



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services
Division (FK)
L'Esplanade Laurier,
East Tower 4th Floor
L'Esplanade Laurier,
Tour est 4e étage
140 O'Connor, Street
Ottawa
Ontario
K1A 0R5

Title - Sujet Canadian Forces Housing Maintenance Services d'entretien des Logements des Forces Canadiennes	
Solicitation No. - N° de l'invitation W857A-22DN02/B	Date 2022-01-28
Client Reference No. - N° de référence du client HAWDN02	Amendment No. - N° modif. 002
File No. - N° de dossier fk328.W857A-22DN02	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-328-80809	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2021-12-30	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-02-11 Heure Normale du l'Est HNE	
Address Enquiries to: - Adresser toutes questions à: Seguin, Christine	Buyer Id - Id de l'acheteur fk328
Telephone No. - N° de téléphone (343) 574-2819 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation
W857A-22DN02/B
Client Ref. No. - N° de réf. du client
W857A-22DN02

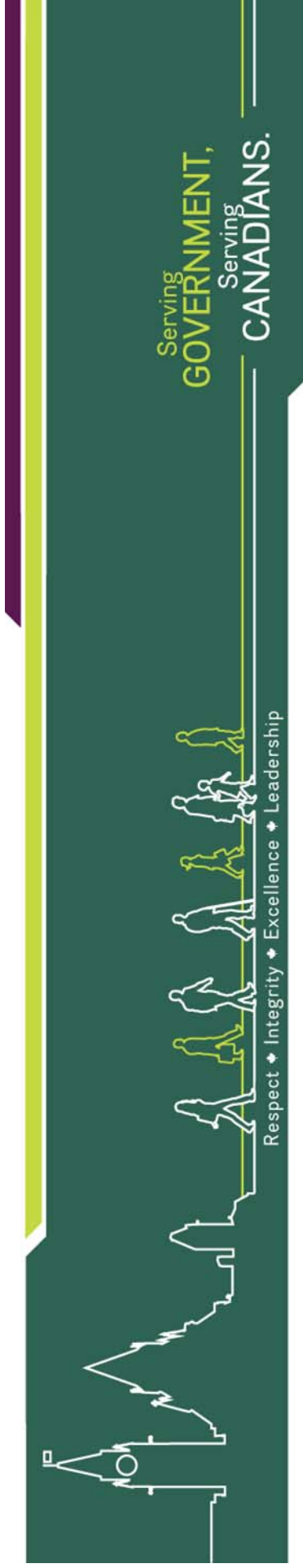
Amd. No. - N° de la modif.
002
File No. - N° du dossier
W857A-22DN02

Buyer ID - Id de l'acheteur
FK328
CCC No./N° CCC - FMS No./N° VME

This amendment is raised to:

- 1) Add the bidder's conference presentations.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED



OFFEROR'S CONFERENCE

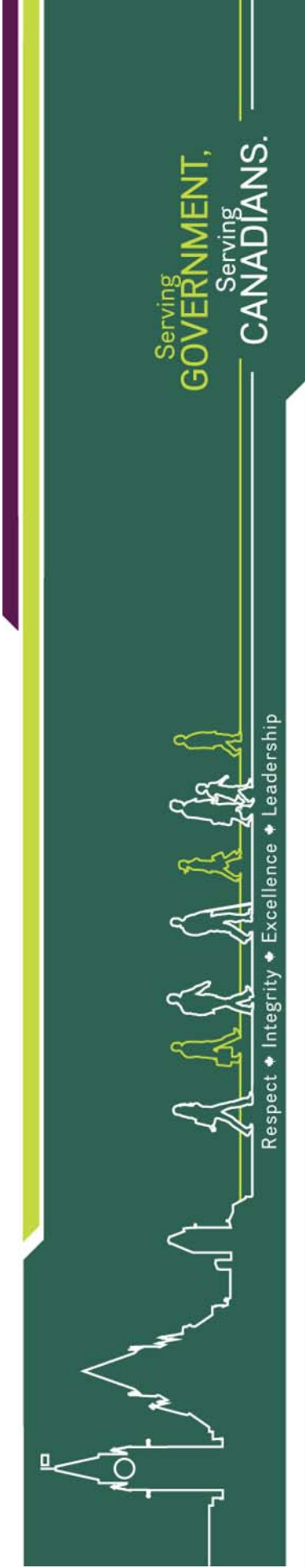
Request For Standing Offer RFSO for the provision of Canadian Forces Housing Maintenance Services



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The full RFSO copy; amendments and attachments are available online at:
<https://buyandsell.gc.ca/>

Solicitation documents

Click to collapse ▲

Filter items

File	Amendment number	Language	Unique download event (English page)	Date added
ABES_PROD_PW_FK_B317_E79355_EBSU001.PDF	001	English	3	2020-12-07
ABES_PROD_PW_FK_B317_F79355_EBSU001.PDF	001	French	0	2020-12-07
ABES_PROD_PW_FK_B317_E79355_EBSU000.PDF	000	English	18	2020-11-27
ABES_PROD_PW_FK_B317_F79355_EBSU000.PDF	000	French	2	2020-11-27

Showing 1 to 4 of 4 entries

Attachments

Click to collapse ▲

Filter items

File	Amendment number	Language	Unique download event (English page)	Date added
w3711-21hx01_appendices_-_appendix.zip	Not available	Bilingual	6	2020-11-27



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OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

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

Solicitation Closes - L'invitation prend fin	
at - à	02:00 PM
	Eastern Standard Time EST
on - le	2022-02-11
	Heure Normale du l'Est HNE



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soumissions - TPSGC
Bid Fax: (819) 997-9776

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM Eastern Standard Time EST
on - le 2022-02-11 Heure Normale du l'Est HNE

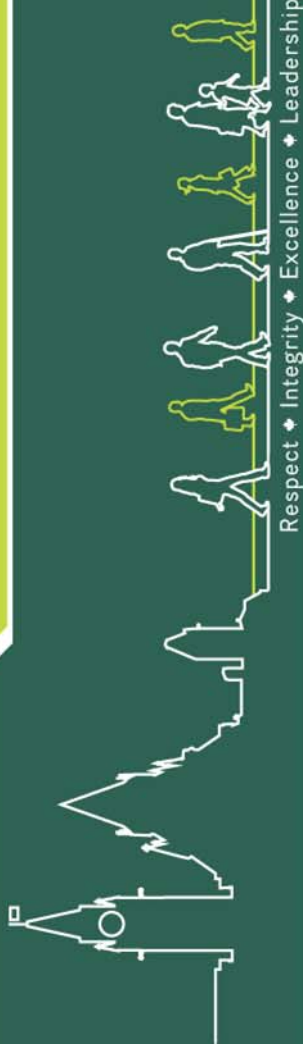
Bid Receiving Unit, Procurement Operational Support Division, telephone 819-420-7200.



