



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Ontario

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right
of Canada, in accordance with the terms and conditions
set out herein, referred to herein or attached hereto, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Cleaning Machines Repair	
Solicitation No. - N° de l'invitation W0114-21BA45/A	Date 2022-03-04
Client Reference No. - N° de référence du client W0114-21BA45	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-223-8204	
File No. - N° de dossier TOR-1-44152 (223)	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 2022-03-22 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cheng, Sabrina	Buyer Id - Id de l'acheteur tor223
Telephone No. - N° de téléphone (647) 619-3845 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CFB Kingston, PSS, BACCNS Warehouse 1 Cable Lane, Bldg VC21 Kingston, ON K7K 7B4	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
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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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Insurance Requirements, the Task Authorization Form 572, Evaluation Criteria and any other annexes

1.2 Summary

- a. The Department of National Defense (DND), Canadian Forces Base (CFB) Kingston Cleaning Services located in Kingston, Ontario has a requirement for the repair of specific Floor Swing Machines, Vacuum Cleaners, Wet/Dry Vacuums and Kiavak Machines on an "as and when requested" basis to satisfy daily janitorial cleaning requirements.
- b. This Task Authorization Contract will be for a period of 3 years from Date of Contract Award. There will be an option to extend the contract for two (2) additional one (1) year periods.
- c. It is anticipated that only one contract will be awarded as a result of this solicitation.
- d. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA),
- e. This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 21, Code of Conduct for Procurement—bid of the Standard Instructions 2003 is amended as follows

Delete: “21 (2016-04-04) Code of Conduct for Procurement—bid

The [Code of Conduct for Procurement](https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>) provides that Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the bid non-responsive.”

Insert: “21 (2022-01-27) Code of Conduct for Procurement - bid

The [Code of Conduct for Procurement](https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html>) provides that Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the bid non-responsive.”

2.2 Submission of Bids

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

PWGSC Ontario Region Bid Receiving Unit

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

TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

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

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

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(b) Canada encourages suppliers 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) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete ATTACHMENT "1" Electronic Payment Instruments, to identify which ones are accepted.

If ATTACHMENT "1" 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.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex G – Evaluation Criteria

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- (a) The Bidders must submit pricing in accordance with Annex B, Basis of Payment – in Canadian funds, with their bid at bid closing.
- (b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (c) Pricing must be provided for all line items of firm and optional requirements. Should the bidder fail to provide a price for every line item, the bidder will be deemed non-responsive.
- (d) The price used in the evaluation will be calculated as follows:
Total Evaluated Price is the sum of Annex B – Basis of Payment, Table A (Item 4) + Table B (Item 4) + Table C (Item 4) + Section 4 (\$30,000.00) x 3 plus bidder proposed Mark-up % + Section 5 (\$200.00) x 3.

A0220T (2014-06-26) Evaluation of Price-Bid

4.2 Basis of Selection

A0031T (2010-08-16) Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in

default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.1.1 Optional Goods and/or Services

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

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.2.1 Task Authorization Process

1. The Project will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$30,000.00. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

6.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

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The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs

6.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

6.2.1 General Conditions

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

Delete: "2035 45 (2016-04-04) Code of Conduct for Procurement - contract
The Contractor agrees to comply with the [Code of Conduct for Procurement](https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html) (https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html) and to be bound by its terms for the period of the Contract."

Insert: "2035 45 (2022-01-27) Code of Conduct for Procurement - contract

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The Contractor agrees to comply with the [Code of Conduct for Procurement](https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html>) and to be bound by its terms for the period of the Contract.”

6.3 Security Requirements

There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to July 31, 2025 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the Contract expiry date. The option may only be exercised by the Contracting Authority by notice in writing, and will be evidenced, for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sabrina Cheng
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 10th Floor, 4900 Yonge Street, Toronto, ON M2N 6A6
Telephone: 647-619-3845
E-mail address: sabrina.cheng@pwgsc-tps.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: **(will be inserted at contract award)**

Name: _____

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Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (To Be Filled Out By bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (TBA). Customs duties are included, and Applicable Taxes are extra.

