

RETURN BIDS TO:
Agriculture and Agri-Food Canada

Address:
Attention: Eastern Service Centre

Email: aafc.escprocurement-
 cseapprovisionnement.aac@agr.gc.ca

REQUEST FOR STANDING OFFER

Offer to: Agriculture and Agri-Food Canada
Canada, as represented by the Minister of Agriculture and Agri-Food Canada hereby requests a Standing Offer on behalf of the Identified Users herein

Comments:

Vendor/Firm Name and Address:

Issuing Office
Agriculture and Agri-Food Canada

2001 Robert-Bourassa blvd.
Suite 671
Montréal, Québec, H3A 3N2

Title: Standing Offer - Electrical Services	
Solicitation Number 01B46-22-068	Date of solicitation: 2022-09-09
Solicitation Closes: At: 2:00 PM On: 2022-10-17	Time Zone: EDT
Address Enquiries to: Jean-François Lemay Procurement Officer	
Name: Email: jean-francois.lemay@agr.gc.ca	
Telephone Number: 343-571-9706	FAX Number:
Destination of Goods, Services and Construction: 440 University Avenue Charlottetown, PE, C1A 4N6	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required:	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

Table of Contents

1.1	INTRODUCTION.....	2
1.2	SUMMARY	2
1.3	SECURITY REQUIREMENTS.....	2
1.4	DEBRIEFINGS.....	3
1.5	OFFER.....	3
1.6	ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	3
PART 2 - OFFEROR INSTRUCTIONS.....		3
2.1	STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2	SUBMISSION OF OFFERS.....	4
2.3	FORMER PUBLIC SERVANT.....	4
2.4	ENQUIRIES - REQUEST FOR STANDING OFFERS.....	5
2.5	APPLICABLE LAWS.....	5
2.6	OPTIONAL SITE VISIT	5
2.7	BID CHALLENGE AND RECOURSE MECHANISMS.....	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....		6
3.1	BID PREPARATION INSTRUCTIONS.....	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....		6
4.1	EVALUATION PROCEDURES.....	6
4.2	BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....		7
5.1	CERTIFICATIONS REQUIRED WITH THE OFFER.....	8
5.2	CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	8
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS.....		8
6.1	SECURITY REQUIREMENTS.....	8
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES.....		9
A.	STANDING OFFER.....	9
7.1	OFFER.....	9
7.2	SECURITY REQUIREMENTS.....	9
7.3	STANDARD CLAUSES AND CONDITIONS.....	9
7.4	TERM OF STANDING OFFER.....	9
7.5	AUTHORITIES.....	10
7.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	11
7.7	AUTHORIZED USERS.....	11
7.8	CALL-UP PROCEDURES.....	11
7.10	FINANCIAL LIMITATION.....	11
7.11	PRIORITY OF DOCUMENTS.....	11
7.12	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
7.14	TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	12
B.	RESULTING CONTRACT CLAUSES.....	12
7.1	REQUIREMENT.....	12
7.2	STANDARD CLAUSES AND CONDITIONS.....	12
7.3	PERIOD OF CONTRACT.....	12
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	12
7.5	PAYMENT.....	13
7.7	INSURANCE.....	13
7.8	DISPUTE RESOLUTION.....	13

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|---------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |
| Annexes | The Statement of Work, the Basis of Payment and the SRCL |

1.2 Summary

The CRDC is a major research facility with several buildings located in **both Charlottetown and in Harrington**. The buildings can house a multitude of scientific, agricultural and administrative activities. The Centre therefore has an ongoing requirement for routine and emergency electrical services such as installation, removal and repair of electrical systems on an "As and when Requested" basis.

The Charlottetown property includes the Main Complex located at 440 University Avenue as well as all buildings on the Home Farm which is accessible via Mount Edward Road.

The Harrington property includes several buildings located at 1200 Brackley Point Road in Harrington. Services required at both sites form part of our requirement.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

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

1.5 Offer

By submitting an Offer, the Offeror offers to provide and deliver the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Authorized User requests such goods or services or combination of goods and services, in accordance with the conditions set out in the Standing Offer.

1.6 Anticipated migration to an e-Procurement Solution (EPS)

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20):

Delete "Public Works and Government Services Canada"

Insert "Agriculture and Agri-Food Canada".

