



**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  
N/A

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

<b>Title - Sujet</b> Janitorial Supplies for Pacific Rim JANITORIAL SUPPLIES FOR PACIFIC RIM	
<b>Solicitation No. - N° de l'invitation</b> 5P437-200413/B	<b>Date</b> 2021-05-26
<b>Client Reference No. - N° de référence du client</b> 5P437-200413	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VAN-807-8980
<b>File No. - N° de dossier</b> VAN-0-43190 (807)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Pacific Daylight Saving Time PDT <b>on - le 2021-06-11</b> Heure Avancée du Pacifique HAP	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tai, Anna	<b>Buyer Id - Id de l'acheteur</b> van807
<b>Telephone No. - N° de téléphone</b> (604)362-2108 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PARKS CANADA Pacific Rim National Park Reserve 2040 PACIFIC RIM HWY, PO BOX 280 UCLUELET British Columbia V0R3A0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**This bid solicitation cancels and supersedes previous bid solicitation number 5P437-200413/A dated January 28, 2021 with a closing of February 24, 2021 at 02:00 PM Pacific Standard Time. A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

For the provision of, as and when requested, janitorial cleaning supplies and equipment for all washrooms to Parks Canada on the Pacific Rim National Park Reserve.

The period of the Standing Offer is for one (1) year from date of Contract Award with the irrevocable option to extend for two (2) additional one (1) year periods.

The estimated value is \$31,500 per year, applicable taxes included. Annex "B" lists estimated annual volumes for evaluation purposes only. Actual usage can vary.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CTFA).

Delivery is required to the Pacific Rim National Park Reserve, locations can be:

- Compound building at 120 airport road, Tofino, BC, V0R 3A0
- Green Point Campground storage rooms. 2075 Pacific Rim highway, Ucluelet, BC, V0R 3A0

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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.

Due to the COVID-19 Pandemic we cannot accept paper and/or facsimile bids/offers at this time

### 1.3 Canadian Content

This requirement is subject to a preference for Canadian Goods.  
[A3050T](#) (2020-07-01) Canadian Content Definition

### 1.4 Security Requirements

There is no security requirement applicable to the Standing Offer.

### 1.5 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, or by telephone.

### 1.6 Anticipated migration to an e-Procurement Solution (EPS)

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2006](#) (2020-05-28), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

## 2.2 Submission of Offers

Bids 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 bid solicitation:

### **PWGSC Pacific Region Bid Receiving Unit**

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

[TPSGC.RPRceptiondessomissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPRceptiondessomissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

Note: Bids 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 Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder'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 solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted

## 2.3 Enquiries - Request for Standing Offers

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.

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.

## 2.4 Applicable Laws

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

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

## 2.5 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.

## 2.6 SACC Manual Clause

[M0019T](#) (2007-05-25) Firm Prices and/or rates

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that offerors provide their offer in separately bound sections as follows:

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B", Basis of Payment"

### 3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06) Exchange Rate Fluctuation,

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation.

##### 4.1.1.1 Mandatory Technical Criteria

See Annex "B". GST/HST excluded, all applicable customs, duty included as applicable.

##### 4.1.2 Financial Evaluation

Offers will be evaluated on an aggregate basis based on the estimated usages provided in Annex "B" – Basis of Payment.

Offerors must provide pricing for all items in Table 1 for which they want to be considered. If any items are provided by the Offeror at "no cost" or free should be indicated as \$0 or 0%. Offerors must not leave any Firm Unit or Extended Price field blank.

##### 4.1.2.1 Evaluation of Price- Offer

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

### 4.2 Basis of Selection

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

### 4.3 Multiple Standing Offers

It is anticipated that up to two (2) Standing Offers with a total estimated value of \$31,500 per year (Applicable Taxes included) may be issued for use as a result of this Request for Standing Offers to ensure an adequate supply of items.

Depending on the number of responsive offers received, the following table will be used to apportion the requirement.

Number of Responsive Offers	Approximate Proportion as a % of Total Estimated Value
	Ranking**
1	70%
2	30%

\*\* Where the Ranking is based on the evaluated aggregate price i.e. the lowest evaluated aggregate price receives Rank #1, the 2nd lowest evaluated aggregate price receives Rank #2.

**NOTE:** Offerors shall not be authorized to subcontract or assign work to any contractor holding any part of the same Standing Offer.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

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## 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.

