

RETURN OFFERS TO :
RETOURNER LES OFFRES À :
Bid Receiving - Réception des soumissions:

Gen-ATL-bidsubmission-soumission@csc-scc.gc.ca

REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES

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

Canada, as represented by the Minister of the
Correctional Service of Canada, hereby requests a
Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service
correctionnel Canada, autorise par la présente, une
offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments — Commentaires :

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Fencing Services – Various Locations	
Solicitation No. — N° de l'invitation 21201-24-4514021	Date: Novembre 9, 2023
Client Reference No. — N° de Référence du Client 21201-24-4514021	
GETS Reference No. — N° de Référence de SEAOG	
Solicitation Closes — L'invitation prend fin at / à : 2 :00 p.m. On / Le : December 12, 2023	Time Zone Fuseau horaire AST
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Penny Panayiotopoulos, Regional Contracting Officer	
Telephone No. – N° de téléphone: 506-875-3649	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Security – Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas de dispositions en matière de sécurité.	
Instructions: See Herein Instructions : Voir aux présentes	
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

The work under this Standing Offer Agreement (SOA) includes but is not limited to the provision of all labour, consumables, tools, supervision and equipment necessary to perform minor repairs, or construction and maintenance, or replacement, or any combination of the three, of site fencing systems.

The Contractor must provide general fencing contractor services at the following locations:

New Brunswick:

Atlantic Institution, 13175 Route 8, PO Box 102, Renous, New Brunswick, E9E 2E1
Dorchester Penitentiary, 4902 Main Street, Dorchester, New Brunswick, E4K 2Y9
Parrtown CCC, 23 Carleton Street, St-John, New Brunswick, E2L 2Z2

Nova Scotia:

Springhill Institution, 330 McGee Street, PO Box 2140, Springhill, Nova Scotia, BOM 1X0
Nova Institution, 180 James Street, Truro, Nova Scotia, B2N 6R8
Jamieson CCC, 19 Morris, Dartmouth, Nova Scotia, B3B OM3

The Contractor must provide as and when requested, specialized labor, materials and equipment to perform work related to fencing infrastructure:

- parts and material supply for new fencing infrastructure, or fencing repairs

- labour or parts & materials, or both, for maintenance and repair of existing fencing infrastructure
- labour or parts & materials, or both, for new fencing construction
- labour for removal of existing fencing infrastructure

Typical fencing types include:

- EXTERNAL BOUNDARY FENCES
- PERIMETER SECURITY FENCES
- INTERIOR SECURITY FENCES
- EXTERIOR SERVICE COMPOUND FENCE
- GATES/SALLY PORTS
- INTERIOR OR EXTERIOR SECURITY FENCES INSTALLED ON A TEMPORARY BASIS

Duration of the Standing Offer(s) is from date awarded to March 31, 2025 plus four (4) option years.

3. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer 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 Offer process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [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 (2023-06-08) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the request for standing offers (RFSO).

Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late offers:

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed offers:

Canada will not accept any delayed offers.

Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.
- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete offer;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the offer;
 - v. Failure of the Offeror to properly identify the offer;
 - vi. Illegibility of the offer;
 - vii. Security of offer data;
 - viii. Failure of the Offeror to send the offer to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

3. Former Public Servant

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

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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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.

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (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.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick and Nova Scotia.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

Offerors should submit their technical offer and financial offer in two (2) separate documents.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the Policy on Green Procurement. To assist Canada in reaching its objectives, Offerors should:

- 1) Include all environmental certification(s) relevant to their organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to their product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **Annex C – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

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

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer of PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection – Mandatory Technical Criteria

2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance 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.

1. 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.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- it has read and understands the Ineligibility and Suspension Policy;
 - it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Language Requirements - English

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.4 Education and Experience

SACC Manual clause M3021T (2012-07-16) Education and Experience

1.5 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Section 7-Resulting Contract Clauses Part B subsection 7.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Institutional Access Requirements

2.1 NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.

2.2 Contractor personnel must adhere to institutional requirements for the conduct of searches by Correctional Service Canada prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.

