

**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

## National Master Standing Offer (NMSO)

## Offre à commandes principale et nationale (OCPN)

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

<b>Title - Sujet</b> OCIR pour entretien de toitures	
<b>Solicitation No. - N° de l'invitation</b> W6856-22V302/A	<b>Date</b> 2021-10-15
<b>Client Reference No. - N° de référence du client</b> W6856-22V302	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-410-16294
<b>File No. - N° de dossier</b> MTC-1-44007 (410)	<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> Eastern Daylight Saving Time EDT <b>on - le 2021-11-04</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> Voir doc.	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Spina, Angelina	<b>Buyer Id - Id de l'acheteur</b> mtc410
<b>Telephone No. - N° de téléphone</b> (514)703-4764 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE C.P. 1000 Succ Forces Détachement des opérations immobili COURCELETTE Québec G0A4Z0 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 | 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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

1.2.1 This standing offer is for Electrical contractor services.

Delivery points: FEDERAL BUILDINGS :

Valcartier Garrison (Canadian Forces Base), Courcellette, QC  
Quebec City region, in the following areas:

Quebec City Citadel, 1 Côte de la Citadelle, Quebec City

St-Malo Armoury, 1020 Vincent-Massey Street, Quebec City

Pointe-à-Carcy Fleet School, 170 Dalhousie Street, Quebec City

Residence for the Pointe-à-Carcy Fleet School, 144 Dalhousie Street, Quebec City

Pierre-Bertrand Armoury, 835 Pierre-Bertrand Blvd., Quebec City

Ste-Foy Armoury, 2630 Hochelaga Blvd., Quebec City

It should be noted that most of the work will take place at Valcartier Garrison, which has several hundred buildings varying in size.

The period of the Standing Offer is one (1) year and four (4) option years.

- 1.2.2 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.8 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.

#### **1.4 Debriefings**

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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.

### 2.2 Submission of Offers - epost Connect service

**Only bids submitted using epost Connect service will be accepted.**

Bids must be submitted to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

#### **PWGSC Quebec Region Bid Receiving Unit**

The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.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 [2006](#), 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.

For more information, visit the following web page: 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-epostconnect>

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.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 Instructions [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

## 2.3 Former Public Servant

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

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 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.

## 2.5 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 Québec.

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

## 2.6 Bid Challenge and Recourse Mechanisms

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

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

### **3.1 Offer Preparation Instructions**

- 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: Financial Offer

And

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

Section I: Financial Offer

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: 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 "X" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "X" 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.



## **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 Financial Evaluation**

##### **4.1.2.1** (*Insert financial evaluation criteria*)

SACC Manual Clause M0220T 2016-01-28, Evaluation of Price - Offer

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical Criteria Only**

SACC Manual Clause M0031T 2007-05-25 Basis of Selection – Mandatory Technical Criteria Only

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## 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.

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Buyer ID - Id de l'acheteur  
MTC410  
CCC No./N° CCC - FMS No./N° VME

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Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to the Standing Offer.

### **6.2 Financial Capability**

*SACC Manual* clause [M9033T](#) [2011-05-16](#) Financial Capability

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

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

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

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

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

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 2021-06-01 to 2024-05-31.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Public Works and Government Services Canada  
Acquisitions Branch

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

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.

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### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

### 7.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

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

### 7.7 Identified Users

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

### 7.9 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.

#### **7.10 Limitation of Call-ups**

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

#### **7.12 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) Annex A, Statement of Requirement;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- j) the Offeror's offer dated \_\_\_\_\_ .

#### **7.13 Certifications and Additional Information**

##### **7.13.1 Compliance**

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

#### **7.14 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.

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Requirement**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.2 Delivery Date**

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

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex B. Customs duties are included and Applicable Taxes are extra.

#### **7.5.5 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)

### **7.6 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.



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Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
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.  
OR
  - a. The original and one (1) copy must be forwarded to the following address for certification and payment.  
\_\_\_\_\_ *(Insert the name of the organization)*  
\_\_\_\_\_ *(Insert the address of the organization)*
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **7.9 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### **7.10 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](#)".