Delete "PWGSC"

Insert "AAFC".

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: "(d) send its offer only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the RFSO or, to the address specified in the RFSO, as applicable;"

Insert: (d) send its offer only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the RFSO or, to the address specified in the RFSO, as applicable;

2.2 Submission of Offers

Bids must be submitted only to Agriculture and Agri-Food Canada by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to AAFC 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.

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.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any resulting Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Prince Edward Island, Canada.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their Offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, the Offeror is deemed to have consented to the applicable laws as specified herein by Canada.

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the commissionaire desk at Agriculture and Agri-food Canada Charlottetown Research and Development Centre, 440 University Avenue, Charlottetown, PEI C1A 4N6 on **September 22, 2022. The site visit will begin at 10AM local time.**

Bidders are requested to communicate with the Facility Manager, Kenneth MacInnis, (Kenneth.macinnis@agr.gc.ca) to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid

The Technical Proposal should demonstrate how the Bidder will meet the requirements of the Evaluation Procedures and Basis of Selection (Part 4).

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

The bidder must complete and sign Annex B (Basis of Payment).
Prices shall not appear in any area of the proposal except in Annex B (Basis of Payment).

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

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The assessment by AAFC will be based solely on the information contained in the Proposal. AAFC may, but is not obligated to, ask the Bidder for clarifications.

The Bidder is requested to use the tables provided and/or identify where the information can be found in the proposal (i.e.: identify the page / project number, etc.)

4.1.1.1 Mandatory Technical Criteria (MC1 & MC2)

Failure to comply with any of the following mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.

MC1 - Certificate of qualifications

Offerors must **provide a list** of licensed journeyman and apprentice plumbers, sheet metal workers and licensed welders in their present employ that would be sent to the site to perform any part of the general scope of work.

For each individual, offerors must **provide copies of valid certificate of qualification**.

MC2 - Offeror Experience

The offeror must have experience in similar projects. To demonstrate this experience, the offeror must **provide details on two (2) similar projects managed by the firm:**

- Name and location of organization for whom work was done;
- Type of operating environment, i.e. factory, care/medical facility, etc.;
- Length time your firm has provided service for the named organization;
- Type(s) and extent of service provided

'*Similar projects*' means:

- a)The service was provided in a commercial or institutional environment
- b)Type of service provided includes all of the following: Plumbing and pipe fitting, Welding, Duct work fabrication and installation, Stainless steel fabrication

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive bid with the lowest price will be recommended for award of a Standing Offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;

The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets;

The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);

The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;

Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and

The contractor/offeror must comply with the provisions of the Security Requirements Check List.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from November 1, 2022 to October 31, 2023.

7.4.2 Extension of Standing Offer

The Contractor grants to Canada the irrevocable option to extend the term of the Standing Offer by up to four (4) additional 1-year period(s) under the same conditions. The Contractor agrees that, during the

extended period, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Standing Offer. The option may only be exercised by the Standing Offer Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jean-François Lemay
Title: Procurement Officer
Agriculture and Agri-Food Canada
Address: 2001 Robert-Bourassa, Montréal, Québec, H3A 3N2
Telephone: 343-571-9706
E-mail address : jean-francois.lemay@agr.gc.ca

The Standing Offer Authority is responsible for the management of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:
(will be provided at contract award)

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

The Project Authority for each resulting contract will be identified in the Call-up issued.

7.5.3 Offeror's Representative

(will be inserted at contract award)

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

7.6 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Authorized Users

The Identified User authorized to make call-ups against this S.O. is the Facilities Manager of the Charlottetown Research and Development Centre.

7.8 Call-up Procedures

Call-ups must be made by the Authorized User and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

7.9 Limitation of Call-ups

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

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$40,000.00 (Applicable Taxes excluded) annually** unless otherwise authorized in writing by the Standing Offer Authority.

The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list below, 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 to the extent necessary to resolve such discrepancy.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated (will be inserted at contract award)

7.12 Certifications and Additional Information

7.12.1 Compliance

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

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

7.12.2 SACC Manual Clauses

[M3020C](#) (2016-01-28) Status of Availability of Resources

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Period of Contract

The Work must be performed during the period of the Call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

Agriculture and Agri-Food Canada will pay the Contractor in accordance with the Basis of Payment, Annex "B" for work performed pursuant to the Call-up.