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](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date awarded to March 31, 2025.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional (4) year period, from April 1, 2025 to March 31, 2029 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Penny Panayiotopoulos
Title: Regional Contract Officer
Correctional Service of Canada
Branch or Directorate: RHQ/Finance/Material Management
Address: 1045 Main Street
Moncton, NB E1C 1H1
Telephone: 506-875-3649
E-mail address: Penny.panayiotopoulos@csc-scc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

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

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

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. Identified Users

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

Correctional Service of Canada
Atlantic Region.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) 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.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or (4) four months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010 (2022-12-01), General Conditions – Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex A.1, TCD 2014 Section SP
- g) Annex B, Basis of Payment;
- h) the Offeror's offer dated _____

12. Certifications and Additional Information

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.

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 New Brunswick and Nova Scotia.

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.

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2022-12-01), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

2.2 Supplemental General Conditions

4013 (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

3. Term of Contract

3.1 Period of the Contract

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

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.

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment.

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. 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.

5.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

6. Invoicing Instructions

- 6.1 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 include

- a) Call Up number.
 - b) Work Location, Date and Work Order Number (Provided by CSC representative)
 - c) Hours broken down as per unit price table using item numbers indicated.
 - d) Parts landed cost and % mark-up.
 - e) a copy of the release document and any other documents as specified in the Contract;
- All invoices for the fiscal year must be submitted for payment before April 10 of each calendar year.

6.2 Invoices must be distributed as follows:

The original and one (1) copy are to be sent to the Project Authority of the work location except for Paratown and Jamieson CCC, these are to be sent to the following address

**Correctional Service Canada
1045 Main Street
Moncton, NB
E1C 1H1
Att: Technical Services**

7. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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. 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.

8. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 8.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 8.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 8.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- 8.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

9. Closure of Government Facilities

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

10. Tuberculosis Testing

- 10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 10.3 All costs related to such testing will be at the sole expense of the Contractor.

11. Compliance with CSC Policies

- 11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 11.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 11.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

12. Health and Labour Conditions

- 12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

- 12.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.
- 12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

13. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

14. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

15. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

16. Privacy

16.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1885, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

16.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

ANNEX A

STATEMENT OF WORK

Description:

The work under this Standing Offer Agreement (SOA) includes but must not be limited to the provision of all labour, consumables, tools, supervision and equipment necessary to perform minor repairs, or construction and maintenance or replacement, or any combination of the three, of site fencing systems.

Location:

The Contractor must provide general fencing contractor services at the following locations:

New Brunswick:

Atlantic Institution, 13175 Route 8, PO Box 102, Renous, New Brunswick, E9E 2E1

Dorchester Penitentiary, 4902 Main Street, Dorchester, New Brunswick, E4K 2Y9

Parrtown CCC, 23 Carleton Street, St-John, New Brunswick, E2L 2Z2

Nova Scotia:

Springhill Institution, 330 McGee Street, PO Box 2140, Springhill, Nova Scotia, BOM 1X0

Nova Institution, 180 James Street, Truro, Nova Scotia, B2N 6R8

Jamieson CCC, 19 Morris, Dartmouth, Nova Scotia, B3B OM3

Work Included:

Contractor must provide as and when requested, specialized labor, materials and equipment to perform work related to fencing infrastructure:

- parts and material supply for new fencing infrastructure, or fencing repairs
- labour, or parts & materials, or both, for maintenance and repair of existing fencing infrastructure
- labour, or parts & materials, or both, for new fencing construction
- labour for removal of existing fencing infrastructure

Typical fencing types include:

- EXTERNAL BOUNDARY FENCES
- PERIMETER SECURITY FENCES
- INTERIOR SECURITY FENCES
- EXTERIOR SERVICE COMPOUND FENCE
- GATES/SALLY PORTS
- INTERIOR OR EXTERIOR SECURITY FENCES INSTALLED ON A TEMPORARY BASIS

Specific requirements for each fencing application, dependent upon the security level of the Institution are detailed in the CSC Technical Criteria, attached in Annex A.1. Typical fencing assemblies and components are listed below:

- Chain link security fence assemblies
- Chain link security fence components including but not limited to: Galvanized steel posts, wire mesh, bottom and top rails, tire wires, tension bars, tension cables, barbed tape concertina (BTC) wire
- Ground barriers such as concrete footings, asphalt, or sidewalk
- Vehicle sliding gates, including operators and controls
- Vehicle swing gates, including operators and controls
- Pedestrian swing gates, including operators and controls

The General Contractor must be capable of handling all aspects of the following items, relating to fencing systems:

- Design and recommendations for scope of work
- Estimation, preparation and coordination of work
- Minor carpentry construction and/or maintenance repairs and related work
- Minor electrical work e.g., ballast, fixtures replacement, etc.
- Mechanical work. e.g., machining, etc.
- Heavy equipment vehicle operation
- Minor exterior work, e.g., siding, painting, caulking, brick concrete and mortar, foundations
- Minor labour work e.g., Clean up, debris removal, grounds keeping, etc.

The Contractor must work in co-operation with other sub-contractors specializing in various disciplines.

All work must be done using good trade practices and applicable standards as directed by the Departmental Representative.

It is not anticipated that the work covered by the present specifications involves the manipulation of materials containing asbestos; however, if the Contractor or the Departmental Representative or his agent discover materials which are susceptible of containing asbestos, the Contractor must immediately stop the work and advise the Departmental Representative. If more investigation demonstrates that the materials do contain asbestos, the Contractor shall comply with the Departmental requirements prior to proceeding with the remediation.

It is not anticipated that the work covered by the present specifications involves the manipulation of materials contaminated by mould; however, if the Contractor or the Departmental Representative or his agent discover materials which are susceptible of being contaminated by mould, the Contractor must immediately stop the work and advise the Departmental Representative. If more investigation demonstrates that the materials do contain mould, the Contractor shall comply with the Departmental requirements prior to proceeding with the remediation.

General:

No work can start prior to receiving a call up against the standing offer document from the Departmental Representative. The call up amount will be the maximum amount paid to the contractor for that call up.

For each call up against the standing offer, a statement of work will be provided to the Contractor for estimate pricing based on the Basis of Payment. The Basis of Payment must be followed for estimate pricing.

The Contractor must be familiar with the Standing Offer Specifications. Depending on the work requirement, additional specifications (National Master Specification Divisions) may be provided to the Contractor at the same time as the statement of work.

The Contractor must carry out the work in a manner that causes the least possible disruption to building occupants and the normal use of the building and its operations.

Contractor's Responsibilities:

The Contractor will advise the Departmental Representative of the telephone number at which they or their representative may be contacted 24 Hours a day, 7 days a week.

The Contractor must provide emergency service during and after regular hours with an on-site response time of 12 hours or agreed upon response time with Departmental Representative.

The Contractor must provide an email or phone response time of 5 days following request for contact relating to construction project or repair estimates.

The Contractor's technicians are required, upon arrival to the site facility to provide identification (ID) and log into the institutional Visitor's Register maintained at the Principal Entrance.

The Contractor must, upon arrival on site, submit a complete tools list (3 copies). The Contractor must report any missing or lost tools to the Correctional Manager desk.

The Contractor must provide to the Department Representative, after each visit, a service report containing all details of work performed. When applicable, the Contractor must provide a list of defects/deficiencies discovered during the visit with recommended corrective actions and estimated budget cost to correct any deficiencies. The Contractor must provide all maintenance/repair activities report to the following email:

GEN-ATLRHQTechServ@csc-scc.gc.ca.

