-2024	\$	\$	20	2023-2024	\$	\$	80	2023-2024	\$	\$	\$
		50	Option 1 (2024-2025)	\$	\$	20	Option 1 (2024-2025)	\$	\$	80	Option 1 (2024-2025)	\$	\$	\$
		50	Option 2 (2025-2026)	\$	\$	20	Option 2 (2025-2026)	\$	\$	80	Option 2 (2025-2026)	\$	\$	\$
													<b>TOTAL</b>	\$

## ANNEX "C": INSURANCE REQUIREMENTS

### 1. COMMERCIAL GENERAL LIABILITY INSURANCE

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
- a. Additional Insured: Canada is added as an additional insured, but only Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. 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. ALL RISK IN TRANSIT INSURANCE**

- 1 The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$330,000.00 per shipment. Government Property must be insured on replacement basis.
- 2 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.
- 3 The All Risk Property in Transit insurance must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
  - b. Loss Payee: Canada as its interest appears or as it may direct.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Canadian Heritage and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

**ANNEX "D": FORM 942 – CALL-UP AGAINST A STANDING OFFER**

Item No. Article n°		Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc.	Est. Price Prix prévu
<p><b>Special Instructions - Instructions spéciales</b>                      To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number.                      Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne sont fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.</p>							

**ANNEX "E" OFFER OF SERVICES**
**REQUEST FOR STANDING OFFERS 10201908**
**Installation, assembly, dismantling and transportation of " Trilite" signage structures for Canadian Heritage (PCH) Events.**

<i>(to be filled in by Offeror)</i>	
<b>Offeror's full legal name</b>	
<b>Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Offeror's Procurement Business Number (PBN)</b> <i>(see the Standard Instructions 2003)</i>	
<b>Offeror's GST/HST/QST number</b>	
<b>Tax rate to be charged on any resulting contract</b>	Specify percentage: _____ %
<b>Jurisdiction of Contract:</b> Province in Canada the offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b>  See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Offeror a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Offeror a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"

<b>Integrity Provisions</b> (as per Part 5 of the bid solicitation)	<b>Integrity Declaration Form</b> An Integrity declaration form must be submitted <b>only</b> when: <ol style="list-style-type: none"><li>1. The supplier, one of its affiliates or a proposed first-tier subcontractor has, in the past three years, been charged with or convicted of a criminal offense in a country other than Canada, that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the <a href="#">Ineligibility and Suspension Policy</a> (the "policy"; and/or</li><li>2. The supplier is unable to provide any of the certifications required by the <a href="#">Integrity Provisions</a></li></ol> <p>Click <a href="#">here</a> to complete the form and instructions for its submittal.</p>
	<b>List of names for integrity verification form</b>  Section 17 of the <a href="#">Ineligibility and Suspension Policy</a> ( <a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a> ) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure: <ul style="list-style-type: none"><li>- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors</li><li>- Privately owned corporations must provide a list of the owners' names</li><li>- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners</li><li>- Suppliers that are a partnership do not need to provide a list of names</li></ul> <p>Suppliers may use this <a href="#">form</a> to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the <a href="#">form</a> online, print, sign and attach it to the bid.</p>

On behalf of the offeror, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This offer is valid for the period requested in the bid solicitation;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a contract, it will accept all the terms and conditions set out in Part 7 -Resulting contract clauses, included in bid solicitation.

**Signature of Authorized Representative of Offeror**

Signature : \_\_\_\_\_

Date : \_\_\_\_\_