

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

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

National Individual Standing Offer (NISO)
Offre à commandes individuelle nationale (OCIN)

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
Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
6B1, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet NISO-BODY MAINTENANCE AND CORROSION	
Solicitation No. - N° de l'invitation W8486-122908/A	Date 2012-08-07
Client Reference No. - N° de référence du client W8486-122908	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HS-597-60983
File No. - N° de dossier hs597.W8486-122908	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-17	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Bourassa, Chantal	Buyer Id - Id de l'acheteur hs597
Telephone No. - N° de téléphone (819)956-6763 ()	FAX No. - N° de FAX (819)956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 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 and Appendix include

- Annex A - Statement of Work for Military Vehicles and Trailers
 - Appendix A - Locations - Maritimes Region
 - Appendix B - Locations - Quebec and Ontario Region
 - Appendix C - Locations - Western Region
 - Annex B - Pricing - Maritimes Regions
 - Annex C - Pricing - Quebec and Ontario Region
 - Annex D - Pricing - Western Region
 - Annex E - Quaterly Usage Report
 - Annex F - Mandatory Bid Evaluation Criteria
 - Annex G - Environmental, Health and Safety Survey
- Consent to a criminal record verification (PWGSC-TPSGC 229)

2. Summary

The Department of National Defence has a requirement to establish three (3) National Individual Standing Offer (NISO), one for the Maritimes Region, one for the Quebec and Ontario Region and one for the West Region, to provide corrosion control and body maintenance of DND owned vehicles to all support bases across Canada. The requirement includes physical presentation, technical presentation package and compliance demonstration in accordance with Annex A - Statement of Work for Military Vehicles & Trailers - Body Maintenance and Corrosion Control.

The work under this requirement will be carried out during the period of two (2) firm years from the issuance of the NISO, with an option to extend the offer by one (1) additional period of one (1) year under the same terms and conditions.

The requirement is subject to the provisions of the Agreement on Internal Trade, the North American Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Columbia Free Trade Agreement and the World Trade Organization Agreement on Government Procurement.

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://buyandsell.ca/policy-and-guidelines/standard-acquisition-clausesandconditions-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 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

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 **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 Ontario.

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.

5. Improvement of Requirement During Solicitation Period

Should Offerors consider that the Purchase Description contained in the Request for Standing Offer could be improved technically or technologically, offers are invited to make suggestions, in writing, to the Contracting Authority named in the offer. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular offeror will be given consideration provided they are submitted to the Contracting Authority at least **seven (7) days before the offer closing date**. Canada will have the right to accept or reject any or all suggestions.

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 (4 hard copies)

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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

The offerors may submit an offer for more than one (1) locations as defined below:

Appendix A - Locations - Maritimes Region

Appendix B - Locations - Quebec and Ontario Region

Appendix C - Locations - Western Region

Offerors must clearly specify for which Appendix an offer is being submitted.

Offerors must complete and submit locations appendix for which an offer is being submitted.

In their technical offer, offerors should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet these requirements. Offerors should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in RFSO is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Quality Plan

Offerors must submit a Quality Plan with the offer. The Quality Plan must be in the same format that will be used after issuance of the Standing Offer

The Quality Plan may reference other documents. Where referenced documents do not already exist, but are required by the Quality Plan, the plan must identify them and also identify when, how and by whom they will be prepared and approved. The documents referenced in the Quality Plan must be made available when requested by Public Works and Government Services Canada or the Department of National Defence.

Sample

Offerors must provide with their offer a sample of at least 1 liter of their proposed product, including complete technical data demonstrating how criteria M2 through M11 set out in Annex F - Mandatory Evaluation Criteria are met, transportation charges prepaid, and without charge to Canada.

The sample submitted by the Offerors will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the RFSO, the offer will be declared non-responsive.

Section II: Financial Offer

Price must appear only in the appropriate Pricing annex for which an offer is submitted:

Annex B - Maritimes Region

Annex C - Quebec and Ontario Region

Annex D - Western Region

Offerors must submit their financial offer in accordance with the Basis of Payment specified in Part 7B and at with annexes B, C and D - Pricing.

Offerors do not need to submit an offer for all regions however, offerors must submit firm prices for all items, all options, all years, including the initial and extended periods, pertaining to the Region for which they are submitting an offer, in Canadian dollars, Delivery Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise taxes included where applicable, Goods and Services Tax/Harmonized Sales Extra.

1. SACC Manual Clauses

SACC Reference	Title	Date
C3011T	Exchange Rate Fluctuation	2010-01-11

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

1. Additional Information

Canada requests that offerors submit the following information:

1.1 Delivery

While delivery is requested within **fifteen (15) working days** from receipt of a call-up document against the Standing Offer the best delivery that could be offered is as follows:

within _____ **weeks/calendar days** from receipt of a call-up against the Standing Offer.

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2. Offeror's Representatives

General enquiries

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

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. Technical Evaluation

Offers must be completed in full and provide all management and technical information requested in the Request for a Standing Offer to enable a full and complete evaluation by the bid closing date and time to enable a full and complete evaluation.

1.1.1 Mandatory Technical Criteria

Offerors must comply with Annex F - Mandatory Technical Evaluation Criteria.

Offerors must complete and submit locations appendix for which an offer is being submitted.

A check mark should be added in the appropriate spaces in Annex G - Environmental, Health and Safety Survey. Offerors should provide additional explanation to support their technical compliance.

1.1.1.1 Sample and Information Required for Offer Evaluation Purposes

In order for an offer to be declared responsive, Offerors must meet the following criteria:

Offerors must provide with their offer a sample, of at least 1 liter of their proposed product, including complete technical data demonstrating how criteria M2 through M11 set out in Annex F - Mandatory Evaluation Criteria are met, transportation charges prepaid, and without charge to Canada.

The sample submitted by the Offerors will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the RFSO, the offer will be declared non-responsive.

1.1.1.1.1 Quality Plan

Offerors must provide a Quality Plan with their Offer.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

1.2.1.1 Offers must be completed in full and provide all financial information requested in the Request for a Standing Offer and at Annexes B, C and D - Pricing by the bid closing date and time to enable a full and complete evaluation.

The firm prices will be evaluated in Canadian dollars, Delivered Duty Paid, Incoterm 2000, Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra.

1.2.1.2 Offerors must submit firm prices for all items, all options, all years, including the initial and extended periods, pertaining to the Region for which they are submitting an offer.

