

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3**

## 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/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<b>Title - Sujet</b> Trailer Repairs	
<b>Solicitation No. - N° de l'invitation</b> W0142-12C176/A	<b>Date</b> 2012-06-14
<b>Client Reference No. - N° de référence du client</b> W0142-12C176	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-128-5974
<b>File No. - N° de dossier</b> CAL-1-34383 (128)	<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 2012-07-25</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> Espeut, Ian	<b>Buyer Id - Id de l'acheteur</b> cal128
<b>Telephone No. - N° de téléphone</b> (403)292-5115 ( )	<b>FAX No. - N° de FAX</b> (403)292-5786
<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 T0J2N0 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>

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cal128

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**List of Annexes:**

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Standing Offer 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;
- And
- 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, the Standing Offer Usage Report and the LEMS Equipment Inspection Report.

### 2. Summary

For the provision of body and mechanical maintenance, inspection, service and repair for the trailer fleet for the Department of National Defence, Canadian Forces Base Suffield at Ralston, Alberta. The period of the standing offer will be for a period of one year, plus two option years.

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), the Agreement on Internal Trade (AIT), the Canada-Chile Free Trade Agreement (CCFTA), and the Canada-Peru Free Trade Agreement (CPFTA).

### 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 (<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.

Due to the nature of Request for Standing Offers, transmission of offers by electronic mail to PWGSC will not be accepted.

### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 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>). 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: 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.

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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**

- (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 estimated quantities listed under Annex "B" are for evaluation purposes only and will not form part of any resulting Standing Offer.

The total aggregate offer will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the values.

Calculation will be applied to each option year of pricing and all periods will be totalled to determine the total evaluated aggregate bid price of the Offer.

M0222T - Evaluation of Price (2010-01-11)

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

(M0069T, 2007-05-25)

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

(M2000T, 2010-08-16)

1. 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.

2. 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.

3. 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 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 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;
- d. ( ) 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 Former Public Servant Certification

(M3025T, 2010-01-11)

Contracts with 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 with FPS, offerors must provide the information required below.

### 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:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- 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, in the context of the fee abatement formula, 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

Is the Offeror a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

**Work Force Reduction Program**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

**Certification**

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

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

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work 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, apply to and form part of the Standing Offer.

##### **2.2 Standing Offers Reporting**

(M7010C, 2010-01-11)

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 "C ". 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.

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 fifteen (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 date of issuance for a period of one (1) year.

**3.2 Extension of Standing Offer**

(M9014C, 2008-05-12)

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods of one year, from TBD to TBD under the same conditions and at the rates of 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

**4. Authorities****4.1 Standing Offer Authority**

The Standing Offer Authority is:

Ian Espeut  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Western Region Directorate  
1650, 635 8 Ave SW  
Calgary, AB T2P 3M3

Telephone: 403-292-5115  
Facsimile: 403-292-5786  
E-mail address: ian.espeut@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 determined at issuance of 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** (To be completed by Offeror)

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

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

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

\_\_\_\_\_

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

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

Email: \_\_\_\_\_

**5. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence.

**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. 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, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer TBD.

## **9. Certifications**

### **9.1 Compliance**

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. 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.

## **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 (2012-03-12), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **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. Payment**

#### **4.1 Basis of Payment - Limitation of Expenditure**

(C0206C, 2011-05-16)

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 \$ to be determined at contract award. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

## 4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ to be determined at contract award. 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.

## 4.3 SACC Manual Clauses

C2000C	Taxes - Foreign-based Contractor	2007-11-30
C2604C	Customs Duties, Excise Taxes and GST/HST - Non-resident	2010-01-11
H1000C	Single Payment	2008-05-12
M3800C	Estimates	2006-08-15

## 4.4 Payment by Credit Card

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

## 5. Invoicing Instructions

(H5001C, 2008-12-12)

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:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6. Insurance

SACC Manual clause G1005C(2008-05-12) Insurance

### 6.1 Commercial General Liability Insurance

(G2001C, 2008-05-12)

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



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

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

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

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

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The 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.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

## 6.2 Garage Automobile Liability Insurance

(G6002C, 2008-05-12)

1. The Contractor must obtain Garage Automobile 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 Garage Automobile Liability policy must include the following:

- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b) Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).
- (c) 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
- (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## 7. SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2011-05-16
B7500C	Excess Goods	2006-06-16

