

**RETURN OFFERS TO:  
RETOURNER LES OFFRES À :**

Offers Receiving/Réception des offres

Procurement Hub | Centre  
d'approvisionnement  
Fisheries and Oceans Canada | Pêches et  
Océans Canada  
200 Kent Street  
Ottawa, ON K1A 0T6.

**Email / Courriel** : [DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca](mailto:DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca) **AND/ET**  
[Juan.VillasanaRodriguez@dfo-mpo.gc.ca](mailto:Juan.VillasanaRodriguez@dfo-mpo.gc.ca)

**REQUEST FOR STANDING OFFER  
DEMANDE D'OFFRES À  
COMMANDES**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT****LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ**

<b>Title / Titre</b> Electrical Maintenance, Repair and Installation Services at the Pacific Biological Station		<b>Date</b> June 21, 2024
<b>Solicitation No. / N° de l'invitation</b> 30005408A		
<b>Client Reference No. / No. de référence du client(e)</b> 30005408		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à : 2 :00PM/ 14h</b> Eastern Standard Time/Heure normale de l'Est <b>On / le :</b> July 5th, 2024		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Juan Carlos Villasana <b>Email / Courriel:</b> <a href="mailto:DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca">DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca</a> <b>AND/ET</b> <a href="mailto:Juan.VillasanaRodriguez@dfo-mpo.gc.ca">Juan.VillasanaRodriguez@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	

# REQUEST FOR STANDING OFFER (RFSO)

30005408A

Electrical Maintenance, Repair and Installation  
Services at the Pacific Biological Station

FISHERIES AND OCEANS

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**This RFSO cancels and supersedes previous RFSO number 30005408, dated April 29, 2024 with a closing of June 10, 2024 at 2:00 PM EST. SOME OFFERORS WILL BE INVITED DIRECTLY.**

## **PART 1 – GENERAL INFORMATION**

### **Offer**

By submitting an Offer, the Offeror offers to provide and deliver to Authorized Users 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.

### **Exclusionary Clause**

By submitting an Offer, the Offeror agrees that it has no claim, action, cause of action or complaint whether in contract (express or implied), in negligence or other tort, in equity, under any statute or otherwise at law against His Majesty the King in Right of Canada, and will be barred from bringing any such claim, action or complaint against His Majesty the King in Right of Canada for any damages, compensation, costs, interests, loss, lost opportunity or injury, of any kind or nature, arising from the issuance of a call-up against a Standing Offer and its resulting contract where the call-up is issued by a Identified User.

### **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.

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

## 1.2 Summary

The Pacific Biological Station is a renowned centre for scientific research encompassing several facilities including laboratories, aquaculture facilities, cold rooms, computer networks, ammonia chiller plant for chilled process services, warehouse spaces, and wharfs. The complex is situated on a 5.7 hectare site with 1,828 m<sup>2</sup> primary offices in a four storey building and 935 m<sup>2</sup> three storey building. The site also consists of a four storey 5,714 m<sup>2</sup> laboratory wing and 650 m<sup>2</sup> single storey aquaculture building. Subsidiary buildings include a salt water pump house supplying research sea water at flows up to 2.3 m<sup>3</sup> per minute, an ammonia chiller plant building, and out buildings of approximately 13,234 m<sup>2</sup> total area.

Some of the site's electrical arrangements include but are not limited to electrical motors, indoor and outdoor commercial lighting systems, 480V & 600V high voltage equipment and distribution systems, shore power kiosks, low voltage sensing equipment, UV sanitation systems, variable speed motor control systems, commercial and industrial electrical distribution systems, human machine interface (HMI) equipment, computer network systems, commercial fire detection and life safety systems and security camera systems.

### **Objectives of the Requirement**

The objective of the Standing Offer is to provide Electrical maintenance, repair and installation services for the Department of Fisheries and Oceans at the Pacific Biological Station, Nanaimo, B.C. The Work is to be furnished on "as and when requested" basis. The Pacific Biological Station is comprised of 32 individual structures with main occupancy structures housing offices, common spaces and laboratories. The site relies on both municipal potable water and salt water intake systems for use in various processes throughout the site. Support structures include various process equipment including steam and hot water boilers, pumps, air compressors and various filtration systems. Additionally, there is a 450Kg ammonia chiller plant located on the site for chilling process water. Requirement of service will involve the repair and installation commercial and industrial electrical equipment.

### **Required Services**

Requested services will be identified in each call-up. Call-ups may include, but are not limited to, any or all of the following services:

- Read and interpret drawings, blueprints, schematics and electrical code specifications to determine layout of industrial electrical equipment installations;
- Install, examine, replace or repair electrical wiring, receptacles, switch boxes, conduits, feeders, fiber-optic and coaxial cable assemblies, lighting fixtures and other electrical components;
- Test electrical and electronic equipment and components for continuity, current, voltage and resistance;
- Maintain, repair, install and test switchgear, transformers, switchboard meters, regulators and reactors;
- Maintain, repair, test and install electrical motors, generators, alternators, industrial storage batteries and hydraulic and pneumatic electrical control systems;
- Troubleshoot, maintain and repair industrial, electrical and electronic control systems and other related devices;
- Conduct preventive maintenance programs and keep maintenance records;
- Install, maintain and calibrate industrial instrumentation and related devices; and
- Install, maintain or upgrade electrical infrastructure related to but not limited to the following equipment:
  - Hot water condensing boilers.
  - Fire-tube hot water boiler.
  - Electrical Motors.
  - Emergency Building Life Safety Systems.

- Commercial Lighting and switch controls.
- Variable Speed Drives.
- Low Voltage Sensing Equipment.
- Electrical Controls for valves and dampers.
- HMI (Human Machine Interface) Screens.
- Heat exchanger tubes with circulation pumps feeding both the Taylor and Clemens Building.
- Main HVAC Fans (two) providing fresh air circulation for Taylor Building.
- Heater salt water and fresh water tanks with circulation pumps to provide process water for labs.
- Air Dryers.
- Vacuum pumps.
- Air compressors.
- Power Distribution Center (PDC) Rooms.
- Transformers 480V and 600V.
- Ammonia Refrigeration Plant.
- HVAC roof top units.
- Ultra Violet Water Purification Systems.
- 800KW and 200KW Emergency Diesel Generators.
- Ductless split unit heat pumps.
- Steam package boiler.
- Shore Power systems to the Wharf and Floats 120V&240V.
- Reverse osmosis water filtration unit.
- Expansion tanks sensors.
- Fume hood evacuation fans.