1.2.2 Aggregate Price Determination per appendix - locations

The aggregate price of the offer per appendix - locations will be determined by adding all the firm prices, for all items, all options, the initial and extended periods in accordance with Annex B, C and D - Pricing.

2. Basis of Selection

An offer must comply with the requirements of the RFSO including the technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest aggregate evaluated price per appendix - locations will be recommended for issuance of a Standing Offer. Up to three (3) Standing Offers may be awarded.

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. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

(a) a complete list of names of all individuals who are currently directors of the Bidder;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

For information purposes an electronic copy of the Consent to a Criminal Record Verification can be found at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

2. Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - \$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.

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PART 6 - FINANCIAL AND OTHER REQUIREMENTS

1. Financial Capability

SACC Reference	Title	Date
M9033T	Financial Capability	2011-05-16

2. Controlled Goods Requirement

SACC Reference	Title	Date
A9130T	Controlled Goods Program	2011-05-16

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with Annex A - Statement of Work for Military Vehicles and Trailers.

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

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

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

The data must be submitted on a quarterly basis, by using Annex E - Quaterly Usage Report to the Public Works and Government Services Canada Standing Offer Authority and to the Procurement Authority.

The data must be submitted to the Standing Offer Authority no later than **fifteen (15) calendar days** calendar days after the end of the reporting period.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

Quarterly 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.

2.3 Standing Offers Final Report

On completion or termination of the National Individual Standing Offer, the offeror must produce a final report that details all cumulative data of the call-ups. Data must include all purchases paid for by a **Government of Canada Acquisition Card**.

The final report must be completed and forwarded electronically to the Standing Offer Authority and to the Procurement Authority, no later than **fifteen (15) calendar days** after the end of the completion or termination of the Standing Offer.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer will be from the date of issuance of the Standing Offer to **(to be inserted by PWGSC)**.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **one (1) additional period of one (1) year** under the same conditions and at the rates or prices 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 **at least sixty (60) calendar 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:

Chantal Bourassa

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate

"HS" Division

Place du Portage, Phase III, 7B1

11 Laurier Street

Gatineau, QC K1A 0S5

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Telephone : 819-956-6763

Facsimile: 819-956-5227

E-mail address: chantal.bourassa@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 Procurement Authority

The Procurement Authority is:

To be inserted by PWGSC

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa ON K1A 0K2
Attention: DLP- 4-3-1
Telephone: _____
Facsimile: _____
E-mail address: _____

The Procurement 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.

4.3 Technical Authority

The Technical Authority is:

To be inserted by PWGSC

National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Attention: DSVPM 4-4C2
Telephone : _____
Facsimile: _____
E-mail address: _____

The Technical Authority is responsible for all the technical content of the Work under the resulting contracts. Technical matters may be discussed with the Technical Authority, however

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the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made by the Standing Offer Authority.

4.4 Offeror's Representatives

General enquiries

Name: **To be insert by PWGSC**

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

4.5 Locations of intended dealer

The Offeror's locations of Intended Dealer that will be responsible for service are listed in the attached Appendix A, B and/or C - Locations.

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: DLP- 4-3-1 or the delegated authorized representative.

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".

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Goods and Services Tax or Harmonized Sales Tax included). All individual call-ups against the Standing Offer exceeding \$200,000.00 (Goods and Services Tax or Harmonized Sales Tax included) will be forwarded to PWGSC for authorization.

8. Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when **75 percent** of this amount has been committed, or **four (4) 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) 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) 2010A (2012-07-16) Goods or Services (Medium Complexity)
- e) the Annex B - Pricing - Maritimes Region;
- f) The Annex C - Pricing - Quebec and Ontario Region;
- g) The annex D - Pricing - Western Region;
- h) Annex A, Statement of Work for Military Vehicles and Trailers;
- i) Appendix A - Locations - Maritimes Region;
- j) Appendix B - Locations - Quebec and Ontario Region;
- k) Appendix C - Locations - Western Region;
- l) the Offeror's offer dated _____ or "as amended _____".

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 Ontario.

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 provide the items and work detailed in the call-up against the Standing Offer.

1.1 Procedures for Design Change/Deviations

The Contractor must follow these procedures for any proposed design change/deviation to contract specifications.

The Contractor must complete Part 1 of the Design Change/Deviation form DND 672 and forward one (1) copy to the Technical Authority and one (1) copy to the Contracting Authority.

The Contractor will be authorized to proceed upon receipt of the design change/deviation form signed by the Contracting Authority. A contract amendment will be issued to incorporate the design change/deviation in the Contract.

1.2. Environmental Protection

- a. The Contractor is responsible for ensuring that all work carried out on any DND property by staff, or duly appointed subcontractors, under this contract is:
 - i. Completed using personnel qualified and certified in the scope of work that they are undertaking; and
 - ii. In compliance with all applicable municipal, provincial, federal and statutory environmental protection laws and regulations.
- b. Prior to commencement of the work, the Contractor must have in place an Emergency/Spill Response Plan and also processes and procedures for the identification, management, handling and disposal of all substances, pollinates and material covered by the applicable municipal, provincial, federal and statutory environmental protection laws and regulations.
- c. The Contractor must have full responsibility for the disposal of any hazardous waste removed or uncovered in the performance of the work. Title to such waste must pass to the Contractor as soon as the Contractor takes possession of the waste, and the Contractor must dispose of such waste in accordance with the requirements of the Contract, if any, and in accordance with applicable law, whether federal, provincial or municipal.
- d. Copies of all Hazardous Material Disposal Certificates raised whilst completing any work under the scope of the contract are to be provided to the Technical/Inspection Authority.

Furthermore, additional evidence of compliance with municipal, provincial, federal and statutory environmental laws and regulations is to be forthwith furnished by the Contractor to the Technical/Inspection Authority

- e. Failure to comply with any of the above will be, of and by itself, grounds for termination of the contract for default.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2012-07-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2012-07-16) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be made within **(to be inserted by PWGSC)** calendar days from receipt of a call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian customs duties and excise taxes, where applicable, Goods and Services Tax or Harmonized Sales Tax extra, in accordance with Annex B, C and/or D - Pricing.

4.2 Travel and Living Expenses for the Physical Presentations and Compliance Demonstrations

The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/>), and with the other provisions of the directive referring to travelers, rather than those referring to employees.

All payments are subject to government audit.