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2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

6.7.5 T1204-Information Reporting by Contractor

SACC Manual clause [A9116C](#) (2007-11-30) T1204-Information Reporting by Contractor

6.7.6 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12) Time Verification

6.7.7 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

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.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

6.11 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 Articles of Agreement;
- (b) the general conditions 2035 (2021-12-02), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments
- (f) Annex D, Insurance Requirements;
- (g) Annex E, Contractor Facility Departure Point Form
- (h) Annex F, the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____,

6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The

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Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 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](#)".

6.14 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

ANNEX "A"

STATEMENT OF WORK

1. Title

Repair of Cleaning Machines

2. Requirement

The Department of National Defense (DND), Canadian Forces Base (CFB) Kingston Cleaning Services located in Kingston, Ontario has a requirement for the repair of specific Floor Swing Machines, Vacuum Cleaners, Wet/Dry Vacuums and Kiavac Machines on an "as and when requested" basis to satisfy daily janitorial cleaning requirements.

3. Task Authorizations - Description of Service Deliverables

The Contractor must provide each of the following services:

- 3.1. Supply the labour, procure all equipment, parts and supplies to repair cleaning machines on an as and when requested basis for the types of cleaning machines below.

3.1.1. List of Cleaning Machines

ITEM #	CLEANING MACHINE CATEGORY	MANUFACTURER NAME AND MODEL
1.	Vacuum cleaners	
1.1		Karcher Windsor Upright
1.2		Oreck Upright
1.3		Henry Canister
1.4		Nacare Back Pack Vac
1.5		Karcher Puzzi Carpet Cleaner
2.	Floor Swing Machines	Karcher 20" block
3.	Ride on Floor Machines	
3.1		Clark 20" block with tank
3.2		Windsor Karcher Taz
3.3		Clark 20" drive
3.4		Viper 26 and 28" drive
3.5		Betco 26" drive
4.	Wet / Dry Vacuums	
4.1		Karcher
4.2		Numatic
4.3		Charlie
5.	Kiavac No-Touch Cleaning System	

- 3.2. The Contractor must complete all the tasks on an as and when required, on-site at the client's location and at the contractor's facility. This also includes the contractor being equipped to travel to and from their departure place as defined as the Contractor's place of business to the pick-up and drop-off location as defined as the client's location. For those instances where the repair is completed at the contractor's facility, the contractor must be equipped to pick-up and drop-off the cleaning machines in need of repair.
- 3.3. The Contractor repair personnel must have a minimum of one year's experience in the maintenance and repair of cleaning machines.
- 3.4. The Contractor, upon receipt of the damaged cleaning machine, must submit a cost estimate within three (3) business days to the Project Authority (PA). The estimate is to be broken down showing material and labour costs.
- 3.5. All materials must be accepted by the Project Authority (PA) before work commences.
- 3.6. The Project Authority reserves the right to refuse any estimates that are deemed to be unreasonable.
- 3.7. Company must provide a completion of repair report in English to the Project Authority which includes each of the following:
 - 3.7.1. Manufacturer
 - 3.7.2. Type
 - 3.7.3. Condition
 - 3.7.4. Date of Work Completed
 - 3.7.5. Replacement parts including model number as applicable
 - 3.7.6. All replacement parts must be new and not refurbished

4. Task Authorizations - Material and Replacement Parts

- 4.1. The Contractor must supply material and replacements parts (other than free issue) must be priced at the Contractor's laid down cost plus a mark-up as specified in Annex B – Basis of Payment. Eligible replacement parts are restricted to those parts required for on-site or remote repairs to cleaning machines described in Annex A – Statement of Work.

5. Task Authorizations – Travel and Living

Travel and Living expenses incurred by the Contractor must, follow Treasury Board policy:
<https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>

No lodging for travel expenses incurred by the Contractor will be paid by Canada.

Mode of travel and transportation of equipment and materials to support work will be agreed upon between DND and Contractor.

The Contractor will be reimbursed, for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, from the Contractor's Facility Departure Point (servicing site) to the CFB Kingston to be serviced as specified in Annex "E" Contractor Facility Departure Point Form.

The Contractor will be reimbursed for travel time charged from the Contractor's facility to CFB Kingston

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for scheduled and unscheduled service. The Contractor must record all travel time to be charged for any travel period.

<https://www.njc-cnm.gc.ca/directive/d10/en>

The Contractor will be reimbursed for travel time charged from the Contractor's facility for scheduled and unscheduled service. The Contractor must record all travel time to be charged for any travel period

6. On-site Location and the Pick-up and Delivery Location

Department of National Defence
CFB Kingston, PSS, BACCNS
1 Cable Lane, Bldg VC21
Kingston, ON, K7K 7B4

The Contractor must be located within 150km radius from Department of National Defence CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg VC21, Kingston, ON, K7K 7B4.