## 8. Mandatory Health and Safety

### MANDATORY HEALTH AND SAFETY - *for Work in the Province of Alberta*

#### 1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

##### WCB AND SAFETY PROGRAM

1. The recommended Bidder must provide to the Contracting Authority, prior to Contract award:
  - 1.1 a Workers Compensation Board Statement of Injury Cost Supplement - *Alberta*, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
2. The recommended Bidder must deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

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**ANNEX "A"****STATEMENT OF WORK****1.0 SCOPE****1.1 Identification**

This Statement of Work (SOW) identifies the work to be performed in support of the trailer fleet at CFB Suffield. Support includes but is not limited to inspections, services and repair both mechanical and body.

**1.2 Background**

CFB Suffield holds a number of various types of trailers ranging from but not limited to utility trailers, low bed, flat deck, drop deck and van type trailer variants in their fleet, all of which require periodic and or annual inspections in accordance with their respective maintenance schedules, repairs varying in degree of difficulty to both mechanical and body.

**1.3 Aim or Objective**

To obtain a Standing Offer for the service and repair of various trailer variants, in order to promote the expedient repair of our fleet whilst reducing the strain on the repair staff at CFB Suffield during peak periods and heightened activity. Request a 1 year firm Standing Offer with 2 one year options to extend this SOA.

**1.4 Tasks**

The contractor must provide repairs both mechanical and or body on an as requested basis in support of CFB Suffield's trailer fleet. The type of work to be conducted will be directed by the technical authority, in this case the Base Maintenance Officer, or Contracts Services Specialist. Tasks to include but are not limited to the following:

1. The Contractor must utilize original equipment manufacturer (OEM) parts for all mechanical repairs unless otherwise approved in writing by the technical authority as above;
2. The Contractor must perform vehicle inspections and provide written certification in accordance with Departmental (as per Annex D), Provincial and or National standards where applicable. For inspection purposes adherence to the Commercial Vehicle Maintenance Standards is mandatory. All vehicle repairs will be conducted in accordance with vehicle manufacturer specifications.
3. The Contractor must perform diagnosis on the various vehicle systems and provide a written estimate for the repairs required to return the vehicle back to it's original condition, systems to include but are not limited to the following:
  - a. power train components/systems;
  - b. suspension system components/systems;
  - c. electrical components/systems;
  - d. fuel system components;
  - e. body component/systems;
  - f. exhaust system components;

- g. various braking systems components;
- h. rims, tires and associated hardware;
- i. coolant system components; and
- j. other component repair as requested such as collision damage.

4. The Contractor must repair mechanical faults as diagnosed/directed by CFB Suffield technicians through the technical authorities;

### 1.5 Constraints

CFB Suffield will conduct its own delivery and pick up of trailers to the Contractor for service. With limited recovery assets to achieve pick up and delivery for servicing and repair, CFB Suffield requires all services to be available within 60 kms of CFB Suffield's Main Gate entrance.

The technical authority for the requested work is the Base Maintenance Officer, or the Contract Services Specialist. Only those two positions have the authority to enter into an agreement/arrangement or provide information in accordance with budgetary requirements. The above positions are also the specialists in providing the acceptance for the work that was carried out and can certify payment for services rendered.

### 2.0 Deliverables

The Contractor must provide a detailed list/breakdown of all parts, labour, materials, supplies and narrative of what work was carried out on the invoice. Where applicable and requested, written certification must be provided to support any inspections performed by the Contractor where Departmental, Provincial or National standards are required. The processing of all work requests will be as follows:

1. The Tech Authority will submit a work ticket to the contractor and request a quote for each piece of equipment requiring work. The request for quote will identify, the problem, what work is requested, and identify the item to be quoted on, make model, etc. Pickup or delivery info will be provided on the request for quote.
2. The contractor will provide a quote for the service, prior to any repairs being done, to the Technical Authority, quoting the work order number.
3. When the tech authority is satisfied with the quote, he will raise a call up for the work to be done.
4. Contractor will complete the work as per the call up and terms of the SOA. Should there be additional damage or work required, as noted during the repair process, the contractor will first provide amended quote and information to the tech authority prior to continuing the work.
5. The Tech authority will then decide whether to continue with repairs or not. If work is approved, and amended call up will be issued, if the work is not to be carried out the call up will be amended to reflect the cost incurred to date, and work completed as is.
6. Once the call up work is completed the contractor will return item and invoice as per terms of the SOA, quoting the call up number on the invoice.