All travel must have prior authorization of the Technical Authority.

4.3 SACC Manual Clauses

SACC Reference	Title	Date
C2000C	Taxes - Foreign-based Contractor	2007-11-30
C2611C	Customs Duties - Contractor Importer	2007-11-30
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12

4.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

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 on the invoice is completed.
2. Invoices must be distributed as follows:

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

Department of National Defence
 National Defence Headquarters
 Mgen. George R. Pearkes Building
 101 Colonel By Drive
 Ottawa, Ontario K1A 0K2
 Attention: **to be inserted by PWGSC**

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

6. SACC Manual Clauses

SACC Reference	Title	Date
A1009C	Work Site Access	2008-05-12

A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations -	2011-05-16
A9065C	Identification Badge -	2006-06-16
B1505C	Shipment of Hazardous Materials	2006-06-16
B7500C	Excess Goods	2006-06-16
C2800C	Priority Rating	2011-05-16
C2801C	Priority Rating - Canadian-based Contractors	2011-05-16
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2008-12-12
D3010C	Dangerous Goods/Hazardous Products	2012-07-16
D5510C	Quality Assurance Authority (DND) - Canadian-based Contractor	2012-07-16
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5604C	Release Documents (DND) - Foreign-based Contractor	2008-12-12
D5605C	Release Documents (DND) - United States-based Contractor	2010-01-11
D5606C	Release Documents (DND) - Canadian-based Contractor	2012-07-16
D6010C	Palletization	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30
W0002D	Delivery Requirements Outside a CLCSA	2000-12-01

7. Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

8. Quality Plan

No later than thirty (30) calendar days after the contract date, the Contractor must submit for acceptance by the Department of National Defence (DND) a Quality Plan prepared according to the latest issue (at contract date) of ISO 10005 Quality management systems - Guidelines for quality plans. The Quality Plan must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a

traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan.

The documents referenced in the Quality Plan must be made available when requested by Public Works and Government Services Canada or DND.

If the Quality Plan was submitted as part of the bidding process, the Contractor must review and, where appropriate, revise the submitted plan to reflect any changes in requirements.

Upon acceptance of the Quality Plan by DND, the Contractor must implement the Quality Plan. The Contractor must make appropriate amendments to the Quality Plan throughout the term of the contract to reflect current and planned quality activities. Amendments to the Quality Plan must be acceptable to DND.

9. Post-Contract Award Meeting

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

10. Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

One (1) copy mailed to consignee marked: "Attention: Receipts Officer";

Two (2) copies with shipment (in a waterproof envelope) to the consignee;

One (1) copy to the Contracting Authority;

One (1) copy to:

National Defence Headquarters
Mgen George R. Parkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2

Attention: DLP (to be inserted by PWGSC)

One (1) copy to the Quality Assurance Representative;

One (1) copy to the Contractor; and

For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration
National Defence Headquarters
Mgen George R. Parkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
E-mail: ContractAdmin.DQA@forces.gc.ca.

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified herein. 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.

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

The interest of Canada as additional insured should read as follows: Canada, represented by the department of National Defence and/or 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.

13. Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,000,000.00. Government Property must be on a replacement cost basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

2. The Bailee's Customer's Goods must include the following:

- (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- (b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

14. 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) 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.

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- (d) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- (e) **Litigation Rights:** Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

15. Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
- (b) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (c) **Separation of Insureds:** 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.
- (d) **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.
- (e) **Incidental Transit Extension:** The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

STATEMENT OF WORK

(SOW)

FOR

MILITARY VEHICLES & TRAILERS

BODY MAINTENANCE AND CORROSION CONTROL

Department of National Defence (DND)
July 2012

1 SCOPE

1.1 Applicability

- (a) This document details the co-ordination and annual application in Canada of body maintenance and corrosion control products, on vehicles and trailers owned by The Department of National Defence, by a Contractor
- (b) This program requirement may ultimately include both civilian and military pattern vehicles, and may include the following categories:
 - 1. Civilian Pattern Passenger Vehicles (for example: sedans, sports utility vehicles, pick-up trucks, etc.)
 - 2. Logistics Support Vehicles (for example: Heavy Logistics Vehicle Wheeled (HLVW), Medium Support Vehicle System (MSVS), Light Utility Vehicle Wheeled (LUVW), etc)
 - 3. Engineering Support Vehicles (for example: Heavy Engineering Support Vehicle (HESV), back-hoes, bulldozers, loaders, etc)
 - 4. Emergency Response Vehicles (for example: ambulances, pumper fire trucks, ladder fire trucks, etc.)
 - 5. Airport Runway Support Vehicles (for example: runway sweepers, runway ploughs, de-icing vehicles, etc.)
 - 6. Trailers (for example: 850 kg trailers, beaver tail style trailers, semi trailers, low bed style semi trailers, etc.)

The types of vehicles listed in each category above are only to be used as examples, there may be other types of vehicles in the category other than those listed.

1.2 Notes

- (a) **Mandatory requirements are identified by "shall". Deviations will not be permitted.**
- (b) Minimum requirements are specified in this document. Products or services that exceed these minimum requirements may be offered.

2 PRODUCT REQUIREMENTS

2.1 General Details

- (a) The corrosion control product shall be clear or translucent, after application.
- (b) DND intends to have the equipment sprayed, every year.
- (c) The Contractor shall be able to spray equipment at all locations listed in Appendix A1.

2.2 Rust Inhibiting and Self Healing

- (a) The product shall demonstrate rust inhibiting and self-healing abilities.

2.3 Creeping and Penetration

- (a) The product shall creep and penetrate into small openings such as crevices and nuts and bolts.
- (b) The product shall penetrate through layers of corrosion, in order to protect the metal underneath.
- (c) The product shall penetrate the outer layers of the metal and actually bond to the metal.

2.4 Compatibility with Other Materials

- (a) The product shall not cause major detrimental effects on paints, rubber, plastics, undercoating waxes and tars, as well as other common materials used in automotive construction.
- (b) In order to ensure compatibility with the annual body maintenance and corrosion control products currently used on existing military equipment, the product shall be a mineral oil based corrosion control product formulated for the protection of in-service automotive equipment or must be compatible with the current Body Maintenance and Corrosion Control Program Product (Krown T-40)
- (c) Compatibility is defines as the property of a new product that allows it to be applied over the current product, without causing any type of negative affects or reactions.

