

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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**  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

<b>Title - Sujet</b> RISO - CHARTER OF HIGHWAY BUS/COACH	
<b>Solicitation No. - N° de l'invitation</b> W010Z-12G003/A	<b>Date</b> 2012-04-26
<b>Client Reference No. - N° de référence du client</b> W010Z-12-G003	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-320-8673
<b>File No. - N° de dossier</b> HAL-2-69002 (320)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-14</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>Delivery Required - Livraison exigée</b> SEE HEREIN	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Melanson, Paula	<b>Buyer Id - Id de l'acheteur</b> hal320
<b>Telephone No. - N° de téléphone</b> (902)496-5117 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE AS PER INDIVIDUAL CALL-UP Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<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> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

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

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Precedent to Issuance of a Standing

### **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Limitation of Call-ups
8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws

#### **B. RESULTING CONTRACT CLAUSES**

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements
7. SACC Manual Clauses

#### **List of Annexes:**

- Annex A - Requirement
- Annex B - Basis of Payment
- Annex C and D - Dollar Usage Report and Product Usage Report

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## **PART 1 - GENERAL INFORMATION**

### **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, if applicable, and the basis of selection;

Part 5 - Certifications: includes the certifications 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:

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

Part 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 Requirement, the Basis of Payment and any other annexes.

### **2. Summary**

Regional Individual Standing Offer for the charter of Highway Buses/Coaches (39 and 59 passenger minimum) for the purpose of transporting Regular Force, Cadets, and Militia Personnel, from various locations within Nova Scotia to various locations in the Atlantic Provinces (includes return). The above will be on an as requested basis for the Department of National Defense (DND) Transport Electrical Mechanical Section (TEME) from Date of Issuance for a period of one year with the option to extend by an additional two (2) years.

### **3. Debriefings**

After issuance of a standing offer, 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.

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## PART 2 - OFFEROR INSTRUCTIONS

### 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### 1.1 SACC Manual Clauses - M0019T (2007-05-25) Firm Price and/or Rates

### 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.

### 3. Enquiries - Request for Standing Offers

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

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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>).

To assist Canada in reaching its objectives, offerors are encouraged to:

1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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: Technical Offer

Not Applicable

#### Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment"). The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

(a) (  ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted: VISA \_\_\_\_\_ Master Card \_\_\_\_\_

(b) (  ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

#### Section III: Certifications

Offerors must submit the certifications required under Part 5.

Solicitation No. - N° de l'invitation

W010Z-12G003/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69002

Buyer ID - Id de l'acheteur

ha1320

CCC No./N° CCC - FMS No/ N° VME

W010Z-12-G003

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

### **1. Evaluation Procedures**

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1 Financial Evaluation**

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian Customs Duties and Excise taxes included.

#### **1.2 Calculation of Evaluation Price**

The financial portion will be evaluated as follows:

Step 1: For each line item Unit Price \* Estimated Quantity = Extended Subtotal

Step 2: Aggregate of Extended Subtotals = Evaluated Price

### **2. Basis of Selection**

An offer must comply with 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.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### 1. Certifications Precedent to Issuance of a Standing Offer

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

#### 1.1 Federal Contractors Program - Certification - \$200,000 or more

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

( ) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, s.c. 1995, c. 44;

( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but

Solicitation No. - N° de l'invitation

W010Z-12G003/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69002

Buyer ID - Id de l'acheteur

ha1320

Client Ref. No. - N° de réf. du client

W010Z-12-G003

CCC No./N° CCC - FMS No/ N° VME

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has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## 1.2 Canadian Content

### 1.2.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

### 1.2.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

## 1.3 Technical Certification

We hereby certify that we meet the complete technical requirement detailed at Annex "A".

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

##### 2.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services

##### 2.2 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 paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "B". 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 **10** calendar days after the end of the reporting period.

### 3. Term of Standing Offer

#### 3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance for 1 year inclusive.

#### 3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) - one year periods, from dd/mm/2013 to dd/mm/2014 and dd/mm/2014 to dd/mm/2015 (2 option years), under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### 4. Authorities

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W010Z-12G003/A

hal320

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010Z-12-G003

HAL-2-69002

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#### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Paula Melanson

Title: Supply Team Leader

Public Works and Government Services Canada, Acquisitions Branch

Address: 1713 Bedford Row, Halifax, Nova Scotia B3J 1T3

Telephone: (902) 496-5117 Facsimile: (902) 496-5016

E-mail address: paula.melanson@pwgsc.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.