### 3.0 Acceptance

Once the technical authority is satisfied that the work completed was in accordance with the requested service, invoices will be processed.

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#### **4.0 Basis of Payment**

Basis of payment is per Annex B.

#### **5.0 Warranty**

The Contractor must provide at a minimum, of 90 days on all parts and labour at 100%

#### **6.0 Language**

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

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

#### **Subcontracting:**

No part of the work will be sub-contracted without written authorization from the Site Authority.

#### **Invoices:**

When submitting invoices, show repair cost breakdown, labour and materials in detail and suppliers invoices for all single items \$50.00 or over.

Payments in respect of the agreed price must be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments must not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

Where a cost estimate has been submitted and accepted by the site authority, fully completed work or services will be provided at a cost no greater than 100% of such estimate.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

These items (see below) 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.

A rate must be entered for each item.

The Offeror agrees that the Prices(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 from the Total Evaluated Price calculation shown below. It is anticipated that only one Standing Offer will be issued to the lowest compliant bidder.**

**A) Standing Offer Period - One Year (TBD to TBD) plus Two Option Years**

	Estimated Usage	SOA Period	Option Year #1	Option Year #2
		Cost/Unit	Cost/Unit	Cost/Unit
<b>1. Labour</b> - Direct or Productive for Personnel used exclusively in work as follows				
<b>A. Mechanical</b>				
i. Regular Working Hours (Mon-Fri: 8 am - 5 pm)				
Mechanic	191 hours	\$_____/hr	\$_____/hr	\$_____/hr
Helper/Apprentice	191 hours	\$_____/hr	\$_____/hr	\$_____/hr
ii. Outside Regular Working Hours (Mon-Fri, Weekends & Stat Holidays)				
Mechanic	55 hours	\$_____/hr	\$_____/hr	\$_____/hr
Helper/Apprentice	55 hours	\$_____/hr	\$_____/hr	\$_____/hr
<b>B. Body Shop</b>				
i. Regular Working Hours (Mon-Fri: 8 am - 5 pm)				
Mechanic	191 hours	\$_____/hr	\$_____/hr	\$_____/hr
Helper-Apprentice	191 hours	\$_____/hr	\$_____/hr	\$_____/hr
ii. Outside Regular Working Hours (Mon-Fri, Weekends & Stat Holidays)				
Mechanic	55 hours	\$_____/hr	\$_____/hr	\$_____/hr
Helper/Apprentice	55 hours	\$_____/hr	\$_____/hr	\$_____/hr
<b>2. Material and Replacement Parts</b> (except free issue) at laid down cost (which includes invoice cost, Transportation costs, Exchange, Customs and brokerage charges) plus a mark up of _____% (which includes purchasing expenses, internal handling, G&A expenses and profit) excluding sales tax. Sales tax to be shown as a separate item.				
<b>Total Cost</b>		\$_____	\$_____	\$_____

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**ANNEX "C"****STANDING OFFER USAGE REPORT****Send Report to:**

Ian Espeut

Email: ian.espeut@pwgsc-tpsgc.gc.ca

Facsimile: 403-292-5786

**Quarterly Usage Report Schedule:**

Period of:	Report Due no later than:
April 01 - June 30	July 15
July 01 - September 30	October 15
October 01 - December 31	January 15
January 01 - March 31	April 15

**Each Usage Report is to be comprised of:****a) Completed Callups:**

The Offeror hereby offers to provide information on completed Callups as per the format below:

Item No.	Call-Up No. Description	Value of the Call-Up/Contract	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-Up totals to date:	
(A+B) Total Accumulated Call-Ups:	

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

Prepared by: \_\_\_\_\_

Telephone no.: \_\_\_\_\_

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

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



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**ANNEX "D"**

**LEMS EQUIPMENT INSPECTION REPORT**

See attached document.