7. Hours of Operation

Regular working hours are defined as 08:00 to 15:00 local time. Monday to Friday inclusive, excluding statutory holidays.

ANNEX “B”

BASIS OF PAYMENT

Firm unit prices in Canadian funds including Canadian customs duties, excise taxes, and DDP (Delivery Duty Paid). The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is not included.

**Text in italics will be deleted at contract award*

Hours of Operation

Regular working hours are defined as 08:00 a.m. to 04:00 p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

Contract Periods Defined: :

Contract Period 1 - Date of issuance to July 31, 2025

Option Years

Contract Period 2 – August 1, 2025 to July 31, 2026

Contract Period 3 – August 1, 2026 to July 31, 2027

1. Table A: FIRM REQUIREMENT – Date of Contract Award to 31 Jul 2025

Task Authorizations – As and When Requested Services for ad-hoc repair cleaning for remote and on-site repairs, travel included: as per Statement of Work, Annex “A”.

A	B	C	D	E
ITEM #	ITEM DESCRIPTION	ESTIMATED USAGE (HRS)	FIRM HOURLY RATE (CAD)	EXTENDED PRICE (CXD)
1.	All-inclusive firm hourly rate for remote repairing of the cleaning machines at the contractor's facility, exclusive of pick-up and drop-off of the cleaning machines.	217	\$ / hr	\$
2.	All-inclusive firm hourly rate for travel time to and from their departure place as defined as the Contractor's place of business to the pick-up and drop-off location as defined as the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4, for the cleaning machine.	217	\$ / hr	\$
3.	All-inclusive firm hourly rate for on-site repairs of cleaning machines, exclusive of travel time to and from the Contractor's place of business to the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4. On-site as defined as the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4.	217	\$ / hr	\$
4.	<i>Total Evaluated Price (E1+E2+E3) = \$</i>			

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2. Table B: OPTION Year 1 (Contract Period 2) : 1 Aug 2025 to 31 Aug 2026

Task Authorizations – As and When Requested Services for ad-hoc repair cleaning for remote and on-site repairs, travel included: as per Statement of Work, Annex "A".

A	B	C	D	E
ITEM #	ITEM DESCRIPTION	ESTIMATED USAGE (HRS)	FIRM HOURLY RATE (CAD)	EXTENDED PRICE (CXD)
1.	All-inclusive firm hourly rate for remote repairing of the cleaning machines at the contractor's facility, exclusive of pick-up and drop-off of the cleaning machines.	217	\$ / hr	\$
2.	All-inclusive firm hourly rate for travel time to and from their departure place as defined as the Contractor's place of business to the pick-up and drop-off location as defined as the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4, for the cleaning machine.	217	\$ / hr	\$
3.	All-inclusive firm hourly rate for on-site repairs of cleaning machines, exclusive of travel time to and from the Contractor's place of business to the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4. On-site as defined as the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4.	217	\$ / hr	\$
4.	<i>Total Evaluated Price (E1+E2+E3) = \$</i>			

3. Table C: OPTION Year 2 (Contract Period 2): 1 Aug 2026 to 31 Aug 2027

Task Authorizations – As and When Requested Services for ad-hoc repair cleaning for remote and on-site repairs, travel included: as per Statement of Work, Annex “A”.

A	B	C	D	E
ITEM #	ITEM DESCRIPTION	ESTIMATED USAGE (HRS)	FIRM HOURLY RATE (CAD)	EXTENDED PRICE (CXD)
1.	All-inclusive firm hourly rate for remote repairing of the cleaning machines at the contractor's facility, exclusive of pick-up and drop-off of the cleaning machines.	217	\$ / hr	\$
2.	All-inclusive firm hourly rate for travel time to and from their departure place as defined as the Contractor's place of business to the pick-up and drop-off location as defined as the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4, for the cleaning machine.	217	\$ / hr	\$
3.	All-inclusive firm hourly rate for on-site repairs of cleaning machines, exclusive of travel time to and from the Contractor's place of business to the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4. On-site as defined as the client's location at CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg., VC21, Kingston, ON, K7K 7B4.	217	\$ / hr	\$
4.	<i>Total Evaluated Price (E1+E2+E3) = \$</i>			

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4. Task Authorizations: MATERIAL AND REPLACEMENT PARTS:

Material and replacements parts supplied by the Contractor (other than free issue) must be priced at the Contractor's laid down cost plus a mark-up of no higher than 5 to 10%.