All documents within the report should be presented in Adobe Acrobat PDF format.

When responding to a service request, the Contractor must send one journeyman. For any additional required personnel, it must be pre-approved in writing by the Departmental Representative.

When responding to a call up at site, the contractor must contact the Departmental Representative at the beginning and end of each site visit. When at the site, the Contractor must report any issues related to the work requested to the Department Representative.

The Contractor should perform the work without any assistance.

Workmanship

The work must be performed in accordance with good trade practices (recognized best practices). If the Departmental Representative observes any non-compliance during an inspection, the work must be redone at the Contractor's expense.

The Contractor must have all the specialized equipment and qualified employees needed to complete the work, including testing and commissioning of the newly installed or modified systems.

If the Contractor, with the Department's authorization, has access to sub-contractors, this will not in any way lessen the Contractor's responsibility with respect to quality and speed of execution.

While planning and executing work, consideration and coordination must be done surrounding the Electronic Security Systems (ESS) that make up part of the perimeter security system, such as Fence Detection Systems (FDS) and Motion Detection Systems (MDS). ESS team must be consulted prior to repair and construction work.

Parts:

Parts, relating to fencing repairs/replacement, are to be new and CSA or ULC certified when applicable, and in accordance with the relevant section of the CSC Technical Criteria.

The Contractor must request written approval from the Departmental Representative prior to replacing any component.

The Contractor must provide the design of the replacement part or equipment and submit complete and detailed shop drawings to the Project Authority for review. Fabrication shall not commence until such time the shop drawings are approved by the Project Authority

Unless otherwise specified, fencing parts must comply with manufacturer's latest printed instruction for materials and installation methods.

The Contractor must not store parts or material on-site without Departmental Representative's approval.

Correctional Service Canada accepts no responsibility for parts or equipment stored on site.

All components are to be shipped with protective materials that prevent damage to the painted finishes and wrapped in waterproof membrane to prevent moisture intrusion.

Goods must be packaged in such a manner that the visible surface of all boxes, cartons or both are clearly labelled with the Contractor's name and address.

Where the Contractor supplies equipment or parts purchased from a supplier or manufacturer, the Contractor must obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty and electronic Operation and Maintenance manual must be made out to Correctional Service Canada.

Equipment:

The Contractor must report to the site with a service vehicle which is reasonably well stocked with tools and replacement parts/materials to carry out repairs and construction required.

The Contractor must have all the necessary equipment, e.g., ladders, hoisting equipment, and all the products and materials to properly carry out the work in each of the call-ups.

At no time should the Contractor use materials, equipment, products or tools owned by the Government of Canada.

The Contractor must ensure that all equipment used is in good condition. The Departmental Representative reserves the right to remove equipment deemed to be defective or unsuitable and take it out of service. The Contractor must appropriately replace defective equipment within 24 working hours of a written notice from the Departmental Representative.

Clean-Up:

While work is in progress, the site shall be kept clean and free of debris and waste materials, including any debris and waste materials generated by other contractors.

Upon completion of the work, the Contractor must leave the site clean and free of debris and waste materials, tools and equipment. The site must be cleaned up to the satisfaction of the Departmental Representative.

The Contractor must remove waste from government property in compliance with federal, provincial and municipal environmental protection regulations. Waste also includes demolition materials not kept by the federal government. For toxic liquids and water containing suspended particles, have each load approved by the Departmental Representative.

For the disposal of waste materials, the Contractor is responsible for finding a site where dumping is authorized and for covering the cost of the fees charged by the dump site owner. No unauthorized dumping will be permitted. If uncontrolled dumping is found, and it is proven to be illegal, the Contractor will be liable for prosecution.

Personnel:

The Contractor will only provide journeymen personnel with a valid provincial Department of Labour License for applicable trades required for this SOA. Correctional Service Canada may at any time during this SOA request to inspect a work person's certification.

