



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**Request For a Standing Offer  
Demande d'offre à commandes**

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

|   |   |
|---|---|
| <b>Title - Sujet</b><br>Motor and Pump Maintenance  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W0127-16LP01/A  | <b>Date</b><br>2016-05-24                                       |
| <b>Client Reference No. - N° de référence du client</b><br>W0127-16LP01   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$EDM-206-10772 |
| <b>File No. - N° de dossier</b><br>EDM-5-38253 (206)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                          |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2016-07-06</b>  |   |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Mountain Daylight<br>Saving Time MDT   |   |
| <b>Delivery Required - Livraison exigée</b><br>See Herein   |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Brent Peters   | <b>Buyer Id - Id de l'acheteur</b><br>edm206                    |
| <b>Telephone No. - N° de téléphone</b><br>(780)235-8279 ( )   | <b>FAX No. - N° de FAX</b><br>(780)497-3510                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>EDMONTON GARRISON<br>STN FORCES P.O.BOX 10500<br>EDMONTON<br>Alberta<br>T5J4J5<br>Canada |   |
| <b>Security - Sécurité</b><br>This request for a Standing Offer includes provisions for security.<br>Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.  |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

|  |  |
|--|--|
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <br><br><br><br><br><br><br><br><br><br>   |  |
| <b>Telephone No. - N° de téléphone</b>   | <b>Facsimile No. - N° de télécopieur</b> |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br/>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                              |

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**REPAIR OF MOTORS & PUMPS  
DND – EDMONTON GARRISON, EDMONTON, ALBERTA,**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security Requirements; 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 Security Requirements Checklist (SRCL), the Electronic Payment Instruments, and Standing Offer Usage Report.

### **1.2 Summary**

**1.2.1** Departmental Individual Standing Offer (DISO) for the supply of all labour, equipment, material and supervision as required to carry out repairs and replacements of various motors and pumps. The work will be on an as and when required basis, and on such other occasions as requested by the Department of National Defence (project authority), Engineer Services Company (ESC), Edmonton Garrison, Edmonton, Alberta, in accordance with the terms and conditions outlined herein.

The Standing Offer is requested for a period of three (3) years from the date of offer issuance.

**1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security Requirements, and Part 7 - Standing Offer and Resulting Contract

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Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-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.

### PART 2 - OFFEROR INSTRUCTIONS

#### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2016-04-04) 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: 90 days

##### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Price and/or Rates  
[M1004T](#) (2016-01-28), Condition of Material - Offer

#### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

#### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** (  ) **NO** (  )

If so, the Offeror must provide the following information:

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

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

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Section I: Financial Offer (one hard copy)

Section II: Certifications (one hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Financial Offer**

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

#### **3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

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

## **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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Financial Evaluation**

In Annex B, Basis of Payment, for each of the 3 years, the firm unit prices quoted for Items 1 to 5 will be multiplied by the corresponding estimated annual usages shown. The resulting amounts obtained will be added together to obtain a total evaluated price.

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

An offer must comply with all of the requirements of the Request for Standing Offers to be declared responsive. The responsive Offer with the lowest evaluated price will be recommended for issuance of a standing offer.



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## **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 [Ineligibility and Suspension Policy](#), the Offeror must provide with its offer, the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to 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 [Ineligibility and Suspension Policy](#), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 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-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.

## **PART 6 – SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A.

#### **7.2 Security Requirements**

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the standing offer.

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide, attached at Annex C;
  - b. Industrial 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](#) issued by Public Works and Government Services Canada.

#### 7.3.1 General Conditions

2005 (2016-04-04) 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 E. 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 quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 15 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 offer issuance to \_\_\_\_\_. *(to be completed upon offer award)*

### 7.5. Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Brent Peters  
Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
ATB Place, North Tower  
5<sup>th</sup> Floor – 10025 Jasper Avenue  
Edmonton, AB T5J 1S6

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Telephone: 780-235-8279  
Facsimile: 780-497-3510  
E-mail address: Brent.Peters@pwgsc-tpsgc.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, he 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** (will be inserted at contract award)

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

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

**7.5.3 Offeror's Representative** (should be completed by Offeror at time of offer)

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

**7.6 Proactive Disclosure of Contract with Former Public Servants**

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

**7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND), Engineer Services Company (ESC), Edmonton Garrison, Edmonton, Alberta.

**7.8 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

**7.9 Limitation of Call-ups**

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

**7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_\_ (Applicable Taxes excluded) *(to be determined at offer award)* unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 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](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List (SRCL);
- h) Annex D, Electronic Payment Instruments;
- i) Annex E, Standing Offer Usage Report;
- j) the Offeror's offer dated \_\_\_\_\_. *(insert date of offer)*

### 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.

### 7.13 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 \_\_\_\_\_. *(to be completed prior to offer award)*

### 7.14 SACC Manual Clauses

[M3800C](#) (2006-08-15), Estimates  
[M3000C](#) (2006-08-15), Price Lists

## 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 Standard Clauses and Conditions

### 7.2.1 General Conditions

[2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of [2010C](#) (2016-04-04) General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards. (*if applicable*)

## 7.3 Term of Contract

### 7.3.1 Period of the Contract

The Work is to be completed in accordance with the call-up against the Standing Offer.