### **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 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 7.14 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**

***As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual Standard Acquisition Clauses and Conditions manual (SACC) clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.***

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](#) (2023-06-08) Standard Instructions - Request for Standing Offers - 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 Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Offers**

Offers must be submitted only to Fisheries and Oceans Canada (DFO) Offer Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than **10 (ten)** 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.

### **2.4 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 British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or



territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## 2.5 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.

## 2.6 Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- i. The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- ii. The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

## 2.7 Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the submission will be reviewed and deemed complete when:

1. Certifications and securities required at bid closing are included.
2. Bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. All documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

**Completeness of the Bid Checklist**

Bids will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

<b>Complete (Y/N)</b>	<b>Action Taken</b>
	Certifications and securities required at bid closing are included.
	Bids are properly signed, that the bidder is properly identified.
	Acceptance of the terms and conditions of the bid solicitation and resulting contract.
	All documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
	All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

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

### **3.1 Offer Preparation Instructions**

Due to the nature of the RFSO, offers transmitted by Canada Post Corporation's (CPC) Connect service, by facsimile or on a Cloud to DFO **will not** be accepted.

The Offeror must submit its offer electronically, via email;

- Subject to section 2.2, DFO requests that the Offeror submits its offer to the email address(es) indicated on page 1 of the RFSO.

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

- Section I: Technical Offer (1 soft copy in PDF format)
- Section II: Financial Offer (1 soft copy in PDF format)
- Section III: Certifications (1 soft copy in PDF format)

**The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, submission's email might not be received by DFO. It is suggested that the Offeror compress the email size or send multiple emails to ensure delivery. Offerors are responsible to send their Offers and to allow enough time for DFO to receive the Offers by the RFSO closing period indicated in the RFSO.**

**DFO will not be responsible for any failure attributable to the transmission or receipt of the submission's email. DFO will send a confirmation email to the Offerors when the submission is received.**

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a) use 8.5 x 11 inch (216 mm x 279 mm), letter-sized page;
- b) use a numbering system that corresponds to the bid solicitation.

#### **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 Attachment 1 to Part 3, Pricing Schedule.

##### **3.1.1 Exchange Rate Fluctuation**

**SACC Manual Clause [C3011T](#) (2013-11-06)**, Exchange Rate Fluctuation apply to and form part of the RFSO.

#### **Section III: Certifications**

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

## **ATTACHMENT 1 to PART 3 PRICING SCHEDULE**

The Offeror must complete and include with their Financial Offer, Tables 1 to 7 of this Pricing Schedule. Failure to provide a fixed all-inclusive hourly rate for all of the Resource Categories or any of the Tables below will render the Offer non-responsive.

The estimated Level of effort (hours per year) and expenditure data has been provided to Offerors to assist them in preparing their Offers. The inclusion of this data in this Offer solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this Offer solicitation will be consistent with this data. It is provided purely for information and evaluation purposes.

The fixed all-inclusive hourly rates and markups identified must be valid for the duration of the Standing Offer, as per the periods described on each Table.

The Offeror **must not** propose a Markup higher than 20% over the Items described in Table 6. If any of the Markups proposed by the Offeror in Table 6 is higher than 20%, the Offer will be render non-responsive.

### **Invoicing and frequency payments**

The frequency of payments and Invoicing instructions and restrictions are described in Part 7B Resulting Contract Clauses, sections 7.5.3 and 7.6.

### **Costs included in Fixed Hourly Rates**

Except for the Authorized Disbursements described below, the fixed all-inclusive hourly rates include all labour, materials, equipment, overhead costs, office and administrative costs, customs, duties and any other expenses necessary to perform the work identified in the Statement of Work. Taxes are extra.

### **Authorized Disbursements**

The following disbursements reasonably incurred by the Contractor, that are related to the Services described in the Statement of Work and approved in advance by the Standing Offer Authority, shall be reimbursed to the Contractor at actual cost when supported by a copy of the original invoice:

- (a) transportation costs for material samples and models additional to those specified in the Standing Offer Brief;
- (b) other disbursements made with the prior approval and authorization of the Project Authority.

### **Travel and Living Expenses**

Travel and Living Expenses will be paid to the Contractor as per the terms and conditions set in Part 7B, section 7.5.5 Travel and Living Expenses National Joint Council Travel Directive.

Table 1 - Standing Offer Year 1: Period from Date of Contract Award to twelve months thereafter				
Time	Resource Category	(A) Fixed All-Inclusive Hourly Rate	(B) Est. Level of Effort (hours per year)	(A x B) Evaluated Price
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$ (Offeror to complete)	450	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	400	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	200	\$ (Offeror to complete)
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$ (Offeror to complete)	100	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	80	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	20	\$ (Offeror to complete)
<b>Table 1 - Total Evaluated Price</b>				\$ (Offeror to complete) Sum of Evaluated Prices

Table 2 – Standing Offer Period Year 2: Period 12 months following the end of Year 1				
Time	Resource Category	(A) Fixed All-Inclusive Hourly Rate	(B) Est. Level of Effort (hours per year)	(A x B) Evaluated Price
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$ (Offeror to complete)	450	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	400	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	200	\$ (Offeror to complete)
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$ (Offeror to complete)	100	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	80	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	20	\$ (Offeror to complete)
<b>Table 2 - Total Evaluated Price</b>				\$ (Offeror to complete) Sum of Evaluated Prices

Table 3 - Standing Offer Period Year 3: Period 12 months following the end of Year 2				
Time	Resource Category	(A) Fixed All-Inclusive Hourly Rate	(B) Est. Level of Effort (hours per year)	(A x B) Evaluated Price
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$ (Offeror to complete)	450	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	400	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	200	\$ (Offeror to complete)
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$ (Offeror to complete)	100	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	80	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	20	\$ (Offeror to complete)
<b>Table 3 - Total Evaluated Price</b>				\$ (Offeror to complete) Sum of Evaluated Prices