[illegible]

ITEM NO.	RECOMMENDED ACTION	ITEM NO.	RECOMMENDED ACTION
1. ENGINE	<p>(A) Oil level</p> <p>(B) Engine performance</p> <p>(C) Compression</p> <p>(D) Head and valves</p> <p>(E) Timing – ignition / injector</p> <p>(F) Governor operation</p> <p>(G) Seals and gaskets</p> <p>(H) Mounts</p> <p>(J) Filters – air / oil / fuel</p> <p>(K) Pollution control devices</p> <p>(L) Drive belts / pulley / tensioner</p> <p>(M) Oil pump</p> <p>(N) Jacob's brake</p> <p>(O) Injector drive assembly</p> <p>(P)</p>	<p>(A) Manifolds</p> <p>(B) Air cleaner / pipes / connectors</p> <p>(C) Heat riser</p> <p>(D) Blower and drive</p> <p>(E) Turbo-compressor</p> <p>(F) Guards and shields</p> <p>(G) Pipes / mufflers / clamps</p> <p>(H) Rain vents</p> <p>(J) Seals and gaskets</p> <p>(K) Security of components</p> <p>(L) Exhaust brake</p> <p>(M) Intercooler</p> <p>(N)</p> <p>(O)</p> <p>(P)</p>	<p>3. COOLING SYSTEM</p> <p>(A) Coolant level / strength</p> <p>(B) Radiator / cap</p> <p>(C) Hoses / connections</p> <p>(D) Thermostat</p> <p>(E) Water pump</p> <p>(F) Header / overflow tank</p> <p>(G) Fan and shroud</p> <p>(H) Winter front / shutter</p> <p>(J) Oil coolers / lines</p> <p>(K) Seals and gaskets</p> <p>(L) Fan belts</p> <p>(M) Air conditioning</p> <p>(N) Pumps (aux. heater)</p> <p>(O)</p> <p>(P)</p>
2. EXHAUST AND INTAKE SYSTEM	<p>4. FUEL SYSTEM</p> <p>(A) Tank and cap</p> <p>(B) Lines / connections</p> <p>(C) Seals / gaskets</p> <p>(D) Pump / vacuum / pressure test</p> <p>(E) Injectors / carburetors</p> <p>(F) Linkages</p> <p>(G) Filters / vents</p> <p>(H) Governor</p> <p>(J) Starting aids</p> <p>(K) Fuel lock</p> <p>(L) Vaporizer</p>	<p>5. ELECTRICAL SYSTEM</p> <p>(A) Distributor / magneto</p> <p>(B) Ignition coil</p> <p>(C) Spark plugs / wiring</p> <p>(D) Generator / alternator</p> <p>(E) Voltage regulator / relays</p> <p>(F) Starter / drives / solenoids</p> <p>(G) Horns / sirens / alarms</p> <p>(H) Cables / wiring / connectors</p> <p>(J) Batteries / boxes</p> <p>(K) Receptacles-slave / trailer</p> <p>(L) Lights / switches</p> <p>(M) Instruments / gauges</p> <p>(N) Circuit breakers / fuses</p> <p>(O) Heaters and controls</p> <p>(P) Bilge pumps</p> <p>(Q) Electric motors / wiring</p> <p>(R) Motor / speed controls</p> <p>(S) Safety switches / Master switch</p> <p>(T) Microprocessor control unit</p> <p>(U) Modules / sensors</p> <p>(V) Fuel sending unit / pick-up</p> <p>(W) Solenoids</p>	<p>3. COOLING SYSTEM</p> <p>(A) Coolant level / strength</p> <p>(B) Radiator / cap</p> <p>(C) Hoses / connections</p> <p>(D) Thermostat</p> <p>(E) Water pump</p> <p>(F) Header / overflow tank</p> <p>(G) Fan and shroud</p> <p>(H) Winter front / shutter</p> <p>(J) Oil coolers / lines</p> <p>(K) Seals and gaskets</p> <p>(L) Fan belts</p> <p>(M) Air conditioning</p> <p>(N) Pumps (aux. heater)</p> <p>(O)</p> <p>(P)</p>

THE SAFETY INSPECTION AND TESTS REQUIRED BY C.T.O.'S AND/OR THE PROVINCIAL HIGHWAY TRAFFIC ACT HAVE BEEN COMPLETED AND THE EQUIPMENT IS CERTIFIED SAFE TO OPERATE.

THIS EQUIPMENT IS UNSAFE TO OPERATE AND SHALL BE REMOVED FROM SERVICE UNTIL THE REPAIRS LISTED BELOW ARE COMPLETED.