## 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.5 Payment

### 7.5.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure as indicated in the call-up document. Customs duties are included and Goods and Services Tax is extra, if applicable.

### 7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount indicated in the call-up document. 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 percent committed, or
  - b. four (4) 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 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department  
[C0710C](#) (2007-11-30), Time and Contract Price Verification  
[C0711C](#) (2008-05-12), Time Verification  
[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor (*if applicable*)  
[H1000C](#) (2008-05-12), Single Payment

### 7.5.4 Electronic Payment of Invoices – Call-up (*if applicable*)

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

### 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 7.7 SACC Manual Clauses

[G1005C](#) (2016-01-28), Insurance – No Specific Requirement  
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor) (*if applicable*)

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**ANNEX A  
STATEMENT OF WORK**

1. Work under this Standing Offer Agreement covers the supply of all labour, equipment, material and supervision as required to carry out repairs and replacements of various motors and pumps. The work will be on an as and when required basis, and on such other occasions as requested by the Department of National Defence (project authority), Engineer Services Company (ESC), Edmonton Garrison, Edmonton, Alberta. Work may be performed on site or at Offeror's place of business, wherein components requiring repair may be delivered and picked up by project authority employee.
2. Observe and enforce all Construction Safety Measures required by the National Building Code, Workers' Compensation Board and Municipal Statutes and Authorities.
3. Where work is performed at a height exceeding the standards in the above codes, the Offeror must provide fall protection systems using existing fall protection anchors, or in their absence, temporary anchors acceptable to the Project Authority
4. Perform all work in accordance with the latest National Building Code of Canada (NBC), Canadian Electrical Code (CEC), National Plumbing Code of Canada (NPC) and all other applicable Federal, Provincial and Municipal Codes pertaining to the trades involved in this specification.
5. Movement around the site is subject to any restrictions imposed by Garrison Commander or Project Authority. Offeror must not unreasonably encumber site with materials and equipment.
6. Normal hours of work are from 0730 hours to 1600 hours Monday through Friday, with the exception of statutory holidays. Emergency hours of work must be on a twenty four (24) hour per day and seven (7) days per week basis, including statutory holidays. Offeror must provide a written quote for repair/ replacement and obtain written approval from Project Authority prior to proceeding with work. The Offeror must be prepared to provide emergency work only when requested and deemed necessary by the Project Authority. Any work scheduled and performed by the Contactor outside of normal hours of work requires clearance and the approval of the Project Authority
7. Emergency work: The Offeror must provide emergency services, and perform emergency work for project authority on a twenty four (24) hour per day and seven (7) day per week basis. Upon being notified of an emergency, the Offeror must respond immediately to Project Authority and must be on site within a four (4) hour time frame. Once on the site, the Offeror must take immediate action and perform the necessary task and measure to rectify the situation. It is mandatory to keep project authority informed at all times on each and every emergency as to progress of repairs and cost involved.
8. Construct and maintain scaffolding in a rigid and secure manner. Erect independent from walls. Remove when no longer required.
9. The Offeror must be readily accessible and available at all times throughout this Standing Offer Agreement. All personnel assigned to the site by the Offeror must be properly equipped with cellular telephones to ensure effective communications. Provide Project Authority with all pertinent contact numbers immediately after Standing Offer Agreement issuance.
10. The location of fixtures, apparatus, outlets, underground utilities, etc., indicated or specified must be considered as approximate. Completeness and accuracy are not guaranteed. The actual



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location will be as directed and required to suit conditions at the time of installation and as is reasonable. Before installation, Offeror must inform the Project Authority of the impending installation and consult with Project Authority for actual location.