2.5 Product Consistency

- (a) The product shall not build-up excessively and shall be easy to re-apply, year after year.
- (b) The product shall withstand road splash.
- (c) The product shall not cause a heavy dust or dirt build-up.
- (d) Products with a tacky agent shall not be acceptable.

2.6 Environmental, Health and Safety Product Characteristics

- (a) The product shall not contain hazardous ingredients, within Section 2 of the manufacturer's Material Safety Data Sheet (MSDS), in accordance with Workplace Hazardous Materials Information System (WHMIS) legislation.
- (b) The product application process shall adhere to the current environmental laws and regulations in effect at the time of application, in the province where the service is being performed. The product shall minimize the use of heavy metal and toxic substances on the Environment Canada Lists for Accelerated Reduction / Elimination of Toxic Substances (ARET), the Environment Canada National Pollutant Release Inventory (NPRI), and the DND list of High Risk Hazardous Materials.
- (c) The product shall not contain ozone-depleting substances.
- (d) The product shall contain less than 1% by volume volatile organic compounds (VOCs).
- (e) The product shall remain free of strong, persistent, objectionable odour.

- (f) The product shall be mould and bacteria resistant.
- (g) The product shall not contain waste or used oils, unless they have been re-refined in accordance with CAN/CGSB 3.1010-93.

2.7 Operating Conditions The product shall perform safely and actively, without any form of degradation, under the following conditions:

- (a) Rain, snow, and slush caused by road salt
- (b) Off-road conditions such as sand and mud
- (c) Ambient (outside) temperatures from +40°C to -40°C

NOTE: “degradation” includes corrosion, failure of vehicle materials, sticking mechanisms, as well as product melting, cracking, flaking or freezing.

3 APPLICATION REQUIREMENTS

3.1 General Details

- (a) Three possible application option, as detail below:

Option	Remark	Pre-Wash Location	Driving Responsibility	Spraying Location	Post-Cleaning Location	Dripping Location
Option A	High Volume 40-900	DND Facility	DND	Contractor	Contractor	Contractor
Option B	Low Volume 10-60	Contractor	DND	Contractor	Contractor	Contractor
Option C	On-Site 60-180	DND Facility	DND	DND Facility	DND Facility	DND Facility

- (b) Locations, option, contractor (dealer) locations, and estimated quantity are indicated in Appendix A.

3.2 Option A (Contractor facility)

- (a) Option A is intended for large DND Facilities.
- (b) In Option A, DND personnel will pre-wash equipment, at the DND Facilities.
- (c) DND personnel will drive the equipment to the contractor facility.
- (d) The distance between the dealer and the base shall not exceed the distance identified in Appendix A, B and C.
- (e) The distance between the dealer and the city limit where the militia is located shall not exceed the distance identified in Appendix A, B and C.

- (f) The Contractor shall spray equipment, at its facilities.
- (g) The Contractor shall wash or wipe down equipment afterwards, at its facilities, to remove over spray.
- (h) The Contractor shall remove all excess product to prevent rubber swelling or damage.
- (i) The Contractor shall not clean with steam, soaps, solvents or excessive water pressure.
- (j) The Contractor shall clean all windows, mirrors, lights, wiper blades, entry steps and handles.
- (k) The Contractor shall park equipment outside, at its facilities, for at least 24 hours after spraying, to minimise the environmental impact of dripping.
- (l) The Contractor should provide and use environmental systems such as absorbent blankets or tarps and absorbent material, to minimize the environmental impact of dripping.

3.3 Option B (Contractor facility)

- (a) Option B is intended for small volume.
- (b) In Option B, Contractor shall pre-wash all equipment, at its facility.
- (c) DND personnel shall drive the equipment to the contractor facility.
- (m) The distance between the dealer and the base shall not exceed the distance identified in Appendix A, B and C.
- (n) The distance between the dealer and the city limit where the militia is located shall not exceed the distance identified in Appendix A, B and C.
- (d) The Contractor shall spray equipment, at its facilities.
- (e) Equipment shall not be cleaned with steam, soaps, solvents or excessive water pressure.
- (f) The Contractor shall wash or wipe down equipment afterwards, at its facilities, to remove over spray.
- (h) As a minimum, windows, mirrors, lights, wiper blades, entry steps and handles shall be cleaned.
- (i) Excess product shall be wiped off, if required, to prevent rubber swelling or damage
- (j) The Contractor shall park equipment outside, at its facilities, for at least 24 hours after spraying, to minimise the environmental impact of dripping.

3.4 Option C (DND facilities / on site)

- (a) DND personnel will pre-wash equipment, at the DND facility.
- (b) DND personnel will drive equipment.

- (c) The Contractor shall spray equipment, at DND facility
- (d) The Contractor shall wash or wipe down equipment afterwards, to remove over spray.
- (e) Excess product shall be wiped off, if required, to prevent rubber swelling or damage.
- (f) Equipment shall not be cleaned with steam, soaps, solvents or excessive water pressure.
- (g) As a minimum, windows, mirrors, lights, wiper blades, entry steps and handles shall be cleaned.
- (h) The Contractor shall provide and use environmental systems such as absorbent blankets or tarps and absorbent material, to minimize the environmental impact of dripping at the DND facility.
- (i) In some locations, the Support Base may be able and willing to provide access to inside facilities, or access to a suitable unoccupied building or shed.
- (j) If access to DND shelter is not available, the Contractor shall take measures to minimise both the environmental impact of dripping while spraying and spray mist contamination of surroundings.
- (k) If the spray is requested to be done in cold weather, the application shall be completed inside a heated facility.
- (l) The Contractor shall provide its own spray equipment and spill kit, and any equipment needed to complete the work.
- (n) The Contractor shall clean equipment exteriors after spraying, to remove over spray.

3.5 Environmental, Health and Safety Policies

- (a) The contractor shall comply with all applicable environmental, health and safety federal, provincial and municipal laws, regulations and bylaws.
- (b) If using option B, the Contractor and its dealers shall comply with DND policies, orders, directives and best practices when accessing DND owned or controlled lands, buildings or equipment.
- (c) The Contractor shall have an environmental management system in place, to control environmental, health and safety impacts resulting from its activities. This management system shall be the equivalent of ISO: 14001. The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.
- (d) The Contractor shall provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor shall forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.
- (e) Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, shall be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and shall be made available to the QAR upon request.