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OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

[epost Connect service](#) provided by Canada Post Corporation :

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

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.

[08 \(2019-03-04\) Transmission by facsimile or by epost Connect](#) of Standard Instructions [2006](#).

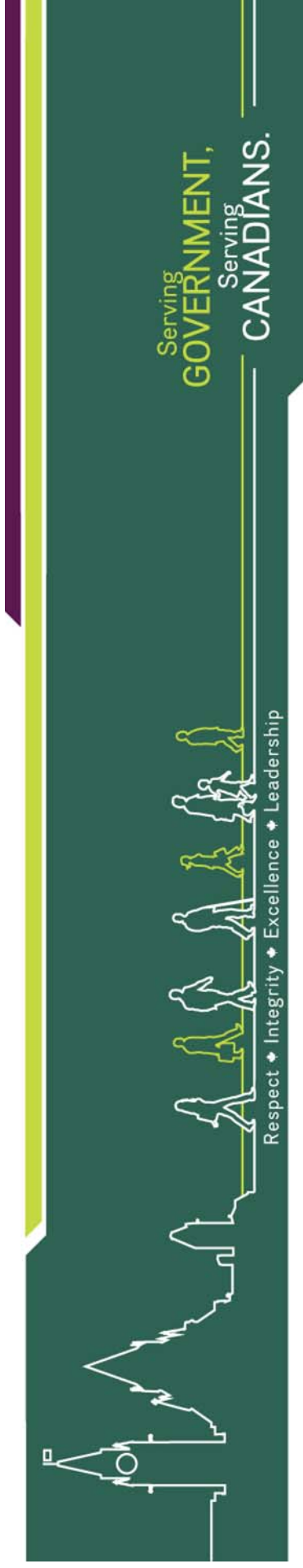
[Late Offers](#) vs [Delayed Offers](#)



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OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

Standard Instructions

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.

Offers are valid for 180 days.

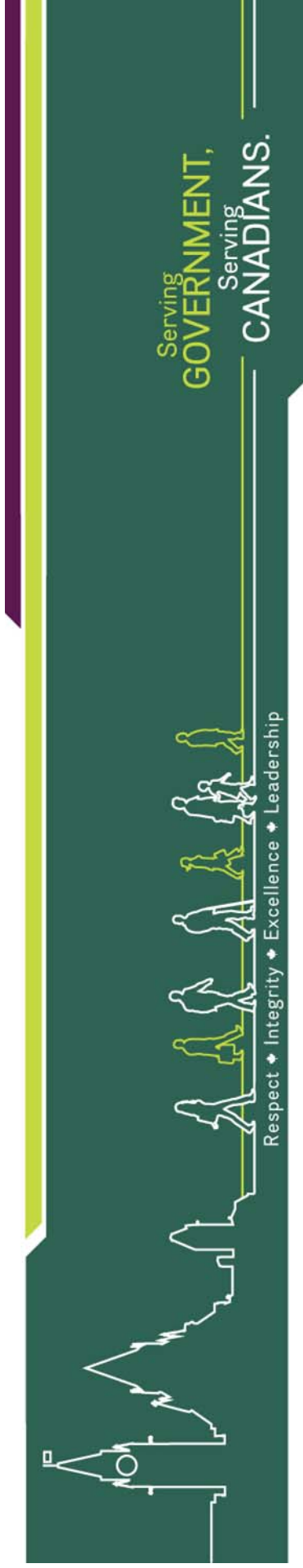
[Section 18 \(2012-03-02\) Conflict of interest—unfair advantage](#)



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COVID-19 Vaccination Requirement

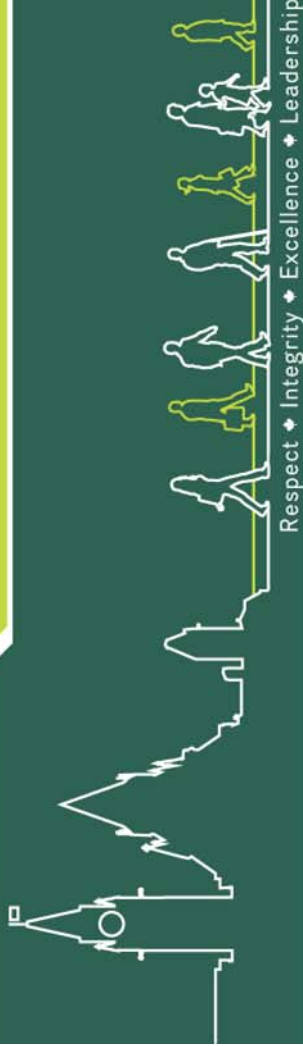
This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the offer will render the offer non-responsive.



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OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

Electronically:

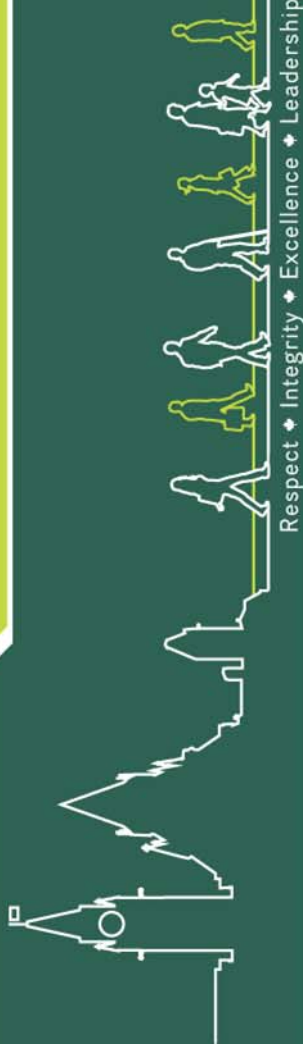
- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications
- Section IV: Additional Information



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OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

Offer Submission Forms Overview

Section I: Technical Offer

Mandatory Technical Criteria: Refer to Attachment 1 to Part 4.