11. Where work of this Standing Offer Agreement involves breaking into or connecting to existing services, carry out work at times directed by governing authorities with a minimum of disturbance to pedestrian and vehicular traffic and to the occupants and function of the existing building. Provide as and when required, barriers, flashing lights, signs and the like.
12. Upon request Project authority may temporarily provide free of charge, the use of existing electric power and water for construction purposes. The use of these services is subject to termination without notice due to DND requirements, without the acceptance of any liability for damage or delay.
  - a. Upon request Project Authority will confirm connection locations and supply resource availability on site. The Offeror must solicit written permission from the Project Authority prior to any connection.
  - b. All temporary connections must be executed in accordance with the applicable Federal Codes involved, unless specified otherwise.
  - c. The Offeror must provide at no cost to DND all labour, temporary connections, equipment and lines to bring these services required, to the project site.
13. Welding and use of open flame in or adjacent to DND structures requires approval from the Project Authority. Use of explosive actuated fastening devices must not be used without Project Authority written permission. Fire Orders and Regulations for the Offeror form a part of these specifications and will be made available to the Offeror upon issuance of the Standing Offer Agreement.
14. Any work to verify fire alarm protection of existing fire alarm systems for maintenance, repair, upgrade or replacement of existing project authority owned fire alarm systems requires an Automatic Fire Suppression and Alarm System Work Permit which must be obtained from the Project Authority.
15. Qualifications required to verify fire alarm systems:
  - a. Certified Electrician that qualify under the Alberta Fire Code to perform maintenance on fire alarm systems.
    1. Certified before September 1, 1991, having completed recognized post-secondary training for fire alarm system maintenance and approved under previous editions of the Alberta Fire Code, or
    2. Certified as an Alberta electrician after September 1, 1991.
  - b. Technologists and Technicians qualified under the Fire Code may verify a Fire alarm System or perform an audit where Professional Engineering involvement is not required.
  - c. Professional Engineer where involvement is required.
16. Materials must be new unless otherwise specified. Comply with manufacturer's latest printed instructions for materials and installation methods. Notify Project Authority in writing of any

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conflict between these specifications and manufacturer's instructions, so that Project Authority can designate which specification is to be followed.

17. Acceptability of Materials: Acceptable materials are materials that are specified in the Call up documents and that fully meet the design criteria. Requests for "acceptance" of materials in addition to those presently established as "acceptable" by the specifications and/or drawings must be submitted with complete supporting data such as a manufacturer's test data and drawings, with five (5) copies to the Project Authority. Acceptance of such materials will be made at a time and in a way that will encourage the full force of legitimate competition. Acceptable Products: Products listed as "Acceptable Products" are to be used as a guide and does not imply exclusion of unlisted manufacturers, models, or materials. Equipment or materials proposed must be CSA certified and meet the same standards and performance requirements and meet with the approval of Project Authority.
18. The Offeror must obtain and provide an electrical installation permit for the electrical portion of this Standing Offer Agreement. The permit must be obtained from a local Electrical Protection Inspection Firm licensed and certified to operate in the City of Edmonton, and within the province of Alberta. Must pay all associated fees to engage services, and submit the necessary amount of Offeror Documents required for their examination. Must forward a "Certificate of Acceptance" to the Project Authority immediately upon completion of the call-up.
19. It is the Offeror's responsibility to comply with the Engineer Services Company Standard Operating Procedure No. C-8 (SOP C-8) for digging and excavating. This document is available for viewing from the Project Authority
  - a. All known existing underground utilities must be hand exposed if conflicting with the installation of new work.
20. Before excavating outdoors, renovating indoors, or excavation of whatever nature can commence, the Offeror must have completed an Engineer Services Company "Dig Permit", in addition to normal utility location checks.
21. All dimensions must be verified on site by the Offeror and approved by the Project Authority. Job Supervision: a foreman or responsible person must be designated by the Offeror and must be present on the job at all times to liaise with the Project Authority. All DND property and equipment must be properly protected. Any damage caused by the Offeror must be repaired at his/her expense.
22. The Project Authority may furnish additional drawings to the Offeror to assist the proper execution of the work. These additional drawings will be issued for clarification purposes only. Such drawings must have the same meaning and intent as if they were included with the original drawings.
23. The word "Provide" will mean "supply and install". The word "Indicated" will mean "as shown on the drawings and/or noted in the Offeror Documents".
24. Offeror must provide shop drawings for all equipment and material.
25. Upon call-up completion, must provide one set of "As-Built Drawings" to identify locations of equipment and material and changes in the work.
26. Provide warning signs as required by the Project Authority. It is imperative that a safe working environment is maintained.

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27. Cleaning: prevent accumulation of wastes which create hazardous conditions; do not dispose of volatile waste liquids in storm or sanitary drains; store volatile wastes in covered metal containers and remove from premises daily; provide adequate ventilation during use of volatile or noxious substances; remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from sight exposed interior and exterior surfaces, resultant from work under this Offeror. All debris and waste to be removed and disposed of off DND property.
28. Civil General:
- a. Damages: The Offeror is to patch and repair any damages that occurred due to work performed under this Standing Offer Agreement. The patches will match existing construction and finishes.
29. Mechanical General:
- a. References
- American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE).
    - ASHRAE 90.1-01, Energy Code for Buildings Except Low-Rise Residential Buildings.
  - Electrical Equipment Manufacturers' Advisory Council (EEMAC).
- b. Shop Drawings
- Submit shop drawings in accordance with General instructions.
- c. Closeout Submittals
- Submit maintenance data for incorporation into Operation and Maintenance Manuals. Include Troubleshooting guide.
30. Mechanical Products:
- a. Motors:
- Provide motors to CSA Standards for mechanical equipment as specified.
  - If delivery of specified motor will delay delivery or installation of any equipment, install motor approved by Engineer for temporary use. Final acceptance of equipment will not occur until specified motor is installed.
  - Motor phase, cycle and voltage to be as specified. Coordinate with Electrical Division regarding specified or substitute motors. Refer discrepancies to Engineer for review.
  - Types: Baldor, Bodine, Century, Dayton, Fasco, Franklin, Universal, Maska, Doerr, Rotom, Emerson, Lincoln, Marathon, Teco, Siemens, Westinghouse, Leeson, WEG, Electrohome.