**Bidders should indicate the material and replacement parts mark-up as part of their bid:*

Material and replacements parts supplied by the Contractor (other than free issue) will be priced at the Contractor's laid down cost plus a mark-up of no higher than 10%.

The estimated Material and Replacement Parts expenses is: \$20,000.00 per year

5. Task Authorizations: TRAVEL and LIVING

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

<https://www.njc-cnm.gc.ca/directive/d10/en>

The Contractor will be reimbursed, at a maximum, for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, from the Supplier Facility Departure Point (servicing site) to CFB Kingston to be serviced as specified in Annex "E" Contractor Facility Departure Point Form and from CFB Kingston back to the contractor facility.

The Contractor will supply pricing for individual site visits and will give amalgamated pricing for groups of site visits, if deemed advantageous to the Government of Canada.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

The estimated travel and living expenses is: \$200.00 per year.

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ATTACHMENT 1

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder 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 C

EVALUATION CRITERIA

Bidders must provide documentation and demonstrate in their bid that they meet each and every criterion. Failure to provide supporting documentation may result in the bid being deemed non-responsive.

ITEM #	MANDATORY CRITERIA	IDENTIFY SUPPORTING DOCUMENTATION (SPECIFY PAGE # IN BID PROPOSAL)
M1	<p>The Bidder must demonstrate a minimum of twelve (12) months of documented trade experience in repairing cleaning machines within the last five (5) years of the date of bid closing.</p> <p>To demonstrate this experience, the Bidder must provide a brief history and background of their company in the servicing of cleaning machines.</p>	
M2	<p>The Bidder must demonstrate that they are located within 150km radius from Department of National Defence CFB Kingston, PSS, BACCNS, 1 Cable Lane, Bldg VC21 Kingston, ON, K7K 7B4.</p> <p>To demonstrate compliance, the Supplier must provide documentation showing the distance (km) between their location and DND – CFB Kingston. Documentation could include, but not limited to, a copy of Google Map indicating the distance.</p>	

ANNEX "D"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact

the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

3. Bailee's Customer Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$ 15,000.00. Government Property must be insured on an Agreed Value basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:

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- a. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
- c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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ANNEX "E"

CONTRACTOR FACILITY DEPARTURE POINT FORM

Item	Department of National Defence CFB Kingston, PSS, BACCNS 1 Cable Lane, Bldg VC21 Kingston, ON, K7K 7B4	Supplier Facility Departure Point Full Address:
1		Address: _____ _____ _____

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ANNEX "F"

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

http://publiservice-app.pwgsc.gc.ca/forms/text/search_for_forms-e.html

See attached.

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Clear Data - Effacer les données		Instructions - Page 1	Instructions - Page 2
	Public Works and Government Services Canada	Travaux publics et Services gouvernementaux Canada	Annex Annexe
Task Authorization Autorisation de tâche			Contract Number - Numéro du contrat
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)		
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu		
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$		
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat			
For Revision only - Aux fins de révision seulement			
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu	
\$	\$	\$	
Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.		Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.	
1. Required Work: - Travaux requis :			
A. Task Description of the Work required - Description de tâche des travaux requis			See Attached - O-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement			See Attached - O-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche			See Attached - O-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement			See Attached - O-joint <input type="checkbox"/>

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Annex
Annexe

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

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ANNEX "G"

ADDITIONAL CERTIFICATIONS – BOARD OF DIRECTORS

BOARD OF DIRECTORS

In accordance with Section 1, Integrity Provisions – Bidder, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name - _____

PROCUREMENT BUSINESS NUMBER (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Bidders are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - _____

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Age

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ANNEX "H"

COVID-19 VACCINATION REQUIREMENT

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

COVID-19 Vaccination Requirement Certification

I, _____ (first and last name), as the representative of
_____ (name of business) pursuant to
_____ (insert solicitation number), warrant and certify that all
personnel that _____ (name of business) will provide on the
resulting Contract who access federal government workplaces where they may come into contact with
public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____
Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: _____

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Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.