3.6 Areas of Coverage Spray areas shall include the following areas, as applicable:

- (a) Under-body areas including fenders, cargo box and shelter
- (b) Exterior seams, mouldings, crevices, nuts, bolts and weld points
- (c) Hinges including doors, drop-sides, tailgate, hood, cargo box seats and storage compartments
- (d) Enclosed and boxed sections including structural members and doors
- (e) Suspension, handbrake, brake backing plate, fuel and brake lines and driveline components
- (f) Exterior equipment including on-vehicle-equipment (OVE) mechanisms, bumper rear area, bumper support brackets, battery box, crane, crane outriggers, winch, mirrors, overhead rack, towing shackles, air connectors, antenna base and trailer hitch
- (g) Engine compartment interior including bolted-on parts, radiator supports and frame, as well as firewall
- (h) Battery terminals, exterior lights and wiring

3.7 Areas Not Covered The following areas shall not be sprayed:

- (a) Radiator fins
- (b) Belts
- (c) High temperature components such as engine and exhaust system
- (d) Cargo box interior floor and sides
- (e) Cab interior
- (f) Major exposed exterior painted surfaces such as the exterior of cab, cargo box and shelter
- (g) Brake friction surfaces
- (h) Wheel assemblies
- (i) Product shall not be sprayed over flaking undercoating, loose rust, sand, mud, or excess water.

3.8 Access Holes – General

- (a) The Contractor shall drill or cut access holes in order to properly reach enclosed sections.
- (b) Large factory access holes may be used, but only without damaging the paint around the hole.
- (c) To prevent the risk of damaging paint, spraying shall not be done using small drain holes.
- (d) Holes shall not affect structural integrity.
- (e) Holes shall not be drilled through welds.

- (f) Holes shall not be drilled in horizontal locations where water can collect.
- (g) New holes shall all be nominal 3/8-inch diameter.

3.9 Access Holes – Drilling and Capping

- (a) Access holes shall be capped with plastic plugs.
- (b) Rust inhibiting lithium grease dressing shall be used on the plugs.
- (c) The holes shall have smooth, inward-facing edges.
- (d) The paint around the holes shall not be broken or otherwise damaged.
- (e) The holes shall be cut using “unibit” or “rotobroach” drill bits in good condition.
- (f) New greased plugs shall be used every year.
- (g) Plugs shall be removed without damaging the paint around the hole.

3.10 Application Details

- (a) Tailgates shall be lowered on all equipment.
- (b) The insides of all exterior storage compartments shall be sprayed.
- (c) In order to ensure acceptable penetration of the product into the outer layers of metal, cold equipment shall be warmed up inside for a few hours in winter.
- (d) Normally, an even coating of product shall be applied, but more products can be applied in heavy corrosion areas.
- (e) Floor mats and seat covers shall be used, to keep the insides of vehicles clean.
- (f) For safety reasons, a trailer shall only be pulled by its designated prime mover.
- (g) A multiple-product approach shall not be used.

3.11 Security

The contractor shall ensure security of DND equipment, at all times. These security measures are intended to prevent theft or damage and shall include a locked building or compound, a security guard or an electronic alarm system.

3.12 Sticker

At the time of application, a clearly identified sticker indicating the application date shall be placed inside the driver's door.

3.13 Sub Contractor / Dealer Training & Technical Presentation Package

- (a) At least once a year, at their own expense, the Contractor shall provide training to its Sub Contractor & Dealer personnel.
- (b) The training shall address at least the following topics:
 - 1 Operating military equipment
 - 2 Equipment preparation and information recording procedures
 - 3 Drilling access holes, spraying and washing military equipment
 - 4 Equipment dripping procedures
 - 5 Environmental, health and safety procedures
 - 6 Environmental, health and safety compliance, monitoring and training
 - 7 Fire and spill response procedures
 - 8 Drilling CARC paint
 - 9 Personnel safety and personal protective equipment
 - 10 Disposal of all contaminated waste
 - 11 Use of environmental systems
- (c) The Contractor shall provide an MS PowerPoint Technical Presentation Package, on a CD or DVD, to the Technical Authority, no later than seven weeks after issuance of the standing offer.
- (d) The Technical Presentation Package will be subject to review and approval by the Technical Authority and changes required by the Technical Authority shall be incorporated.
- (e) Once the Technical Presentation Package is approved, the Contractor shall send two copies to the Technical Authority.
- (f) The Technical Presentation Package shall address the following topics:
 - 1 Contractor and program introduction
 - 2 Causes, principles and types of corrosion
 - 3 Principles and types of corrosion control products
 - 4 Areas that benefit from corrosion control
 - 5 DND reference material (SOW)
 - 6 Contractor reference material (MSDS and Instructions)
 - 7 Contractor and DND responsibilities
 - 8 Periodic maintenance by DND personnel, using touch-up kits
 - 9 All training topics provided to its sub contractor / dealer (see topics 3.14 (b))

3.14 Physical Presentations of Technical Presentation Package at Support Bases

- (a) When requested by the Technical Authority, the Contractor, accompanied by its local Dealer, shall provide Physical Presentations, phased in and beginning no later than twelve weeks after issuance of the Standing Offer, to properly introduce the program.

- (b) An hour shall be devoted to each visit, including questions and answers.
- (c) An extra few hours should be set aside for detailed planning with the Support Base Coordinator.
- (d) The Contractor shall supply visual aids and handouts.
- (e) The Physical Presentations shall introduce the Technical Presentation Package topics.
- (f) If given in Montreal or Valcartier, the Physical Presentation shall be delivered in both official languages; if the Physical Presentation is given at any other location specified in Appendix A, it shall be delivered in English.

4 MISCELLANEOUS

4.1 Compliance Demonstrations

- (a) The Contractor shall give a Compliance Demonstration on representative samples of equipment types chosen by the Technical Authority at an Ottawa-Gatineau area Dealer. This demonstration of compliance to the SOW shall be given no later than five weeks after the award issuance of the Standing Offer.
- (b) Demonstration may have to be done on more than one day due to the availability and types of equipment chosen.
- (c) Demonstrated procedures will be witnessed by DND Representative and Technical Authority
- (d) The Contractor shall clearly show drilling and capping technique and the use of different spraying equipment under different circumstances.
- (e) The procedures demonstrated will be subject to review and approval by the Technical Authority and changes required by the Technical Authority shall be incorporated.