Table 4 - Standing Offer Period Year 4: Period 12 months from the end of Year 3				
Time	Resource Category	(A) Fixed All-Inclusive Hourly Rate	(B) Est. Level of Effort (hours per year)	(A x B) Evaluated Price
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$ (Offeror to complete)	450	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	400	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	200	\$ (Offeror to complete)
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$ (Offeror to complete)	100	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	80	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	20	\$ (Offeror to complete)
<b>Table 4 - Total Evaluated Price</b>				\$ (Offeror to complete) Sum of Evaluated Prices



Table 5 - Standing Offer Period Year 5: Period 12 months from the end of Year 4				
Time	Resource Category	(A) Fixed All-Inclusive Hourly Rate	(B) Est. Level of Effort (hours per year)	(A x B) Evaluated Price
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$ (Offeror to complete)	450	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	400	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	200	\$ (Offeror to complete)
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$ (Offeror to complete)	100	\$ (Offeror to complete)
	Apprentice	\$ (Offeror to complete)	80	\$ (Offeror to complete)
	Helper	\$ (Offeror to complete)	20	\$ (Offeror to complete)
<b>Table 5 - Total Evaluated Price</b>				\$ (Offeror to complete) Sum of Evaluated Prices

<b>Table 6 - Offerors' Markup valid during the whole Standing Offer</b>			
<b>Item</b>	<b>(A) Markup (Maximum allowed = 20%)*</b>	<b>(B) Standing Offer Est. Expenditure (amount without Markup)</b>	<b>(A x B) Evaluated Price</b>
Markup over authorized unspecified material, replacement parts, required permits and certificates, excluding applicable taxes.	% <i>(Offeror to complete)</i>	\$ 450,000.00	\$ <i>(Offeror to complete)</i>
Markup over authorized equipment rentals for other than basic shop and Resource Category tools, excluding applicable taxes.	% <i>(Offeror to complete)</i>	\$ 50,000.00	\$ <i>(Offeror to complete)</i>
<b>Table 6 - Total Evaluated Price</b>			\$ <i>(Offeror to complete) Sum of Evaluated Prices</i>

\*If the Markup proposed by the Offeror is higher than 20%, the Offer will be render non-responsive.  
**Ensure that the proposed Markup IS NOT higher than 20%.**

<b>Table 7 – Total Offer Evaluated Price</b>
<b>Total Offer Evaluated Price: \$ <i>(Offeror to complete)</i></b> (Sum of Total Evaluated Price from Table 1, Table 2, Table 3, Table 4, Table 5 and Table 6) applicable taxes are extra

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Requirements**

The Mandatory Requirements are defined in Attachment 1 to Part 4 Requirements and Evaluation Criteria.

Offerors must follow the instructions described in section 1.1 (Mandatory Requirements) of Attachment 1 to Part 4 Requirements and Evaluation Criteria and comply with all the Mandatory Requirements provided therein.

Offers which do not comply with all of the Mandatory Requirements will be disqualified, considered non-responsive and not evaluated further.

##### **4.1.1.2 Rated Requirements**

The Rated Requirements are defined in Attachment 1 to Part 4 Requirements and Evaluation Criteria.

Offerors should follow the instructions described in section 1.2 (Rated Requirements) of Attachment 1 to Part 4 Requirements and Evaluation Criteria.

Offers that are deemed to have complied with all requirements set in section 4.1.1.1 will be evaluated and scored in accordance with the Rated Evaluation Criteria of this RFSO, described in in section 1.3 (Rated Evaluation Criteria) of Attachment 1 to Part 4 Requirements and Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

Subject to the conditions set in the Attachment 1 to Part 3 Pricing Schedule; the Total Offer Evaluated Price, submitted by the Offeror in their Financial Offer will be used to determine the Pricing Score as per section 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price.

##### **4.1.2.1 Evaluation of Price - Offer**

**SACC Manual** Clause [M0220T](#) (2016-01-28), Evaluation of Price – Offer, applies and is part of this RFSO.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, an offer must:

- a) comply with all the requirements of the Request for Standing Offers (RFSO); and
  - b) meet all mandatory criteria;
2. Offers not meeting (a) or (b) will be declared non-responsive.
  3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **30%** for the technical merit and **70%** for the price.
  4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divide by the maximum number of **points available** multiplied by the ratio of **30%**.
  5. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of **70%**.
  6. For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.
  7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 30/70 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (30%) and Price (70%)</b>			
	<b>Offerors</b>		
	<b>Offeror 1</b>	<b>Offeror 2</b>	<b>Offeror 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Total Offer Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 30 = 25.55$	$89/135 \times 30 = 19.77$	$92/135 \times 30 = 20.44$
<b>Pricing Score</b>	$45/55 \times 70 = 57.27$	$45/50 \times 70 = 63$	$45/45 \times 70 = 70$
<b>Combined Rating</b>	82.82	82.77	90.44
<b>Overall Rating</b>	<b>2nd</b>	<b>3rd</b>	<b>1st</b>

The offers will be ranked in order from the highest to the lowest using the total score (technical plus price). The Offeror submitting the highest ranked proposals will be recommended for issuance of a standing offer. In the case of a tie, the Offeror submitting the lower price for the services will be selected.

## ATTACHMENT 1 to PART 4 REQUIREMENTS AND EVALUATION CRITERIA

### Definitions:

“Recent” is defined as within the past twenty-four (24) months of the RFSO closing date.

“Verifiable” means able to be proved.

### 1.1 MANDATORY REQUIREMENTS

The Mandatory Requirements are described in the Table 1-4(a) - Mandatory Requirements.

The Offeror must complete and include with their Technical Offer, the Table 1-4(a) - Mandatory Requirements, indicating the page number in its Technical Offer where each Mandatory Requirement can be found or explained how it is met, or whether not it meets the indicated requirement.

In the event that any Mandatory Requirement is not met, the Offer submission will be disqualified.

The Offeror is encouraged to use Appendix 1 to Attachment 1 to Part 4 – Completeness of Mandatory Requirements Checklist, as a tool to verify that the minimum information required in response to Mandatory Requirements is included in their Technical Offer.

Table 1-4(a) - Mandatory Requirements.

