

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.
pièce 1650, 635 - 8e avenue, SO -
Calgary
Alberta
T2P 3M3**

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

Title - Sujet Machine Tool Repair	
Solicitation No. - N° de l'invitation W0142-12C185/A	Date 2012-04-19
Client Reference No. - N° de référence du client W0142-12C185	GETS Ref. No. - N° de réf. de SEAG PW-\$PWT-090-5950
File No. - N° de dossier PWT-1-34378 (090)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-30	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Tuttosì (RPC), Richard	Buyer Id - Id de l'acheteur pwt090
Telephone No. - N° de téléphone (403)292-5702 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence Base Commander CFB – Suffield Attn: CMTT, Bldg 322 Ralston Alberta T0J 2N0 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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Machine Tool Repair	W0142	W0142	1	Each	\$	\$	See Herein	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement - Not Applicable
4. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement -
2. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement - Not applicable
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation
11. Priority of Documents
12. Certifications
13. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions

Solicitation No. - N° de l'invitation

W0142-12C185/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwt090

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0142-12C185

PWT-1-34378

- 6. Insurance
- 7. SACC Manual Clauses

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Periodic Usage Report Form

PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a Call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work *the Basis of Payment*.

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

2. Summary

Machine Tool Repair services at Canadian Forces Base Suffield, Ralston, Alberta

Work under this Standing Offer includes the provision of all labour, materials, equipment, transportation, supervision and expertise necessary to perform service, inspection and repair of various machine tools located at Canadian Forces Base (CFB) Suffield, Ralston, Alberta on an "as and when" requested basis during the period of the Standing Offer from the date of the standing offer for a three year period and in accordance with the statement of work dated 26 January 2012 attached..

It is anticipated that only 1 firm will be issued a standing offer.

The standing offer will be issued for a term of three (3) years. The total expenditure over the three (3) year period is estimated at \$75,000.00 (Including GST).

This procurement contains MANDATORY requirements. See Part 4 of the RFSO for details.

Solicitation No. - N° de l'invitation

W0142-12C185/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwt090

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

W0142-12C185

File No. - N° du dossier

PWT-1-34378

CCC No./N° CCC - FMS No/ N° VME

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 (<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.

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

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

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

Section I: Financial Offer - One(1) hard copies)

Section II: Certifications - One (1) hard copies)

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

(<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*

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**

- (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

1.1.1 Price Schedule - A rate must be entered for each item.

1.1.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price

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

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 - SECURITY AND INSURANCE REQUIREMENTS**1. Security Requirement - Not Applicable****2. Insurance Requirements**

SACC Manual clause M9015T Insurance Requirements (2011-05-16)

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause G1005C

If the information is not provided in the offer, 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

PART 7 - 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 (<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 - See Annex "C"

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the Date of the standing Offer for a period of 36 months

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Richard Tuttosi
 Title: Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 Directorate: Western
 Address: 1650 - 635 - 8th Avenue SW
 Calgary, Alberta
 T2P 3M3
 Telephone: 403 - 292 - 5702
 Facsimile: 403 - 292 - 5786
 E-mail address: richard.tuttosi@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

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

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

6. Identified Users

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

7. Call-up Procedures

1. Best Standing Offer: the offer that provides lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in .

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 2829 (03/2006) 9329, *Call-up Against a Standing Offer*.

9. 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).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$71,428.57 (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 two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), *General Conditions - Standing Offers - Goods or Services*
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Periodic Usage Report Form
- j) the Offeror's offer _____

Solicitation No. - N° de l'invitation

W0142-12C185/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwt090

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

W0142-12C185

File No. - N° du dossier

PWT-1-34378

CCC No./N° CCC - FMS No/ N° VME

Certifications

12.1 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.

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 (2012-03-02), *General Conditions - Services (Medium Complexity) apply to and form part of the Contract.*

Section 13.1 of 2010C Interest on Overdue Accounts will not apply to payments made by credit cards.

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

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"

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16)

4.3 Terms of Payment

SACC Manual clause H1000C (2008-05-12)

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. 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.

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

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

Solicitation No. - N° de l'invitation

W0142-12C185/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwt090

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

W0142-12C185

File No. - N° du dossier

PWT-1-34378

CCC No./N° CCC - FMS No/ N° VME

6. Insurance

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

Solicitation No. - N° de l'invitation

W0142-12C185/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwt090

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0142-12C185

PWT-1-34378

ANNEX "A"

STATEMENT OF WORK

Document No: (added by Contract Authority)

Contract No: (added by CA)

Requisition No W0142-12-C185

Machine Tool Repair

Prepared for:

Issue date: 04 April 2012

This document is under the control of the G4 Procurement Officer. All changes or revisions shall be approved by the Technical Authority.