URGENT REPAIRS

ITEM NO.	RECOMMENDED ACTION	ITEM NO.	RECOMMENDED ACTION
(F) Caliper / piston / rotor	(F) Axles	(F) Tarp / canopy / racks / belts	(U)
(G) Wheel cylinders	(G) Torque converter / clutch	(G) Mirrors / reflectors / sunvisor	(U)
(H) Brake booster / Foot valve	(H) Drive chains / sprockets	(H) Safety guards / shields / brackets	(U)
(J) Electric brake	(J) Pillow blocks	(J) Windshield / screen	(U)
(K) Air tanks	(K) Final drives	(K) Windshield wipers / washers	(U)
(L) Brake chamber	(L) Bevel boxes	(L) Paint	(U)
(M) Adjusters / cam	(M) Seals / gaskets	(M) Bumpers / tender mud guards	(U)
(N) Drain plug / tap	(N) Breathers	(N) Hull / bulkhead / access panels	(U)
(O) Screen / filters	(O) Reduction units	(O) Seals / gaskets / drain plugs	(U)
(P) Cables / controls	(P) Foot / hand controls	(P) Fire extinguishers	(U)
(Q) Magnet / armature	(Q) Oil levels / filters	(Q) Storage bins	(U)
(R) Seals / gaskets	(R) Drive belts / pulleys / couplings	(R) Counterweight / bolts	(U)
(S) Brake pedal adjustment	(S) Air cylinders	(S) Body / cargo / dump box	(U)
(T) Relays	(T)	(T) Fifth wheel	(U)
(U)	(U)	(U)	(U)

ITEM NO.	RECOMMENDED ACTION	ITEM NO.	RECOMMENDED ACTION
(A) Gearbox	(A) Springs / shackles	(A) Oil level	11. HYDRAULIC SYSTEM
(B) Linkage / adjustments	(B) Upper / lower control arms	(B) Reservoir / tank	
(C) Power steering	(C) Shock absorbers	(C) Pressure pumps / hand pumps	
(D) Tie rods / tie rod ends	(D) Torque rods / torsion bars	(D) Valves / controls	
(E) Drag link / idler arm	(E) Wheels / rims / tires	(E) Cylinders / rams	
(F) Steering knuckles	(F) Wheel bearings	(F) Seals / gaskets	
(G) King pins / bearings / ball joints	(G) Walking beams	(G) Filter / screen / breather	
(H) Alignment	(H) Seals / gaskets	(H) Hyd. lines / connections	
(J) Steering clutches / shoes	(J) Adjustors	(J) Hydraulic cooler	
(K) Front fork / spring	(K) Track / components	(K) Hydraulic slave system	
(L) Steering controls	(L) Sprockets / idlers / rollers	(L)	
(M) Steering damper	(M) Anti sway bars	(M)	
(N) Skis	(N) Trunnion	(N)	
(O)	(O)	(O)	
12. RECOVERY EQPT / MOBILE CRANES	13. PUMPERS – FUEL / WATER	14. MOTORCYCLES	
(A) Wire / ropes / drums	(A) Pipes / couplings / hoses	(A) Steering head bearing	
(B) Sheaves / pulleys	(B) Valves / controls	(B) Ride control	
(C) Clutches / brakes	(C) Vents / fusible plugs	(C) Fork / springs	
(D) Shafts / "U" joints	(D) Hose / nozzles / reels	(D) Stand / racks	
(E) Push frames	(E) Meters	(E) Component security	
(F) Guards / screens	(F) Pumps / drive	(F) Sprockets	
(G) Chains / sprockets	(G) Tanks	(G)	
(H) Booms / beams / crane	(H) Seals / gaskets	(H)	
(J) Forks / yokes	(J) Grounding devices	16. SPECIAL COMPONENTS / ATTACHMENTS	
(K) Winches / components	(K) Filters / screens / traps / strainers	(A) Air dryer	
(L) Controls – hydraulic mech.	(L) Ladders / catwalks	(B) Alcohol dispensers	
(M) Ratchets – pawls	(M)	(C) Tanks	
(N) Safety warning devices	15. ALL EQUIPMENTS	(D) Air starters / motors	
(O) Outriggers	(A) Cleanliness	(E) Regulators / valves	
(P) Under lift / stinger	(B) Lubrication	(F)	
(Q)	(C) Component security	(G)	