No.	Mandatory Requirement	Meets Criteria (✓)	Proposal Page No.
<b>M1</b>	<p><b>Company Profile</b></p> <p>The Offeror must provide with their Technical Offer a corporate profile including the following information:</p> <p>Offeror’s Legal Name; whether it is incorporated, partnership, sole proprietorship, or other; Month and year it started doing business; Description of the services it provides; and List of projects it has worked on for industrial facilities equipment.</p> <p>If the Offeror is submitting their Offer as a consortium, including joint ventures or partnerships, the Offeror must provide the above information for each individual entity.</p>		
<b>M2</b>	<p><b>Experience – Electrical Services</b></p> <p>The Offeror must have recent* experience providing Electrical Services, for a facility(es) deemed as industrial, institutional or commercial.</p> <p>To demonstrate the required recent experience, the Offeror must include within their Technical Offer, verifiable examples of three (3) projects, providing Electrical Installation or Maintenance Services, for a facility(es) deemed as industrial, institutional or commercial. Such projects must be similar in size, scope and complexity to the services described in the Statement of Work and must have been performed by the Offeror as a contractor or sub-contractor, within the past twenty-four (24) months prior to the RFSO’s closing date.</p> <p>Each example must include reachable Owner’s reference contact information and must have been executed to the entire satisfaction of the Owner**.</p> <p>*Recent is defined as within the past twenty-four (24) months of the RFSO closing date. **The Owner is the person or entity that owns the asset subject of the performed project, presented by the Offeror as a verifiable example in response to M2.</p>		

<b>M3</b>	<p><b>Construction Electrician</b></p> <p>The Offeror must propose within their Technical Offer at least one resource per the trade of Construction Electrician, who will be providing services under the Standing Offer.</p> <p>Each proposed resource must possess a minimum of three (3) accumulative years of experience in a facility(es) deemed as industrial, in their respective trade, within the past sixty (60) months prior to the RFSO's closing date.</p> <p>Each proposed resource must possess an active, and in good standing certifications described in Annex A, Section 2.1.2.1.</p> <p>To demonstrate the experience of the proposed resources, the Offeror must include within their Technical Offer, concrete and verifiable examples, describing when, where, and how the proposed resource met the required experience, including contact information to verify such experience.</p> <p>For each proposed resource, the Offeror must include within their Technical Offer, copy of the following active, and in good standing certifications in their respective trade:</p> <p>Construction Electrician.</p> <ul style="list-style-type: none"> <li>• WHMIS Training certificate; and</li> <li>• Red Seal Construction Electrician Certification or equivalent as per the Red Seal Program.</li> </ul>		
<b>M4</b>	<p><b>Helper</b></p> <p>The Offeror must propose within their Technical Offer at least one resource who will be providing services under the Standing Offer, as Helper.</p> <p>Each proposed Helper must have experience providing Electrical Installation or Maintenance services.</p> <p>To demonstrate the experience of the proposed Helper(s), the Offeror must include within their Technical Offer, concrete and verifiable examples, describing when, where, and how the proposed resource(s) met the required experience, including contact information to verify such experience.</p>		

## 1.2 RATED REQUIREMENTS

The Rated Requirements and the punctuation Criteria that will be used as a basis to score Offeror's responses to Rated Requirements are described in the Table 1-4(b) - Rated Requirements and Technical Requirements Scoring Breakdown.

Offerors should provide the requirements described in the Scoring Criteria of Table 1-4(b).

<b>Table 1-4 (b) Rated Requirements and Technical Requirements Scoring Breakdown</b>			
<b>Rated Requirement No.</b>	<b>Scoring Criteria</b>	<b>Proposal Page No.</b>	<b>Score (B)</b>
<b>R1</b>	<p><b>Multiple Tradespersons</b></p> <p>In response to M3 and M4, the Offeror should propose more than one resource which complies with the requirements described therein, per each trade.</p> <p>The Score of the Offeror's response to Multiple Tradespersons (R1) will be:</p> <p>Cumulative points (up to 10) will be awarded for each trade where the Offeror has proposed multiple resources which complies with the requirements described in M3 and M4 respectively, as per the criteria described below:</p> <p>More than one resource proposed for Construction Electrician: 6 points</p> <p>More than two resources proposed for Helper: 4 points</p>		<b>/10</b>
<b>R2</b>	<p><b>Indigenous Business</b></p> <p>Whether the Offeror has submitted its Offer independently or as a Joint Venture, the Offeror should provide Verifiable proof that certifies the Offeror, or any of the Offeror's members (if the Offeror is a Joint Venture), as an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.</p> <p>The Score of the Offeror's response to Indigenous Business (R2) will be:</p> <p><b>10 points</b> if The Offeror has provided Verifiable proof that certifies them or any of the Offeror's members (if the Offeror is a Joint Venture) as Indigenous Business as per the R2 Rated Requirement criteria.</p>		<b>/10</b>

### 1.3 RATED EVALUATION CRITERIA

The table 1-4 (c) *Rated Evaluation Criteria and Weighting* describes the Criteria and Weight that will be used to evaluate Offeror's responses to Rated Requirements.

Scores (Column B) of table 1-4 (c) will be calculated using the punctuation Criteria described in table 1-4 (b).

**Table 1-4 (c) Rated Evaluation Criteria and Weighting.**

<b>Criteria</b>		<b>(A) Weight Factor</b>	<b>(B) Score*</b>	<b>Weighted Score (A x B)</b>
R1	Multiple Tradespersons	6.0		
R2	Indigenous Business	4.0		
	<b>Total</b>	<b>10.0</b>		<b>Total Weighted Score (Sum of R1 to R3 Weighted Score)**</b>

\*Allowed punctuation range: 0 to 10 points.

\*\*Maximum possible punctuation: 100 points.

**APPENDIX 1 to ATTACHMENT 1 to PART 4 – COMPLETENESS OF MANDATORY REQUIREMENTS CHECKLIST**

Table 1 – Company Profile

<b>Complete (Y/N)</b>	<b>Action Taken</b>
	Offeror's Legal Name is included in the response to the Mandatory Requirement M1.
	Offeror's Status (whether it is incorporated, partnership, sole proprietorship, or other) is included in the response to the Mandatory Requirement M1.
	The month and year the Offeror started doing business is included in the response to the Mandatory Requirement M1.
	A description of Services provided by the Offeror is included in the response to the Mandatory Requirement M1.
	A list of projects the Offeror has worked on for industrial facilities equipment (including a short description of deliverables or main objectives) is included in the response to the Mandatory Requirement M1.