Payment by AAFC for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as AAFC requires.

7.5.1 Electronic Payment of Invoices – Call-up

The Contractor agrees to receive payment through direct deposit to a financial institution.

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at: www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html

7.6 Invoicing Instructions

The Offeror must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Duly supported by specified release documents and other documents called for under the Call-up.

The invoice shall be forwarded to the Project Authority at the address noted in Article 7.5.2. Part A

7.7 Insurance

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

7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A - STATEMENT OF WORK

1.0 General Information for Bidders

1.1 Organization of Specification

Section 1 provides general information for interested bidders.

Section 2 provides information on typical electrical work found at the Charlottetown Research and Development Centre (CRDC) which includes the Harrington Farm.

Section 3 outlines Mandatory Site requirements for services provided including equipment and materials supplied and installed under the Electrical Standing Offer at the CRDC including the Harrington Farm.

1.2 Background

The CRDC is a major research facility with several buildings located in both Charlottetown and in Harrington. The buildings can house a multitude of scientific, agricultural and administrative activities. The Centre therefore has an ongoing requirement for routine and emergency electrical services such as installation, removal and repair of electrical systems on an "As and when Requested" basis.

In order to ensure ongoing and efficient operations and due to the age of certain electrical components, we require access to an Electrical Contracting Firm that can provide various licensed skilled trades' personnel to overhaul, replace, repair and maintain our existing systems and ensure that current acts, codes and regulations are met.

The Charlottetown property includes the Main Complex located at 440 University Avenue as well as all buildings on the Home Farm which is accessible via Mount Edward Road.

The Harrington property includes several buildings located at 1200 Brackley Point Road in Harrington. Services required at both sites form part of our requirement.

1.3 General Requirement

One (1) Electrical Contracting Firm that employs on a full time basis and is capable of supplying all skilled labour, trades and services as identified in the Financial Proposal. The Electrical Contractor will be required to overhaul electrical equipment in any of the buildings at the CRDC and the Harrington Research Farm on an "As and when Requested" basis.

The Electrical Contractor shall supply all equipment, tools, and supervision required to provide electrical services such as installation, removal and repair on electrical systems, safety equipment and permits if applicable to complete the work as outlined herein. Inspections by Technical Authorities will be the responsibility of the Electrical Contractor where required by law.

1.4 Coordination of Work

Work will only be coordinated through the Facilities Manager and Site Authority or a designated staff member for Agriculture and Agri-Food Canada. The Contractor or their employees will take no direction from any other staff members at the CRDC.

1.5 Procedures for Call Up Against Standing Offer

When electrical work is required, (Non Urgent) the Electrical Contractor shall meet with the Facilities Manager at his/her request to discuss and define the scope of work within 2 days of the request. The Electrical Contractor shall provide an estimate to complete the work. The estimate must be broken down with the parts and labour costs separated. Labour cost to indicate the quantity of hours. Based on the estimate provided, a call up against standing offer will be completed and issued to the Electrical Contractor. The Electrical Contractor shall not proceed or incur expenses on a job until a signed call-up is received for the work requested by the Facilities Manager.

Emergency service or repair work will be acted on by the Electrical Contractor immediately after being contacted by the Facilities Manager and must be onsite within 2 hours of receiving this type of request. The Facilities Manager will inform the procurement office details related to the emergency so a call-up can be prepared as soon as possible.

1.6 Procedures on Site

The Electrical Contractor must be prepared to start work within two days from receipt of a routine call up against a Standing Offer. Each day the Electrical Contractors employees working on site must report to the Facilities Manager to discuss the work plan for that day and any systems or equipment that will require a shutdown, the Facilities Manager will notify staff when systems or equipment must be taken out of service.

Any shut down of services required for overhaul work must be planned with the Facilities Manager well in advance to allow adequate time to advise research staff and to minimize disruptions to research activities.

The Contractor will take all precautions to protect existing equipment, electrical components, wiring and control systems from damage during work.