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MTC-0-44007

Buyer ID - Id de l'acheteur  
MTC410  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "A"**

### **STATEMENT OF *REQUIREMENT***



## **STATEMENT OF WORK (SOW)**

# **ROOFING MAINTENANCE, INSPECTION AND REPAIR SERVICES**

**Contract No. W6856-22V302**



## ROOFING MAINTENANCE AND REPAIR SERVICES

### STATEMENT OF REQUIREMENT

#### PART 1 – GENERAL

##### 1.1 Purpose

The purpose of this document is to provide general and special requirements pertaining to the performance of small- and medium-scale roofing repairs, inspections and maintenance, which are under the responsibility of Real Property Operations at CFB Valcartier, on behalf of the Department of National Defence (DND).

##### 1.2 Description

- 1.2.1 Upon request, and as needs appear, repair, maintain and replace various types of roofing such as but not limited to:
- Conventional metal roofing or pre-finished panels;
  - Asphalt shingles;
  - Conventional multi-layer roofing;
  - Modified bituminous membrane roofing and PVC membranes.
- 1.2.2 The work to be completed includes providing all of the specialized labour, tools, products, equipment, spare parts, machinery and fuel, and covering the costs related to transportation and supervision, as well as everything required to fully and satisfactorily carry out the work in compliance with applicable standards, codes and manufacturer recommendations.
- 1.2.3 The Contractor is responsible for obtaining and paying for all the permits, licences and certificates required for the full performance of the work.
- 1.2.4 The work set out in this document must be performed by qualified employees who are specialized in the specific fields applicable to this contract.
- 1.2.5 DND reserves the right to provide certain materials.

##### 1.3 Site access

- 1.3.1 The terms and conditions for site access will be specified by the DND Representative.
- 1.3.2 The flow of traffic to and from the work site will be subject to troop movements and the regulations in effect at the Valcartier Garrison, the Citadel or the armoury, as applicable.

##### 1.4 Work location

- 1.4.1 Valcartier Garrison (Canadian Forces Base), Courcellette, QC



## ROOFING MAINTENANCE AND REPAIR SERVICES

- 1.4.2 Quebec City region, in the following areas:  
Quebec City Citadel, 1 Côte de la Citadelle, Quebec City  
St-Malo Armoury, 1020 Vincent-Massey Street, Quebec City  
Pointe-à-Carcy Fleet School, 170 Dalhousie Street, Quebec City  
Residence for the Pointe-à-Carcy Fleet School, 144 Dalhousie Street, Quebec City  
Pierre-Bertrand Armoury, 835 Pierre-Bertrand Blvd., Quebec City  
Ste-Foy Armoury, 2630 Hochelaga Blvd., Quebec City
- 1.4.3 It should be noted that most of the work will take place at Valcartier Garrison, which has several hundred buildings varying in size.
- 1.5 Contractor qualifications:**
- 1.5.1 The work must be performed by a contractor with a valid contractor's licence issued by the Régie du Bâtiment du Québec (RBQ). This licence must have the following minimum characteristics:  
*Category: Specialized contractor Sub-category: 7 (insulation, waterproofing, roofing and exterior cladding)*
- At the time of making its bid and throughout the course of the work, the Contractor must be officially recognized as an authorized roofing contractor by the manufacturer of the waterproofing materials and be a member in good standing of the Association des Maîtres Couvresseurs du Québec.
- The foreman must have a minimum of five (5) years of experience.  
The other workers must have the competency certificates to undertake roofing work.
- 1.6 Call-up instrument**
- 1.6.1 The work will be authorized or confirmed by the DND Representative using the document titled "Call-Up Against a Standing Offer." This form constitutes the contract between DND and the Contractor.
- 1.6.2 Respond only to these call-ups. Services rendered at the request of unauthorized individuals will not be paid under any circumstances. A list of authorized persons will be submitted at the start-up meeting.