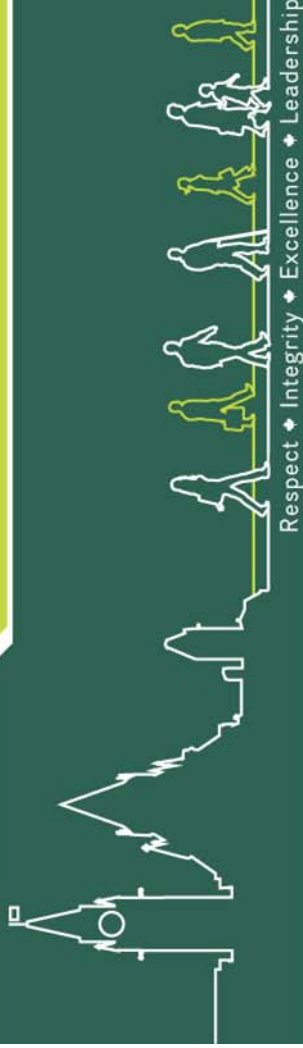
- **Mandatory Technical Criterion #1 - Experience**
- **Mandatory Technical Criterion #2 - Reference Letter**
- **Mandatory Technical Criterion #3 - Ability To Provide Qualified Workers**



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OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

Bid Submission Forms Overview

Section II: Financial Offer

Financial Evaluation

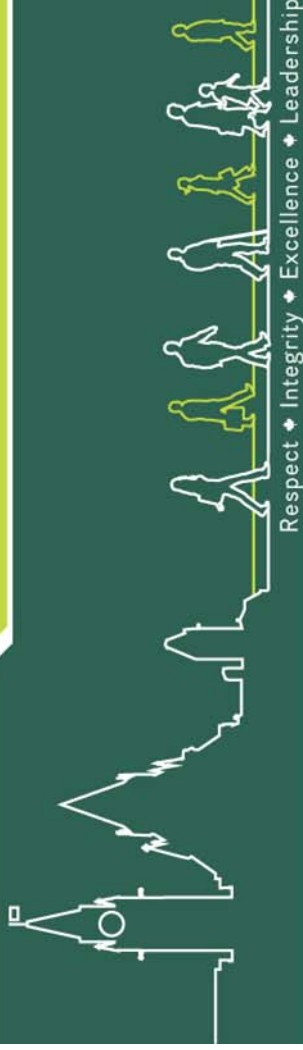
- The evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The evaluated price is the sum of all Percentage Offers.
- Where a quoted hourly rate is found to be significantly lower or higher than the average quoted hourly rate for a given trade at a given location, PSPC reserves the right to negotiate the hourly rate with the Offeror prior to SO award. Once SO is awarded, the price shall remain firm for a period of the SO.



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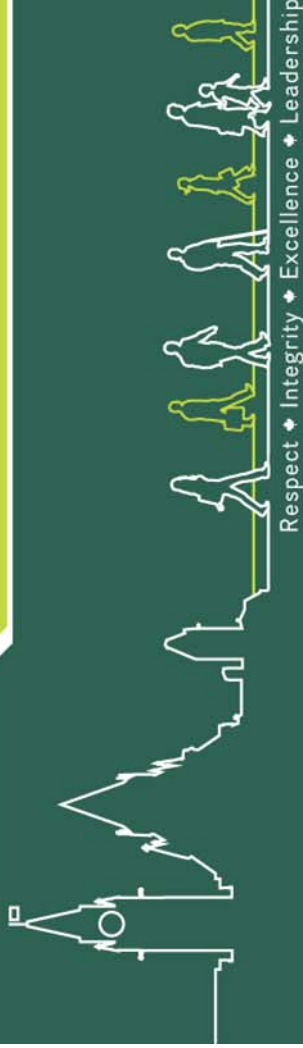
OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

Bid Submission Forms Overview

Section III: Certifications

- 5.1.1- Integrity Provisions - Declaration of Convicted Offences, if applicable
- 5.1.2 - COVID-19 vaccination requirement certification
- 5.2.1- Integrity Provisions: List of names
- 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification
- 5.3.1- Status and Availability of Resources
- 5.3.2- Education and Experience





OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

Section IV: Additional information

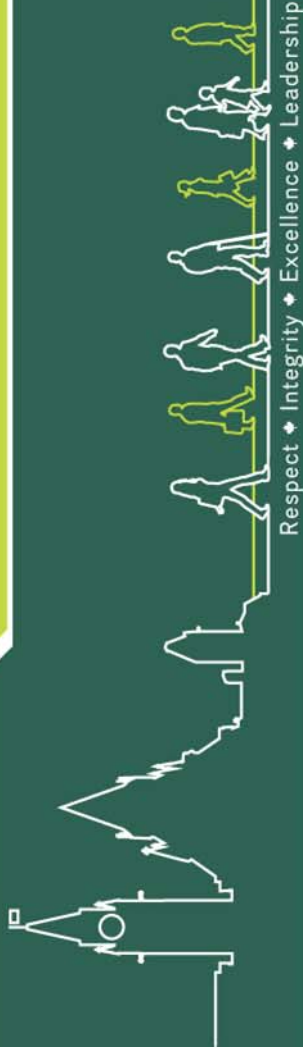
- Legal name
- Procurement Business Number (PBN)
- Contact person
- Part 2, article 3, Former Public Servant, of the Request for Standing Offer: the required answer to each question; and, if the answer is yes, the required information;



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OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

Basis of Selection

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical evaluation criteria.
2. Offers not meeting (a) or (b) above will be declared non-responsive. The selection shall be based on the sum of the Percentage Offers for all the trades. The two (2) responsive offers with the lowest evaluated price will be recommended for issuance of a standing offer.