1.7 Service Reports and Invoicing

The Electrical Contractor must keep accurate records of hours worked and materials used for billing purposes. All skilled trades will complete daily service reports which detail the job number/work order, time onsite by trade level, work done and any other details related to the job. This service report will be reviewed and signed by the Facilities Manager or a designated staff member before the Contractor leaves the premises. All service reports for the same Call up will reference the same job number until the work has been completed.

Invoices must provide a detailed breakdown of hours worked by each worker, the applicable hourly rate as per their Financial Proposal; the materials used on each job, applicable travel time and mark-up for parts and materials and be accompanied by copies of the related service reports. The Facilities Manager may request at any time, a copy of the Electrical Contractors invoice from a supplier showing prices charged to the Electrical Contractor for materials and supplies being marked-up and charged to Agriculture & Agri-Food Canada (AAFC) as a result of this Standing Offer Agreement.

All submitted invoices for each individual call-up will be checked and approved by the Facilities Manager before processing. All invoices received relating to a call-up identification number will be final, no additional charges against that call-up number will be accepted by Agriculture & Agri-Food Canada.

1.8 Site Authority Quotation Requests

Due to funding restrictions for some individual projects the Electrical Contractor will supply to the Facilities Manager, upon request, a firm quotation to perform a specific project or scope of work.

The estimate must be broken down with the parts and labour costs separated. Labour cost to indicate the quantity of hours. This will enable the Facilities Manager to stay within budget and plan for other projects throughout the fiscal year. All quotations will be supplied at no charge to Agriculture & Agri-Food Canada.

The Electrical Contractor will provide the Facilities Manager with a quote for all costs which include but are not limited to; labour as per the Financial Proposal, materials, equipment, travel, commissioning services, testing and disposal of used materials, plus HST.

1.9 On Site Security and Identification

The Electrical Contractors employees including any sub-contractors will be responsible for all costs related to obtaining their Security Clearance to work at the CRDC. Once cleared, the Contractor must provide a copy of the security clearance to the Facilities Manager. Contractor employees including any sub-contractors will not be permitted access to the site without Security Clearance.

The Electrical Contractors employees will report to the Facilities Manager each day before starting work. Employees are to follow site specific security rules and regulations which include signing in and out of the building.

If any portion of the work is to be sub-contracted, the scope of work must include this information as well as the sub-contractors name, address, contact person and telephone number. The Electrical Contractor will be fully responsible for the sub-contractor's employees and workmanship while on site. As an example, the Electrical Contractor may require a factory certified technician to perform a start-up or testing on new equipment as part of a commissioning process. The Electrical Contractor will be responsible for the supervision of all sub-trades and site coordination with the Facilities Manager or their designate.

1.10 Site Health and Safety

The Federal Government takes Health and Safety for all persons granted access to the workplace very seriously. In accordance with the Canada Labour Code Part 2, all reasonable care to ensure that all persons granted access to the workplace are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed to in the workplace. The Contractor's staff will be briefed by the Facilities Manager outlining known risks prior to commencing work in specific areas of the Facility.

Observe all Federal/Provincial and Local Health and Safety Rules and Regulations.

Electrical Contractors employees are to be supplied with appropriate safety gear and devices while working on site, this safety gear must be used at all times. Examples of such equipment are safety goggles, breathing apparatus, gloves, safety shoes, hard hats, fall arrest harnesses, coveralls, welding shields, welding screens, CSA approved ladders and scaffold equipment. This is only a partial list, in any case follow applicable safety rules and regulations while on the site.

Electrical Contractors employees must be provided with safety signs, barriers, tapes and screens so they can barrier off dangerous areas while work is being performed.

File a fire safety plan with the Facilities Manager for large repairs.

File a health and safety plan with the Facilities Manager for large repairs.

The Electrical Contractor's employees are not allowed to stop or start any equipment associated with the operation of the Research Centre without the approval of the Facilities Manager.

The Electrical Contractor's employees will report any damage or dangerous conditions that exist within the work area, report this information to the Facilities Manager and stop all work until the situation is rectified.

The Electrical Contractor's employees are to maintain a clean work site. Always clean up the site before leaving, do not leave fluids and standing water on floors as this may cause a slip and fall incident.