1.0 SCOPE

1.1 Identification

This Statement of Work (SOW) identifies the work to be performed in support of the various machine tools held at CFB Suffield. Support includes but is not limited to inspections/certification, services, and repair.

1.2 Background

CFB Suffield holds a number of various types of machine tools ranging from small portable units to fixed/stationary variants, all of which require periodic and or annual inspections/certification in accordance with their respective manufacturer's maintenance schedules. Machine tools such as but are not limited to lathes, table saws, and drill presses, etc. (various manufacturers)

1.3 Aim or Objective

To obtain a Standing Offer for the service, inspection and repair of the various machine tools located throughout CFB Suffield in order to promote the expedient repair of our holdings whilst reducing the strain on the repair staff at CFB Suffield during peak periods and heightened activity. Request a 1 year firm contract with 2 one year options to extend the SOA. Requests will be on an as and when required basis using a call up to the SOA.

1.4 Tasks

The contractor must provide repairs to mechanical, electrical and or body components of all machine tools on an as requested basis in support of CFB Suffield's holdings. The type of work to be conducted will be directed by the technical authority in writing on a Call up, 942 initiated by, in this case the Base Maintenance Officer, or Contracts Services Specialist. Tasks to include but are not limited to the following:

1. All maintenance and repair work is to be performed by licensed technicians or apprentices that is qualified for the type of equipment being repaired. A copy of this certification is to be supplied to DND upon the request of the Technical Authority;
2. As most of the machine tools may be required in support of operations, the Contractor must respond to a call up within 48 hours. The actual work must be initiated and completed within 5 working days or within a mutually agreed upon timeline;
3. The Contractor must provide all labour, tools, transportation and supervision necessary to perform maintenance, repairs and or modifications, utilizing OEM parts for all repairs unless otherwise approved in writing by the technical authority as above;
4. The Contractor must be able to perform repairs both at the Contractor's location and on-site on a call out basis. Work will only be performed at the Contractor's location if it is deemed necessary and with the approval of the Technical Authority. All expenses incurred for the transportation of the machine tools to and from the Contractor's facility will be the Contractor's responsibility, unless mutually agreed upon by the Technical Authority.
5. The Contractor must perform inspections and provide written certification in accordance with each variant specifications/standards where applicable.

6. The Contractor must perform diagnosis on the various systems and provide a written estimate for the repairs required to return the asset back to its original operating condition, systems to include but are not limited to the following where and as applicable:

- a. electrical components/systems;
- b. sheet metal and guards;
- c. electronic control systems;
- d. hydraulic system components;
- e. mechanical system components;
- f. automated control systems;
- g. dust extraction system components; and
- h. drive system components.

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

1.5 Constraints

Prior to conducting any work on Base property the contractor will be provided a one time Base General Safety Brief of which will be arranged by the technical authority. Contractors requiring access to the Range and Training Area, will be provided an annual Range Safety brief of which will be arranged through the technical authority on an as and when required basis.

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 billing/payments. 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.

On the RFSO Document - TBD

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 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 Tech 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.

4.0 Warranty

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

ANNEX "B"
BASIS OF PAYMENT

A. Year 1 - From Date of Standing Offer for a One Year period.

No	Trade	Est utilisation	\$/Trip	Est Total Price
1. Lump sum price for the service call to include one round trip from place of business to CFB Suffield main base, Ralston, Alberta as requested to perform work including mileage and driving time to and from the job site, maximum of 120 Km round trip				
i) Heures normales de travail (du lundi au vendredi)				
i	Mechanic	65	\$ /Trip	\$
ii	Helper/Apprentice	65	\$ /Trip	\$
ii) Outside normal working hours (Monday Through Friday)				
i.	Mechanic	5	\$ /Trip	\$
ii.	Helper/Apprentice	5	\$ /Trip	\$
2				
	Labour - Direct or Productive used exclusively in work in the field or shop	Estimated Number of Hours	\$/Hr	
i) Heures normales de travail (du lundi au vendredi)				
i.	Mechanic	130	\$	\$
ii.	Helper/Apprentice	130	\$	\$
ii) Outside normal working hours				
	Mechanic	10	\$	\$
	Helper/Apprentice	10	\$	\$
			Per KM	
3.	KM Charge per vehicle in excess of "A" above	100	\$	\$
4.	Pick-up and delivery of equipment for shop work	5		
4				
	MATERIAL AND REPLACEMENT PARTS - (Except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange and brokerage charges) at laid down cost plus a mark-up which includes purchasing expenses, internal handling, G&A expenses and profit, excluding taxes, which shall be shown as a separate item (% mark up x \$5,000.00)		_____% Mark-up	\$ _____
6				
	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work or service will be performed or provided at cost no greater than 100% of such estimate			
7. Grand Total of Col 5 Price for Labour (Productive and Non-Productive for Journeyman Apprentice, General labour and Kilometer Charges for Travel and Material Mark-up				
			\$ _____	