OR

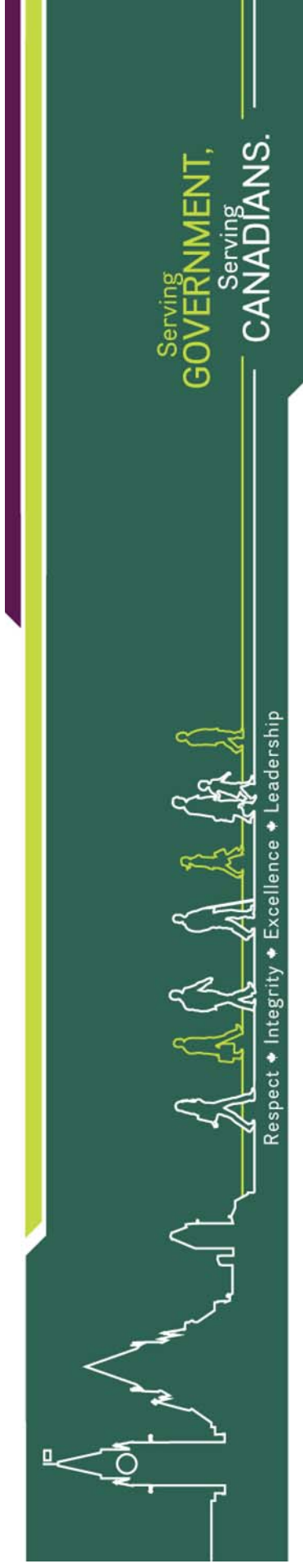
An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The selection shall be based on the sum of the Percentage Offers for all the trades. The two (2) responsive offers with the lowest evaluated price will be recommended for issuance of a standing offer.



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STANDING OFFER CLAUSES

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

Section 06 (2014-09-25) Withdrawal

the Offeror must provide no less than 30 days' written notice to the Standing Offer Authority

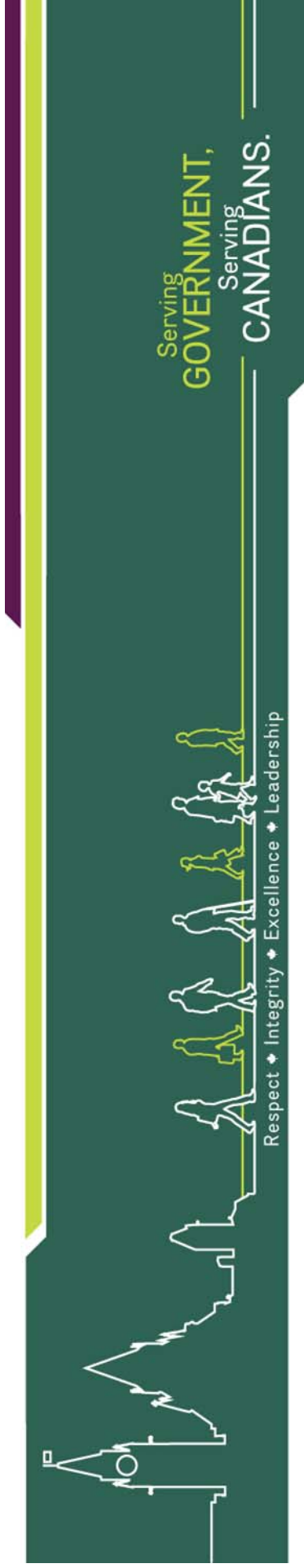
the Offeror that voluntarily withdraws from the SO will not be allowed to resubmit interest on the same SO for the duration of that SO



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STANDING OFFER CLAUSES

Period of the Standing Offer

from award to March 31, 2024 plus two (2) additional 1 year optional periods

Security

There is no security requirement applicable to the Standing Offer.

Identified Users

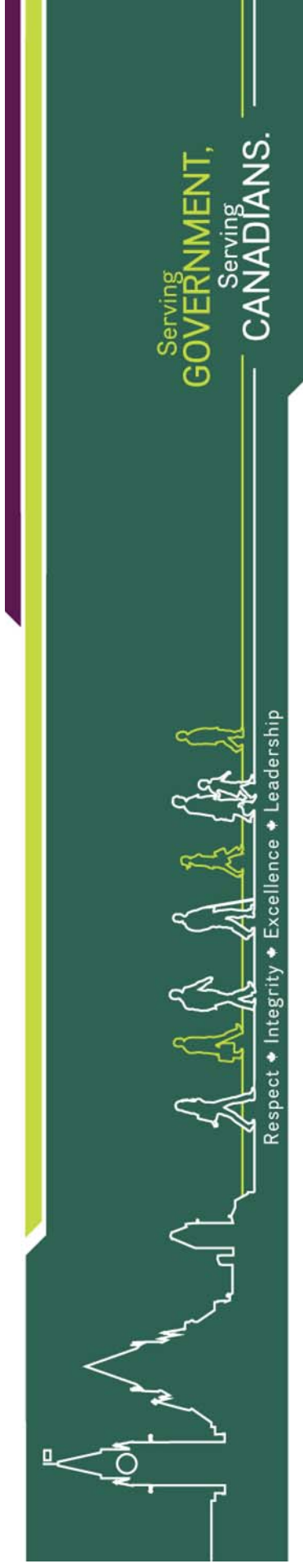
The Identified User authorized to make call-ups against the Standing Offer is Canadian Forces Housing Agency.



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STANDING OFFER CLAUSES - Call-up Procedures

The Identified User will establish the scope of services to be performed

Services will be called-up as follows:

For two Offerors (100% and 0%):

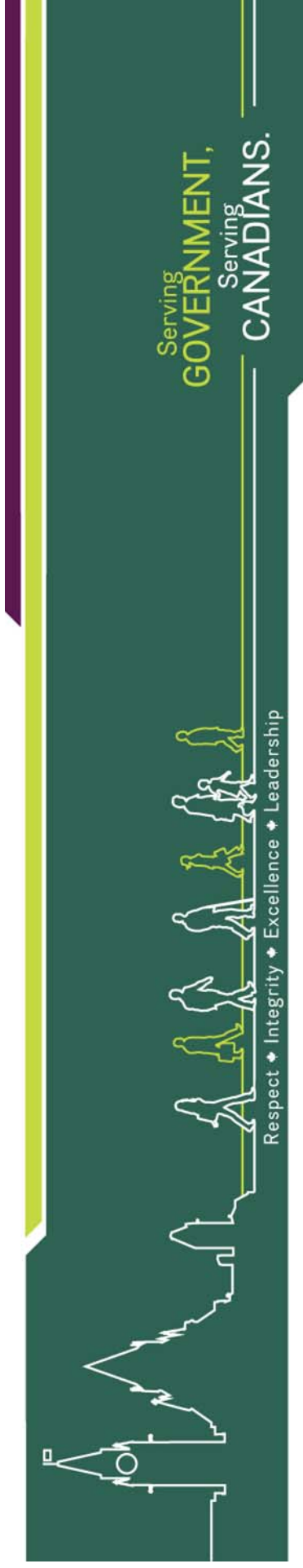
The *Call-ups* will be issued such that the highest ranked Offeror will perform the majority of the work. Canada may offer work to other than the highest ranked Offeror when, in the opinion of Canada, scheduling of work and / or, *Offeror* availability and / or, *Offeror workload* would dictate such distribution. The next highest ranked Offeror shall be given first consideration.