## ROOFING MAINTENANCE AND REPAIR SERVICES

- 1.6.3 A copy of the form will be sent to the Contractor before the start of the work. However, in an emergency, the content of the form may be given orally to the Contractor and a copy of the document sent afterwards.

### 1.7 Estimate

- 1.7.1 At the request of the DND Representative, the Contractor must provide a free estimate of the work to be completed. The estimate may be communicated orally or in writing. The estimate must not represent a commitment by DND in any way and must not be used as a reference on invoices.
- 1.7.2 The estimate for the work can be in the form of hours of work and materials or a flat rate, but it must include a comparable number of work hours required and a breakdown of the material costs. It must all correspond with the pricing.
- 1.7.3 Upon receipt of the call-up, the content of the information required to carry out the work shall be verified. Any additional information shall be obtained from the DND Representative by telephone or in writing, as required. An advance site visit is permitted but will not be paid.

### 1.8 Availability and timeframes

#### Definitions

- 1.8.1 Working days are considered Monday to Friday.
- 1.8.2 Statutory holidays are as follows: Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, Victoria Day, St. Jean-Baptiste Day, Canada Day, Labour Day, Thanksgiving Day and Remembrance Day. These days are identified as "statutory public holidays" at <http://www.ccq.org>.
- 1.8.3 Regular hours are from 7:00 a.m. to 4:30 p.m. on working days.

#### Schedule and timetable

- 1.8.4 Provide services for the entire contract period, regardless of the season, including construction holidays.
- 1.8.5 The Contractor must be able to provide services in emergency situations on a 24/7 basis, 365 days a year, including statutory holidays and construction holidays.
- 1.8.6 The work shall be performed in accordance with the schedule and timetable established by the DND Representative during regular working hours. Upon request only or with the approval of the DND Representative, work may continue outside regular working hours.



## ROOFING MAINTENANCE AND REPAIR SERVICES

### Response time

1.8.7 The response time for beginning the work must be within:

- Four (4) hours, regardless of the time if it is an emergency.
- Two (2) business days for non-urgent repair work.
- Five (5) business days for maintenance, inspection, and replacement work.

1.8.8 The work must be completed by the date specified on the call-up.

### Continuity of work on the work site

1.8.9 Notwithstanding the scheduling requirements referred to in the preceding paragraphs, the work must be completed with no interruptions, unless otherwise indicated by the DND Representative.

## **1.9 Inspection and control**

### Site works

1.9.1 Before each work period, ask to see the DND Representative and sign the log book. Everyone must sign the log book, before starting a task and after completing it. No one can sign for another person. Record the exact time of signature. Log books are kept at the following locations:

- Contract inspectors' offices, building 072, Engineering Services, regular hours;
- Fire hall, building 523, outside regular hours;
- Québec Citadel, armouries or naval reserves, at any time.

### On-site communication

1.9.2 The DND Representative shall be contacted in the following circumstances:

- Each time an important stage of the work has been completed;
- In the event of a problem at the work site.

### Work order

1.9.3 A work order shall be drafted for verification and signature before leaving the premises and the original shall be submitted to the DND Representative.

1.9.4 The work order must be clear and concise, and it will be used to check the invoice. It must contain the following information:



## ROOFING MAINTENANCE AND REPAIR SERVICES

- The place and date of the work performed;
- A description of the work performed;
- The printed names of all employees;
- The exact time of every arrival and departure as shown in the log book, as well as the exact time of each interruption and resumption of work;
- The quantities and descriptions of billable products; and
- The call-up number.

Any failure to provide complete information as stipulated above could delay or stop payment of the work completed.

### 1.10 Start-up meeting

- 1.10.1 A start-up meeting shall be held as soon as possible after the standing offer is awarded. The DND Representative will contact the Contractor to agree upon a date and place for the meeting.

This start-up meeting constitutes an administrative information meeting to facilitate the successful performance of this standing offer. No document pertaining to the award and/or contract may be modified during this meeting.

### 1.11 Invoicing instructions

- 1.11.1 The Contractor must submit its invoices in electronic format.