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- (a) Match existing:
1. Horsepower.
  2. Speed: Variable frequency drive, fixed, adjustable, variable torque, constant torque.
  3. Voltage and number of phases.
  4. All motors 60 Hz.
  5. NEMA design.
  6. Service Factor.
  7. Duty.
  8. Insulation Class.
  9. Temperature Rise.
  10. Enclosure type.
  11. Motor starting (Full or reduced voltage).
- (b) In the event the new motor does not match existing motor specifications, provide Engineer Services Company with detail shop drawings of new motor, for approval.
5. Efficiency:
- (a) Motors less than 1.2kW: minimum efficiency 77%.
  - (b) Motors 3.73kW to 7.5kW: minimum efficiency 88%.
  - (c) Motors 7.5kW to 18.7kW: minimum efficiency 92%.
  - (d) Motors greater than 18.7kW: minimum efficiency 94%.
6. Motors under 373 W or 1/2 HP : speed as indicated, continuous duty, built in overload protection, resilient mount, single phase, 120 V, unless otherwise specified or indicated.
7. Motors under 373 W or 1/2 HP : speed as indicated, continuous duty, built in overload protection, resilient mount, single phase, 120 V, unless otherwise specified or indicated.
8. Belt Drives:
- (a) Fit reinforced belts in sheave matched to drive. Multiple belts to be matched sets.
  - (b) Use cast iron or steel sheaves secured to shafts with removable keys unless otherwise specified.
  - (c) For motors under 7.5 kW: standard adjustable pitch drive sheaves, having plus or minus 10% range. Use mid position of range for specified r/min.
  - (d) Minimum drive rating: 1.5 times nameplate rating on motor. Keep overhung loads within manufacturer's design requirements on prime mover shafts.
  - (e) Motor slide rail adjustment plates to allow for centre line adjustment.
  - (f) Supply one set of spare belts for each set installed.
9. Drive Guards:
- (a) Provide guards for unprotected drives.

- (b) Guards for belt drives;
  - 1. Expanded metal screen welded to steel frame.
  - 2. Minimum 1.2 mm thick sheet metal tops and bottoms.
  - 3. 38 mm diameter holes on both shaft centres for insertion of tachometer.
  - 4. Removable for servicing.
- (c) Provide means to permit lubrication and use of test instruments with guards in place.
- (d) Install belt guards to allow movement of motors for adjusting belt tension.
- (e) Guard for flexible coupling:
  - 1. "U" shaped, minimum 1.6 mm thick galvanized mild steel.
  - 2. Securely fasten in place.
  - 3. Removable for servicing.
- (f) Unprotected fan inlets or outlets:
  - 1. Wire or expanded metal screen, galvanized, 19 mm mesh.
  - 2. Net free area of guard: not less than 80% of fan openings.
  - 3. Securely fasten in place.
  - 4. Removable for servicing.

b. Hydronic Pumps:

- 1. Types:
  - (a) Inline circulators.
  - (b) Vertical inline circulators.
  - (c) Single suction centrifugal pump.
  - (d) Double suction centrifugal pump.
- 2. Volute: As specified.
- 3. Impeller: As specified.
- 4. Shaft: As specified.
- 5. Seal: As specified.
- 6. Coupling: As specified.
- 7. Motor: As specified.
- 8. Design Pressure: As specified.

c. Plumbing Pumps:

1. Types:
  - (a) Domestic hot water circulating pump.
  - (b) Domestic water boosting pump.
  - (c) Sump pump.
  - (d) Bilge and sewage pump.

2. Capacity: As specified
3. Construction: As specified.
4. Control: As specified.

d. Fire Pump:

1. Packaged, ULC listed and labelled vertical shaft turbine or horizontal shaft centrifugal fire pump and controller.
2. Materials and construction: to ANSI/NFPA 20.
3. Capacity: as indicated to satisfy fire protection system requirements and NFPA.
4. Accessories to ANSI/NFPA 20 requirements and in addition:
  - (a) Fire pump bypass fitted with shut off valves and check valves.
  - (b) Audible and visual suction side alarm.
  - (c) OS&Y valves on suction and shut off valves on discharge, electrically supervised.

e. Pressure Maintenance (Jockey) Pump:

1. General: horizontal, close-coupled, electrically driven centrifugal or reciprocating pump and controller.
2. Capacity: as indicated to satisfy fire protection system requirements and NFPA.
3. Accessories: to ANSI/NFPA 20.