The Electrical Contractor's employees upon leaving the site at the end of a day, will never leave doors in an open or unlocked position. Ensure that fire exits are not blocked or egress doors are chained closed.

The Electrical Contractor and their employees will under no circumstances adjust, disconnect or alter in any way a Fire Safety System or Life Safety System in operation at the CRDC. Any person working on such systems will hold a current license in the Province of Prince Edward Island to work on Fire Safety Systems or Backup Power Generation systems. This work is scheduled with and performed by a Certified Contractor only.

Regarding Asbestos Pipe/Duct Insulation, removal is not part of this Standing Offer Requirement. All employees of the Contractor are not to disturb asbestos insulation. If they encounter asbestos insulation while working, they are to stop work immediately and notify the Facilities Manager.

1.11 Hours of Work

In general, all work shall be carried out between 8:00 AM to 4:00 PM Monday through Friday. However, in circumstances where it is deemed necessary by the Facilities Manager or designated staff member to work on equipment during off hours, work during off hours will be authorized on a case by case basis.

1.12 Hand Tools and Small Equipment

The Electrical Contractor must supply all tools and consumable supplies required to carry out the work. Use of Government tools and supplies will not be permitted. The Standing Offer Agreement will not cover tool rental or replacement costs for broken tools.

Any costs associated with renting large equipment such as a Boom Truck, Backhoe, Trencher as well as the cost of a licensed operation etc. will be included in the Contractor's quote and must indicate the related mark-up if applicable.

The Electrical Contractor's skilled trade's hourly rate will include the supply of all tools and equipment required by the individual tradesmen and/or helper to perform the work. Delivery and pick-up of tools and job/tool boxes to the site will be included in the travel costs for the individual skilled trades. Any extra charges will not be paid by AAFC.

1.13 Electric Power

Electric power required for operation of hand tools will be supplied by the CRDC at no cost to the Contractor. The Electric Contractor will not make electrical connections for power tools directly to the Facility electrical grid. When special electrical outlets are required the Contractor must discuss with the Facilities Manager. At this Facility all electrical wiring will be in accordance with the requirements of the Canadian Electrical Code (CEC).

1.14 Permits, Fees and Codes Where Applicable

It is the responsibility of the Electrical Contractor to obtain all required permits, pay all fees and adhere to all applicable codes, acts and regulations affecting the work to be performed.

The Electrical Contractor shall be responsible for arranging all inspections required to meet the CEC and provincial codes and requirements. Any deficiencies found by inspections which can be attributed to the Electrical Contractor's failure to follow the electrical code shall be rectified at no additional cost to Agriculture and Agri-Food Canada. The cost of the permit shall be charged back on a separate item on the billing invoice.

1.15 Removal of Surplus Materials from Site

Surplus materials are not to be removed from the site without prior approval of the Facilities Manager.

2.0 Overview of Electrical Work

This Section outlines the type of Electrical Work found at CRDC which includes the Harrington Farm.

The extent of work to be performed during the course of the standing offer will be determined by the availability of funds, research requirements, maintenance requirements and unforeseen breakdowns. The scope of work will be defined at the time of each call up against the standing offer. Notwithstanding the above, the following is a general list of the type of work that would normally be encountered at the Charlottetown and Harrington facilities.

2.1 Greenhouse Systems

Install new electrical services to supply power for lighting systems and controls. Troubleshoot electrical problems associated with greenhouse compartments, lighting, fogging, exhaust fans with motorized louvers, shade curtain system, pumps and hydronic heating systems.

2.2 Greenhouse Control System

Install new electrical services to supply electrical power to operate greenhouse fertilizer injection system and environmental control systems.

2.3 Building Lighting System

Upgrade the existing electrical supply system in the main office area to supply electrical power for business machines, computers and lighting.

2.4 Main Computer Room Requirements

Work with local IT Managers to determine electrical power requirements and uninterruptable power supplies.

2.5 Laboratory Equipment

Install electrical power supplies, overload protection and uninterruptable power supplies to new and relocated laboratory equipment.

2.6 Remote Locations

Perform electrical installations and maintenance work at other site operated by the CRDC

- Home Farm Charlottetown, PE
- Harrington Farm Research Centre and Greenhouse, Harrington, PE

2.7 Install Overhead and Underground Services

Install underground and overhead electrical services and transformers to buildings and equipment as required.