- 1.11.2 The following information is required:

- Company name and address;
- Invoice number and current date;
- Call-up number;
- Location and date of work;
- Amount, materials, price, cost of each item;
- Total cost of materials;
- Cost of labour;
- GST registration number and amount;
- Total cost of invoice.

- 1.11.3 The Contractor must create one invoice per call-up. Invoices must be submitted within five (5) working days following completion of each order.

- 1.11.4 Attach to each invoice a copy of the corresponding call-up form and other control documents as specified in the Statement of Work (word order). If the control documents are not included or do not bear the required signatures, payment of the invoices will be delayed and/or stopped.





## ROOFING MAINTENANCE AND REPAIR SERVICES

### PART 2 – MATERIALS/EQUIPMENT

#### 2.1 General

- 2.1.1 The parts needed for the work covered in this Statement of Work shall be obtained within a reasonable timeframe approved by the DND Representative.
- 2.1.2 Use new parts and materials that are free of defects.
- 2.1.3 Unless otherwise indicated by the DND Representative, parts identical to existing parts shall be used for repairs.

#### 2.2 Material safety data sheets

- 2.2.1 Materials shall always be transported to the work site in their original containers. Each container shall be labelled in compliance with Workplace Hazardous Materials Information System (WHMIS) requirements.

#### 2.3 Equipment/tools

- 2.3.1 The Contractor must be able to provide all necessary and proper equipment and tools for the complete execution of the work requested in accordance with the Statement of Work.
- 2.3.2 All equipment and work tools must be in perfect working order. If the DND Representative deems that the condition of a piece of equipment and/or a work tool could cause delays or pose a safety hazard, the equipment and/or tool must be repaired or replaced.
- 2.3.3 The Contractor must be able to provide, at no additional cost, the equipment needed to meet needs such as:
- Work for drying out major water accumulations on flat roofs;
  - Work requiring the use of electrical equipment without accessible power outlets;
  - Work at elevations of up to 32 feet;
  - Work requiring bitumen being kept at 230°C and being able to check the temperature of the bitumen during the work;
  - Work requiring the removal of gravel and cleaning of surfaces;
  - Work requiring the removal of gravel without damaging the membrane;
  - Work requiring the proper and quick sawing of roofing membranes and concrete roof slabs;
  - Minor sweeping and drying work;
  - Work for thawing membranes that must be repaired in winter and for torching modified bitumen membranes;
  - Work requiring the sawing of stone;
  - For work undertaken in winter, it will be the Contractor's responsibility to remove snow and ice from the work area. The Contractor must take all precautions to avoid any damage.



## ROOFING MAINTENANCE AND REPAIR SERVICES

### PART 3 – PERFORMANCE

#### 3.1 General requirement

##### 3.1.1 Health and safety

The Contractor is responsible for complying with health and safety regulations on the work site. It must ensure that working-at-heights regulations are followed and that personal protective equipment is worn. It is also responsible for laying out the work site in a safe and compliant manner (ladders, scaffolding, guardrails, etc.).

##### 3.1.2 Fire protection

The Canadian Forces Fire Marshall is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities.

For all work requiring the use of a blow torch or work that might generate hot particles or flames of any kind, the Contractor must provide a fire extinguisher and keep it close at hand.

##### 3.1.3 Work method

The work will be performed in accordance with the instructions contained in the call-ups and with the requirements in the "DEVIS COUVERTURES [Roofing Specifications]" manual issued by the Association des Maîtres Couvreur du Québec (AMCQ).

##### 3.1.4 Acceptance of the work

The acceptance inspection for the roofing work described in the call-up will be conducted by a DND Representative. The DND Representative reserves the right to reject any work deemed unsatisfactory due to non-compliance with requirements in the present or future call-ups. In the event work is rejected by the DND Representative, removal and replacement of the materials will be completed at the Contractor's expense.

3.1.5 Ask for the DND Representative's authorization before replacing, maintaining and/or repairing surfaces that are not included in the initial call-up.