31. Mechanical Execution:

a. Motors:

1. Fasten securely in place.
2. Make removable for servicing, easily returned into and positively in position.

b. Hydronic Pumps:

1. Before starting pump, check that system over-temperature and other protective devices are installed and operative.
2. After starting pump, check for proper, safe operation.
3. Run-in pumps for 12 continuous hours.
4. Verify operation of over-temperature and other protective devices under low- and no-flow condition.
5. Eliminate air from scroll casing.
6. Eliminate cavitation, flashing and air entrainment.
7. Measure pressure drop across strainer when clean and with flow rates as finally set.

c. Plumbing Pumps:

1. Application Tolerances: Flow plus 10%, minus 0%. Pressure plus 10%, minus 5%.
2. Obtain manufacturer's approval, before performing Performance Verification (PV), to ensure warranties remain intact.
3. Check power supply.
4. Check starter O/L heater sizes.
5. Start pumps, check impeller rotation.
6. Check for safe and proper operation.
7. Check settings and operation of hand-off-auto selector switch, operating, safety and limit controls, audible and visual alarms, over-temperature and other protective devices.
8. Test operation of alternator.
9. Adjust leakage through water-cooled bearings.
10. Adjust shaft stuffing boxes.
11. Adjust leakage flow rate from pump shaft stuffing boxes to manufacturer's recommendations.
12. Check base for free-floating, no obstructions under base.
13. Run-in pumps for 12 continuous hours.
14. Check installation, operation of mechanical seals, packing gland type seals. Adjust as necessary.
15. Adjust alignment of piping and conduit to ensure full flexibility.

16. Eliminate causes of cavitation, flashing, air entrainment.
17. Measure pressure drop across strainer when clean and with flow rates as finally set.
18. Replace seals if pump used to degrease system or if pump used for temporary heat.
19. Verify lubricating oil levels.
20. Disinfection:
  1. Flush out, disinfect and rinse domestic water piping and tanks to requirements of authority having jurisdiction.
  2. Upon completion, provide laboratory test reports on water quality for Engineer approval.
21. Reports:- Include;
  1. Performance Verification results.
  2. Product Information report forms.
  3. Pump performance curves (family of curves) with final point of actual performance.

d. Fire Pumps:

1. Install in accordance with ULC listing, ANSI/NFPA 20, manufacturer's instructions and approved shop drawings.
2. Align pump and motor shafts to within manufacturer's recommended clearances prior to start-up.
3. Wiring to perform in accordance with manufacturer's instructions and applicable codes
4. Install, inspect and test to acceptance in accordance with ANSI/NFPA 13.
5. Test hydrostatically to meet requirements of fire protection system to which it will be connected.
6. Fire Alarm Verification:
  1. Perform tests in accordance with CAN/ULC-S537. Test each device and alarm circuit to ensure system transmits alarm to control panel and actuate general alarm and ancillary devices. Check annunciator panels to ensure zones are shown correctly. Simulate grounds and breaks on alarm and signaling circuits to ensure proper operation of system.
  2. Class A circuits test each conductor on all circuits for capability of providing alarm signal on each side of single open-circuit fault condition imposed near midmost point of circuit. Reset control unit after each alarm function and correct imposed fault after completion of each test. Test each conductor on all circuits for capability of providing alarm signal during ground-fault condition imposed near midmost point of circuit. Reset control unit after each alarm function and correct imposed fault after completion of each test.



3. Class B circuits test each conductor on all circuits for capability of providing alarm signal on line side of single open-circuit fault condition imposed at electrically most remote device on circuit. Reset control unit after each alarm function and correct imposed fault after completion of each test. Test each conductor on all circuits for capability of providing alarm signal during ground-fault condition imposed at electrically most remote device on circuit. Reset control unit after each alarm function and correct imposed fault after completion of each test.
4. Final acceptance subject to Edmonton Garrison Fire Chief and Engineers inspection.

e. Cleaning:

1. Upon completion and verification of performance of installation, remove surplus materials, excess materials, rubbish, tools and equipment.

**ANNEX B  
BASIS OF PAYMENT**

- Rates must remain firm for the periods of the Standing Offer Agreement indicated below. Rates must include **all costs** associated with providing the service in accordance to the Statement of Work, Annex A.
- Firm prices do not include GST. GST, if applicable, is to be shown as a separate line item on any invoice.
- Usages provided are estimates only and not a guarantee of actual usages.