2.8 Inspection and Repair Greenhouse Equipment

Conduct inspections of greenhouse electrical equipment to determine electrical faults or code violations that exist. Report faults and make necessary repairs.

2.9 Maintenance Work on Refrigeration Chillers

Maintain electrical equipment for two 50 ton chillers.

2.10 Service Electrical Equipment – MCC Panels

Clean, adjust and test all motor control equipment and motor control centers (MCC). Service, install, program, repair or replace electric motor speed drives associated with air handling systems.

Clean, adjust or replace as required all laboratory exhaust fan and laboratory fume hood motor starters, disconnects.

2.11 Central Heating and Cooling Plant Equipment

Repair all electrical equipment and services to equipment such as pumps, boilers, air compressors, vacuum pumps, and fan.

2.12 Service Building Lighting Systems

Service all building lighting system and lighting system components as required, both interior and exterior lighting systems.

2.13 General Exhaust Fans

Service exhaust fan circuits, controls and motors as required on all ventilation equipment.

2.14 Offices

Install receptacles, switches and lighting systems as required in office areas.

2.15 Laboratory Fume Hood

Provide electrical services for laboratories fume removal systems.

2.16 Installation Ground Fault Equipment

Install and tests ground fault equipment in all areas of the facility.

2.17 Provide 24-hour Emergency Services

Provide 24-hour emergency service as required.

2.18 Fire Alarm System

Fire alarm system service, testing and repairs will not be covered under this request.

2.19 High Voltage Maintenance

High voltage (27.7 KV) transformer and feeder maintenance will not be covered under this request.

2.20 Agricultural Chemical Storage Building

Install wiring and controls to exhaust fans serving chemical storage rooms for fume removal in explosion proof environments.

2.21 Provide Licenced Personnel to Perform Legislated Testing

Provide Licenced personnel to perform tests and inspections and provide hard copy reports as required by the Facilities Manager.

2.22 New Equipment Operation/Drawings and Maintenance Requirements

Supply engineering design criteria, plans, equipment specifications and cost estimates as required to replace or modify all major system components operating within the facility. Example, provide design criteria for replacement pumps, fans, roof top units, special valves and other components for review by Facilities Manager.

Supply all engineering data, operating characteristics, drawings and maintenance instructions for all replacement equipment supplied and installed under this standing offer agreement.

The Contractor shall provide, if applicable, training to the CRDC maintenance employees and to the user groups on the operating and maintenance procedures for all new or modified systems/equipment.

3.0 Mandatory on Site Requirements

3.1 General

In general, all work shall be performed and inspected in accordance with applicable codes, acts and regulations related laboratory safety, federal fire code, Canadian Electrical Code and CSA certifications for wiring and electrical equipment in Prince Edward Island.

Other acts, codes and regulations apply, Provincial, Federal and Municipal requirements exist and relate to the scope of work herein as follows:

- 3.1.1 Canadian Electrical Code (CEC)
- 3.1.2 Treasury Board of Canada
- 3.1.3 National Building Code (NBC)
- 3.1.4 National Fire Code (NFC)
- 3.1.5 Canadian General Standards Board (CGSB)
- 3.1.6 Canadian Standards Association (CSA)
- 3.1.7 Underwriters Laboratories of Canada (ULC)
- 3.1.8 Trade Qualification Apprenticeship Authority (TQAA)
- 3.1.9 Apprenticeship and Certification Act (ACA)
- 3.1.10 Canadian Environment Protection Act
- 3.1.11 Part II of Canada Labour Code
- 3.1.12 Canadian Occupational Safety & Health Section of Part II of the Canada Labour Code
- 3.1.13 Fire Commissioner of Canada FC 301 Standard for Construction Operations
- 3.1.14 Provincial and Territorial Acts and Regulations
- 3.1.15 Canadian Construction and Labour Safety Codes; Provincial Government
- 3.1.16 Workers Compensation Board and Municipal Statutes and Authorities

3.1.17 Canadian Plumbing code

In the event of a conflict between any of the above codes or standards, the most stringent shall apply.