3.1.6 Take all measures required to prevent the spread of odours and dust within the building.

3.1.7 Guarantee the quality of the work and products for a period of one year for repairs and five years for replacement work starting on the date the work is accepted. Any failure that occurs during this period and any damage caused by such a defect will be corrected or repaired by the Contractor at its expense and to DND's satisfaction.

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CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "B"**

### **BASIS OF PAYMENT**



## **PART 1 – GENERAL**

### **1.1 Costs and expenses**

- 1.1.1 **ONLY** the products and services billed at the rates and prices set forth below will be paid. Rates and prices submitted include **ALL** that is necessary to perform the work in accordance with the Statement of Work. This includes, among others, administrative fees and expenses; transportation of labour, equipment and materials; purchase, rental and use of equipment, tools, and accessories regardless of whether they may be reused; ladders, scaffolding, protective material for work areas and safety equipment; wear on bits, blades and other accessories; fuel and other products needed to operate vehicles and equipment; gases, welding rods and electrodes; and clean up and waste disposal costs.
- 1.1.2 No payment will be made for any specific difficulties.

### **1.2 Products**

- 1.2.1 **ONLY** products and materials **installed** shall be paid for. Surplus and wastage will not be paid for. Products needed to perform the work but not installed (e.g., cleaning products, solvents, sandpaper) will also not be paid for.

### **1.3 Firm commitment**

- 1.3.1 The rates and prices set forth shall not be increased or decreased owing to increases or decreases in the cost of labour, products, tools, equipment or expenses.

### **1.4 Percentage of use**

- 1.4.1 The percentage of use is approximate and represents arbitrary values for the sole purpose of bid evaluations. There is no obligation on the part of DND.

## **PART 2 – PRICING**

### **2.1 Hourly rates**

- 2.1.1 The hourly rate applies to productive work time on site.
- 2.1.2 The productive work time on site is the **time period between the time of arrival and the time of departure as signed in the log book**, less the time for meals, travel (except in cases of travel between two DND properties), interruptions due to malfunction, breakdown, maintenance or replenishment of equipment and unauthorized work stoppages. The billable time for each requisition is the total productive time.

### **2.2 Cost price – materials and parts**

- 2.2.1 Each product shall be invoiced at the cost price (price paid to the supplier before taxes) plus a mark-up percentage to cover expenses and profit. Upon request, provide original supporting documentation for the cost price. Obtain the products at the most economical cost price possible. The DND Representative reserves the right to check the cost price with various suppliers.



## 2.3 Cost price – related work

2.3.1 Related work is excluded from the Statement of Work. It is very small in scope in relation to all the requests for work and is entirely performed by subcontractors. Related work shall be invoiced at the subcontractor's price (without tax) plus a mark-up to cover expenses and profit. The tax is to be added to the total. The subcontractor's original invoice must be included.

## 2.4 Transportation costs

2.4.1 Indicate the transportation cost for each service call or for each day of work performed as part of a service call, in order to cover all costs from all sources associated with the transportation of **vehicles and workers** to and from the work site.

## PART 3 – BASIS OF PAYMENT

3.1 HOURLY RATES	YEAR 1	Optional year 1	Optional year 2	Optional year 3	Optional year 4
	To be completed	To be completed	To be completed	To be completed	To be completed
3.1.1 JOURNEY ROOFER	\$ _____ /HRS	\$ _____ /HRS	\$ _____ /HRS	\$ _____ /HRS	\$ _____ /HRS
3.1.2 APPRENTICE ROOFER	\$ _____ /HRS	\$ _____ /HRS	\$ _____ /HRS	\$ _____ /HRS	\$ _____ /HRS
3.2 MATERIALS AND PARTS	20/21	21/22	22/23	23/24	24/25
3.2.1 MARK-UP					
3.3 TRANSPORTATION	20/21	21/22	22/23	23/24	24/25
3.3.1 ROUND TRIP TRANSPORTATION					
BASE VALCARTIER and QUÉBEC CITY REGION	\$	\$	\$	\$	\$

Signature and title of person authorized to sign on behalf of the firm:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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