

**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**

## 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 / Travaux publics  
et services gouvernementaux  
Canada Place/Place du Canada  
Suite 1000  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> Janitorial Supplies and Equipment	
<b>Solicitation No. - N° de l'invitation</b> 5P423-200461/A	<b>Date</b> 2021-06-28
<b>Client Reference No. - N° de référence du client</b> 5P423-200461	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-100-12108
<b>File No. - N° de dossier</b> EDM-0-43214 (100)	<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> Mountain Daylight Saving Time MDT <b>on - le 2021-07-29</b> Heure Avancée des Rocheuses HAR	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fisher, Drew	<b>Buyer Id - Id de l'acheteur</b> edm100
<b>Telephone No. - N° de téléphone</b> (780)901-4270 ( )	<b>FAX No. - N° de FAX</b> (418)566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PARKS CANADA JASPER NATIONAL PARK #1 COMPOUND ROAD JASPER Alberta T0E1E0 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</b>	
<b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and the Standing Offer Usage Report.

### **1.2 Summary**

Parks Canada, Jasper, AB, requires a Regional Individual Standing Offer (RISO) with 1 year firm year and 2 option years for the supply, delivery and offloading of various custodial supplies on an as and when requested basis.

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

### 1.3 Debriefings

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

#### 2.1.1 SACC Manual Clauses

SACC Manual Clause [M0019T](#) (2007-05-25), Firm Price and/or Rates

#### 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 Western 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:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@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 10 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 Alberta

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.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

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

**Bids transmitted by facsimile or hardcopy will not be accepted.**

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

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 “D” 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**

C3011I (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**

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

**4.1.1.1.1** Compliance with the terms and conditions contained in this document.

**4.1.1.1.2** Ability to perform the full scope of the work, as described in Annex “A”.



**4.1.1.1.3** Provide prices for eighty percent (80%) of line items listed on the product list in Annex "B"

## 4.1.2 Financial Evaluation

### 4.1.2.1 SACC Manual Clause [M0222I](#) (2016-01-28), Evaluation of Price

The total overall offer price will be calculated as follows:

- (a) Each unit price will be multiplied by the applicable quantity to obtain an extended total line item price;
- (b) In the event that an Offeror does not provide a price for all line items, PWGSC will, for assessment purposes only, eliminate impacted line items from the evaluation process. Impacted line items must not exceed the percentage of allowable omissions as per **4.1.1.1.3** above. Should the number of impacted line items exceed the allowable omissions, the offer will be considered non-compliant and no further consideration will be given;
- (c) The extended total line item prices will be added together to reach an evaluated total offer price.

## 4.2 Basis of Selection

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

## 5.1 Certifications Required with the Offer

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

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## 6.2 Security Requirements

**6.2.1** There is no security requirement applicable to the Standing Offer.

## 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

**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 \_\_\_\_\_.

**6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror agrees to extend its offer for 2 additional one-year periods, from February 1, 2022 to January 31, 2023, from February 1, 2023 to January 31, 2024 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

**6.4.3 Delivery Points**

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

**6.5 Authorities**

**6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Drew Fisher  
Public Works and Government Services Canada  
Acquisitions Branch  
Canada Place  
Suite 1000, 9700 Jasper Avenue  
Edmonton AB, T5J 4C3  
Edmonton, Alberta T5J 1S6  
Telephone: (780) 901-4270  
Facsimile: (780) 497-3510  
E-mail address: [drew.fisher@pwgsc-tpsgc.gc.ca](mailto:drew.fisher@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 (to be filled out by bidder)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## 6.6 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.

## 6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Parks Canada – Jasper National Park.

## 6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2020-05-28), General Conditions – Services (Medium Complexity);
- e) Annex “A”, Statement of Work
- f) Annex “B”, Basis of Payment;
- g) Annex “E”, Standing Offer Usage Report;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

6.11 Certifications and Additional Information

6.11.1 Compliance

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



constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## **6.12 Applicable Laws**

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

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 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.