4.2 Timing schedule

- (a) The Contractor shall provide a Schedule to the Technical Authority, no later than three weeks after issuance of the Standing Offer.
- (b) The schedule will be subject to review and approval by the Technical Authority and changes required by the Technical Authority shall be incorporated
- (c) Once the schedule is approved, the Contractor shall send the approved schedule electronically to the Technical Authority.
- (d) The schedule shall address the following:
 - 1 Compliance Demonstrations – no later than five weeks after issuance of the Standing Offer (para 4.3 (d))

- 2 Technical Presentation Package - no later than seven weeks after issuance of the Standing Offer (para 3.14 (c))

- 3 Physical Presentations at Support Bases - no later than twelve weeks after issuance of the Standing Offer (para 3.15 (a))

Appendix A - Locations and Intended Methods (SOW, section 3)

BASE & MILITIA LOCATIONS	INTENDED DEALER or LOCATION THAT WILL BE RESPONSIBLE FOR SERVICE
SUPPORT BASE - ST JOHN'S, NEWFOUNDLAND	
Base - St John's, NL The distance between the dealer and the base shall not exceed 25 km.	Dealer Name
	Address
	City
	Province
	Postal Code
	Phone
	Fax
email	
Militia – Corner Brook, NL The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name
	Address
	City
	Province
	Postal Code
	Phone
	Fax
email	
Militia - Stephenville, NL The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name
	Address
	City
	Province
	Postal Code
	Phone
	Fax
email	
Militia – Grand Falls, NL The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name
	Address
	City
	Province
	Postal Code
	Phone
	Fax
email	

SUPPORT BASE – HALIFAX, NOVA SCOTIA

Base – Halifax, NS The distance between the dealer and the base shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Pictou, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia - Truro, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Spring Hill, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Sydney, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	

SUPPORT BASE – GREENWOOD, NOVA SCOTIA

Base – Greenwood, NS The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Aldershot, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Windsor, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Middleton, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Yarmouth, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – GAGETOWN, NEW BRUNSWICK

Base – Gagetown, NB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		
Militia – Fredericton, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		
Militia – Edmonston, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		
Militia – Grand Falls, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		
Militia – Bathurst, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		

Militia – New Castle, NB The distance between the dealer and the city	Dealer Name	

	Address	
C	Province	Postal Code
P	Fax	
email		
Militia – Campbelton, NB	Dealer Name	
Address		
C	Province	Postal Code
P	Fax	
email		
Militia – Woodstock, NB	Dealer Name	
Address		
C	Province	Postal Code
P	Fax	
email		
Militia – Moncton, NB	Dealer Name	
Address		
C	Province	Postal Code
P	Fax	
email		
Militia – Sussex, NB	Dealer Name	
Address		
C	Province	Postal Code
P	Fax	
email		
Militia – Sackville, NB	Dealer Name	
Address		
C	Province	Postal Code
P	Fax	
email		

Militia – Robust, NB	Dealer Name	
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	Address		
	City		
	Phone		
	email		
	Dealer Name		
	Address		
Militia – Charlottetown, PEI The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	City	Province	Postal Code
	Phone	Fax	
	email		

Appendix B - Locations and Intended Methods (SOW, section 3)

SUPPORT BASE – MONTREAL (ST HUBERT), QUEBEC

Base – Montreal (St Hubert), QC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – St-Hyacinthe, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Drummondville, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Sherbrooke, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		

SUPPORT BASE – MONTREAL (LONG POINT), QUEBEC

Base – Montreal (Long Point), QC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
Depot – Montreal, QC (25 CFSD) The distance between the dealer and the depot shall not exceed 25 km.	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			

SUPPORT BASE – VALCARTIER, QUEBEC

Base – Valcartier, QC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		
	Dealer Name		
	Address		
Militia – Beauceville, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	C	Province	Postal Code
	P	Fax	
	email		
	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
email			

Militia – Trois-Rivieres, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Shawinigan, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Rimouski, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Riviere-de-Loup, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Matane, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –BAGOTVILLE, QUEBEC

Base –Bagotville, QC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		
	Dealer Name		
	Address		
Militia – Chicoutimi, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	C	Province	Postal Code
	P	Fax	
	email		
	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
email			

SUPPORT BASE –BORDEN, ONTARIO

Base –Borden, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
Militia – Barrie, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			

SUPPORT BASE –London, ONTARIO

Base –London, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
City	Province	Postal Code	
Phone	Fax		
email			

<p>Militia – St Thomas, ON</p> <p>The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.</p>	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3"> </td></tr> <tr><td colspan="3">Address</td></tr> <tr><td colspan="3"> </td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr> <td> </td> <td colspan="2"> </td> </tr> <tr><td colspan="3">email</td></tr> <tr><td colspan="3"> </td></tr> </table>	Dealer Name						Address						City	Province	Postal Code				Phone	Fax					email					
Dealer Name																															
Address																															
City	Province	Postal Code																													
Phone	Fax																														
email																															
<p>Militia – Windsor, ON</p> <p>The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.</p>	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3"> </td></tr> <tr><td colspan="3">Address</td></tr> <tr><td colspan="3"> </td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr> <td> </td> <td colspan="2"> </td> </tr> <tr><td colspan="3">email</td></tr> <tr><td colspan="3"> </td></tr> </table>	Dealer Name						Address						City	Province	Postal Code				Phone	Fax					email					
Dealer Name																															
Address																															
City	Province	Postal Code																													
Phone	Fax																														
email																															
<p>Militia – Hamilton, ON</p> <p>The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.</p>	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3"> </td></tr> <tr><td colspan="3">Address</td></tr> <tr><td colspan="3"> </td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr> <td> </td> <td colspan="2"> </td> </tr> <tr><td colspan="3">email</td></tr> <tr><td colspan="3"> </td></tr> </table>	Dealer Name						Address						City	Province	Postal Code				Phone	Fax					email					
Dealer Name																															
Address																															
City	Province	Postal Code																													
Phone	Fax																														
email																															
<p>Militia – St Catherines, ON</p> <p>The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.</p>	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3"> </td></tr> <tr><td colspan="3">Address</td></tr> <tr><td colspan="3"> </td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr> <td> </td> <td colspan="2"> </td> </tr> <tr><td colspan="3">email</td></tr> <tr><td colspan="3"> </td></tr> </table>	Dealer Name						Address						City	Province	Postal Code				Phone	Fax					email					
Dealer Name																															
Address																															
City	Province	Postal Code																													
Phone	Fax																														
email																															
<p>Militia – Guelph, ON</p> <p>The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.</p>	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3"> </td></tr> <tr><td colspan="3">Address</td></tr> <tr><td colspan="3"> </td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr> <td> </td> <td colspan="2"> </td> </tr> <tr><td colspan="3">email</td></tr> <tr><td colspan="3"> </td></tr> </table>	Dealer Name						Address						City	Province	Postal Code				Phone	Fax					email					
Dealer Name																															
Address																															
City	Province	Postal Code																													
Phone	Fax																														
email																															
<p>Militia – Brantford, ON</p> <p>The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.</p>	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3"> </td></tr> <tr><td colspan="3">Address</td></tr> <tr><td colspan="3"> </td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr> <td> </td> <td colspan="2"> </td> </tr> <tr><td colspan="3">email</td></tr> <tr><td colspan="3"> </td></tr> </table>	Dealer Name						Address						City	Province	Postal Code				Phone	Fax					email					
Dealer Name																															
Address																															
City	Province	Postal Code																													
Phone	Fax																														
email																															