### A. STANDING OFFER

#### 6.1 Offer

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

#### 6.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

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

##### 6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "D". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

(If an alternate reporting period is used, delete the quarterly periods stated below and define the alternate reporting period.)

The quarterly reporting periods are defined as follows:

First quarter: April 1 to June 30

Second quarter: July 1 to September 30

Third quarter: October 1 to December 31

Fourth quarter: January 1 to March 31

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The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_

**Note:** To be determined at issuance of Standing Offer

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), 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 7 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.4.3 Delivery Points**

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

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Anna Tai  
Title: Supply Officer  
Department: Public Works and Government Services Canada/ Government of Canada  
Acquisitions Branch

Directorate: Pacific Region  
Address: 219-800 Burrard Street, Vancouver, BC V6Z 0B9

Telephone: 604-362-2108  
E-mail address: [anna.tai@pwgsc-tpsgc.gc.ca](mailto:anna.tai@pwgsc-tpsgc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### 6.5.3 Offeror's Representative

<b>Bidder is to complete this information below and submit bid:</b>
Name:
Title:
Organization:
Address:
Telephone:
E-mail Address:

### 6.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is Parks Canada.

### 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, call up against a Standing Offer.

[PWGSC Forms Catalogue](#)

### 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000 (Applicable Taxes included).

Any requirement in excess of \$25,000 (Applicable Taxes included) must be submitted on a funded requisition to PWGSC for processing within the scope of the Standing Offer.

### 6.9 Financial Limitation

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 issuance of standing offer) Unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2020-05-28) General conditions: Goods (medium complexity)
- e) Annex A, Requirement
- g) Annex B, Basis of Payment
- h) Annex C, Electronic Payment Instruments
- i) Annex D, Standing Offer Report
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## 6.11 Compliance

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

## 6.12 Applicable Laws

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

## 6.13 Transition to an e-Procurement Solution (EPS)

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

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

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

## B. RESULTING CONTRACT CLAUSES

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

## 7.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

## 7.2 Standard Clauses and Conditions

### 7.2.1 General Conditions

[2010A](#) (2020-05-28) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract

Section 16 Interest on Overdue Accounts, of [2010A](#) (2020-05-28) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

## 7.3 Term of Contract

### 7.3.1 Delivery Date

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

### 7.3.2 Shipping Instructions – FOB Destination

Goods must be consigned to the destination specified in Annex "A" of the Contract and delivered: FOB Destination see Annex "A" including all delivery charges and customs duties and Applicable Taxes.

## 7.4 Payment

### 7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.4.2 Limitation of Expenditure

*SACC Manual* clause [C6000C](#) (2017-08-17) Limitation of Price

### 7.4.3 Single Payment

*SACC Manual* clause [H1000C](#) (2008-05-12), Single Payment

### 7.4.4 Optional Good and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

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The Contracting Authority may exercise the option after contract award by sending a written notice to the Contractor.

## 7.5 Electronic Payment of Invoices – Call-up

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

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

## 7.6 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.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.7 Insurance

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

## 7.8 Dispute Resolution

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

## 7.9 SACC Manual clause

[A9068C](#) (2010-01-11) Government Site Regulations

[B7500C](#) (2006-06-16) Excess Goods

[D0018C](#) (2007-11-30) Delivery and Unloading

## **ANNEX "A"**

### **REQUIREMENT**

Parks Canada has a requirement for a number of various janitorial cleaning supplies and equipment for all washrooms at the Pacific Rim National Park Reserve.

#### **Mandatory Criteria:**

Delivery of supplies must be within one week of receipt of a Call-up, but contractors must be able to deliver emergency supplies within three days, if needed.

Comply: Yes \_\_\_\_\_ No \_\_\_\_\_

#### **A. Delivery locations:**

Pacific Rim National Park Reserve:

- Compound building at 120 airport road, Tofino, BC, V0R 3A0
- Green Point Campground storage rooms. 2075 Pacific Rim highway, Ucluelet, BC, V0R 3A0

Delivery times must be Monday- Friday between 8am and 3pm PST

Language of work: All services provided and correspondence between the contractor and the client must be in English

#### **B. Minimum Order Requirements:**

Identified Users are not required to issue minimum order quantities. Identified users should make every reasonable effort to issue call-ups within the acceptable parameters of the Offeror's ordering requirements.