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STANDING OFFER CLAUSES

Compliance:

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

the Offeror shall comply with all codes, laws and regulatory provisions that are applicable to the performance of the Work or any part thereof

the Offeror shall obtain all permits and hold all certificates and licenses for the performance of the Work.

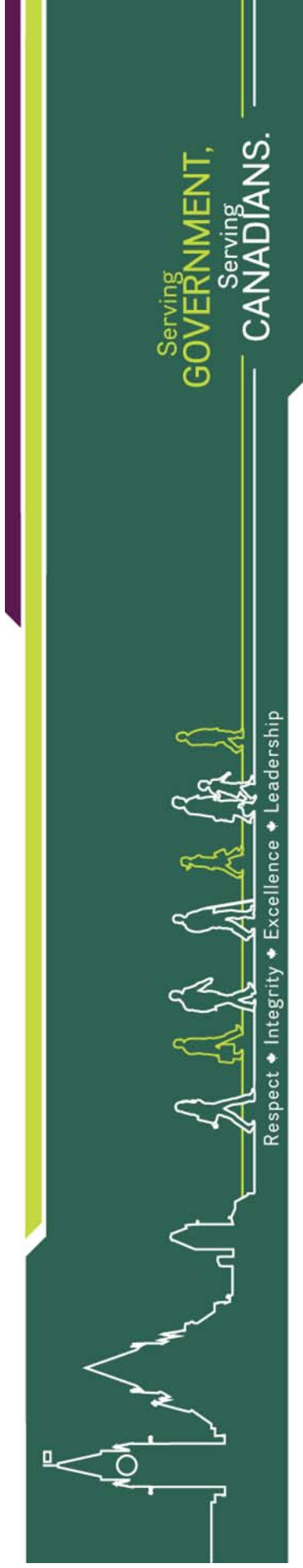
the Offeror shall produce evidence that the proposed Subcontractor and/or his/her trades people to be assigned to that part of the Work are so registered or licensed.



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STANDING OFFER CLAUSES

Insurance Requirements

The Offeror must forward to the Standing Offer Authority within ten (10) days after the date of award of the Standing Offer, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force.

ANNEX C

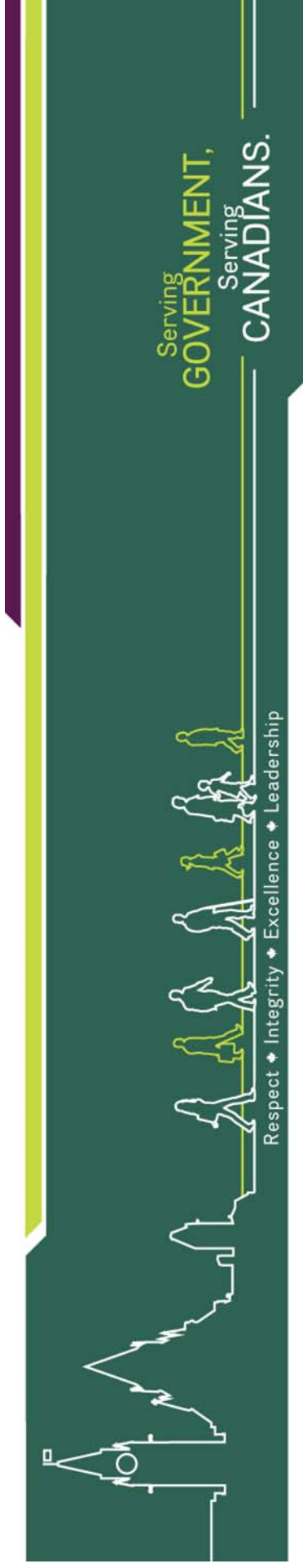
1. COMMERCIAL GENERAL LIABILITY INSURANCE



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RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)

General Conditions

[2035 \(2021-12-02\), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.](#)

Workers' Compensation

Prior to commencement of Work, at the time of Substantial Performance of the Work, and prior to issuance of the Certificate of Completion,

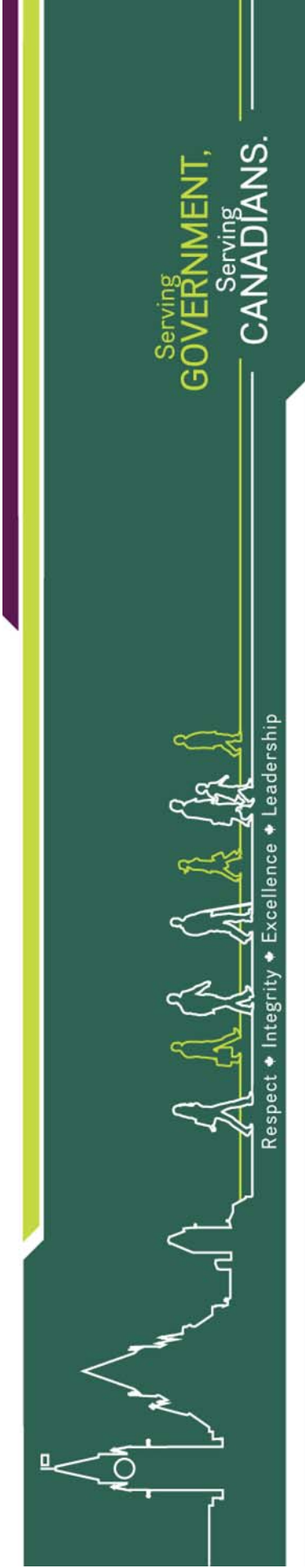
At any time during the term of the Contract, when requested by Canada,



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RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)

Payment

Firm Price

Firm Hourly Rates

Other Direct Expenses – Hot Work Permit Fees

Limitation of expenditure

CPI: The price adjustment will be made in accordance with the percentage change in the Consumer Price Index (CPI). The Schedule of Unit Rates (SUR), hourly rate(s) and unit prices, as applicable, will be adjusted.