3.2 Number of available licensed tradespersons available to work

A minimum of two (2) licensed electrical tradespersons must be available to perform work at the CRDC. This is to ensure continuity during Contractor staff holidays or absences.

Only an experience licenced journeymen, shall perform the repairs. An apprentice may perform work only when a licenced journeyman is present with the apprentice.

Services to be provided by one (1) journeyman at a time only, unless a specific request is made in writing to the Facilities Manager or his designated representative and approved by the Facilities Manager or his designated representative.

3.3 Equipment Rebuilding

Unless otherwise noted by the Facilities Manager, equipment shall be rebuilt to original electrical specifications and according to manufacturer's rebuild instructions. Where available, copies of original electrical drawings and specifications will be made available to the Contractor.

3.4 Warranty and Technical Literature Support Documents

The Electrical Contractor will furnish to the Facilities Manager all warranty documents concerning warranty guarantee's for workmanship, parts and labour. Documents will specify period and type of guarantee. Supply to the Facilities Manager all technical literature and maintenance instructions supplied by the factory for new equipment for filing and future reference.

The Electrical Contractor shall be capable of providing warranty support and replacement parts for all systems installed as part of this Electrical Standing Offer Agreement.

3.5 Equipment, Components and Supplies

All equipment and components supplied and installed as part of this project will be compatible with existing systems operating at CRDC and approved for use in Canada. All equipment, components and supplies installed at this facility will be new, used parts are not acceptable. The Electrical Contractor will ensure that all systems and system components are tested and that each system is fully commissioned. Commissioning will be supervised by the Facilities Manager. Additions, relocations or removal of equipment or systems are to be recorded, dated and initialled by the Contractor on the as-built prints where applicable.

3.6 Disposal of Waste Materials

The Electrical Contractor will dispose of all debris in an environmentally acceptable manner. Separate and dispose of used materials into recycle waste where applicable.

3.7 Equipment and Structural Measurements

All site, equipment and structural measurements are the responsibility of the Electrical Contractor.

3.8 Damage to Federal Property

Any damage to Federal property or equipment by the Electrical Contractors employees or sub-contractors will be the responsibility of the Electrical Contractor.

3.9 Material Deliveries, Off-Loading and Site Storage

The Electrical Contractor will be responsible for off-loading all materials associated with the work. AAFC equipment and personnel will not handle Electrical Contractors material at any time. The Electrical Contractor's employees will not use or move Federal Government motor vehicles or motorized equipment found on either site, when vehicles or other motorized equipment requires moving contact the Facilities Manager. The Electrical Contractor will sign for all materials that are delivered to the site and associated with this project, AAFC employees are not authorized to sign for materials delivered to Contractors.

The Electrical Contractor will be allowed to store supplies and materials on the site, but must take responsibility for loss or damage. Site laydown location to be determined by the Facilities Manager and the contractor.

3.10 Identification and Labelling

The Electrical Contractor will ensure that all new control panels, pipe systems, electrical breakers/disconnects are neatly labelled for safety and operational purposes.

APPENDIX B BASIS OF PAYMENT

Part A Rates Offered for the Duration of the Standing Offer

This section will be part of the Standing Offer.
All future call-ups will be based on the rates offered below.

Item #	Skilled Trades	Unit	Year I (November 1, 2022 to October 31, 2023)		Year II (optional) (November 1, 2023 to October 31, 2024)		Year III (optional) (November 1, 2024 to October 31, 2025)		Year IV (optional) (November 1, 2025 to October 31, 2026)		Year V (optional) (November 1, 2026 to October 31, 2027)	
			Regular Working Hours \$	Outside Regular Working Hours \$	Regular Working Hours \$	Outside Regular Working Hours \$	Regular Working Hours \$	Outside Regular Working Hours \$	Regular Working Hours \$	Outside Regular Working Hours \$	Regular Working Hours \$	Outside Regular Working Hours \$
1	Journeyman Electrician	Per hour										
2	Apprentice Electrician	Per hour										
3	Mark up % Rate Parts material, Equip.	%	Year I :	_____ %	Year II :	_____ %	Year III :	_____ %	Year IV :	_____ %	Year V :	_____ %

