

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

BFC Bagotville, CP 380

CFB Bagotville, PO Box 380

Bâtiment 71, local 115

Building 71, Room 115

Alouette

Quebec

G0V1A0

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

TPSGC/PWGSC

BFC Bagotville, CP 380

CFB Bagotville, PO Box 380

Bâtiment 71, local 115

Building 71, Room 115

Alouette

Québec

G0V1A0

Title - Sujet Part - repair Milcot (GM)		
Solicitation No. - N° de l'invitation W0106-11R132/A		Date 2012-05-09
Client Reference No. - N° de référence du client W0106-11R132		GETS Ref. No. - N° de réf. de SEAG PW-\$BAL-002-14611
File No. - N° de dossier BAP-2-35110 (002)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-19		Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée See Herein		
Address Enquiries to: - Adresser toutes questions à: Larouche, Denise		Buyer Id - Id de l'acheteur bal002
Telephone No. - N° de téléphone (418)677-4000 (4137)		FAX No. - N° de FAX (418)677-3288
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE Cie Maintenance Édifice 324 Garnison Valcartier COURCELETTE Québec G0A4Z0 Canada		
Security - Sécurité 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

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

«COMPRESSED GASES»

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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 | 6A, Standing Offer, and 7B, 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:

- Annex "A" - Statement of work/
- Annex "B" - Basis of Payment
- Annex "C" - Insurance
- Annex "D" - Maintenance Check

2. Summary

Provide on an as-needed basis, inspection, repair and parts sales services for Milcot military vehicles (Chevrolet Silverado 2500 and 3500 2003 model year), for the Maintenance Company, 5th Canadian Servcie Battalion, Valcartier Garrison (DND), Courcellette, Quebec, soleley as required and on request.

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

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 Clause

B4024T (2006/08/15), No Substitute Products

M1004T(2011/05/16), Condition of Material

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.

Your proposal can be transmitted **by fax to (418)677-3288** or **by mail** to the following address:

Public Works and
Government Services Canada
CFB Bagotville, PO Box 380
Bulding 71, local 115
Alouette, Qc.
G0V 1A0

2.1 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.

3. 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 Québec.

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

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: 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) (<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

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annexe "B" the 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 are accepted:

Master Card _____ Visa _____ A.R.I _____

- (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.

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.

1.2 Financial Evaluation

The Offeror must submit firm rates all inclusive and consistent in the format used in the basis of payment in Annex "B" to this request, the offeror must complete this section and attach with the tender.

SACC Manual Clause M0220T (2007/05/25), Evaluation of Price

Basis of Selection

SACC Manual Clause M0069T(2007/05/25), Basis of Selection

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.

1.1 Federal Contractors Program - Certifications

1.1.1 Federal Contractors Program - \$200,000 or more

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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

at 1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement Annex "A".

2. Security Requirement

There is no security requirement associated with the requirement.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012/03/02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

3.2.1 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 paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "A". 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 every six months to the Standing Offer Authority.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from July 1, 2012 to June 30 2014 inclusive.

4.2 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 one (1) year period, from July, 1, 2014 to June 30, 2015 under the same conditons and at the rates or prices specified in the Standing Offer, or at the rates orprices 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Denise Larouche
 Title: Supply Officer
 Public Works and Government Services Canada
 Acquisitions Branch
 Telephone: (418)677-4000 ext. 4137
 Facsimile: (418)677-3288
 E-mail address: denise.larouche@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.

5.3 Offeror's Representative

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone: ____ - ____ - ____
 Facsimile: ____ - ____ - ____
 E-mail address: _____

5.4 Contact at the Client's Department (To be completed by Canada at the time of award)

For all information related to invoicing and/or payments you may communicate with:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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, etc.* or electronic document.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10 000 (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation - Total

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$150 000 **for two (2) years** (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 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.