### **6.3 Term of Contract**

**6.3.1 Period of the Contract**

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

**6.3.2 Delivery Date**

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

**6.4 Payment**

**6.4.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$(as per the call-up document). Customs duties are included, and Applicable Taxes are extra.

**6.4.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$(as per call up document). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**6.4.3 Single Payment**

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



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#### 6.4.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor (*if applicable*)

#### 6.4.5 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### 6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 6.6 Insurance – No Specific Requirement

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

## ANNEX "A"

### STATEMENT OF REQUIREMENT

#### 1. Purpose:

Parks Canada requires a Regional Individual Standing Offer (RISO) with 1 year firm year and 2 option years for the supply, delivery and offloading of various custodial supplies on an as and when requested basis. Parks Canada is committed to providing clean facilities and quality experiences to its visitors. Jasper National Park has 12 front-country campgrounds and over 100 day use areas/picnic sites and pull-offs, with associated visitor facilities. All of these are cleaned and maintained daily during peak season operations. In order to maintain the expected standard, the agency requires a number of janitorial supplies, cleaning products and equipment for indoor and outdoor use.

Larger quantities of supplies are required at high visitation peak season, typically May through September. Smaller quantities of supplies are needed during the remaining winter months, October through April for those facilities that remain open in the low season.

#### 2. Specifications and Description of Work:

The contractor is responsible for providing the following:

##### 2.1 **Procurement Items:**

##### 2.1.1 **Chemical Products**

This includes any solution/chemical product used for the purpose of cleaning and disinfecting surfaces, and personal use such as hand soap and hand sanitizers including dispensers.

##### 2.1.2 **Paper/Plastic Products**

Paper products such as toilet paper (and dispensers), paper towel (and dispensers), sanitary disposal, garbage bags, spray bottles etc.

##### 2.1.3 **Tools & Equipment**

This includes items used to administer cleaning including but not limited to; PPE (rubber gloves, goggles etc.), rags, scrub brushes, mops/brooms, buckets, rakes, etc.

*Annex B: Complete list of required products*

#### 2.2. **Schedule:**

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- Delivery of supplies during peak season, May through September, must be within one week of order placement.
- Delivery of supplies during low season, October through April, must be within two weeks of order placement.

### 2.3. Constraints:

- All paper and chemical products not specifically listed by name must have Ecologo certification.
- Material Safety Data Sheets & adhesive labels where required, must be available with all chemical products.
- In the event of supply shortages or discontinued items, replacement products must meet the following:
  - Of equal or lesser value
  - Meet the same or higher quality than specified
  - Meet the same size specification for items such as toilet paper, hand soaps etc in order to be compatible with dispensers.

If the above cannot be met, the replacement product must be presented to and accepted by, the project authority prior to shipping.

### 3. Delivery Location

Parks Canada  
Jasper National Park  
#1 Compound Road  
Jasper, AB T0E 1E0

ANNEX "B"

BASIS OF PAYMENT

Instruction to Bidders:

- Offerors must complete the below table and submit it with their offer.
- All Firm Unit Prices are in Canadian Dollars (CAD)
- Firm Unit Price is FOB destination and must include all delivery charges and customs duties and applicable taxes, DDP (delivery duty paid)
- Firm Unit Price do not include Applicable taxes. Applicable taxes will be added as a separate line item to any invoice issued as a result of a Contract.
- Pricing must be provided for 80% of line items in order for the bid to be deemed responsive.
- Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usage may vary from these amounts.
- All sizes (item specifications and package sizing) must be within +/- 25% of stated sizing

**“Delivery Location - #1 Compound Road Jasper Alberta, T0E 1E0”  
Delivery must be within 2 – 5 days upon call – up**

DESCRIPTION	Estimated Usage (per year)	Individual size preference	Package Size/Unit of Issue offered	Year One (available from award date to January 31, 2022)	Option Year 1 (February 1, 2022 to January 31, 2023)	Option Year 2 (February 1, 2023 to January 31, 2024)
<b>Cleaners/Chemicals</b>						
<b>Bleach</b> , concentration must be between 5.25% and 7% sodium	8	Litre		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Cleaner/disinfectant</b> - Anti-bacterial all-purpose cleaner; safe for use on all hard surfaces; cleans and sanitizes sinks, drains, floors, counters, to be effective against a variety of bacteria and viruses, as well as	65	4 - litre		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg

<b>mold and mildew; Current Cleaner Used: Eliminator 42</b>						
<b>Cleaner/disinfectant</b> - Anti-bacterial all-purpose cleaner; safe for use on all hard surfaces; cleans and sanitizes sinks, drains, floors, counters, to be effective against a variety of bacteria and viruses, as well as mold and mildew; <b>Current Cleaner Used: Eliminator 42</b>	1.5	205 litre	\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Scouring Powder</b> ; must be phosphate free; safe to use on hard surfaces such as, but not limited to: porcelain tile, stainless steel, chrome fixtures, Formica counter tops; plastic dispensing container	50	400 gram shaker type	\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Lotion Hand Soap</b> – liquid bulk	300	3.78 L	\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Hand Sanitizer</b> - Bulk liquid gel minimum 70% ethyl alcohol	1500L	Min 2L Max 4L	\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg

<b>Glass Cleaner – Bulk</b>	10	3.78L		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Rubbing Alcohol - 99% isopropyl alcohol</b>	2	3.78L		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Laundry Soap – commercial strength powder</b>	5	20 kg		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Paper/Plastic Products</b>						
<b>Paper Towel Rolls, natural colour (not bleached white), ecologo certified (greenseal acceptable)</b>	200	12/cs		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Jumbo Toilet paper, ecologo certified (greenseal acceptable)</b>	600	2 ply – min 1000' x 3.7" Core – 3 1/4"		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Sanitary Napkin Receptacle Liners, waxed paper bags for wall mounted receptacles. 10 x 7 x 3</b>	20	200 – 500/case		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Garbage bags, green/black perforated. 30 x 38" strong.</b>	60	200 - max 500 per/case		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Garbage bags, green/black. Approx. 22 x 24" medium strength.</b>	5	Min 500/cs		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Protective Equipment</b>						
<b>Safety Glasses, anti fog, anti scratch, UV protection.</b>	30	Min 12/case		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg

<b>Safety Goggles</b> , fit over prescription glasses, Uv, protection, anti-fog.	10	Min 6/case				
<b>Latex Rubber Gloves</b> , Alphatec 87-208. resistance to mechanical hazards, providing increased chemical protection, 100% cotton flock lining to help absorb perspiration. Sizes 7, 8, 9, 10	200	12 pair/bag		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Work Gloves</b> – leather palm, protective cuff, industrial strenth	5 cs	12pair/cs		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Glove Liners</b> – to be worn as a liner or on their own. String knit 7 gauge thickness	2 cs	12pair/cs		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Disposable Face Mask</b> , 3-ply non-medical, standard ear loop, adjustable nose piece, FDA compliant	50 bx	Min 50/box		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Disposable face mask</b> , KN95 or equivalent. Ear loop. Filter/capture 95 % of tiny 0.3 micron air particles	50 bx	Min 50/box		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Janitorial Tools &amp; Impliments</b>						
<b>Mop head</b> , 24 Oz, 4-ply looped cotton yarn. 1 1/4" headband, min 18 3/4" yarn length	20	each		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Mop handle</b> , Fibre glass handle or wood with quick change release	20	each		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg
<b>Lobby dust pan</b> , Pan stand height min 32", min 12" hopper pan tilting	5	each		\$ _____ /pkg	\$ _____ /pkg	\$ _____ /pkg

