

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
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

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**

Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Light Construction Equipment Rental	
<b>Solicitation No. - N° de l'invitation</b> W0142-13C003/B	<b>Date</b> 2013-03-25
<b>Client Reference No. - N° de référence du client</b> W0142-13C003	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-011-9758
<b>File No. - N° de dossier</b> PWU-1-34401 (011)	<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 2013-05-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hugo (RPC), Tammey	<b>Buyer Id - Id de l'acheteur</b> pwu011
<b>Telephone No. - N° de téléphone</b> (780)497-3917 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence Base Commander CFB – Suffield Attn: CMTT, Bldg 322 Ralston Alberta T0J 2N0 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>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Reissue of Solicitation**

This request for standing offers (RFSO) cancels and supersedes previous RFSO number W0142-13C003/A dated December 10, 2012 with a closing of January 22, 2013 at 2:00 P.M. MST.

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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 and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;                                                                                                                            |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:                                                                                                                                |

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and list of individuals who are currently Directors of the Offeror and the Standing Offer Usage Report.

## **2. Summary**

For the supply of all labour, materials, tools, equipment, transportation, and supervision, expertise including transportation delivery, pickup and loading/off-loading of Miscellaneous Industrial and Agricultural Equipment without operators as detailed in the Statement of Work - Annex A of the solicitation documents on an "as and when requested" basis for the Department of National Defence, CFB Suffield, Ralston, Alberta.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## **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.

## 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 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 (2013-03-21) 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: sixty (60) days

Insert: 90 days

#### 1.1 SACC Manual Clauses

M0019T Firm Price and/or Rates

2007-05-25

### 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 four (4) 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 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

#### 1. Offer Preparation Instructions

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 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 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 II: Certifications**

Offerors must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.

#### **1.1 Financial Evaluation**

In Annex "B", Basis of Payment, for each year the firm unit prices quoted will be multiplied by the estimated annual usages shown. The resulting amounts will be added together to obtain a total 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 and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

**1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer****1.1 Code of Conduct and Certifications - Related documentation**

- 1.1.1** By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.



## 2. Additional 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.

### 2.1 Federal Contractors Program - Certification over \$25,000 and below \$200,000 M2002T

**2.1.1** Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 a 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.

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

A.( ) 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;

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

C.( ) is subject to the requirements of 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 has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

D.( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

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

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

### **A. STANDING OFFER**

#### **1. Offer**

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

##### **1.1 Requirement**

For the supply of all labour, materials, tools, equipment, transportation, and supervision, expertise including transportation delivery, pickup and loading/off-loading of Miscellaneous Industrial and Agricultural Equipment without operators for the Department of National Defence, CFB Suffield, Ralston, Alberta. as required in accordance with the terms and conditions contained herein for the period of the Standing Offer.

#### **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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### **2.1 General Conditions**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **2.2 Periodic Usage Reports - Standing Offer**

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

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

The data must be submitted on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority at [WST.PA-EDM@pwgsc-tpsgc.gc.ca](mailto:WST.PA-EDM@pwgsc-tpsgc.gc.ca).

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.

### **3. Term of Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from June 1, 2013 to May 3, 2015, (estimated).

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Tammey Hugo, Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
Telus Plaza North, 5th Floor  
10025 Jasper Avenue  
Edmonton, Alberta T5J 1S6  
Telephone: 780-497-3917  
Facsimile: 780-497-3510  
E-mail address: tammey.hugo@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.

#### **4.2 Project Authority**

The Project Authority for the Standing Offer is: (to be named in 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 under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**4.3 Offeror's Representative**Name: \_\_\_\_\_ *(to be completed by the offeror)*

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

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

**5. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND), CFB Suffield, Ralston, Alberta.

**6. Proactive Disclosure of Contracts with Former Public Servants (if applicable)**

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

**7. 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 an electronic version.

**8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

**9. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$(*TBA*) (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 three (3) 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.

**10. 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 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
  - d) the general conditions 2010C (2012-11-19), General Conditions - Services (Medium Complexity);
  - e) Annex "A", Statement of Work;
  - f) Annex "B", Basis of Payment;
  - g) Annex "C", Standing Offer Usage Report;
  - h) the Offeror's offer dated (to be completed upon issuance).