Upon receipt of call up, the Contractor must provide names of personnel performing work complete with proof of their qualifications.

Log Books:

The Contractor must fully complete a log book outlining all work performed in the facility. Log Books must be kept on site. Payment may be withheld until such time that all log entries have been made. The log book should be located at the Chief Facilities Management office or the commissionaire office.

Compliance Requirements:

The Contractor must conform to the following Codes and Standards applicable at the time of installation or alteration:

National Building Code of Canada (including electrical code)

National Fire Code

Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations

Comply with the Provincial Occupational Health and Safety Act and following

Occupational General Safety Regulations.

Final assemblies to be fully compliant with CSC Technical Criteria

When deemed necessary by the Departmental Representative, the Contractor to provide a safety plan for Departmental Representative's approval prior to proceeding with the work.

All of the Contractors' employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification.

The Contractor and his/her personnel must adhere to the Federal Government 'No Smoking' policy while in Federal facilities and/or scent free policy where applicable.

The Contractor must have journeymen performing the work as per applicable Provincial or Federal requirements. The journeymen must maintain their applicable provincial certification to work in our facilities.

Security

The Contractor will be escorted at all times when at the site. The Contractor must comply with any security directive from the Department Representative.

For access to a visitor card, each member of the Contractor's staff MUST:

- Provide a valid piece of identification to the custodian, (e.g. : driver's licence, health card);
- Sign the attendance log.

During the visit

- Each member of the Contractor's staff must wear the identification provided in a very obvious manner;

At the end of the shift:

- Each member of the Contractor's staff must return the identification card and sign the log again.

Facilities Closure:

The Contractor must perform all work during the regular working hours (07:30 to 17:00 hours) of the regular working days. If work is required outside of the regular working hours, alternate pre-approved arrangements can be made to accommodate the Contractor.

In case of "CLOSURE OF GOVERNMENT FACILITIES" in regards to delays caused by the Crown at the site, the following will apply:

- ✓ When the Contractor is providing services on government premises and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no work is being performed as a result of the closure, the Crown will not be liable for payment to the Contractor for the period of closure.
- ✓ In the event of closure, the Contractor must immediately notify the Departmental Representative or his/her delegate. The Contractor will be compensated for the time to return to their closest office or at a maximum of 2 hour whichever is less.

Invoicing:

The Contractor must submit Job slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s) as detailed in the attached document.

The Contractor must allow 30 days from delivery of invoice for payment without interest charges. The Contractor must not invoice prior to performance of the service or delivery of the goods.

All invoices must be typed not handwritten.

Invoice must show:

- Call Up number.
- Work Location, Date and Work Order Number.
(Provided by CSC representative)
- Hours Broken down as per Unit Price Table using item numbers indicated.
- Parts landed cost and % mark-up.

All invoices for the fiscal year must be submitted for payment before April 10 of each calendar year.

All invoices are to be sent to the work location except for Parrtown and Jamieson CCC, these are to be sent to the following address;

**Correctional Service Canada
1045 Main Street
Moncton, NB
E1C 1H1
Att: Technical Services**

ANNEX A.1

See Attachment labelled Annex A.1 – Technical Criteria for Correctional Institutions – SECTION SP – SITE

ANNEX B

PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Services:

Payment shall be made 30 days after completion and to the satisfaction of the Chief Facilities Management or his/her delegate for the Crown and upon receipt of invoice.

The hourly rate listed in the table below is a firm all-inclusive rate.

In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or material spent on any one job.

The schedule services as per Annex A frequency are to be performed on an hourly rate.

Parts and material will be invoiced at the supplier's landed cost plus a 20% markup. CSC reserves the right to request and obtain copies of invoices, delivery slips, receipts or other justification document it judges necessary before issuing payment.

The estimated quantity entered for labour and parts/materials are an estimate only and does not infer that the full amount will be utilized.