Table 2 - Experience – Electrical Services

<b>Complete (Y/N)</b>	<b>Action Taken</b>
	Verifiable examples of three (3) projects, providing Electrical Installation or Maintenance Services, for a facility(es) deemed as industrial, institutional, or commercial have been included in the response to the Mandatory Requirement M2.
	Each project example provided in the response to the Mandatory Requirement M2 includes Title.
	Each project example provided in the response to the Mandatory Requirement M2 includes the name of the Owner.
	Each project example provided in the response to the Mandatory Requirement M2 includes a Description of the scope and main tasks performed.
	Each project example provided in the response to the Mandatory Requirement M2 includes the Date of completion (Month and Year).
	Each project example provided in the response to the Mandatory Requirement M2 includes the Owner's reference contact information.



Table 3 - Construction Electrician

Complete (Y/N)	Action Taken
	At least one resource is proposed to provide services under the Standing Offer per the trade of Construction Electrician in response to Mandatory Requirement M3.
	The description of the project(s) where the proposed resource(s) had provided services as Construction Electrician in a facility(es) deemed as industrial, within the past sixty (60) months is(are) included in response to Mandatory Requirement M3.
	The accumulative period of the project(s) described in response to Mandatory Requirement M3, where each proposed resource(s) had provided services as a Construction Electrician in a facility(es) deemed as industrial, add up to at least three (3) years per proposed resource. (When)
	The information of the project(s) where the proposed resource(s) had provided services as Construction Electrician in response to Mandatory Requirement M3 includes a description (scope, main task), date of start and completion (month and year), and Owner's reference contact information. (Where / How)
	A copy of the active, and in good standing RED SEAL certificate in the trade of Construction Electrician (or equivalent as per the Red Seal Program*) is included per each proposed resource in response to Mandatory Requirement M3.
	A copy of the active, and in good standing WHMIS Training certificate is included per each proposed resource in response to Mandatory Requirement M3.

\*The Red Seal Construction Electrician title equivalences as per the Red Seal Program are Electrician - Construction and Maintenance, Electrician and Electrician (Construction).

Table 4 - Helper

Complete (Y/N)	Action Taken
	At least one resource is proposed to provide services under the Standing Offer as Helper, in response to Mandatory Requirement M4.
	Verifiable example(s) of project(s) where the proposed resource as Helper has acquired experience as Helper is(are) included in response to Mandatory Requirement M4.
	The example(s) of project(s) provided in response to Mandatory Requirement M4 to demonstrate the experience of the resource(s) proposed for Helper, include a description of when, where, and the main tasks performed by the resource; and the Owner's reference contact information.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

##### **5.2.1.1 List of Names for Integrity Verification Form**

Offerors must complete and provide, the List of Names for Integrity Verification form found in Attachment 1 to Part 5.

#### **5.2.2 Security Requirements – Required Documentation**

In accordance with the [requirements of 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>), the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors who do not provide all the required information at bid closing will

be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extensions granted by the Contracting Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance (i.e., information not required by the AFR), the Offeror will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Offeror fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-responsive.

### **5.2.3 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.4 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.4.1 Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

#### **5.2.4.2 List of Proposed Subcontractors**

If the Offer includes the use of subcontractors, the Offeror agrees, upon request from the Standing Offer Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

#### **5.2.4.3 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; and
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

**5.2.4.4 Supplementary Offeror Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Offeror hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Offeror:

a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

\_\_\_\_\_

**The following certification signed by the Offeror or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory

**ATTACHMENT 1 TO PART 5  
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**Requirements**

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires Offerors, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the Offeror or offeror's organizational structure:

- Offerors including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Offerors bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Offerors that are a partnership do not need to provide a list of names.

Offerors may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the Offeror otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for integrity verification form: <https://www.tpsgc-pwgsc.gc.ca/ci-if/In-form-eng.html>

## **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;
2. Before access to sensitive information is provided to the Offeror, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses;
  - (b) the Offeror's security capabilities must be met as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
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**

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

#### **7.2 Security Requirements**

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

1. The Offeror must, at all times during the term of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Offeror's personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C.
  - b) Contract Security Manual (Latest Edition).

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

##### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

The semi-annual reporting periods are defined as follows:

- Report 1: April 1 to September 30;
- Report 2: October 1 to March 31;

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

#### **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 date of award to **5 years (60 months) thereafter**.

##### **7.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

#### **7.5 Authorities**

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

The Standing Offer Authority is:

Juan Carlos Villasana  
Senior Procurement Advisor - Contracting Services,  
Procurement Services and Procurement Hub,  
Fisheries and Oceans Canada / Government of Canada  
[Juan.VillasanaRodriguez@dfo-mpo.gc.ca](mailto:Juan.VillasanaRodriguez@dfo-mpo.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.

##### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is:

**(to be provided at standing offer award)**

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.

##### **7.5.3 Offeror's Representative**

**(to be provided at standing offer award)**

The Offeror's Representative for the Standing Offer is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

#### 7.5.4 Offeror's Team

The approved Offeror's Personnel to fulfill the services described in the Annex A Statement of Work, is listed in Annex E Offeror's Approved Personnel.

#### 7.6 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Department of Fisheries and Oceans Canada.

#### 7.8 Call-up Procedures

7.8.1 When required, services against this Standing Offer will be called-up as follows:

- a. The Project Authority will prepare a detailed Statement of Work and list of tasks and deliverables for all required Work. It must be sufficiently detailed to allow the Offeror to determine whether they can provide the required resources with the necessary skill set to complete the Work within the prescribed time schedule.
- b. A Request for Proposal will be issued to the Offeror, including the Statement of Work. The Offeror must submit a proposal to the Project Authority in accordance with rates described in Annex B Basis of Payment. The Offeror's proposal must include the category of personnel, name of personnel and the number of hours estimated or required to perform the services, as well as an estimate of proposed disbursements, if applicable.
- c. If a resource proposed by the Offeror was not previously qualified by DFO during the RFSO, the Offeror must provide a detailed Resume, addressing each of the mandatory and point-rated requirements for the required resource category. The resource must meet the requirements outlined in Annex A, Section 2.1.2 and security requirements described in Part 7A, section 7.2.1.
- d. Subject to the indicated in paragraphs (a), (b) and (c) above, the Offeror will be authorized in writing by the Project Authority to proceed with the Work by the issuance of a call-up Instrument against the Standing Offer.