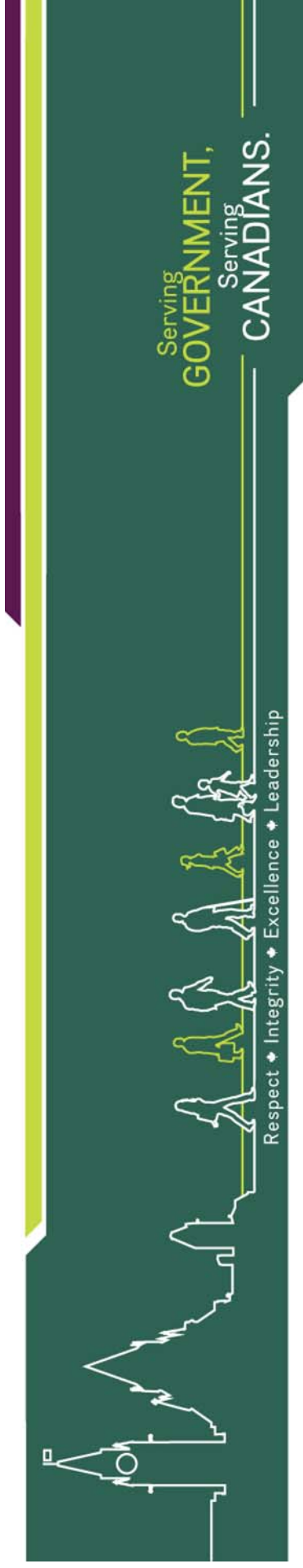
Percentages in Table A will not be adjusted.



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RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)

Call-up Price:

Unforeseen items of work arising during the term of the SO which are not in the SUR shall be done by hourly rates plus the applicable laid-down cost of Materials with a 20% mark-up (applied to the Material only).

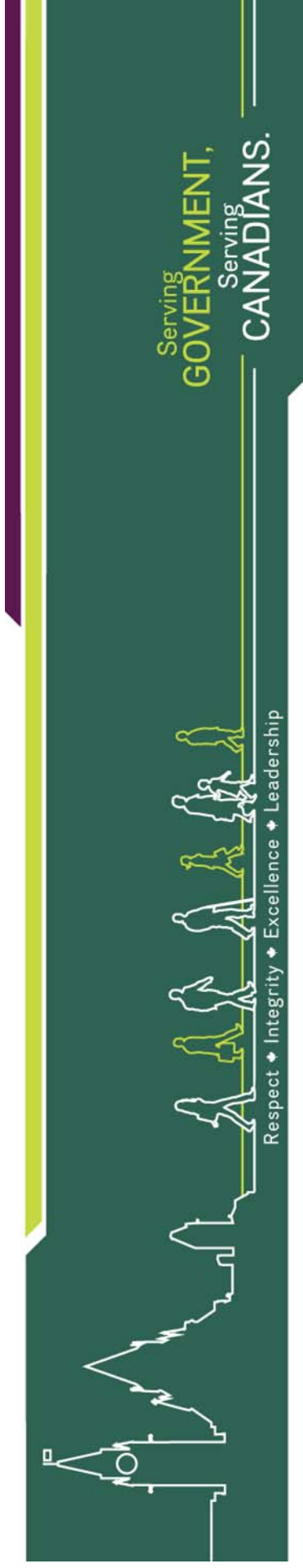
Where items are only available in pre-set quantities or measurements, the Contractor will be paid the laid-down cost with a 20% mark-up of the Material used only.



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RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)

Call up Price:

Payment for After Hours Work and Priority 1 Work (as per SOW, section 4):
emergency work outside the normal working day (ref. Annex A, SOW, Para 4.2)

payment shall be made at the after-hours hourly rates multiplied by the number of hours worked.

The after-hours hourly rates will be calculated at 1.5 times the regular hourly rate indicated on the Offer Form

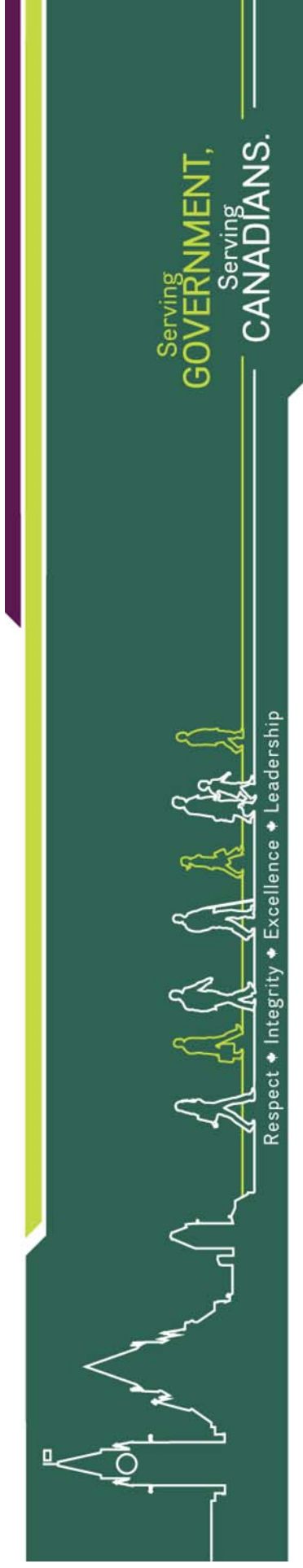
The contractor will be reimbursed at the regular hourly rate for the total travel time (the sum of To and From the Contractor's business address), rounded up to the next hour to a maximum of 2 hours



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RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)

Where the Contractor begins work on a Priority 1 Call Up within the normal work day and continues until after 5pm, he will be paid the value of the SUR code(s) (if applicable) plus their % Offer, plus the time spent after 5pm at the after-hours hourly rate.

Materials used will be paid at a laid down cost plus a 20% mark-up.

Materials will be supplied FOB Destination including all delivery charges.