#### 4.2 Project Authority

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

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

#### 4.3 Offeror's Representative (to be completed by offeror)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### 5. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is Department of National Defence, Transport Electrical Mechanical Engineering Section (TEME), Halifax, Nova Scotia.

#### 6. 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", or electronic document.

#### 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

#### 8. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum "To be Determined" (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

## 9. 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 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-03-02), General Conditions - Services (Medium Complexity)
- e) Annex "A" - Requirement
- f) Annex "B" - Basis of Payment
- g) Annex C and D - DND's Dollar Usage Report and Product Usage Report
- h) the Offeror's offer dated \_\_\_\_\_.

## 10. Certifications -

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 10.1 SACC Manual Clause A3060C Canadian Content Certification (2008-05-12)

## 11. 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 Nova Scotia.

## B. RESULTING CONTRACT CLAUSES

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

### 1. Requirement

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 - Interest on Overdue Accounts, of 2010C (2012-03-02) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Delivery Date

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

### 4. Payment

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#### 4.1 Basis of Payment

The vendor will be paid in accordance with the prices as quoted herein (Annex "B" - Basis of Payment)

#### 4.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 4.3 H1000C (2008-05-12) Single Payment

#### 4.4 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### 5. Invoicing Instructions (See also Annex A)

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Department of National Defence, TEME  
Willow Park, Bldg. 1  
Stn. Forces P.O. Box 99000  
Halifax, Nova Scotia, Canada  
B3K 5X5

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

#### 6. Insurance Requirements

##### 6.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

Solicitation No. - N° de l'invitation

W010Z-12G003/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69002

Buyer ID - Id de l'acheteur

ha1320

Client Ref. No. - N° de réf. du client

W010Z-12-G003

CCC No./N° CCC - FMS No/ N° VME

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- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program.
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) if the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

**7. SACC Manual Clauses** A9068C (2010-01-11) Government Site Regulations

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**ANNEX "A"**  
**REQUIREMENT****REGIONAL INDIVIDUAL STANDING OFFER**  
**CHARTER OF HIGHWAY BUS/COACH****REQUIREMENT:**

Regional Individual Standing Offer for the charter of Highway Buses/Coaches (39 and 59 passenger minimum) for the purpose of transporting Regular Force, Cadets, and Militia personnel from various locations within Nova Scotia to various locations in the Atlantic Provinces (includes return). The above will be on an as requested basis for the Department of National Defense (DND) Transport Electrical Mechanical Section (TEME) from Date of Issuance for a period of one year with the option to extend by an additional two (2) years.

**CONDITIONS:**

1. Vehicles shall be minimum 39 to 59 passenger (minimum) highway buses/coaches; they are to include driver, fuel and lavatory.
2. Most rentals will be on a casual or short-term basis. In general, the resulting Standing Offer will not be utilized for long term rentals. Exceptions to this may occur, and where applicable, the Contractor will be advised.
3. Contractors shall have in their fleet, sufficient vehicles to accommodate the transportation of up to three hundred twenty-eight (328) passengers on eight (8) hours notice and one hundred twenty-three (123) passengers on two (2) hours notice.
4. Twenty-four (24) hour services shall be provided with a telephone number so the Contractor may be contacted twenty-four (24) hours a day, seven (7) days a week.
5. Contractors to provide a confirmation number to Transportation Electrical Mechanical Engineering Section (TEME) when coaches/buses are booked.
6. Contractors are to provide a cost estimate on runs not specified in this Standing Offer within 2 hours if TEME contacts the contractor by 1330 hrs and by 0800 hrs the next business day if the Contractor is contacted after 1330 hrs.
7. Contractor shall inform TEME **not later than 13:30 PM on the last working day prior**, to vehicle being requested, of unavailability.
8. All coaches/buses shall have two (2) way radios or cellular telephones.
9. No cost shall be incurred by the DND where equipment fails to operate. Replacement equipment is to be provided by the Contractor.
10. Proof of an operating license shall be provided on request.
11. The Contractor shall ensure all vehicles used to fulfill the terms and conditions of any resultant Standing Offer will be properly registered as required by the appropriate Municipal, Provincial and Federal Regulatory bodies.
12. The Contractor shall carry adequate insurance to cover loss or damage to Crown owned articles placed in your care.