Payable time start upon arrival at the work location.

Minimum 1 hour charge per call up. After 1 hour time is to be invoices in quarterly increment (0.25 hrs).

2.0 Rates

Item	Description	Unit of item	Estimated Quantity (Hour)	Year 1:		Optional Year 1:		Optional Year 2:		Optional Year 3:		Optional Year 4:	
				Unit price (Rate)	Estimated Extended Amount	Unit price (Rate)	Estimated Extended Amount	Unit price (Rate)	Estimated Extended Amount	Unit price (Rate)	Estimated Extended Amount	Unit price (Rate)	Estimated Extended Amount
1	During regular working Hours (Monday through Friday, 7h30-17h00 hours)												
a)	Electrician	Hour	50		\$ -		\$ -		\$ -		\$ -		\$ -
b)	Specialised Tradespersons (heavy equipment operator, technician)	Hour	140		\$ -		\$ -		\$ -		\$ -		\$ -
c)	Foreman	Hour	200		\$ -		\$ -		\$ -		\$ -		\$ -
d)	General Labourer	Hour	200		\$ -		\$ -		\$ -		\$ -		\$ -
2	During outside regular working hours from Monday to Friday, weekends and Statutory Holidays.												
a)	Electrician	Hour	30		\$ -		\$ -		\$ -		\$ -		\$ -
b)	Specialised Tradespersons (heavy equipment operator, technician)	Hour	60		\$ -		\$ -		\$ -		\$ -		\$ -
c)	Foreman	Hour	75		\$ -		\$ -		\$ -		\$ -		\$ -
d)	General Labourer	Hour	75		\$ -		\$ -		\$ -		\$ -		\$ -
3	Allowance for parts and materials. Net cost, plus a markup of 20% applied to the net cost. The Departmental Representative may request original receipt at his discretion.	Allowance	N/A	N/A	\$ 30,000.00	N/A	\$ 30,000.00	N/A	\$ 30,000.00	N/A	\$ 30,000.00	N/A	\$ 30,000.00

3.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article <To Be Inserted at Contract Award> of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive Per Diem rate(s), in accordance with the above table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

4.0 Applicable Taxes

- All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- The estimated Applicable Taxes of \$<To Be Inserted at Standing Offer Award> are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

5.0 Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

- () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);

2. () Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

ANNEX C EVALUATION CRITERIA

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.

IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

Mandatory Evaluation Criteria

1. Offers MUST meet all of the following mandatory requirements. Offers must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. **Those not meeting all of these mandatory requirements will be given no further consideration.**

2. The mandatory evaluation criteria are:

ATTENTION OFFERORS: WRITE THE RELEVANT PAGE NUMBER(S) FROM YOUR OFFER WHICH ADDRESSES THE REQUIREMENT BESIDE THE CRITERIA BELOW.

		FOR EVALUATION PURPOSES ONLY			
	Requirement	Page #	Met	Not Met	Comments
1.	Provide proof that bidder has an account in good standing with the applicable provincial Worker's Compensation Board/Commission.				
2.	Provide a copy of at least two heavy equipment operator's applicable provincial valid license/permit. Note: Applicable license is for New Brunswick and/or Nova Scotia.				
4.	Provide a copy of company's Commercial General Liability Insurance				
5.	The Contractor must have experience within the last 5 years or longer, in providing fencing repair and construction services for public or private organizations. Bidders must provide the following details as to how the stated experience was obtained. Merely stating that the contractor has been in business or performing fencing repairs and construction projects within the last five (5) years does not constitute evidence nor past performance. 1. Name of current client and contact information. 2. The total numbers of years of experience performing the above mentioned. 3. Details about the work performed by the proposed resource on the assignment(s) including deliverables.				

Mandatory Requirements: Passed _____

Failed _____

Evaluation Team

Department

Evaluator's Name (Print)

Signature

Date