Methods of Payment

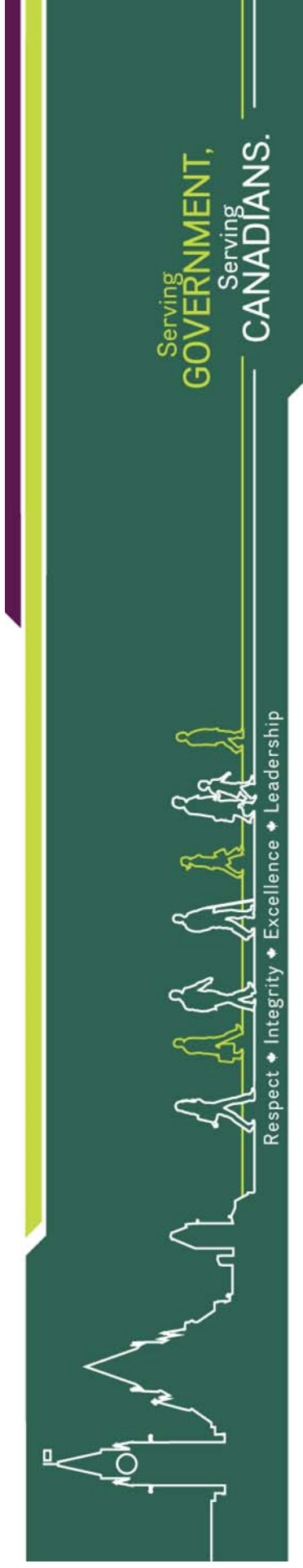
Single Payment upon delivery and acceptance.



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RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)

Pre-Commencement Meeting

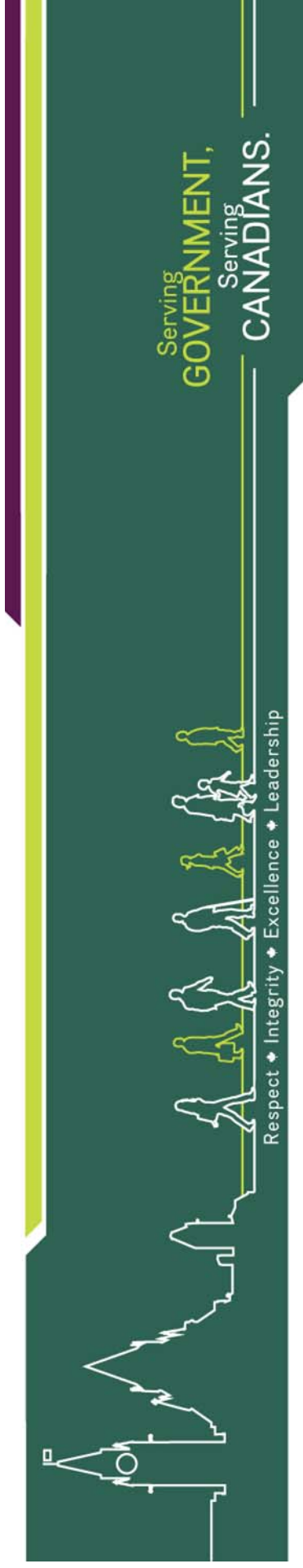
A pre-commencement meeting is mandatory for the Contractor prior to commencing any work. The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.



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Any resulting questions must be submitted in writing to

Christine Seguin - Christine.Seguin@tpsgc-pwgsc.gc.ca

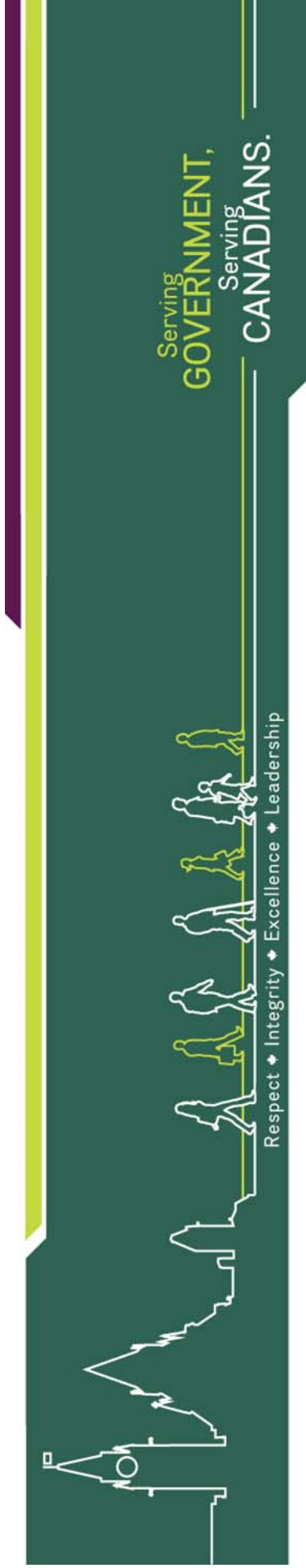
seven (7) calendar days before the Request for Standing Offers (RFSO) closing date



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Thank you for your participation!



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Request for Standing Offer

CFHA Responsive Maintenance and Minor Repairs Services – HSC Dundurn

January 2022



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Défense

Défense
nationale



Canadian Forces
Housing Agency

Agence de logement
des Forces canadiennes

Canada

Canadian Forces Housing Agency (CFHA): Mandate



Canadian Forces
Housing Agency

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CFHA delivers DND's Residential Housing Program

- Established as a Special Operating Agency (SOA) within DND in 1996
- Manages, operates and maintains the DND housing portfolio, which comprises 11,665 Crown-owned and leased Residential Housing Units (RHUs) at 27 locations across Canada
- Majority constructed in the 1950s/60s and are mostly single and semi-detached homes, with 3- and 4-bedrooms
- CFHA is responsible for allocations, rent setting and collections, occupant relations, and all real property functions for the DND housing portfolio
- CFHA's primary customers are members of the Canadian Armed Forces (CAF) and their families



National
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Défense
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HSC DUNDURN - portfolio



Canadian Forces
Housing Agency

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Site	Residential Housing Unit (RHU) Type*		Total Units*
	Semi-Detached	Single	
Dundurn	4	24	28

** The number of RHUs may fluctuate.*



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Défense
nationale

Maintenance Services Requirement



Canadian Forces
Housing Agency

Agence de logement
des Forces canadiennes

1. Repairs
2. Responsive maintenance
3. Operations and maintenance
4. Lifecycle
5. Upgrades

Standing Offer (SO) was determined to be the optimal contracting instrument to meet the requirement.

Requirement: Maintenance Services



Canadian Forces
Housing Agency

Agence de logement
des Forces canadiennes

Standing Offers:

- Not a contract, but an agreement, each call-up is a contract, raised as and when required
- Can be for services in an individual trade or combination of several trades
- Duration: initial period is from award till March 31, 2024 plus 2 optional periods, 1 year each
- Work is described by Schedule of Unit Rates (SUR) codes
- SURs price is determined by applying the contractor's bid percentage to the SUR base price



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Requirement: SO Maintenance Trades



Canadian Forces
Housing Agency

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des Forces canadiennes

RFSO #	Work distribution percentage	SO Trades
W857A-22DN02/B	100/0	Electrical (EL)*
W857A-22DN03/B	100/0	Heating and air conditioning (HA)* Plumbing (PL)*

*Services required for emergency repairs 24/7, 365 days per year.