13. Vehicles are to be in first class condition, clean and presentable.
14. Vehicles may be inspected by the Crown prior to any call-up.
15. All invoices must be forwarded monthly (by the 10th day) in two copies to:

Department of National Defence, TEME  
Willow Park Bldg. 1  
Stn. Forces P.O. Box 99000  
Halifax, Nova Scotia, Canada  
B3K 5X5

16. When the Contract is utilized, the Contractor shall provide quarterly deliver totals expended on Contract to:

Department of National Defence  
TEME Attention: Vehcile Fleet Manager  
Willow Park, Bldg. 1  
Stn. Forces P.O. Box 99000  
Halifax, Nova Scotia, Canada  
B3K 5X5

#### **17. SPECIFICATION FOR HIGHWAY BUS/COACH**

The following are the standard specifications which the bus must have to be considered a highway bus/coach:

##### **BAGGAGE COMPARTMENT**

- Three (3) full-width, under floor compartments located between front and rear axles.
- Opening to be provided to each compartment on both sides of coach.
- Compartment doors to be fully sealed, pantograph, vertical lift type and to have flush mounted breakaway type latch handle with provision for padlock.
- Compartments are to illuminated automatically when doors are opened.

##### **PASSENGER SEATING**

- 18-22 forward seating two-passenger recliner seats, a full 96cm/38in wide.

##### **INTERIOR LIGHTING**

- Reading lights for each passenger position.
- Lights to be individually controlled and prefocused for each position.

##### **LAVATORY**

- Private toilet and sink with storage tank.

**ANNEX "B"**  
**BASIS OF PAYMENT**

The following rates shall include all driver, fuel and maintenance costs for each bus/coach.

All trips over 200km from Halifax Regional Municipality must be highway bus/coach.

**FIRST YEAR:**

		<b>Est. Qty. (A)</b>	<b>Unit Price (B)</b>	<b>U. Of I. (C)</b>	<b>Sub-total (A X B)</b>
1	Live Mileage	<b>175,000</b>	\$ _____	/km/unit	\$ _____
2	Deadhead Mileage	<b>75,000</b>	\$ _____	/km/unit	\$ _____
3	If minimum charters is two (2) hours or less.	<b>50</b>	\$ _____	/trip	\$ _____
4	If minimum charters for return pick-up for group previously transported same day is two (2) hours or less.	<b>50</b>	\$ _____	/trip	\$ _____
5	Charters per hour in excess of minimum charter	<b>20</b>	\$ _____	/hours	\$ _____
6	Waiting Time	<b>40</b>	\$ _____	/hours	\$ _____
7	Layover Charges	<b>20</b>	\$ _____	/each	\$ _____
8	Overnight Charges Meals & Accommodations	<b>20</b>	\$ _____	/day	\$ _____
9	Cancellation Charge (at least twelve (12) hours prior to departure) from Contractor's Site.	<b>12</b>	\$ _____	/each	\$ _____
10	Cancellation Charge (between twelve (12) hours and one (1) hour before departure) from Contractor's Site.	<b>10</b>	\$ _____	/each	\$ _____
11	Cancellation Charge (less than one (1) hour prior to departure) from Contractor's Site.	<b>10</b>	\$ _____	/unit	\$ _____
12	Cancellation Charge (less than one (1) hour prior to departure) from Outside Area. (Outside Area is defined as any area where deadhead charges apply.)	<b>10</b>	\$ _____	/unit	\$ _____
<b>First Year Total for evaluation purposes only (add lines 1 to 12)</b>					\$ _____