<b>Dust mop, w/frame &amp; handle.</b> 36" x 12" dust mop head, looped non fray yarn. Handle min 60" length w/ metal frame	5	each		\$ ____ /pkg	\$ ____ /pkg	\$ ____ /pkg
<b>Floor Squeegee &amp; handle.</b> Squeegee blade must be dual blade, foam, 18" length. Handle must be fibreglass or wood, 1" diameter, 60" length.	10	each		\$ ____ /pkg	\$ ____ /pkg	\$ ____ /pkg
<b>Wall Squeegee &amp; handle.</b> Squeegee blade must be dual blade, foam, 18" – 24" length. Handle must be max 20" in length.	10	each		\$ ____ /each	\$ ____ /each	\$ ____ /each
<b>Deck Brush, &amp; handle.</b> Brush must be 1" threaded wood block - 10" length x 2 - 4" depth. Bristles must be poly/plastic stiff. Handle must be 1" threaded wood, 58" – 60 " in length.	10	each		\$ ____ /each	\$ ____ /each	\$ ____ /each
<b>Window washer and squeegee combo.</b> 12 – 18" in length. Must have both washer and rubber squeegee. Handle must be min 2', maximum 4'.	5	each		\$ ____ /each	\$ ____ /each	\$ ____ /each
<b>Bar Towel</b> – terry cloth, approx. size 15 – 18"	3	each		\$ ____ /each	\$ ____ /each	\$ ____ /each
<b>Squeegee bucket,</b> Rectangular bucket, 12 - 18" to fit above washer/squeegee combo	2	each		\$ ____ /each	\$ ____ /each	\$ ____ /each
<b>Utility Bucket,</b> Min 10 quart plastic, with handle	10	each		\$ ____ /each	\$ ____ /each	\$ ____ /each
<b>Cleaning pail,</b> 2 gallon, plastic with handle	20	each		\$ ____ /each	\$ ____ /each	\$ ____ /each



<b>Angle Broom</b> , 12" width, standard handle length.	10	each		\$ _____/case	\$ _____/case	\$ _____/case
<b>Broom</b> , Corn. Standard handle height, min 11" bristle width	10	each		\$ _____/each	\$ _____/each	\$ _____/each
<b>Trash Picker</b> – 32" handle, trigger grip	10	each		\$ _____/each	\$ _____/each	\$ _____/each
<b>Toilet brush</b> , 3 – 4" width with scratchless bristles. Handle length max 12 – 16"	10	each		\$ _____/each	\$ _____/each	\$ _____/each
<b>Scouring pad</b> , heaby duty pad, 6" x 9" max	20 cs	Min 12/cs		\$ _____/each	\$ _____/each	\$ _____/each
<b>Scrub brush</b> , Iron style handle. 2.5 x 6 " approx., 1-2" bristle length.	10 ea	Min 12/cs		\$ _____/each	\$ _____/each	\$ _____/each
<b>Steel Pail</b> , open top, 5 gallon. 28 guage steel min, rust resistant.	10	each		\$ _____/each	\$ _____/each	\$ _____/each
<b>Lever Lock lid</b> , for above 5 gallon steel pail.	10	each		\$ _____/each	\$ _____/each	\$ _____/each
<b>Dispensers</b>						
<b>Hand Soap Dispenser</b> – Wall mounted for bulk liquid soap. Must be 30 – 50oz capacity	10	each		\$ _____/each	\$ _____/each	\$ _____/each
<b>Jumbo Toilet Paper Dispenser</b> – wall mounted plastic. Must fit double full size jumbo rolls (9"diameter, up to 3.5" core rolls).	10	each		\$ _____/each	\$ _____/each	\$ _____/each
<b>Sanitary Napkin receptacle</b> – wall mounted. approx. size, 10 x 7 x 4" stainless steel	5	each		\$ _____/each	\$ _____/each	\$ _____/each
<b>Other related janitorial items not listed above (published price list less a discount of _____% discount)</b>	\$2,000.00 per year			_____%	_____%	_____%

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**ANNEX “C” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

ANNEX “D”

STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

Period:	Report Due:
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name	Standing Offer Name
Standing Offer Number	Reporting Period
Standing Offer Authority	Drew Fisher

Call-up Number	Dollar Value (Taxes included)
(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up totals to date:	
(A+B) Total Accumulated Call-ups	

NIL REPORT: During the above reporting period there have been no call-ups issued against this Standing Offer ( ).

PREPARED BY:	
NAME	

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<hr/>		
TELEPHONE NUMBER		
SIGNATURE		
DATE		

Send Report to: [PWGSC.WRPAEDM-ROAAEDM.TP@pwgsc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TP@pwgsc.gc.ca) or fax to: (780) 497-3510.