7.8.2 The Offeror must not commence any work until it has received an approved call-up Instrument which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.

- 7.8.3 Any change or amendment to an agreed upon call-up Statement of Work must be authorized by the Project Authority and agreed to, in writing, by the Offeror followed by an amendment to the call-up issued by the Project Authority.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed form identified in paragraph 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements. Low dollar value requirements are defined as work requirements that do not exceed \$10,000.00 in value including applicable taxes, travel and any other applicable fees or charges.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for services in the Standing Offer at the fixed hourly rates for each category of resource and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:

a) PWGSC-TPSGC 942                      Call-up Against a Standing Offer

or

b) An equivalent form or electronic Call-up document which contains at a minimum the following information:

- Offeror standing offer number;
- **Statement that incorporates the terms and conditions of the Standing Offer i.e. “The terms and conditions of standing offer serial number “*TBD*” apply and form part of this contract”;**
- Completed Statement of Work including description and due date of deliverables;
- Category(ies), number and name(s) of resource(s);
- Level of effort expressed in number of hours, fixed hourly rate;
- Identification of all travel and living expense requirements and their value including taxes (if required);
- Total value of the call-up;
- Point of delivery;
- Confirmation that funds are available under section 32 of the Financial Administration Act; and
- Confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.10 Limitation of Call-ups

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

If goods are included in the call-up, the value of the goods portion must not exceed \$25,000.00 (Applicable Taxes included).

## 7.11 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 2010C (2022-12-01), General conditions: Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Standing Offer Report;
- i) Annex E, Offeror's Approved Personnel;
- j) the Offeror's offer dated \_\_\_\_\_ *(to be inserted at standing offer 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**

SACC M3020C (2016-01-28), Status of Availability of Resources – Standing Offer, apply to and form part of the Standing Offer.

## **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 British Columbia.

## **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 Statement of Work

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

### 7.2. General Conditions

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

7.2.1. Subsection 10 of 2010C (2022-12-01), General Conditions - Services (Medium Complexity) – Invoice submission, is amended for this Contract as follows:

Delete: 2010C 10 (2022-12-01), Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca) and [Tina.Kalnow@dfo-mpo.gc.ca](mailto:Tina.Kalnow@dfo-mpo.gc.ca) Attn: **Tina Kalnow (DFO/MPO)**. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO Project Authority) **TBD**. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. Deduction for holdback, if applicable;
  - k. The extension of the totals, if applicable; and
  - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

Section 15 Interest on Overdue Accounts, of [2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) – Invoice submission will not apply to payments made by credit cards.

### 7.2.2 Contract Cost Principles 1031-2 02 Definition of a Reasonable Cost.

1. A cost is reasonable if the nature and amount do not exceed what would be incurred by an ordinary prudent person in the conduct of a competitive business.
2. In determining the reasonableness of a particular cost, consideration will be given to:
  - a. whether the cost is of a type generally recognized as normal and necessary for the conduct of a contractor's business or performance of the Contract;
  - b. the restraints and requirements by such factors as generally accepted sound business practices, arm's length bargaining, federal, provincial and local laws and regulations, and contract conditions;
  - c. the action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, the Government and public at large;
  - d. significant deviations from the established practices of the Contractor which may unjustifiably increase the contract costs; and
  - e. the specifications, delivery schedule and quality requirements of the particular contract as they affect costs.

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

*Insert SACC Manual clause [A9022C](#) in full text in contracts for goods and in contracts for services. When determining the period of the Contract for goods, take into consideration the time required to administer the Vendor Performance Corrective Measure Policy by making sure it ends after the delivery date of the goods. For services, make sure to respect the exceptional circumstances where services must be rendered before the end of the Period of the Standing Offer. (Refer to section 7.4.1 of the SO)*

### 7.4 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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

### 7.5 Payment

#### 7.5.1 Basis of Payment – Fixed Time Rate – Limitation of Expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ *(to be provided at call-up award)*. Customs duties are included and Applicable Taxes are extra.

#### 7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ *(to be provided at call-up award)*. 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.

### **7.5.3 Monthly Payments**

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 delivered has been accepted by Canada.

### **7.5.4 Electronic Payment of Invoices – Call-up**

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

- a. Government of Canada Acquisition Card; and
- b. Direct Deposit (Domestic and International).

### **7.5.5 Travel and Living Expenses - National Joint Council Travel Directive**

Any travel time and travel-related expenses associated with the delivery of services within a 50 km radius of the Pacific Biological Station, located at 3190 Hammond Bay Rd, Nanaimo, BC V9T 6N7 are to be calculated as an integral part of the hourly rates. For delivery of services outside of this 50 km radius, travel-related expenses will be paid (with prior approval of the Project Authority) in accordance with current National Joint Council Travel Directive.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_ *(to be provided at each call-up award)*

### **7.6 Invoicing Instructions**

1. The Contractor is entitled to invoice on a monthly basis, considering that the Work performed has been accepted by Canada.



2. The Contractor must submit invoices in accordance with Part 7B Resulting Contract Clauses, subsection 7.2.1 entitled "Invoice Submission" above. Invoices cannot be submitted until all Work identified in the invoice is completed.
3. Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca) with a cc to: [Tina.Kalnow@dfo-mpo.gc.ca](mailto:Tina.Kalnow@dfo-mpo.gc.ca), Attn: **Tina Kalnow**, and provides the required information as stated in subsection 7.2.1. above.

## 7.7 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 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](#)".

## 7.9 SACC Manual Clauses

The following SACC Manual clauses apply to and form part of the Contract:

- [A9068C](#) (2010-01-11), Government Site Regulations.
- [B9028C](#) (2007-05-25), Access to Facilities and Equipment.

## 7.10 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

- a) Paper consumption:
  - Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
  - Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security requirements).
- b) Travel requirements:
  - The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.

- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.