**OPTION YEAR 1:**

		<b>Est. Qty. (A)</b>	<b>Unit Price (B)</b>	<b>U. Of I. (C)</b>	<b>Sub-total (A X B)</b>
1	Live Mileage	<b>175,000</b>	\$ _____	/km/unit	\$ _____
2	Deadhead Mileage	<b>75,000</b>	\$ _____	/km/unit	\$ _____
3	If minimum charters is two (2) hours or less.	<b>50</b>	\$ _____	/trip	\$ _____
4	If minimum charters for return pick-up for group previously transported same day is two (2) hours or less.	<b>50</b>	\$ _____	/trip	\$ _____
5	Charters per hour in excess of minimum charter	<b>20</b>	\$ _____	/hours	\$ _____
6	Waiting Time	<b>40</b>	\$ _____	/hours	\$ _____
7	Layover Charges	<b>20</b>	\$ _____	/each	\$ _____
8	Overnight Charges Meals & Accommodations	<b>20</b>	\$ _____	/day	\$ _____
9	Cancellation Charge (at least twelve (12) hours prior to departure) from Contractor's Site.	<b>12</b>	\$ _____	/each	\$ _____
10	Cancellation Charge (between twelve (12) hours and one (1) hour before departure) from Contractor's Site.	<b>10</b>	\$ _____	/each	\$ _____
11	Cancellation Charge (less than one (1) hour prior to departure) from Contractor's Site.	<b>10</b>	\$ _____	/unit	\$ _____
12	Cancellation Charge (less than one (1) hour prior to departure) from Outside Area. (Outside Area is defined as any area where deadhead charges apply.)	<b>10</b>	\$ _____	/unit	\$ _____
<b>Option Year 1 - Total for evaluation purposes only (add lines 1 to 12)</b>					\$ _____

**OPTION YEAR 2:**

		<b>Est. Qty. (A)</b>	<b>Unit Price (B)</b>	<b>U. Of I. (C)</b>	<b>Sub-total (A X B)</b>
1	Live Mileage	<b>175,000</b>	\$ _____	/km/unit	\$ _____
2	Deadhead Mileage		\$ _____	/km/unit	\$ _____
3	If minimum charters is two (2) hours or less.	<b>50</b>	\$ _____	/trip	\$ _____
4	If minimum charters for return pick-up for group previously transported same day is two (2) hours or less.	<b>50</b>	\$ _____	/trip	\$ _____
5	Charters per hour in excess of minimum charter	<b>20</b>	\$ _____	/hours	\$ _____
6	Waiting Time	<b>40</b>	\$ _____	/hours	\$ _____
7	Layover Charges	<b>20</b>	\$ _____	/each	\$ _____
8	Overnight Charges Meals & Accommodations	<b>20</b>	\$ _____	/day	\$ _____
9	Cancellation Charge (at least twelve (12) hours prior to departure) from Contractor's Site.	<b>12</b>	\$ _____	/each	\$ _____
10	Cancellation Charge (between twelve (12) hours and one (1) hour before departure) from Contractor's Site.	<b>10</b>	\$ _____	/each	\$ _____
11	Cancellation Charge (less than one (1) hour prior to departure) from Contractor's Site.	<b>10</b>	\$ _____	/unit	\$ _____
12	Cancellation Charge (less than one (1) hour prior to departure) from Outside Area. (Outside Area is defined as any area where deadhead charges apply.)	<b>10</b>	\$ _____	/unit	\$ _____
<b>Option Year 2 - Total for evaluation purposes only (add lines 1 to 12)</b>					\$ _____

<b>Grand Total for evaluation purposes: First Year Total + Option Year 1 Total + Option Year 2 Total</b>	\$ _____
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Additional Pricing Information: Highway tolls, bridge tolls and parking fees are extra to the Standing Offer pricing and chargeable to the Crown at cost. Receipts must be submitted with the invoice(s) to the Service Site Authority.

Solicitation No. - N° de l'invitation

W010Z-12G003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

ha1320

Client Ref. No. - N° de réf. du client

W010Z-12-G003

File No. - N° du dossier

HAL-2-69002

CCC No./N° CCC - FMS No/ N° VME

**Annex C - Standing Offer - Dollar Usage Report**

Standing Offer No.:		Opening Value:	
Company Name:		Less Usage to Date:	
Period of Report:		Balance Remaining:	
Call-Up No:	Date of Call-Up:	Customer/Ship Name	Call-Up Value

**Annex D - Standing Offer - Product Usage Report**

Company Name.:		Standing Offer No.:	
Period of Report:			
Part No.:	Description:	Period Quantity:	Year To Date Quantity