Militia – Cambridge, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –TORONTO, ONTARIO

Base –Toronto, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Brampton, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Oshawa, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –PETAWAWA, ONTARIO

Base – Petawawa, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –KINGSTON, ONTARIO

Base – Kingston, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
Militia – Brockville, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			

SUPPORT BASE –TRENTON, ONTARIO

Base – Trenton, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
Militia – Belleville, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			

SUPPORT BASE –OTTAWA, ONTARIO

Base – Ottawa, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		

Militia – Cornwall, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – MEAFORD, ONTARIO

Base – Meaford, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Owen Sound, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –NORTH BAY, ONTARIO

Base – North Bay, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Sudbury, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Rouyn-Noranda, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Sault-Ste-Marie, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Appendix C - Locations and Intended Methods (SOW, section 3)

SUPPORT BASE – WINNIPEG, MANITOBA

Base – Winnipeg, MB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Kenora, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Thunder Bay, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – SHILO, MANITOBA

Base – Shilo, MB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Brandon, MB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Portage La Prairie, MB			

	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – DUNDERN, SASKATCHEWAN

Base – Dundern, SK The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Saskatoon, SK The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Prince Albert, SK The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Regina, SK The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Moose Jaw, SK	Dealer Name		
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	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
Militia – Yorkton, SK The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
	City	Province	Postal Code

SUPPORT BASE – EDMONTON, ALBERTA

Base – Edmonton, AB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		

Militia – Red Deer, AB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		

Depot, Edmonton, AB (7 CFSD) The distance between the dealer and the depot shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		

SUPPORT BASE – COLD LAKE, ALBERTA

Base – Cold Lake, AB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – CALGARY, ALBERTA

Base – Calgary, AB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Medicine Hat, AB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Lethbridge, AB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Suffield, AB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – WAINWRIGHT, ALBERTA

Base – Wainwright, AB The distance between the dealer and the base	Dealer Name		
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	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – CHILLIWACK, BRITISH COLUMBIA

Base – Chilliwack, BC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Vancouver, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Kelowna, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Trail, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Kamloops, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code

	Phone		Fax		
	email				
Militia – New Westminster, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name				
	Address				
	City		Province	Postal Code	
	Phone		Fax		
	email				

SUPPORT BASE – ESQUIMALT, BRITISH COLUMBIA

Base – Esquimalt, BC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name				
	Address				
	City		Province	Postal Code	
	Phone		Fax		
	email				
Militia - Nanaimo, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name				
	Address				
	City		Province	Postal Code	
	Phone		Fax		
	email				

ANNEX B - PRICING - MARITIMES REGION

Definition:

Year 1: means the period from date of issuance of the Standing Offer to **(to be inserted by PWGSC)**;

Year 2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**;

Option Year: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**.

001 - Newfoundland: Support Base - St-John, Militias - Corner Brook, Stephenville, Grand Falls

Nova Scotia: Support Base - Halifax, Militias - Pictou, Truro, Spring Hill, Sydney

Support Base - Greenwood, Militias - Aldershot, Windsor, Middleton, Yarmouth

New Brunswick: Support Base - Gagetown, Militias - Fredericton, Edmonston,

Grand Falls, Bathurst, New Castle, Campbellton, Woodstock, Moncton, Sussex, Sackville

Prince Edward Island - Militia - Charlottetown

The Contractor will be paid a firm lot price per vehicle/trailer Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: up to 3,000 per year.

	Firm Lot Price Option A (Contractor's Facilities)	Firm Lot Price Option B (Contractor's Facilities)	Firm Lot Price Option C (DND Facilities)	
1st year	\$	\$	1-15	\$
			16 and over	\$
2nd year	\$	\$	1-15	\$
			16 and over	\$
Option Year	\$	\$	1-15	\$
			16 and over	\$

002 - Compliance Demonstration at DND's Facilities (Ottawa-Gatineau)

Firm lot price \$_____per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 1, during the first year period.

003 - Technical Presentation at DND's Facilities

Firm lot price \$_____per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 30 CDs or DVDs.

W8486-122908

July 18, 2012

004 - Physical Presentation at DND's Facilities

Firm lot price \$_____per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 28 bases, during the first year period.

July 18, 2012

ANNEX C - PRICING - QUEBEC/ONTARIO REGION

Definition:

Year 1: means the period from date of issuance of the Standing Offer to **(to be inserted by PWGSC)**;

Year 2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**;

Option Year: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**.

001 - Quebec Region - Support Base - Montreal St-Hubert), Militias - St-Hyacinthe, Durmmondville, Sherbrooke

Support Base Montreal (Longue Pointe), Depot - Montreal (CFSD 25)

Support Base - Valcartier, Militias - Beauceville, Trois-Rivières, Shawinigan, Rimouski, Riviere-du-Loup, Matane

Support Base Bagotville, Militia - Chicoutimi

Ontario Region - Support Base - Borden, Militia - Barrie

Support Base - London, Militias - St-Thomas, Windsor, Hamilton, St-Catherines, Guelph, Brantford, Cambridge

Support Base - Toronto, Militias - Brampton, Oshawa

Support Base - Petawawa

Support Base - Kingston, Militia - Brockville

Support Base - Trenton, Militia - Belleville

Support Base - Ottawa, Militia - Cornwall

Support Base - Meaford, Militia - Owen Sound

Support Base - North Bay, Militia - Sudbury, Rouyn-Noranda (QC), Sault-Ste-Marie

The Contractor will be paid a firm lot price per vehicle/trailer Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: up to 3,000 per year.