#### **C. Back Orders, Returns and Refunds:**

1. Offerors must have a process whereby returns, credits, refunds and back orders will be managed.
2. For items placed on back order, the Consignee shall be advised at least once every 14 calendar days of current status. This includes updates on projected delivery, manufacturing delays, strike and related production delays.
3. Back orders will not be accepted without prior written approval from the Project Authority identified in the call-up. Continuous back orders will not be allowed.

#### **D. Packing:**

1. Each shipment must include a packing slip indicating the shipping date(s), order number(s), quantity(ies), unit(s) of issue and catalogue part number(s).
2. For ease of palletizing orders for re-distribution by Consignee upon receipt, goods must be identified, separated and segregated at a minimum, by correct purchase order, lot number and quantity and not mixed with other orders upon delivery by Offeror.
3. Parts and materials must be protected in all phases of manufacturing, processing, and transportation to eliminate damage. Parts and materials must be protected from all elements and conditions that could result in damage which includes, but is not limited to:
  - a) Process contamination (oils, grease, fluids, etc.)
  - b) Handling damage (nicks, dings, scratches, etc.)
  - c) Transportation (damage during transit)
  - d) FOD (Foreign Object Debris/Damage)
4. Contractor is responsible for off-loading at the location and must not stack supplies higher than 6" high

#### **E. Equivalent Items:**

After any resulting Standing Offer and receipt of a call-up, the Offeror must advise the client if products are no longer available. The Offeror must offer a substitute product equivalent in form, fit, function and quality to the item(s) specified in the solicitation. The substitute item(s) must not be at a higher price.

#### **F. Environmental Attributes:**

The following environmental attributes are strongly encouraged for products offered for bid:

- I. Use of renewable resources such as citrus, seeds, vegetables and oils
- II. Biodegradable by standard methods and definitions
- III. Designed for use in cold water in order to conserve energy
- IV. Concentrated formulas in product dispensers that measure quantities dispensed
- V. Recycled-content product packaging and product shipping materials
- VI. Reusable or recyclable shipping boxes
- VII. Refillable bottles or drums

**ANNEX "B"**

**BASIS OF PAYMENT**

- a) Incomplete pricing tables may render the offer non-compliant
- b) The estimated quantities are for evaluation purposes only and does not commit Parks Canada to order the specified quantities
- c) The firm unit price and the extended price columns on Table 1 must be filled.
- d) Offers shall be evaluated by totaling the extended prices of Table 1
- e) If offerors are offering a different unit format than the requested unit format, they will still need to provide the unit price as per the requested format. For example, if under line item 9. Cleaner, an offeror has an offered unit format of 2.5L at a price of \$5.00. To determine the unit price – as per requested format offerors must determine their per L rate ( $\$5.00/2.5L = \$2.00/L$ ) and then multiply this by the requested unit format ( $\$2.00/L \times 4L = \$8.00$ ).
- f) It is anticipated that more than one Standing Offer may be issued as a result of this request.
- g) Standing Offer Reporting Form are to be provided as per Annex D.
- h) Resulting Standing Offer will be awarded 100% on pricing per unit based on the Offeror's Offered Unit Format(s) and its associated firm unit price
- i) Table 1 is mandatory and bidders must enter a price for every line item
- j) Table 2 is for optional items, bidders may put in a price for all or any of these optional items. Table 2 will not form any part of the financial evaluation
- k) A plus or minus range will be applied to the Tools section of Table 2. Bidders must ensure that the product being offered is within plus or minus range of 25% of the requested size

**Table 1: Year One of the Standing Offer from Date of Award:**

**Note: Dates will be inserted at award**

Item no.	Description	Requested Unit Format	Estimated Usage	Offered Unit Format(s)	Firm Unit Price As Per Requested Format	(Firm Unit Price x Estimated Usage) Extended Price
<b>Chemicals &amp; Cleaners</b>						
1	Bleach, concentration must be between 5.25% and 7% sodium hypochlorite.	max bottle size: 6 litre	48 Litres		\$_____/litre(s)	\$_____
2	Scrub-n-Shine (such as Maxim – made in Canada)	250 ml to 1 litre	5 L (5000mL)		\$_____/ml(s)	\$_____
3	Mild acid daily toilet bowl cleaner (such as Mighty Blue)	250 ml to 1 litre	5 L (5000mL)		\$_____/ml(s)	\$_____
4	Oxivir Plus disinfectant cleaner or equivalent. <b>Must be listed on Health Canada list:</b> <a href="https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html">https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html</a>	between 250 ml and 4l	60 L (60,000mL)		\$_____/ml(s)	\$_____
5	Oxyvir disinfect wipes 160 wipes/roll per container	Any format	7 containers		\$_____/each	\$_____
6	Lime-A-Way	250 ml to 1 litre	5 L (5000mL)		\$_____/ml(s)	\$_____