**Initial Period – Date of issuance until end of 1 year period after date of issuance**

| Item | Description  | Annual Estimated Usage | Firm Unit Price |
|------|--|------------------------|-----------------|
| 1.0  | Call out rate inclusive of the first hour on site 07:30 to 16:00 weekdays                                | 10 calls               | \$ _____ /hour  |
| 2.0  | Labour after the first hour on site during regular working hours 07:30 to 16:00 weekdays                 | 50 hours               | \$ _____ /hour  |
| 3.0  | Outside regular working hours, call out rate inclusive of the first hour on site 16:00 to 07:30 weekdays | 5 calls                | \$ _____ /hour  |
| 4.0  | Call out rate for weekends, statutory holidays first hour on site and thereafter                         | 5 calls                | \$ _____ /hour  |
| 5.0  | Mark-up on material and replacement parts at the Offeror's laid-down cost                                | \$25,000               | _____ %         |

**Year 2**

| Item | Description  | Annual Estimated Usage | Firm Unit Price |
|------|--|------------------------|-----------------|
| 1.0  | Call out rate inclusive of the first hour on site 07:30 to 16:00 weekdays                                | 10 calls               | \$ _____ /hour  |
| 2.0  | Labour after the first hour on site during regular working hours 07:30 to 16:00 weekdays                 | 50 hours               | \$ _____ /hour  |
| 3.0  | Outside regular working hours, call out rate inclusive of the first hour on site 16:00 to 07:30 weekdays | 5 calls                | \$ _____ /hour  |
| 4.0  | Call out rate for weekends, statutory holidays first hour on site and thereafter                         | 5 calls                | \$ _____ /hour  |
| 5.0  | Mark-up on material and replacement parts at the Offeror's laid-down cost                                | \$25,000               | _____ %         |

Solicitation No. - N° de l'invitation  
W0127-16LP01/A  
Client Ref. No. - N° de réf. du client  
W0127-16LP01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38253


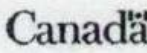
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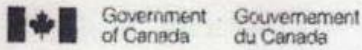
**Year 3**

| <b>Item</b> | <b>Description</b>   | <b>Annual Estimated Usage</b> | <b>Firm Unit Price</b> |
|-------------|--|-------------------------------|------------------------|
| 1.0         | Call out rate inclusive of the first hour on site 07:30 to 16:00 weekdays                                | 10 calls                      | \$ _____ /hour         |
| 2.0         | Labour after the first hour on site during regular working hours 07:30 to 16:00 weekdays                 | 50 hours                      | \$ _____ /hour         |
| 3.0         | Outside regular working hours, call out rate inclusive of the first hour on site 16:00 to 07:30 weekdays | 5 calls                       | \$ _____ /hour         |
| 4.0         | Call out rate for weekends, statutory holidays first hour on site and thereafter                         | 5 calls                       | \$ _____ /hour         |
| 5.0         | Mark-up on material and replacement parts at the Offeror's laid-down cost                                | \$25,000                      | _____ %                |

**ANNEX C**  
**SECURITY REQUIREMENT CHECK LIST (SRCL)**

|  |  |  |
|--|--|--|
| Government of Canada / Gouvernement du Canada  |  | Contract Number / Numéro du contrat<br><b>W0127-16LP01</b>   |
| <b>OCT 28 2015</b>   |  | UNCLASSIFIED Security Classification / Classification de sécurité  |
| <b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b><br><b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>   |  |  |
| <b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>  |  |  |
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine<br><b>DND</b>   |  | 2. Branch or Directorate / Direction générale ou Direction<br><b>3 CDSG ENGR SVCS</b>  |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance   |  | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant  |
| 4. Brief Description of Work / Brève description du travail<br><b>Perform service and repair/replacement for Motors and Fluid Pumps for CFB Edmonton</b>   |  |  |
| 5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  |  | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?  |  | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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)                                     |  | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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. |  | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui  |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?   |  | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès   |  |  |
| Canada <input type="checkbox"/>  | NATO / OTAN <input type="checkbox"/>   | Foreign / Étranger <input type="checkbox"/>  |
| 7. b) Release restrictions / Restrictions relatives à la diffusion   |  |  |
| No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/><br>Not releasable / À ne pas diffuser <input type="checkbox"/><br>Restricted to: / Limité à: <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays:  | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/><br>Restricted to: / Limité à: <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays:   | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/><br>Restricted to: / Limité à: <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays:   |
| 7. c) Level of information / Niveau d'information  |  |  |
| PROTECTED A / PROTÉGÉ A <input type="checkbox"/><br>PROTECTED B / PROTÉGÉ B <input type="checkbox"/><br>PROTECTED C / PROTÉGÉ C <input type="checkbox"/><br>CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/><br>SECRET / SECRET <input type="checkbox"/><br>TOP SECRET / TRÈS SECRET <input type="checkbox"/><br>TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>   | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/><br>NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/><br>NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/><br>NATO SECRET / NATO SECRET <input type="checkbox"/><br>COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | PROTECTED A / PROTÉGÉ A <input type="checkbox"/><br>PROTECTED B / PROTÉGÉ B <input type="checkbox"/><br>PROTECTED C / PROTÉGÉ C <input type="checkbox"/><br>CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/><br>SECRET / SECRET <input type="checkbox"/><br>TOP SECRET / TRÈS SECRET <input type="checkbox"/><br>TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> |
| TBS/SCT 350-103(2004/12)   |  | Security Classification / Classification de sécurité<br><b>UNCLASSIFIED</b>  |
|  |  |  |