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Annex A Statement of Work:



Canadian Forces
Housing Agency Agence de logement
des Forces canadiennes

The requirement is described in RFSO Annex A Statement of Work:

- ☐ Statement of Work
- ☐ Appendix 1 Glossary of Terms
- ☐ Appendix 2 Customer Care Requirements
- ☐ Appendix 3 Safety Requirements
- ☐ Appendix 4 Waste Reporting Form
- ☐ Appendix 5 Schedule of Unit Rates
- ☐ Appendix 6 Schedule of Unit Rates Specification
- ☐ Appendix 7 Maintenance Inspection Checklists

Also included with the posting:

- Site Map
- SUR Historical Usage Report

Annex A Statement of Work: Appendix 5 Schedule of Unit Rates



Canadian Forces
Housing Agency

Agence de logement
des Forces canadiennes

Our requirement is expressed by the Schedule of Unit Rates codes (SUR) listed in SOW Appendix 5 Schedule of Unit Rates.

- SURs cover all the work one can do to house components.
- The list is comprised of roughly 3000 items
- Included are detailed specifications, description, units of measure, etc.
- Each SUR code has a Base Price to which the percentage bid is applied.



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SUR Structure



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A. Schedule of Unit Rates (SUR) (SOW Appendix 5)

- Description
- Unit of Measure
- Base price

SOR Code	SOR Description	Unit	Base Price
TRADE CP1300EV	Accessories, bathtub, splash guards, includes silicone caulking, per tub - Replace or supply and install.	EA	39.60
CP1315EV	Accessories, shower curtain rod, metal, curved fixed bar - Replace or supply and install.	EA	101.00
CP1335EV	Accessories, shower curtain rod - Remove and reinstall.	EA	17.30
CP1360EV	Accessories, toilet paper holder, metal, surface or recessed mounted - Replace or supply and install.	EA	33.10
CP1410EV	Accessories, towel ring, metal - Replace or supply and install.	EA	42.10

B. Specifications (SOW Appendices 6.1-6.17)



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Price Adjustment: CPI application



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To allow for inflation and other economical factors, price adjustment will be made in accordance with the percentage change in the Bank of Canada CORE Consumer Price Index (CPI):

- The price adjustment will apply to the Schedule of Unit Rates (SUR), hourly rate(s)
- The price adjustment will take place annually, and be in effect on April 1 of each year following one year anniversary of the start date of the SO.
- The adjustment is calculated as the percentage change in the CPI between the January of the previous year and January of the current year
- The first adjustment is calculated as the percentage change in the CPI between January 2022 and January 2023, to be in effect on April 1, 2023



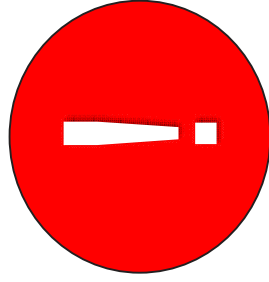
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SO Price Structure

➤ **SUR codes (Annex B Basis of Payment)**

- Base price to which a percentage bid is applied.
- Includes all labour, time, travel, material, plant, fuel, overhead, wastage and profit.



Offerors should analyze the Schedule of Unit Rates price in detail to ensure that their Percentage Offer will result in a fair profit margin.

➤ **Time and Material (RFSO para 8.6.5)**

- Actual time worked
- Material at cost + 20% mark-up

➤ **Payment for After Hours Work (RFSO para 8.6.6)**

- 1.5 times the regular hourly rate for actual work only
- Travel: Regular hourly rate for the travel time (the sum of T and From the Contractor's business address), rounded up to the next hour to a maximum of 2 hours.



Requirement: Annual Work Planning



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- ☐ CFHA occupants move most frequently during the months of April to September annually. This is called our Active Posting Season.
- ☐ The timing for work and resourcing is critical during this time period.
- ☐ This is not to say that CFHA is not busy during the remaining months of the year.
- ☐ SUR Usage Report provided within Appendix 5 can be utilized to assist in structuring business plans, estimating work flow and the required resources and financial bid.

Requirement: Working Hours (ref. SOW para 4.1)



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- Monday to Friday (excluding statutory holidays) 8 am to 5 pm
- Response Times
- The Contractor must be on site fully prepared to undertake the work and /or working within the priority response time
 - Priority 1 Respond within 1 hour
 - Priority 2 Respond within 24 consecutive hours
 - Priority 3 Respond within 7 calendar days
 - Priority 4 Respond within 14 calendar days
 - Priority 5 Respond within 28 calendar days
 - Priority 6 Respond as specified on the Call-up.

Requirement:

Statutory Holidays (ref. SOW 4.1.2)

1. New Year's Day – January 1
2. Good Friday
3. Easter Monday
4. Victoria Day – First Monday preceding May 25
5. Quebec National Holiday – June 24
6. Canada Day – July 1
7. Labour Day – First Monday in September
8. National Day for Truth and Reconciliation - September 30
9. Thanksgiving Day – Second Monday in October
10. Remembrance Day – November 11
11. Christmas Day – December 25
12. Boxing Day – December 26



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Requirement:

Urgent/Emergency Work and Emergency After Hours Response Service (ref. SOW 4.2.4)



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- ☐ Urgent or Emergency work during regular working hours will be identified as Priority 1 Work (1 hour response time).
- ☐ Urgent or Emergency work that was started during normal hours and that is required by the Technical authority to continue beyond normal hours will be treated as after-hours work.
- ☐ The work performed beyond normal hours will be compensated at the after-hours hourly rate.
- ☐ Urgent or Emergency work excludes work done by choice of the Contractor outside normal working hours.



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Requirement: Emergency After Hours Response Service (EAHRS) (ref. SOW 4.2.4.4)



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Emergency After Hours Response Service (EAHRS)

- Required to provide tradespersons, equipment and materials for emergency repairs 24/7, 365 days per year.
- EAHRS Contractor shall be on location within one hour of notification of a requirement.
- An EAHRS response consists of rendering the situation safe, secure and/or healthy.
- Within 10 minutes of receiving an EAHRS call the contractor shall contact the occupant to obtain further details on the emergency, and if possible fix or render the situation safe while on the telephone with the occupant.



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