**Table 1: Year One of the Standing Offer from Date of Award:**

**Note: Dates will be inserted at award**

Item no.	Description	Requested Unit Format	Estimated Usage	Offered Unit Format(s)	Firm Unit Price As Per Requested Format	(Firm Unit Price x Estimated Usage) Extended Price
7	Glass cleaner	2 to 6 L	116 L		\$_____/litre(s)	\$_____
8	Urinal deodorizer	Any format	60		\$_____/each	\$_____
9	PerDiem disinfectant 5.67L or equivalent	between 250 ml and 6L	80 L (80,000mL)		\$_____/ml(s)	\$_____
<b>PPE</b>						
10	Gloves, Nitrile, powder free, latex free, disposable, size XL	min 50/box max 1000/box	2,500 pairs		\$_____/pair	\$_____
11	Gloves, Nitrile, powder free, latex free, disposable, size large	min 50/box max 1000/box	12,000 pairs		\$_____/pair	\$_____
12	Gloves, Nitrile, powder free, latex free, disposable, size med	min 50/box max 1000/box	4,000 pairs		\$_____/pair	\$_____
13	Gloves, Nitrile, powder free, latex free, disposable, size small	min 50/box max 500/box	500 pairs		\$_____/pair	\$_____
14	Disposable ear plugs	Any format	100 pairs		\$_____/ pair	\$_____
15	safety glasses, clear lenses	1	5		\$_____/each	\$_____
16	Goggles, anti-splash, anti-fog	1	5		\$_____/each	\$_____
<b>Toilet Paper Dispensers and Toilet Paper</b>						
17	Tissue paper dispenser plastic for 9" 2 rolls	Any format	10		\$_____/each	\$_____
18	Tissue paper 9" rolls single ply to fit dispenser referenced above	Any format	2000		\$_____/each	\$_____
19	Tissue paper 9" rolls double ply to fit dispenser referenced above	Any format	4		\$_____/each	\$_____
20	Paper towel Dispenser Roll	Any format	4		\$_____/each	\$_____
21	Paper towel natural color	Any format	500		\$_____/each	\$_____
<b>Soap Dispensers and Refills</b>						
22	Dispenser for Hand soap, compact design to be wall mounted; Deb or Tork type	To hold liquid hand soap	20		\$_____/each	\$_____
23	Foaming Skin Cleanser refills to fit above referenced dispenser	1L cartridge	140		\$_____/litre(s)	\$_____
<b>Sanitary disposers and liner bags</b>						
24	Wax Paper Sanitary Receptacle Bag 9.15" x 3.75" x 9.8 (Sani Sac)	Any format	2		\$_____/each	\$_____
25	Waxed sani bag liner - to fit sani-bags metal container referenced above	Any format	6,000		\$_____/each	\$_____
<b>Garbage Bags</b>						

**Table 1: Year One of the Standing Offer from Date of Award:**

**Note: Dates will be inserted at award**

Item no.	Description	Requested Unit Format	Estimated Usage	Offered Unit Format(s)	Firm Unit Price As Per Requested Format	(Firm Unit Price x Estimated Usage) Extended Price
26	Garbage bags, 42" X 48", min. 59 mil strength	min roll size 20 bags/roll, max roll size 100 bags/roll	500 bags		\$ _____/bag	\$ _____
27	Garbage bags, 30 x 38 min 1.5 mil strength	min 200 - max 500 per/ case	6,500 bags		\$ _____/bag	\$ _____
<b>Total Cost Year 1 (Note: Dates will be inserted at award)</b>						\$ _____