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

## 12. 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.

## 13. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

## **2.1 General Conditions**

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of 2010C (2012-11-19), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards. *(If applicable)*

## **3. Term of Contract**

### **3.1 Period of the Contract**

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

## **4. Proactive Disclosure of Contracts with Former Public Servants - (If applicable)**

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

## **5. Payment**

### **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 of (as per the call-up document). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### **5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (as per the call-up document) Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
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.

### 5.3 SACC Manual Clauses

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0711C	Time Verification	2008-05-12
C2000C	Taxes - Foreign-based Contractor ( <i>If applicable</i> )	2007-11-30
H1000C	Single Payment	2008-05-12

### 5.4 Payment by Credit Card

The following credit cards are accepted: (to be completed upon issuance, if applicable).

## 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. Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Project Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization. Payment for authorized overtime will be in accordance with the call-up.

## 8. SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
G1005C	Insurance	2008-05-12

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwu011

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0142-13C003

PWU-1-34401

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## **ANNEX "A"**

### **STATEMENT OF WORK**

**(as attached)**



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

- Firm Unit Prices do not include GST, however GST will be added as a separate line item to any invoice issued as a result of a call-up from the Standing Offer.
- The Firm Unit Prices are F.O. B. Destination including all delivery and off-loading and pick up charges to Suffield, Alberta. Supplier is responsible for delivery, off-loading, pick-up and supply of non-reusable accessories.
- Pricing is based on a per week (7Calendar day) basis. If rental periods are less then a full week, payments will be prorated on a daily basis rate. (ie) A rental for 47 days would be paid based on 6 5/7 weeks and a rental of 4 days would be paid based on 4/7 week.)
- The total assessed bid price will be determined by the following steps:
  - Unit prices for the **weekly rate** only will be multiplied by the estimated usage;
  - The above items (column 5) will be added together
  - The Standing offer of the responsive compliant bidder who has the lowest total assessed bid price will be authorized for usage.

**SCHEDULE A - YEAR ONE**

Col 1	Col 2	Col 3	Col 4	Col 5
ITEM	VEHICLE DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE WEEK RATES
1.	Skid steer Loader (Tracked or Wheeled): Model Bobcat S185 or equivalent with 1850 lbs lift capacity	20 weeks 8 months	_____per week _____per month	\$_____
2.	Compact Utility Vehicle: Tool cat 5600 model or equivalent with 1500 lbs lift capacity	20 weeks 8 months	_____per week _____per month	\$_____
3.	Ride on Grass Mowers: 60" – 62" Front mounted mower deck, mower 36 – 72" or zero turn. John Deere or equivalent	10 weeks 4 months	_____per week _____per month	\$_____
4.	Trailers: Enclosed 8 Foot Deck Over Utility Trailer	10 weeks 4 months	_____per week _____per month	\$_____

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pwu011

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5.	Ag Tractor: 125 – 140 HP, 3 point hitch, PTO, enclosed cab, Lift capacity 750 – 2100 lbs, PTO	4 weeks 5 months	_____per week _____per month	\$ _____
6.	Mini Excavators: Bobcat 418 or equivalent	20 weeks 8 months	_____per week _____per month	\$ _____
7.	Attachments to Equipment: Augers, forks, and other available equipment.	1 week	_____per week	\$ _____
8.	Fuel Charges: For vehicles returned with less than a full tank of fuel. Fuel to be charged at a rate of: Indicate if pump charge plus mark up.	100 litres	_____PerLitre	
9.	Misc Rental: Related equipment that is rented during the period of the Standing Offer, that is not otherwise listed, will be charged in accordance with the Suppliers' Rental Fleet Standard Rate for Inventory, less the applicable discount.	_____ % Discount		
10.	Misc Charges: For any other charges not listed herein, such as, but not limited to, cleaning, repairs, and replacement of missing components, supported by receipts if requested by the Site Authority.	_____ % Discount		
Sub Total A:: Estimated Total Weekly Rates (Item 1 to 7) Amount 1 <sup>st</sup> Year GST Extra		\$ _____		