## **ANNEX A STATEMENT OF WORK**

### **1. INTRODUCTION**

#### **1.1. GENERAL OBJECTIVES**

The objective of the Standing Offer is to provide Electrical maintenance, repair and installation services for the Department of Fisheries and Oceans at the Pacific Biological Station, Nanaimo, B.C. The Work is to be furnished on “as and when requested” basis. The Pacific Biological Station is comprised of 32 individual structures with main occupancy structures housing offices, common spaces and laboratories. The site relies on both municipal potable water and salt water intake systems for use in various processes throughout the site. Support structures include various process equipment including steam and hot water boilers, pumps, air compressors and various filtration systems. Additionally, there is a 450Kg ammonia chiller plant located on the site for chilling process water. Requirement of service will involve the repair and installation commercial and industrial electrical equipment.

#### **1.2. BACKGROUND**

The Pacific Biological Station is a renowned centre for scientific research encompassing several facilities including laboratories, aquaculture facilities, cold rooms, computer networks, ammonia chiller plant for chilled process services, warehouse spaces, and wharfs. The complex is situated on a 5.7 hectare site with 1,828 m<sup>2</sup> primary offices in a four storey building and 935 m<sup>2</sup> three storey building. The site also consists of a four storey 5,714 m<sup>2</sup> laboratory wing and 650 m<sup>2</sup> single storey aquaculture building. Subsidiary buildings include a salt water pump house supplying research sea water at flows up to 2.3 m<sup>3</sup> per minute, an ammonia chiller plant building, and out buildings of approximately 13,234 m<sup>2</sup> total area.

Some of the site's electrical arrangements include but are not limited to electrical motors, indoor and outdoor commercial lighting systems, 480V & 600V high voltage equipment and distribution systems, shore power kiosks, low voltage sensing equipment, UV sanitation systems, variable speed motor control systems, commercial and industrial electrical distribution systems, human machine interface (HMI) equipment, computer network systems, commercial fire detection and life safety systems and security camera systems.

### **2. REQUIRED SERVICES**

Requested services will be identified in each call-up. Call-ups may include, but are not limited to, any or all of the following services:

- Read and interpret drawings, blueprints, schematics and electrical code specifications to determine layout of industrial electrical equipment installations;
- Install, examine, replace or repair electrical wiring, receptacles, switch boxes, conduits, feeders, fiber-optic and coaxial cable assemblies, lighting fixtures and other electrical components;
- Test electrical and electronic equipment and components for continuity, current, voltage and resistance;
- Maintain, repair, install and test switchgear, transformers, switchboard meters, regulators and reactors;
- Maintain, repair, test and install electrical motors, generators, alternators, industrial storage batteries and hydraulic and pneumatic electrical control systems;
- Troubleshoot, maintain and repair industrial, electrical and electronic control systems and other related devices;
- Conduct preventive maintenance programs and keep maintenance records;
- Install, maintain and calibrate industrial instrumentation and related devices; and
- Install, maintain or upgrade electrical infrastructure related to but not limited to the following equipment:

- Hot water condensing boilers.
- Fire-tube hot water boiler.
- Electrical Motors.
- Emergency Building Life Safety Systems.
- Commercial Lighting and switch controls.
- Variable Speed Drives.
- Low Voltage Sensing Equipment.
- Electrical Controls for valves and dampers.
- HMI (Human Machine Interface) Screens.
- Heat exchanger tubes with circulation pumps feeding both the Taylor and Clemens Building.
- Main HVAC Fans (two) providing fresh air circulation for Taylor Building.
- Heater salt water and fresh water tanks with circulation pumps to provide process water for labs.
- Air Dryers.
- Vacuum pumps.
- Air compressors.
- Power Distribution Center (PDC) Rooms.
- Transformers 480V and 600V.
- Ammonia Refrigeration Plant.
- HVAC roof top units.
- Ultra Violet Water Purification Systems.
- 800KW and 200KW Emergency Diesel Generators.
- Ductless split unit heat pumps.
- Steam package boiler.
- Shore Power systems to the Wharf and Floats 120V&240V.
- Reverse osmosis water filtration unit.
- Expansion tanks sensors.
- Fume hood evacuation fans.

## **2.1. Work requirements**

The Offeror must comply with the following Work Requirements in the performance of the Work:

### **2.1.1.Cleaning the Work**

The Offeror must maintain the Work and its site in a tidy condition and free from an accumulation of waste material and debris. The Offeror must remove waste material and debris, and all plant and material not required for the performance of any remaining Work and, unless otherwise stipulated in the Call-Up, must cause the Work and its site to be clean and suitable for occupancy by Canada. Before acceptance of the Work, the Offeror must remove all surplus plant and materials and any waste products and debris from the site of the Work.

The Offeror must upon completion of the Work, clear and clean the Work and its site to the satisfaction of and in accordance with any directions of the Project Authority.

### **2.1.2.Tradespersons Certifications and Experience.**

#### **2.1.2.1 Construction Electrician.**

Any Electrician assigned by the Offeror to perform the Work under the Standing Offer, must have a minimum of 3 years of experience as an Electrician in a facility(es) deemed as industrial, and possess the following active, and in good standing certifications:

- WHMIS Training certificate; and

- Red Seal Construction Electrician Certification or equivalent as per the Red Seal Program.

#### **2.1.2.2 Helper**

Any Helper assigned by the Offeror to perform the Work under the Standing Offer, must have experience in the trade of Construction Electrician.

#### **2.1.3. Apprentices.**

When allowed by the applicable Acts and regulations, the Offeror could, with the explicit approval of the Project Authority, assigns Work to Apprentices. Such Work must be performed under the direct supervision of a Red Seal certified **Construction Electrician** and must follow all applicable Provincial Regulations, Acts and Guidelines.

#### **2.1.4. Work Schedule**

When requested, the Offeror must provide the Standing Offer Authorities, a Work Schedule showing progress stages and completion of or Work.

Normal working hours are, from 8:00 AM to 4:30 PM (0800 to 1630) Monday to Friday except holidays unless otherwise requested by the Project Authority.

#### **2.1.5. Offeror Use Of Site**

Use and access of DFO site is subject to:

- Traffic and parking regulations established by DFO; and
- Security regulations established by DFO.

The Offeror must not unreasonably encumber site with materials or equipment; move stored products or equipment, which interferes with of operations of DFO or other contractors. Use of DFO facilities is not permitted unless otherwise indicated or approved in writing by the Project Authority. Smoking is not allowed in DFO buildings.