**Table 2: Optional Items**

**Note: This section will not be a part of the financial evaluation**

1	Stainless Steel cleaner/polisher bottle (such as Maxim – made in Canada)	250 ml to 1 litre	5 L (5000mL)		\$ _____/ml(s)	\$ _____
2	Stride Citrus Flower cleaner usually 5.67L	1 to 6 L	42 L		\$ _____/litre(s)	\$ _____
3	Liquid organic digest usually 4 per box	1 to 4 L	8 L		\$ _____/litre(s)	\$ _____
4	M-37 descaler	single	2 L		\$ _____/litre(s)	\$ _____
5	Goo Gone or equivalent	Any format	1L		\$ _____/ml(s)	\$ _____
6	Mask, Dust N95 respirator	Any format	200		\$ _____/each	\$ _____
7	Face shield	1	2		\$ _____/each	\$ _____
8	Ear muffs – industry standards	1	6		\$ _____/each	\$ _____
9	Mini-Max bath tissue 2-ply, 3.7 RL 18X750 case	Any format	36		\$ _____/each	\$ _____
10	Needle container	single	2		\$ _____/each	\$ _____
11	Broom Blocks, push 24"	Any format	2		\$ _____/each	\$ _____
12	Mask, 3 layers surgical	Any format	50		\$ _____/each	\$ _____
13	Paper Towel white	single	30		\$ _____/each	\$ _____
14	Hand Sanitizer dispenser compatible for Symmetry hand sanitizer -Type that sticks to the wall	To hold liquid hand sanitizer	10		\$ _____/each	\$ _____
15	Hand sanitizer refills to fit above referenced dispenser	1L cartridge	50		\$ _____/litre(s)	\$ _____
<b>Tools</b>						
16	Broom, Angle 48"	Any format	10		\$ _____/each	\$ _____
17	Broom, Corn 5 string (no metal bands)	Any format	15		\$ _____/each	\$ _____
18	Dustpan heavy duty plastic	1	8		\$ _____/each	\$ _____
19	Mop – Yacht 8 oz	Any format	30		\$ _____/each	\$ _____
20	Mop Bucket and Wringer combo- 35 quart	Any format	6		\$ _____/each	\$ _____
21	Squeegees for floor ~15" wide	single	7		\$ _____/each	\$ _____
22	Caddies 15"X11"X8"	single	3		\$ _____/each	\$ _____
23	Cleaning rags cotton – white or equivalent	Any format	200		\$ _____/each	\$ _____
24	Cleaning rags plush (microfiber) yellow/blue or equivalent	Any format	200		\$ _____/each	\$ _____
25	Spray bottles 750 ml	single	30		\$ _____/each	\$ _____

26	Iron handle scrub brush brushes 6" polypropylene fill	single	4		\$ /each	\$ _____
27	Plunger, accordion style	1	10		\$ /each	\$ _____
28	Toilet brush – Round dual action	single	15		\$ /each	\$ _____
43	Scouring Pads, General Purpose- 6 "x 9"	Any format	72		\$ /each	\$ _____
44	Bucket 10qt	1	1		\$ /each	\$ _____

## 2. Option Year Price Adjustment

Should Canada exercise the first option period under the Standing Offer, the firm unit prices offered will be adjusted per the percentage identified below for option year 1.

Should Canada exercise the second option period under the Standing Offer, the firm unit prices applicable during the first option year will be adjusted per the percentage identified below for option year

**Note: If there are no price adjustments per year, indicate this by "0%"**

Item No.	Description	Firm Percentage Adjustment
1.1	Option Year 1 Price Adjustment from Contract Year 1's Cost Note: Dates will be inserted at award	%
1.2	Option Year 2 Price Adjustment from Option Year 1's Cost Note: Dates will be inserted at award	%

## 3. Unit Price Fluctuation:

In addition to the prices established in Annex B, the successful Standing Offer holder can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

## 4. Total Evaluated Price:

Total evaluated price (Table 1) Contract year 1+ Option year one (1) + Option year two (2) =

\$ \_\_\_\_\_ (GST Extra)

Solicitation No. - N° de l'invitation  
5P437-200413/B  
Client Ref. No. - N° de réf. du client  
5P437-200413

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-0-43190

Buyer ID - Id de l'acheteur  
VAN 807  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **ELECTRONIC PAYMENT INSTRUCTIONS**

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);



**FORM 1**

**BID SUBMISSION FORM**

<b>FORM 1 - Bidder's Submission Information</b>	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> [see the <i>Standard Instructions 2003</i> ]	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b>	
<b>COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENT BOARD OF DIRECTORS OF THE BIDDER:</b>	
<b>NAME</b>	<b>TITLE</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<p>On behalf of the Bidder, 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:</p> <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>	
<b>Signature of Authorized Representative of Bidder</b>	