**SCHEDULE B) Year 2**

Col 1	Col 2	Col 3	Col 4	Col 5
ITEM	VEHICLE DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE WEEK RATE
1.	Skid steer Loader (Tracked or Wheeled): Model Bobcat S185 or equivalent with 1850 lbs lift capacity	20 weeks 8 months	_____per week _____per month	\$_____
2.	Compact Utility Vehicle: Tool cat 5600 model or equivalent with 1500 lbs lift capacity	20 weeks 8 months	_____per week _____per month	\$_____
3.	Ride on Grass Mowers: 60" – 62" Front mounted mower deck, mower 36 – 72" or zero turn. John Deere or equivalent	10 weeks 4 months	_____per week _____per month	\$_____
4.	Trailers: Enclosed 8 Foot Deck Over Utility Trailer	10 weeks 4 months	_____per week _____per month	\$_____
5.	Ag Tractor: 125 – 140 HP, 3 point hitch, PTO, enclosed cab, Lift capacity 750 – 2100 lbs, PTO	4 weeks 5 months	_____per week _____per month	\$_____
6.	Mini Excavators: Bobcat 418 or equivalent	20 weeks 8 months	_____per week _____per month	\$_____
7.	Attachments to Equipment: Augers, forks, and other available equipment.	1 week	_____per week	\$_____
8.	Fuel Charges: For vehicles returned with less than a full tank of fuel. Fuel to be charged at a rate of: Indicate if pump charge plus mark up.	100 litres	_____PerLitre	\$_____
9.	Misc Rental: Related equipment that is rented during the period of the Standing Offer, that is not otherwise listed, will be charged in accordance with the Suppliers' Rental Fleet	_____ % Discount		

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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	Standard Rate for Inventory, less the applicable discount.	
10.	Misc Charges: For any other charges not listed herein, such as, but not limited to, cleaning, repairs, and replacement of missing components, supported by receipts if requested by the Site Authority.	_____ % Discount
Sub Total B: Estimated Total Weekly Rates (Item 1 to 7) Amount 2nd Year GST Extra		\$ _____

**4.1 Unit Price Schedules - Rates (continued)****4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year)**

Col. 1	Col. 2	Col. 3
<b>Sub Total SCHEDULE A) Initial Year Term Weekly Rate Total</b>	<b>Sub Total SCHEDULE B) 2nd Year Weekly Rate Total</b>	<b>Total Evaluated Price (col.1 + col.2 = col.3) Weekly Rate Total</b>
\$ _____	\$ _____	\$ _____ <b>GST/HST Extra</b>

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

- The total assessed bid price will be determined by the following steps:
  - **Unit prices for the weekly rate will be multiplied by the estimated usage;**
  - The above items will be added together
  - The Standing offer of the responsive compliant bidder who has the lowest total assessed bid price will be authorized for usage.

**A rate must be entered for each item.**

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

**Cost will be evaluated on the Total Evaluated Price in Column 3. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.**

**ANNEX “C”****STANDING OFFER USAGE REPORT****Quarterly Report Schedule:**

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.

Each Quarterly Usage Report is to be comprised of information on completed Call-ups as per the format below:

**QUARTERLY STANDING OFFER USAGE REPORT**

<b>Supplier Name:</b>	
<b>Supplier Contact:</b>	<b>Name:</b>
	<b>Phone Number:</b>
<b>Standing Offer Number:</b>	
<b>Department:</b>	<b>Name:</b>
	<b>Location:</b>
<b>Reporting Period:</b>	

Call-up Number	Dollar Value (GST Included)
<b>(A) Total Dollar Value of Call-ups for this reporting period:</b>	
<b>(B) Accumulated Call-Up totals to date:</b>	
<b>(A+B) Total Accumulated Call-Ups:</b>	

Submit to E-mail address: WST.PA-EDM@pwgsc-tpsgc.gc.ca

Solicitation No. - N° de l'invitation

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Buyer ID - Id de l'acheteur

pwu011

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX D**

### **Code of Conduct Certifications**

#### **COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE OFFEROR'S BOARD OF DIRECTORS**

*NOTE TO OFFEROR'S: LEGIBLY PRINT OR TYPE DIRECTOR' SURNAMES AND GIVEN NAMES*

## ANNEX A

### STATEMENT OF WORK

Document No:

Contract No:

Requisition No. W0142-13C003 / Light Construction Equipment Rental

For

**Miscellaneous Industrial/Agricultural Equipment Rentals – Without Operators**

Prepared for:

CFB Suffield

G4 TN



**REVISION HISTORY (optional)**

<b>Revision Level</b>	<b>Description of Change</b>	<b>Paragraphs Affected</b>	<b>Issue Date</b>
Original	Original Submission	N/A	
Change 1	Editorial corrections		
Change 2	Editorial corrections		

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## **SCOPE**

### **1.1 Identification**

To provide the rental of Miscellaneous Industrial and Agricultural Equipment without operators, as listed herein and using the recommended process, for the Department of National Defence (DND) including the British Army Training Unit (BATUS) and Defence Research and Development Canada (DRDC) as Canadian Forces Base Suffield, Ralston, Alberta on an as and when required basis.

### **1.2 Background**

The equipment being rented will be in support of CFB Suffield to augment their existing fleet. When demand fluctuates due to operational and environmental conditions, DND may be required to hire equipment to supplement their existing capacity. The equipment will be managed by the G4 Transport Section.

### **1.3 Aim or Objective**

To establish a Regional Individual Standing Offer (RISO) to support Canadian Forces Base Suffield on an as and when requested basis. For the provision of all labour, tools, supervision and expertise including transportation delivery, pickup and loading/off-loading of Miscellaneous Industrial and Agricultural Equipment without operators.

### **1.4 Security**

There is no security requirement.

### **1.5 Tasks**

The contractor will accept changes to a call-up to the Standing Offer with 48 hours written notice without additional charge at any time during the rental period. The contractor will cease billing effective the date and time notified by DND.

The contractor will deliver the vehicles, fully serviced and with full fuel tanks to CFB Suffield as detailed in the call-up against the Standing Offer. DND will have the vehicles refuelled prior to return. The contractor will pick up the vehicles at the end of their rental period or as designated by the call-up authority.

The Federal Government self-insures equipment used in its operations.

The contractor will be responsible for the warranty servicing which covers supply of parts normally provided by manufacturer's warranty, together with the labour necessary to install such parts. The contractor will be responsible for pick-up and return of the equipment for warranty service.

The contractor is responsible for 100% of the vehicle maintenance and servicing. The contractor will replace tires or tracks, blown or worn out through normal driving and road hazard conditions. Unless the equipment is used in the CFB Suffield Ranges and Training areas – the demarcation point being anything past the refuelling point. DND will then become responsible for repairs or replacement of tires on the rental equipment other than for regular scheduled maintenance.

The contractor must ensure that all equipment supplied must meet the provisions of the Motor

Vehicle Safety Act of Canada or any applicable Provincial or other Safety Standards and the regulations hereunder that are in force on the date of its manufacture.

Any conditions normally applied by the contractor and listed in the contractor's rental agreement or acceptance form will not supersede the above listed conditions.

DND will return for any reason, within 3 days notice and without charge, any equipment deemed unacceptable by the TA in writing. The contractor may be required to supply another unit of the same type and size to replace a specific piece of equipment when a unit is taken out of service for repairs for a period greater than 24 hours unless otherwise agreed by the TA in writing. Down time will be considered when computing the rental charges and subtracted from the rental period if applicable.

The contractor is responsible for all normal wear and tear including nicked or lightly scratched or chipped paint or body work, or stone bruises. The contractor is responsible for worn upholstery and cracks to windshields. Windshield replacement is mandatory when the operator's vision is impaired.

#### **1.6 Acceptance**

The Technical Authority shall acknowledge the acceptance of deliverables under separate correspondence. If the contractor has not received a notification to the contrary within ten (10) working days, the deliverable will be deemed to have been accepted.

#### **2.0 METHOD OF PAYMENT**

This tasking will be performed as a Limit of Expenditure Contract with monthly invoicing based on Level of Effort. Contractors daily rentals are based on a 24 hour period. Weekly rentals are based on a seven (7) day rental period. Monthly rentals are based on a twenty-eight (28) day rental period.

#### **3.0 LANGUAGE**

All work including tasks and deliverables will be completed in the English language, spoken and written.

#### **4.0 NOTES**

#### **5.0 ACRONYMS**

BATUS British Army Training Unit Suffield  
DRDC Defence Research and  
GFE Government Furnished Equipment  
SOW Statement of Work

