

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada
Voir dans le document/
See herein
NA
Québec
NA

Request For a Standing Offer
Demande d'offre à commandes

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

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
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet Bulk road salt	
Solicitation No. - N° de l'invitation E6MON-200004/A	Date 2021-09-16
Client Reference No. - N° de référence du client E6MON-200004	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-280-16275
File No. - N° de dossier MTA-0-43020 (280)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-10-07 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée Voir doc.	
Address Enquiries to: - Adresser toutes questions à: Blanchet, Annie	Buyer Id - Id de l'acheteur mta280
Telephone No. - N° de téléphone (514)605-3664 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA Tous les ministères et organismes fédéraux Région du Québec Québec Canada	
Security - Sécurité 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

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

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Solicitation No. - N° de l'invitation
E6MON-200004/A
Client Ref. No. - N° de réf. du client
E6MON-200004

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43020

Buyer ID - Id de l'acheteur
mta280
CCC No./N° CCC - FMS No./N° VME

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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 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, Request to access a federal institution (CSC), Annex D, Mid-year Report (example), the Electronic Payment Instruments and the complete list of company board of directors .

1.2 Summary

Request for a regional master standing offer to supply on an as and when requested basis, bulk road salt (sodium chloride Type 1) to de-ice the roads required for Federal Departments and Agencies and in particular for the Correctional Services of Canada Institutions and the Department of National Defence located in the two following regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette, Farnham, St-Jean-sur-Richelieu, St-Hubert, Ste-Anne-des-Plaines, Trois-Rivières et Shawinigan)
- Quebec Metropolitan Community (including Donnacona , Levis and Valcartier)

The period of the RMSO is for a period of one (1) year will begin on November 1, 2021 until October 31, 2022 and will include a right for Canada to exercise two option years of one year each, from November 1, 2022 until October 31, 2023 and November 1, 2023 until October 31, 2024.

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) (<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: 120 days

2.2 Submission of Offers

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

2.2.1 Epost Connect

Offerors choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/24>), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

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

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect) (<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>)

2.2.2 Facsimile

Facsimile number: 418-566-6168.

2.2.3 Offers transmitted by 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 ten (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 Quebec.

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

The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Due to the nature of the RFSO, offers transmitted by hardcopy will not be accepted.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "E" 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.

4.1.2 Financial Evaluation

The evaluation will be made for each region. Canada reserves the right to award up to 2 standing offers (one per region). A bidder may provide a price for one region only. A bidder can obtain a standing offer for one or both regions.

The total amount of the financial evaluation will be determined as follows:

Total amount per region = Item price multiplied by the estimated quantity for the 3 years as identified in Annex "B".

4.1.2.1 Evaluation of Price

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered Duty Paid (DDP)) **(the address will be issued when a call-up against the Standing offer is done)** Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DDP basis.

4.2 Basis of Selection

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

NOTE:

- a) Evaluation of price will be based per region and Canada reserves the right to award up to 2 standing offers (one per region).
- b) A bidder can obtain a standing offer for one or both regions indicated in Annex "A".

The two regions are:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette, Farnham, St-Jean-sur-Richelieu, St-Hubert, Ste-Anne-des-Plaines, Trois-Rivières et Shawinigan)
- Quebec Metropolitan Community (including Donnacona , Levis and Valcartier)

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/canada-labour's) 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 Requirement at Annex "X".

6.2 Security Requirements

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

However, for resulting contracts from Correctional Services Canada (CSC), see Annex "C", it is an example of a request for access to a CSC establishment as a reference only.

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" "Quarterly Report -Example ". 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 quarterly reporting periods are defined as follows:

- first quarter: November 1 to January 31
- second quarter: February 1 to April 30
- third quarter: May 1 to July 31
- fourth quarter: August 1 to October 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 November 1, 2021 to October 31, 2022.

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 2 additional periods of one year each, from November 1, 2022 to October 31, 2023 and from November 1, 2023 to October 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.4 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: Annie Blanchet
Title: Supply specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 514-605-3664

E-mail address: annie.blanchet@tpsgc-pwgsc.gc.ca

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

6.5.3 Offeror's Representative (to be completed by the bidder)

Name: _____
Title: _____
Firm: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

6.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11. located in the province of Quebec, and specifically in 2 regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette, Farnham, St-Jean-sur-Richelieu, St-Hubert, Ste-Anne-des-Plaines, Trois-Rivières et Shawinigan)
- Quebec Metropolitan Community (including Donnacona, Levis and Valcartier)

Note: The main destination addresses are identified in Annex "A".