Name of Offeror: _____

Name of Authorized Signatory: _____

Address of Offeror: _____

Position of Signatory: _____

Signature: _____

Date: _____

APPENDIX B BASIS OF PAYMENT

Part B Financial Evaluation

This section will not be part of the Standing Offer; it is for evaluation purposes only.
Rates in this section must be identical to rates submitted in Part A

Year I – (November 1, 2022 to October 31, 2023)

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated quantities	Total A (Hour rate multiplied by Estimated quantity)	Outside Regular Working Hours \$	Estimated quantities	Total B (Hour rate multiplied by Estimated quantity)	Total per Trade (Total A + Total B)
1	Journeyman Electrician	Per hour		600 hours			100 hours		
2	Apprentice Electrician	Per hour		120 hours			30 hours		
5	Mark up % Rate Parts material, Equip.	%		\$ 15,000.00					
							ESTIMATED AMOUNT FOR YEAR I :		

Year II – (November 1, 2023 to October 31, 2024)

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated quantities	Total A (Hour rate multiplied by Estimated quantity)	Outside Regular Working Hours \$	Estimated quantities	Total B (Hour rate multiplied by Estimated quantity)	Total per Trade (Total A + Total B)
1	Journeyman Electrician	Per hour		600 hours			100 hours		
2	Apprentice Electrician	Per hour		120 hours			30 hours		
5	Mark up % Rate Parts material, Equip.	%		\$ 15,000.00					
							ESTIMATED AMOUNT FOR YEAR II :		

Year III – (November 1, 2024 to October 31, 2025)

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated quantities	Total A (Hour rate multiplied by Estimated quantity)	Outside Regular Working Hours \$	Estimated quantities	Total B (Hour rate multiplied by Estimated quantity)	Total per Trade (Total A + Total B)
1	Journeyman Electrician	Per hour		600 hours			100 hours		
2	Apprentice Electrician	Per hour		120 hours			30 hours		
5	Mark up % Rate Parts material, Equip.	%		\$ 15,000.00					
							ESTIMATED AMOUNT FOR YEAR III :		

Year IV – (November 1, 2025 to October 31, 2026)

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated quantities	Total A (Hour rate multiplied by Estimated quantity)	Outside Regular Working Hours \$	Estimated quantities	Total B (Hour rate multiplied by Estimated quantity)	Total per Trade (Total A + Total B)
1	Journeyman Electrician	Per hour		600 hours			100 hours		
2	Apprentice Electrician	Per hour		120 hours			30 hours		
5	Mark up % Rate Parts material, Equip.	%		\$ 15,000.00					
							ESTIMATED AMOUNT FOR YEAR IV :		

Year V – (November 1, 2026 to October 31, 2027)

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated quantities	Total A (Hour rate multiplied by Estimated quantity)	Outside Regular Working Hours \$	Estimated quantities	Total B (Hour rate multiplied by Estimated quantity)	Total per Trade (Total A + Total B)
1	Journeyman Electrician	Per hour		600 hours			100 hours		
2	Apprentice Electrician	Per hour		120 hours			30 hours		
5	Mark up % Rate Parts material, Equip.	%		\$ 15,000.00					
							ESTIMATED AMOUNT FOR YEAR V :		

Weighted amount Year I	\$
Weighted amount Year II (optional)	\$
Weighted amount Year III (optional)	\$
Weighted amount Year IV (optional)	\$
Weighted amount Year V (optional)	\$
Total for the five (5) years	\$

*(this total **amount** will be compared against other receivable bids to determine the winner)*



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Agriculture and Agri-Food Canada	2. Branch or Directorate / Direction générale ou Direction Corporate Branch
--	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail
This request is for a standing offer that will address our electrical service requirements within our facilities over the next 5 years.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Kenny MacInnis		Facilities Manager	MaInnis, Kenny <small>Digitally signed by MacInnis, Kenny Date: 2022.07.12 08:03:55 -03'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
902-218-0512	902-370-1444	kenneth.macinnis@agr.gc.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Lise Levesque Masson		SRCL Coordinitor	Lise Levesque-Masson <small>Digitally signed by Lise Levesque-Masson Date: 2022.07.12 08:30:49 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-773-1464	613-773-1468	lise.levesque-masson@canada.ca	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
--