	Firm lot price Option A (Contractor's Facilities)	Firm lot price Option B (Contractor's Facilities)	Firm lot price Option C (DND Facilities)	
1st year	\$	\$	1-15	\$
			16 and over	\$
2nd year	\$	\$	1-15	\$
			16 and over	\$
Option Year	\$	\$	1-15	\$
			16 and over	\$

002 - Compliance Demonstration at DND's Facilities (Ottawa-Gatineau)

W8486-122908

July 18, 2012

Firm lot price \$_____per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 1, during the first year period.

003 - Technical Presentation at DND's Facilities

Firm lot price \$_____per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 30 CDs or DVDs.

004 - Physical Presentation at DND's Facilities

Firm lot price \$_____per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 28 bases, during the first year period.

July 18, 2012

ANNEX D - PRICING - WESTERN REGION

Definition:

Year 1: means the period from date of issuance of the Standing Offer to **(to be inserted by PWGSC)**;

Year 2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**;

Option Year: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**.

001 - Manitoba - Support Base Winnipeg, Militias - Kenora (ON), Thunder Bay (ON) Support Base Shilo, Militias - Brandon, Portage La Prairie Saskatchewan - Support Base - Dundern, Militias - Saskatoon, Prince Albert, Regina, Moose Jaw, Yorkton Alberta - Support Base Edmonton, Militias - Red Deer, Depot, Edmonton (7 CFSD) Support Base Cold Lake Support Base Calgary, Militia Medicine Hat, Lethbridge, Suffield Support Base Wainwright British Columbia, Support Base Chilliwack, Militia - Vancouver, Kelowna, Trail, Kamloops, New Westminster Support Base Esquimalt, Militia - Nanaimo

The Contractor will be paid a firm lot price per vehicle/trailer Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: up to 3,000 per year.

	Firm lot price Option A (Contractor's Facilities)	Firm lot price Option B (Contractor's Facilities)	Firm lot price Option C (DND Facilities)	
1st year	\$	\$	1-15 16 and over	\$ \$
2nd year	\$	\$	1-15 16 and over	\$ \$
Option Year	\$	\$	1-15 16 and over	\$ \$

002 - Compliance Demonstration at DND's Facilities (Ottawa-Gatineau)

Firm lot price \$_____ per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 1, during the first year period.

003 - Technical Presentation at DND's Facilities

W8486-122908

July 18, 2012

Firm lot price \$_____per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 30 CDs or DVDs.

004 - Physical Presentation at DND's Facilities

Firm lot price \$_____per vehicle/trailer, Delivered Duty Paid, at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra. Estimative quantity: 28 bases, during the first year period.

Annex F – Mandatory Bid Evaluation Criteria

Mandatory Evaluation Criteria

- M1 The offerer shall submit a sample, of at least 1 liter, of their proposed product.
- M2 The offerer shall submit all of the technical data of their product, demonstrating how each of the criteria set out in M2 through M11 are met.
- M3 The corrosion control product shall be clear or translucent after application.
- M4 The product shall show demonstrated rust inhibiting and self-healing abilities.
- M5 The product shall creep and penetrate into small openings such as crevices, nuts and bolts.
- M6 The product shall penetrate through layers of corrosion, in order to protect the metal underneath.
- M7 The product shall penetrate the outer layers of the metal and actually bond to the metal.
- M8 The product shall be a mineral oil based corrosion control product formulated for the protection of in-service automotive equipment and shall be compatible with the current Body Maintenance and Corrosion Control Program Product (Krown T-40).
- M9 The product shall not contain hazardous ingredients, within Section 2 of the manufacturer's Material Safety Data Sheet (MSDS), in accordance with Workplace Hazardous Materials Information System (WHMIS) legislation.
- M10 The product shall not contain ozone-depleting substances.
- M11 The product shall contain less than 1% by volume volatile organic compounds (VOCs).
- M12 The product shall not contain waste or used oils, unless they have been re-refined in accordance with CAN/CGSB 3.1010-93.
- M13 The offerer shall provide a copy of their environment management system with their bid (Statement of Work, para, 3.5 (c)).
- M14 The offerer shall complete and provide the Environmental, Health and Safety Survey as attached in Annex G.
- M15 The offerer shall demonstrate security of DND equipment (Statement of Work, para 3.11)

Annex G - Environmental, Health and Safety Survey

ENVIRONMENTAL, HEALTH AND SAFETY SURVEY

This environmental, health and safety (EHS) survey is required to assess capabilities and facilities. All questions are to be completed. Additional comments can be provided as attachments. All information will be used solely by DND.

Contractor: _____ Address: _____
 Contact Name: _____ Position: _____
 Telephone: _____ Fax & email: _____
 Form completed by: _____

EHS SURVEY TABLE				
Corporate Environmental Performance	Yes	No	N/A	Remarks/Comments
1. Does the company and its dealers comply with all applicable environmental, health and safety regulations and codes of practice? <i>(Please attach list to identify which acts and regulations)</i>				
2. Has the company or its officers ever been charged with an environmental, health or safety offence? <i>(If yes, please explain)</i>				
3. Does the company have a formal environmental management system, for example ISO 14001? <i>(If yes, please attach a copy of the registration certificate, or a copy of the most recent independent environmental audit. If no, please describe how the company and its dealers handle: transport of hazardous material and hazardous waste; emissions; spills; environmental, health, safety and WHMIS training; transportation of dangerous goods)</i>				
4. Are the staff that will be working on DND equipment WHMIS trained?				
5. Has your staff been trained on the transportation of dangerous goods?				
6. Will personnel protective equipment and controls be used within company and dealer facilities that are associated with the requirements of the product?				
7. Does the company have an established hazardous material inventory management system in place for their receipt, storage, use and disposal? If not, how are hazardous materials accounted for within the company or has a person been assigned the responsibility for their management?				
8. Does the company have an Emergency Spill Response Plan in place?				



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A	PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
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The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
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Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)

Current Residential Information Information résidentielle actuelle

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue	
City - Ville	Province	Postal Code - Code postal	

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement
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Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
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Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource
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