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)
- e) Annex A, - Statement of Work;
- f) Annex B, - Basis of Payment;
- g) Annex C, - Insurance;
- h) Annex D, - Maintenance Check;
- i) the Offeror's offer _____ (insert date of offer), _____ (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" **or** "as _____ amended _____". (insert date(s) of clarification(s) or amendment(s) if applicable).

10. Certifications

10.1 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.

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 province Quebec.

12. SACC Manual Clauses

SACC Reference	Section	Date
M3000C	Price list	15/08/06
M3800C	Estimates	15/08/06

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

form 2010A (2012/03/12), General Conditions - Goods (Medium Complexity) apply to and part of the Contract.

2.2 Section 13, Payment and Interest on Overdue Accounts of 2010C, will not apply to payments made by credit cards at point of sale.

3. Term of Contract

3.1 Delivery Date

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

4. Payment

4.1 Basis of Payment

Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex A. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

4.2 SACC Manual clauses

A2000C (16/06/06), Foreign Nationals (Canadian Contractor)
 A9006C (12/05/08), Defence Contract
 A9117C (30/11/07), T204 - Direct Request by Customer Department
 C0711C (12/05/08), Time Verification
 H1001C (12/05/97), Multiple Payments

4.3 Payment by Credit Card

The following credit card is accepted: _____.

Solicitation No. - N° de l'invitation

W0106-11R132/A

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-2-35110

Buyer ID - Id de l'acheteur

ba1002

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

W0106-11R132

CCC No./N° CCC - FMS No/ N° VME

5. Invoicing Instructions

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.

6. SACC Manual clause

G1005C (2008/05/12) Insurance

7. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

STATEMENT OF NEEDS AND REQUIREMENTS

PURPOSE

Supply, as and when needed, inspection and repair services (including the sale of parts) of MILCOT-type military vehicles (2003-model Chevrolet Silverado 2500 and 3500) for the 5th Canadian Service Battalion Maintenance Company at Valcartier Garrison (DND) on an as-required basis.

1. DESCRIPTION OF REQUIREMENTS

The goods and services covered in this Statement of Needs and Requirements include, but are not limited to, the following:

- 1.1 Providing a complete vehicle inspection service, as described in Annex D of this document, that includes an oil change and the cleaning/lubrication of the front and rear brakes.
- 1.2 Providing a repair service for Milcot vehicles using genuine General Motors (GM) parts exclusively.
- 1.3 Delivering genuine GM parts directly to Valcartier Garrison (this service will be required on a occasional basis).
- 1.4 Picking up the vehicles from National Defence (Valcartier Garrison or the St-Malo Armoury) and returning them after the work has been carried out, in accordance with the following terms:
 - a. Vehicles that are operational must be driven by employees of the contractor who possess the correct qualifications to drive the vehicle in question.
 - b. For all cases, the contractor must be fully insured for National Defence vehicles. "Fully insured" means that the vehicles must be insured for all damages that could be incurred while they are being transported, and while they are being kept at the contractor's establishments.
 - c. The civilian qualifications required to drive military vehicles are a Class 5 driver's licence for the MILCOTS.

2. TERMS

- 2.1. Only the designated person in charge at the 5th Canadian Service Battalion Maintenance Company, Valcartier Garrison (DND), shall provide authorization to have the vehicles inspected/repared. The project authority shall establish the repair priorities and reserves the right to change these.
- 2.2. When establishing the discount it will submit for the parts, the contractor must take into account that some of the parts that are ordered will come from the United States and that DND will not pay any surcharge for brokerage fees and/or shipping.