|  |   |   |   |   |
|--|---|---|---|---|
|  Government of Canada<br>Gouvernement du Canada   | <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 10px;">Contract Number / Numéro du contrat</td> </tr> <tr> <td style="text-align: center; font-weight: bold; font-size: 1.2em;">W0127-16LP01</td> </tr> <tr> <td style="text-align: center; font-size: 0.8em;">UNCLASSIFIED Security Classification / Classification de sécurité</td> </tr> </table> | Contract Number / Numéro du contrat   | W0127-16LP01  | UNCLASSIFIED Security Classification / Classification de sécurité |
| Contract Number / Numéro du contrat  |   |   |   |   |
| W0127-16LP01   |   |   |   |   |
| UNCLASSIFIED Security Classification / Classification de sécurité  |   |   |   |   |
| <b>PART A (continued) / PARTIE A (suite)</b>   |   |   |   |   |
| 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?<br>Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?<br>If Yes, indicate the level of sensitivity.<br>Dans l'affirmative, indiquer le niveau de sensibilité:                              |   |   |   |   |
|  | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui   |   |   |   |
| 9. Will the supplier require access to extremely sensitive INFOSEC information or assets?<br>Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  |   |   |   |   |
|  | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui   |   |   |   |
| Short Title(s) of material / Titre(s) abrégé(s) du matériel:<br>Document Number / Numéro du document:  |   |   |   |   |
| <b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>  |   |   |   |   |
| 10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis   |   |   |   |   |
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITE  | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL   | <input type="checkbox"/> SECRET<br>SECRET                                   | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET  |   |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT  | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL   | <input type="checkbox"/> NATO SECRET<br>NATO SECRET                         | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET  |   |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS   | Special comments:<br>Commentaires spéciaux: _____   |   |   |   |
| NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.<br>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?<br>Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  |   |   | <input type="checkbox"/> No<br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui |   |
| If Yes, will unscreened personnel be escorted?<br>Dans l'affirmative, le personnel en question sera-t-il escorté?  |   |   | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui |   |
| UNSCREENED PERSONNEL ONLY<br>ACCESS RECEPTION/PUBLIC ZONES   |   |   |   |   |
| <b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>   |   |   |   |   |
| <b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>   |   |   |   |   |
| 11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?<br>Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?   |   |   | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui |   |
| 11. b) Will the supplier be required to safeguard COMSEC information or assets?<br>Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?   |   |   | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui |   |
| <b>PRODUCTION</b>  |   |   |   |   |
| 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?<br>Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?                  |   |   | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui |   |
| <b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>  |   |   |   |   |
| 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?<br>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? |   |   | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui |   |
| 11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?<br>Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?   |   |   | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Non <input type="checkbox"/> Oui |   |
| TBS/SCT 350-103(2004/12)   |   | Security Classification / Classification de sécurité<br><b>UNCLASSIFIED</b> |    |   |



|  |
|--|
| Contract Number / Numéro du contrat<br><b>W0127-16LP01</b>           |
| Security Classification / Classification de sécurité<br>UNCLASSIFIED |

**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 CONFIDENTIAL | NATO SECRET | COMSEC TOP SECRET / COMSEC TRÈS SECRET | PROTECTED / PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP SECRET |
|   |                     |   |   |                             |        |                          | NATO DIFFUSION RESTRICTED | NATO CONFIDENTIAL |             |  | A                   | B | C |              |        |            |
| Information / Accès<br>Management / Items<br>Production |                     |   |   |                             |        |                          |                           |                   |             |  |                     |   |   |              |        |            |
| IT Meta /<br>Support TI                                 |                     |   |   |                             |        |                          |                           |                   |             |  |                     |   |   |              |        |            |
| IT Link /<br>Lien électronique                          |                     |   |   |                             |        |                          |                           |                   |             |  |                     |   |   |              |        |            |

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

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


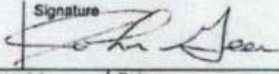
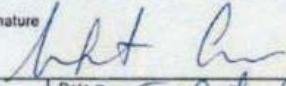
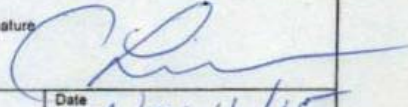
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

Solicitation No. - N° de l'invitation  
 W0127-16LP01/A  
 Client Ref. No. - N° de réf. du client  
 W0127-16LP01