B. Year 2 - Dates to be Determined

No		Est Usage Trips	\$/Trip	Est Total Price
1. Lump sum price for the service call to include one round trip from place of business to CFB Suffield main base, Ralston, Alberta as requested to perform work including mileage and driving time to and from the job site, maximum of 120 Km round trip				
i) During regular working hours				
i	Mechanic	65	\$	\$
ii	Helper/Apprentice	65	\$	\$
ii) Outside normal working hours (Monday Through Friday)				
i.	Mechanic	5	\$	\$
ii.	Helper/Apprentice	5	\$	\$
2				
	Labour - Direct or Productive used exclusively in work in the field or shop	Estimated Number of Hours	\$/Hr	
i) During regular working hours (Monday through Friday)				
i.	Mechanic	130	\$	\$
ii.	Helper/Apprentice	130	\$	\$
ii) Outside normal working hours				
	Mechanic	10	\$	\$
	Helper/Apprentice	10	\$	\$
			Per KM	
3.	KM Charge per vehicle in excess of "A" above	100	\$	\$
4.	Pick-up and delivery of equipment for shop work	5		
4	MATERIAL AND REPLACEMENT PARTS - (Except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange and brokerage charges) at laid down cost plus a mark-up which includes purchasing expenses, internal handling, G&A expenses and profit, excluding taxes, which shall be shown as a separate item (% mark up x \$5,000.00)		_____% Mark-up	\$_____
6	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work or service will be performed or provided at cost no greater than 100% of such estimate			
7. Grand Total of Col 5 Price for Labour (Productive and Non-Productive for Journeyman Apprentice, General labour and Kilometer Charges for Travel and Material Mark-up			\$_____	

C. Year 3 - Dates to be Determined

No	Trade	Est Usage Trips	\$/Trip	Est Total Price
1. Lump sum price for the service call to include one round trip from place of business to CFB Suffield main base, Ralston, Alberta as requested to perform work including mileage and driving time to and from the job site, maximum of 120 Km round trip				
i) During regular working hours				
i	Mechanic	65	\$	\$
ii	Helper/Apprentice	65	\$	\$
ii) Outside normal working hours (Monday Through Friday)				
i.	Mechanic	5	\$	\$
ii.	Helper/Apprentice	5	\$	\$
2				
Labour - Direct or Productive used exclusively in work in the field or shop		Estimated Number of Hours	\$/Hr	
i) During regular working hours (Monday through Friday)				
i.	Mechanic	130	\$	\$
ii.	Helper/Apprentice	130	\$	\$
ii) Outside normal working hours				
	Mechanic	10	\$	\$
	Helper/Apprentice	10	\$	\$
			Per KM	
3.	KM Charge per vehicle in excess of "A" above	100	\$	\$
4.	Pick-up and delivery of equipment for shop work	5		
4	MATERIAL AND REPLACEMENT PARTS - (Except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange and brokerage charges) at laid down cost plus a mark-up which includes purchasing expenses, internal handling, G&A expenses and profit, excluding taxes, which shall be shown as a separate item (% mark up x \$5,000.00)		_____% Mark-up	\$_____
6	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work or service will be performed or provided at cost no greater than 100% of such estimate			
7. Grand Total of Col 5 Price for Labour (Productive and Non-Productive for Journeyman Apprentice, General labour and Kilometer Charges for Travel and Material Mark-up			\$_____	

Definitions:

1. Laid down cost is defined as the cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any

applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

2. Mark-up is defined as the difference between the vendor's laid down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

Estimates: Evaluation Methodology:

The total estimated evaluated bid price will be determined as follows:

The quoted price for each line item (FOR ALL THREE YEARS) will be multiplied by the estimated usage identified and then totaled to determine the total estimated bid price.

Col. 1	Col. 2	Col 3	Col. 4
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) <u>2nd Year</u>	Sub Total SCHEDULE C) <u>3rd Year</u>	Total Evaluated Price (col.1 + col.2 + Col3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____ - GST/HST Extra

ANNEX "C"

Periodic Usage Report Form

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Richard Tuttosi	(403) 292-5702	richard.tuttosi@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Acquisitions Branch
Ste. 1650 - 635 -8th Avenue SW
Calgary, Alberta
T2P 3M3

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

NIL REPORT: We have not done any business with the federal government for this period _____.

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____