#### **2.1.6. Scheduling**

The Offeror must perform all Work as scheduled and defined with each call-up.

#### **2.1.7. Site Safety Orientation**

All Offeror's employees who require access to the site of Work must attend a site safety orientation at the Pacific Biological Station located at 3190 Hammond Bay Rd, Nanaimo BC, V9T 6N7 prior to first working on the site of Work.

#### **2.1.8. Confined Spaces**

When the Work requires access to confined spaces, the Offeror must:

- Provide a copy of their Confined Space Certification to the Project Authority, upon request.
- Carried out the Work in compliance with the Canada Occupational Safety and Health Regulations.
- Supply confined space entry plan.

#### **2.1.9. Hot Work**

Hot work includes cutting or melting with use of a torch, or other open flame devices. Grinding or other equipment producing sparks is also included.

The Offeror must obtain Hot Work permits from the Project Authority before any welding, cutting or any other hot work operations can be carried out on site.

#### **2.1.10. Fire Protection and Alarm Systems**

The Offeror is liable for any costs incurred by the fire department, the facility owner, or tenants as a result of false fire alarms at the site of Work, directly or indirectly triggered, as a consequence of the execution of the Work.

Fire protection and alarm systems must not be:

- a. Obstructed;
- b. Shut off;
- c. Left inactive at the end of a working day or shift; or
- d. Used for any purposes other than firefighting (fire hydrants, standpipes, hose systems).

#### **2.1.11. Unforeseen Hazards**

If an unforeseen safety or hazard condition or situation become evident to the Offeror during the performance of the Work, the Offeror must stop the Work immediately, follow the corresponding safety procedure (if applicable) and advise the Project Authority verbally and in writing.

#### **2.1.12. Health and Safety Requirements and Action**

In case of a health and safety non-compliance issue, caused by an act or omission of the Offeror, in the performance of the Work, the Offeror must:

- a. Immediately address health and safety non-compliance issue;
- b. Provide the Project Authority with a written report of action taken to correct non-compliance with health and safety issues identified.

The Project Authority may order to stop the Work if a non-compliance to health and safety regulations is not corrected immediately or within a reasonable and agreed time. The offeror is liable for any costs incurred as a result of the stop of the Work.

**ANNEX B BASIS OF PAYMENT**  
**(to be completed at Standing Offer Award)**

1. The fixed all-inclusive hourly rates identified here are for the duration of the Standing Offer.
2. All fixed all-inclusive hourly rates includes customs and duties. Applicable Taxes are extra.

**Table 1 - Standing Offer Year 1: Period from Date of Contract Award to twelve months thereafter**

Time	Resource Category	Fixed All-Inclusive Hourly Rate
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$

**Table 2 – Standing Offer rates Year 2: Period 12 months following the end of Year 1**

Time	Resource Category	Fixed All-Inclusive Hourly Rate
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$

**Table 3 - Standing Offer rates Year 3: Period 12 months following the end of Year 2**

Time	Resource Category	Fixed All-Inclusive Hourly Rate
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$

**Table 4 - Standing Offer rates Year 4: Period 12 months from the end of Year 3**

Time	Resource Category	Fixed All-Inclusive Hourly Rate
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$

**Table 5 - Standing Offer rates Year 5: Period 12 months from the end of Year 4**

Time	Resource Category	Fixed All-Inclusive Hourly Rate
<b>During normal working hours.</b> Between 08:00 and 16:30 Monday to Friday except holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$
<b>Outside normal working hours.</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Construction Electrician	\$
	Apprentice	\$
	Helper	\$



**Table 6 - Offerors' Mark-up valid during the whole Standing Offer**

Item	Markup
Markup over authorized unspecified material, replacement parts, required permits and certificates, excluding applicable taxes.	%
Markup over authorized equipment rentals for other than basic shop and Resource Category tools, excluding applicable taxes.	%

The Contractor will be paid its costs reasonably and properly incurred, for authorized unspecified materials, replacement parts, required permits and certificates, equipment rentals for other than basic shop and Resource Category tools in the performance of the Work, as determined by a government audit, plus the applicable markup described in Table 6. The results and findings of the government's audit will be conclusive.

#### **Costs included in Fixed All-Inclusive Hourly Rates**

Except for the Authorized Disbursements described below, the fixed all-inclusive hourly rates include all labour, materials, equipment, overhead costs, office and administrative costs, customs, duties and any other expenses necessary to perform the work identified in the Statement of Work. Taxes are extra

#### **Authorized Disbursements**

The following disbursements reasonably incurred by the Contractor, that are related to the Services described in the Statement of Work and approved in advance by the Standing Offer Authority, shall be reimbursed to the Contractor at actual cost when supported by a copy of the original invoice:

- (a) transportation costs for material samples and models additional to those specified in the Standing Offer Brief;
- (b) other disbursements made with the prior approval and authorization of the Project Authority.

**ANNEX C SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat <b>30005408</b>
Security Classification / Classification de sécurité <b>Unclassified</b>

**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 <b>Dept. Fisheries Oceans Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>RPSS</b>
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3. a) Subcontract Number / Numéro du contrat de sous-traitance <b>PR 30005408</b>	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant <b>Pacific Biological Station 3190 Hammond Bay Rd Nanaimo B.C V9T 6N7</b>
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4. Brief Description of Work - Brève description du travail  
**Electrical Services - Repair/Replacement/Inspection/Engineering**

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 commerciales 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

<b>Canada</b> <input type="checkbox"/>	<b>NATO / OTAN</b> <input type="checkbox"/>	<b>Foreign / Étranger</b> <input type="checkbox"/>
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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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	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"/>

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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / Oui

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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 EMPLACEMENTS			

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

**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 Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉ et/ou CLASSIFIÉE?

**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.**

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

**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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

**ANNEX D STANDING OFFER REPORT**

<b>Date of the call-up</b>	<b>Project Authority</b>	<b>Items Acquired/ Services Provided</b>	<b>Work completion date</b>	<b>Cost/No. of Billable Hours</b>	<b>Total</b>

**ANNEX E OFFEROR'S APPROVED PERSONNEL**  
(to be completed at Standing Offer Award)