6.7 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

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 30,000.00 (Applicable Taxes included).

6.9 Financial Limitation

N/A

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
- f) Annex B, Basis of Payment
- g) Annex C, Request to access a federal institution (CSC);
- h) Annex D, Mid-year Report (example);
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

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 Quebec.

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 (2018-06-21) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

7.3 Delivery Date

Delivery for (item in stock) must be completed **within 3 working days after receipt** the call-up against the Standing Offer.

Delivery for (item not in stock) must be completed **within 10 working days after receipt** the call-up against the Standing Offer.

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 price 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 Single Payments

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

7.4.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

7.4.5 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)

7.5 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.

7.6 Insurance

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

7.7 SACC Manual Clauses

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)
[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[A9068C](#) (2010-01-11), Government Site Regulations
[D0018C](#) (2007-11-30), Delivery and Unloading

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](#)".

ANNEX "A"- REQUIREMENT

1.Description:

To supply on an as and when requested basis, bulk road salt (sodium chloride Type 1) to de-ice the Roads required for Federal Departments and Agencies and in particular for the Correctional Services of Canada Institutions and the Department of National Defence located in the two following regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette, Farnham, St-Jean-sur-Richelieu, St-Hubert, Ste-Anne-des-Plaines, Trois-Rivières et Shawinigan)
- Quebec Metropolitan Community (including Donnacona , Levis and Valcartier)

2. Technical specifications :

This bulk road salt (Sodium Chloride Type 1, Pavement De-Icer) must comply with Canadian General Standards Board standard CAN/CGSB 15.9-92 dated November 11, 1992.

The sodium chloride must not contain any gravel, clay, minerals or foreign materials that could cause Caking or clumping.

Anti-caking additives must not materially alter the properties of the salt.

3.Shipping instructions:

3.1 Delivery in bulk at the client's site.

3.2 Unloading at the location specified by the Minister's representative.

3.3 Estimation of annual quantities in metric tons are listed below for the following federal departments:

The Department of National Defence:

Montreal (Longue-Pointe Garrison): 600 MT
Farnham Garrison: 300 MT
St-Jean Garrison: 300 MT
St-Hubert Complex: 300 MT
RDDC Valcartier: 300 MT
Valcartier Garrison 500 MT

Correctional Services of Canada Institutions = 200 MT per Institution

Montée St- Francois
Federal Training Center
Leclerc Institution
Archambault Institution
Ste Anne des Plaines Institution
Drummond Institution
Cowansville Institution
Donnacona Institution

3.4 Intruction to the institutions of Correctional Service Canada

Any request to access a CSC federal Institution of by a supplier must have been completed and sent to CSC prior to delivery. Personal information is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize access to a federal institution (See Annex C of the solicitation document as a reference only).

The supplier must ensure that its delivery staff carry proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be subjected to a search at all times when entering and exiting the institutions.

3.5 Delivery addresses for the correctional services of Canada and the Department of National Defence Canada

Correctional services of Canada:

- 1) Montée St-François Institution
600 Montée St-François
Laval, Qc H7C 1N7
- 2) Archambault Institution
242 Montée Gagnon
Ste-Anne-des-Plaines, Qc J0N 1H0
- 3) Ste-Anne des Plaines Institution
244, Montée Gagnon
Ste-Anne-des-Plaines, Qc J0N 1H0
- 4) Donnacona Institution
1538 Route 138
Donnacona, Qc G0A 1T0
- 5) Drummond Institution
2025, boul Jean de Bréboeuf
Drummondville, Qc J2B 4T5
- 6) Cowansville Institution
400, rue Fordyce
Cowansville, Qc J2K 3N7
- 7) Federal Training Center
South-West Entrance (Gate)
205, Montée St-François
Laval, Qc H7P 1P1

IMPORTANT: All vehicles delivering at the Federal Training Center must not exceed the maximum height of 11'4"

- 8) Leclerc Institution
400, Montée St-François
Laval, Qc H7C 1S7

The hours for the receipt of delivery at the Correctional services of Canada are follows:

From Monday to Friday (except for holidays) from 08H00 to 11H30 and 13H00 to 15H30

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Department of National Defence Canada:

- 1) The Longue Pointe Montreal Garrison
Service du Génie
6769 rue Notre-Dame, est
Montreal, Qc H1N 3R2
- 2) Complexe St-Hubert
Chemin de la Savane
St-Hubert, Qc
- 3) Farnham Garrison
1211 rue Principale
Farnham, Qc J2N 1L1
- 4) RDDC Valcartier
Groupe Transport
2459, boul. Pie X1 Nord
Québec, Qc G3J 1X5
- 5) St. Jean Garrison
Service Génie
Hangar 102, Richelain, Qc
J0J 1R0
- 6) Valcartier Garrison
Section Route et Terrains
Bâtisse no. 6
Valcartier, Qc G0A 4Z0

ANNEX "B"- BASIS OF PAYMENT

Item no.	Description	Annual estimated quantity (metric ton)	Price per metric ton Firm year : Period : November 1st, 2021 to October 31, 2022	Price per metric ton 1st option year: Period : November 1st, 2022 to October 31, 2023	Price per metric ton 2nd option year: Period : November 1st, 2023 to October 31, 2024
1.	Road salt as described in Annex "A"- Requirement for the following region: -Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette, Farnham, St-Jean-sur-Richelieu, St-Hubert, Ste-Anne-des-Plaines, Trois-Rivières et Shawinigan)	2900 mt	\$_____/mt	\$_____/mt	\$_____/mt
2.	Road salt as described in Annex "A"- Requirement for the following region: -Quebec Metropolitan Community (including Donnacona , Levis and Valcartier)	1000 mt	\$_____/mt	\$_____/mt	\$_____/mt

Notes :

- 1) The bidders must submit firm prices for all 3 years (1 firm year and 2 option years) by region selected.
- 2) The unit price must include packaging, transportation, and delivery. Applicable taxes extra and customs duties included if applicable.

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ANNEX "C" REQUEST TO ACCESS A FEDERAL INSTITUTION



Service correctionnel
Canada

Correctional Service
Canada

Protected B once completed
Put away on file ► 3170-12

PERSONAL INFORMATION

Surname: _____ Full name: _____

Date of birth (YY-MM-DD): _____ Sex: M ☐ F ☐

Height: _____ Weight: _____ Eye color: _____ Hair color: _____

Street: _____ City: _____

Province: _____ Postal code: _____

Tel. Number: Home: (_____) _____ Cellular: (_____) _____

GENERAL INFORMATION

Have you ever been found guilty of a criminal offence or do you have any pending charges?

No ☐ Yes ☐ If so, which?

Do you know personally anyone incarcerated in a federal or provincial institution?

No ☐ Yes ☐ If so, what is the name?

Are you registered as an inmate's visitor or have you ever visited an inmate?

No ☐ Yes ☐ If so, what is the name?

Have you made a similar request for access in the last two years?

No ☐ Yes ☐ If so, for which institution?

What is the reason for your request to access a federal institution?

Name of your employer / educational institution?

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Service correctionnel
Canada

Correctional Service
Canada

Protected B once completed
Put away on file ► 3170-12

Name of the employee responsible for the visit:

Privacy act statement

Personal information about you is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. **Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.**

I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.

Applicant signature: _____ Date: _____

Signature of employee responsible for the visit: _____ Date: _____

RESERVED FOR THE PREVENTIVE SECURITY DEPARTMENT

Institution: _____

Access to the institution granted: No ☐ Yes ☐

Name of Security intelligence officer: _____ Date: _____

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ANNEX “D” Quaterly report (example)

First quaterly -> November 1ST, 20XX to Janvier 31st, 20XX.

# RMSO	Business	Departments / Agencies	Quantity of Orders	Total Value per Departments / Agencies	Total Value per period
E6MON-200004	xxxxxxxxxx	DND - Valcartier	10	\$10,000.00	\$15,000.00
		DND – Montréal	12	\$5,000.00	
	xxxxxxxxxx				
	xxxxxxxxxx				
	xxxxxxxxxx				

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ANNEX “E”- 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)

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ANNEX « F » COMPLETE LIST OF COMPANY BOARD OF DIRECTORS NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

PROCUREMENT BUSINESS NUMBER (PBN) : _____