ANNEX A

STATEMENT OF NEEDS AND REQUIREMENTS

- 2.3 All parts provided must be genuine.
- 2.4 The contractor must provide a 12-month warranty on repairs; the warranty on mechanical, electrical, electronic and body repairs shall be in accordance with the GM program (minimum 12 months).
- 2.5 The contractor must have a free delivery service for parts and shall require no minimum quantity to make a delivery.
- 2.6 The contractor must submit a flat rate for repairs conducted in its shop, and this rate must include workshop supplies.
- 2.7 The contractor must submit a flat rate for 55-point inspections. This rate must include an oil change and the cleaning/lubrication of the front and rear brakes, in accordance with Annex D. DND shall cover the cost of the oil and filter with an A.R.I. card. The form used by the service provider may be different, as long as it contains the same checklist points listed in Annex D and the project authority has approved it.
- 2.8 Work performed by a contractor who has a standing offer will be carried out in accordance with the following procedures:
- a. The contractor must provide a detailed cost estimate and receive authorization from the designated person in charge at DND before proceeding with any repairs. This detailed cost estimate shall be provided free of charge, via fax or e-mail, within 48 hours of the vehicle being received. It must include the cost of the labour, materials and parts required to restore the vehicle to good working order. The estimate must be valid for 90 days.
 - b. Once the contractor has received authorization, the actual cost of the repairs must not exceed the estimated cost unless new approval has been received.
 - c. The project authority has the right to refuse that work be done, and may negotiate the number of hours of work required for the repair if he/she finds that the cost estimate for the labour and materials is too high.
 - d. If, in the course of the work, the contractor believes that he/she has underestimated the work to be done, the contractor must have the additional work approved by the project authority.
 - e. When the work has been completed, the contractor is responsible for notifying the project authority or his/her designated representative so that they can go over the inspection form together. All of the work performed will be inspected by the project authority or his/her representative. If the work meets the set criteria, the project authority or his/her representative will approve the completed work before the return of the vehicle is confirmed and the invoice is accepted.

If the work does not meet the Statement of Work criteria, the project authority or his/her representative can refuse to approve the work and request that corrective action be

taken. If the contractor saw to transporting the vehicle, the contractor must cover return transportation costs.

ANNEX A STATEMENT OF NEEDS AND REQUIREMENTS

- f. The invoices must list the labour time by the hourly rate, the transportation costs and the list of parts billed, and they must be submitted within two days following the completion of the work.

The invoices must be separated as follows:

- Inspection and transportation,
- Repair and transportation,
- Parts paid for with the ISN credit card, and
- All repairs under the manufacturer's warranty.

- g. If the vehicle must remain at the contractor's facilities outside of regular business hours, for security reasons the vehicles must be either

- kept inside the contractor's building;
- or kept inside a locked enclosure.

3. CONTRACTOR'S CAPACITY

The contractor must have access to General Motors, Chevrolet-division, genuine and specialized military parts for the Milcots.

The contractor must accept the A.R.I. card as a mean of payment.

4. IMPORTANT INFORMATION

The cards used to tally the labour must be kept for verification purposes when required.

The unit prices, hourly rate and discounts shall include administration costs, profit margin and any unplanned costs; GST is extra and we are exempt from paying PST.

ANNEX B

BASE DE PAIEMENT

1. Transportation to your workshop

Potential contractors must indicate the location of the facilities where they will perform the repairs, as well as the distance from these facilities to Valcartier Garrison.

Address: _____

Distance: _____

The contractor will pick up and drop off the vehicles. DND reserves the right to make certain trips to/from the contractor's workshop. The contractor shall be fully insured for Department of National Defence vehicles.

Transportation	Approximate number of trips 2 years	Cost per return trip
Return trip from Valcartier Garrison to your facilities for vehicles transported by tow truck.	2 trips	\$_____/per return trip
Return trip from Valcartier Garrison to your facilities for operational vehicles.	45 trips	\$_____/per return trip
Return trip from the St-Malo Armoury to your facilities for vehicles transported by tow truck.	2 trips	\$_____/per return trip
Return trip from the St-Malo Armoury to your facilities for operational vehicles.	45 trips	\$_____/per return trip