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 EDM-5-38253

Buyer ID - Id de l'acheteur  
 edm206  
 CCC No./N° CCC - FMS No./N° VME

|   |   |  |  |
|---|---|--|--|
|  Government of Canada / Gouvernement du Canada   |   | Contract Number / Numéro du contrat<br><b>W0127-16LP01</b>                     |  |
| UNCLASSIFIED Security Classification / Classification de sécurité   |   |  |  |
| <b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>   |   |  |  |
| 13. Organization Project Authority / Chargé de projet de l'organisme  |   |  |  |
| Name (print) - Nom (en lettres moulées)<br><b>Geen J.C Major</b>  |   | Title - Titre<br><b>OC</b>   | Signature<br>  |
| Telephone No. - N° de téléphone<br><b>780-973-4011 ext 2300</b>   | Facsimile No. - N° de télécopieur<br><b>780-973-4020</b>          | E-mail address - Adresse courriel<br><b>john.geen@forces.gc.ca</b>             | Date<br><b>Sept 2015 to Oct 15</b>   |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme   |   |  |  |
| Name (print) - Nom (en lettres moulées)<br><b>Sasa Medjovic - DDSO Industrial Security</b>  |   | Title - Titre<br><b>Senior Security Analyst</b>                                | Signature<br>  |
| Telephone No. - N° de téléphone<br><b>Tel: 613-996-0286</b>   | Facsimile No. - N° de télécopieur<br><b>Tel: 613-996-0286</b>     | E-mail address - Adresse courriel<br><b>E-mail: sasa.medjovic@forces.gc.ca</b> | Date<br><b>2015-Oct-28</b> <i>sm</i>   |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?<br>Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? |   |  | Yes / Oui <input checked="" type="checkbox"/>  |
| 16. Procurement Officer / Agent d'approvisionnement   |   |  |  |
| Name (print) - Nom (en lettres moulées)   |   | Title - Titre  | Signature  |
| Telephone No. - N° de téléphone   | Facsimile No. - N° de télécopieur                                 | E-mail address - Adresse courriel  | Date   |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité   |   |  |  |
| Name (print) - Nom (en lettres moulées)<br><b>Chrisoula Langis</b>  |   | Title - Titre<br><b>Contract Security Officer, Contract Security Division</b>  | Signature<br> |
| Telephone No. - N° de téléphone<br><b>Tel: 613-944-4935</b>   | Facsimile No. - N° de télécopieur<br><b>Tel/Fax: 613-954-4171</b> | E-mail address - Adresse courriel<br><b>Chrisoula.Langis@tpsgc-pwgsc.gc.ca</b> | Date<br><b>Nov 4/15</b>  |

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Security Classification / Classification de sécurité  
 UNCLASSIFIED

Canada

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File No. - N° du dossier  
EDM-5-38253

Buyer ID - Id de l'acheteur  
edm206  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX D**  
**ELECTRONIC PAYMENT INSTRUMENTS**  
(Offeror to complete as applicable)

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only)



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File No. - N° du dossier  
EDM-5-38253

Buyer ID - Id de l'acheteur  
edm206  
CCC No./N° CCC - FMS No./N° VME

**ANNEX E**  
**STANDING OFFER USAGE REPORT**

**Quarterly Usage Report Schedule:**

| <b>Period:</b>           | <b>Report Due:</b> |
|--------------------------|--------------------|
| January 1 to March 31    | April 15           |
| April 1 to June 30       | July 15            |
| July 1 to September 30   | October 15         |
| October 1 to December 31 | January 15         |

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

| <b>Supplier Name</b>            | <b>Standing Offer Name</b> |
|---------------------------------|----------------------------|
|                                 |                            |
| <b>Standing Offer Number</b>    | <b>Reporting Period</b>    |
|                                 |                            |
| <b>Standing Offer Authority</b> | Brent Peters               |

| <b>Call-up Number</b>   | <b>Dollar Value (Taxes included)</b> |
|---|--------------------------------------|
|   |                                      |
|   |                                      |
|   |                                      |
|   |                                      |
|   |                                      |
|   |                                      |
|   |                                      |
| <b>(A) Total Dollar Value Call-ups for this reporting period:</b> |                                      |
| <b>(B) Accumulated Call-up totals to date:</b>                    |                                      |
| <b>(A+B) Total Accumulated Call-ups</b>                           |                                      |

**NIL REPORT:** During the above reporting period there have been no call-ups issued against this Standing Offer ( ).

|                         |  |
|-------------------------|--|
| <b>PREPARED BY:</b>     |  |
| <b>NAME</b>             |  |
| <b>TELEPHONE NUMBER</b> |  |
| <b>SIGNATURE</b>        |  |
| <b>DATE</b>             |  |

Send Report to: [PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca) or fax to: (780) 497-3510.