2. Pricing

Your hourly rate for labour must include workshop costs

2.1 Inspection :

Work	Approximate Value 2 years	Inspection rate
Fixed rate for the complete inspection of a vehicle, as described in Annex D of this document, that includes an oil change and the cleaning/lubrication of the front and rear brakes.	\$ 40,000.00	\$_____/Unit

2.2 Repair :

Work	Approximate Value 2 years	Hourly rate
Direct or productive labour devoted solely to the repair work, including amounts related to workshop supplies, during regular hours.	\$ 48,000.00	\$_____/hour

2.3 Parts :

Parts	Approximate Value 2 years	Discount
Cost of supplying genuine GM parts, based on the most recent manufacturer's suggested retail price list.	\$ 48,000.00	_____ %
*Please tell up your price list offered: Ref: # _____ Name _____ (Date) _____		

3. Warranty offered

Warranty offered on repairs (parts and labor) :

_____ months on repairs (Mandatory criteria: 12 months minimum).

For more information, the offeror must consult Clause 2.2, Section B of Part 6.

ANNEX C**INSURANCE****G2001C 12/05/08 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.
 - (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.

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

ANNEX C

INSURANCE

G2020C 12/05/08 Automobile Liability Insurance

1. The Contractor must obtain 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.
2. The policy must include the following:
 - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - (b) Accident Benefits - all jurisdictional statutes
 - (c) Uninsured Motorist Protection
 - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

G6002C 12/05/08 Garage Automobile Liability Insurance

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) "Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract."
 - (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.

Solicitation No. - N° de l'invitation

W0106-11R132/A

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-2-35110

Buyer ID - Id de l'acheteur

ba1002

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

W0106-11R132

CCC No./N° CCC - FMS No/ N° VME

ANNEX D

DEALER

W0106-08CL04

MAINTENANCE CHECK

Name _____ Office tel. # _____ Work order # _____

Address _____ Plate # _____

Model _____ Year _____ Kilometrage

S - Satisfactory

C - Can wait

U - Urgent

Safety/other	S	C	U	Comments	Parts & labour costs	✓
• Seat belts						
• Spare wheel and jack						
• Hood catch						
• Weather strips						
• Windshield washer action						
• Windshield wiper blades						
• Level of windshield washer fluid						
• Condition of car windows						
• Horn						
Lighting system						
• Headlights						
• Front and rear parking lights						
• Front and rear turn signals						
• Licence plate						
• Interior lights						
Charging system						
• Condition of right battery						
• Condition of left battery						
• Nighttime headlights						
• Voltage						
• Condition of interior battery						
Transmission						
Check fluid level, check for leaks						
Cooling system						
• Casings and hoses						
• Check level and condition of anti-freeze and strength						
Motor						
• Check oil						
• Oil leaks						
• Noise of motor						
• Engine mounts						
• Is a tune-up required?						
Belts						
• Drive belts						
Air conditioning/heating						
• Check that they function						
Tires and wheels				FRONT L./FRONT R./REAR L./REAR R.		
• Tire pressure				/ / /		
• Wear				/ / /		
• Condition of ball-bearings				/ / /		
Braking system						
• Brake pads				- Front		
• State of wear				- Rear		
				- 25%		
				- 50%		
				- 75%		
				- To be changed		
• Parking brake						
• Master cylinder (fluid level)						
• Hoses and flow lines						
Exhaust system						
• Front pipe						
• Central pipe						
• Rear pipe						
• Mounts and rubber						
• Re-circulation system						
• Muffler						
• Resonator						
Steering and suspension						
• Springs						
• Shock absorbers				- Rear		
				- Front		
• Ball joints						
• Tie rod ends						
• Relay rod						
• Idler arm						
• Pitman arm						
• Power steering gear box						
• Steering hoses						
• Alignment						
• Gibbals						
• Stabilizer bar						
• Oil level						
Date: _____						
Service advisor: _____						
					SUB-TOTAL	
					TAX (GST)	
					TOTAL	