

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

**Public Works and Government Services / Travaux  
publics et services gouvernementaux**  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Automotive Washing Services	
<b>Solicitation No. - N° de l'invitation</b> W0114-145043/A	<b>Date</b> 2013-09-04
<b>Client Reference No. - N° de référence du client</b> W0114-14-5043	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-535-6170
<b>File No. - N° de dossier</b> KIN-3-40044 (535)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-09-25</b>	
<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carriere, Nancy	<b>Buyer Id - Id de l'acheteur</b> kin535
<b>Telephone No. - N° de téléphone</b> (613)545-8764 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE ILS RCVG 5 SOMME AVE KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

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

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

### **PART 6 - INSURANCE REQUIREMENTS**

1. Insurance Requirements

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures and Call-up Instrument
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications
12. Applicable Laws

#### **B. RESULTING CONTRACT CLAUSES**

1. Statement of Requirement

Solicitation No. - N° de l'invitation

W0114-145043/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin535

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

W0114-14-5043

File No. - N° du dossier

KIN-3-40044

CCC No./N° CCC - FMS No/ N° VME

---

2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements

**List of Annexes:**

- Annex A - Statement of Requirement
- Annex B - Basis of Payment
- Annex C - Insurance Requirements
- Annex D - Standing Offer Reporting Form

## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### 2. Summary

The Department of National Defence, Logistics Support Section, Transport has a requirement for the contractor to provide all labour, material and equipment for the exterior washing only, of highway coaches, activity buses, and full size SMP vehicles. These vehicles are to be brought to the Contractor's location. The requirement will also include the cleaning of the septic system of the highway coaches, on an as and when required basis.

The location of the Offerors work site must be within 30 kilometer radius of CFB Kingston.

### 3. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

---

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) 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 ten (10) 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.

## 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 (one (1) hard copy)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications

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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Offer

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

#### Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment, Annex B. The total amount of Applicable Taxes must be shown separately.

#### 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 \_\_\_\_\_

Solicitation No. - N° de l'invitation

W0114-145043/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40044

Buyer ID - Id de l'acheteur

kin535

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

W0114-14-5043

CCC No./N° CCC - FMS No/ N° VME

---

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**

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

### 1.1. Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

Each offer received will be examined to determine that it meets the Mandatory Technical Criteria. Offers which fail to meet any of the Mandatory Criteria will be considered non-responsive and will be given no further consideration. The offers which meet the Mandatory Criteria will proceed to Financial Evaluation.

#### Mandatory Criteria

- It is mandatory that offers submit firm prices for all sections of the Pricing Basis. Partially completed Pricing Basis will be considered non-responsive and those offers will be given no further consideration.
- It is mandatory that all prices be provided as per the unit of issue stated in the RFSO and they not be altered in any way.
- It is mandatory that the Offeror's facility be within 30 kilometer radius of CFB Kingston.

### 1.2 Financial Evaluation

#### Evaluation of Price

- 1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded FOB destination. Canadian customs duties and excise taxes included.
- 1.2.2 Financial offers will be evaluated on an aggregate basis based on the estimated usage's provided in Annex "B", Basis of Payment.
- 1.2.3 Offeror's must submit pricing in accordance with the Basis of Payment, Annex "B", attached herein, as firm all inclusive rates for all pricing requirements or their offer will be considered non-responsive and will be given no further consideration.

*Definition of Aggregate:* The Offeror's item prices are multiplied by the estimated usage's to arrive at an extended price. The aggregate value is the sum of all the extended prices for all pricing periods, including any and all optional periods.

Solicitation No. - N° de l'invitation

W0114-145043/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40044

Buyer ID - Id de l'acheteur

kin535

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

CCC No./N° CCC - FMS No/ N° VME

W0114-14-5043

---

## **2. Basis of Selection**

- 2.1** An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest aggregate price will be recommended for issuance of a standing offer.

---

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

### 1. **Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### 1.1 **Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### 1.2 **Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Solicitation No. - N° de l'invitation

W0114-145043/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40044

Buyer ID - Id de l'acheteur

kin535

CCC No./N° CCC - FMS No/ N° VME

W0114-14-5043

---

## **PART 6 - INSURANCE REQUIREMENTS**

### **1. Insurance Requirements**

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

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

---

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

2.1 There is no security requirement applicable to this Standing Offer.

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 3.1 General Conditions

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

##### 3.2 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, including those paid for by a Government of Canada Acquisition Card.

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

The data must be submitted on a quarterly basis

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

**4. Term of Standing Offer**

**4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from issuance of the Standing Offer to August 31, 2016.

**5. Authorities**

The Standing Offer Authority is:

Name: Nancy Carrière  
 Title: Supply Specialist  
 Organization: Public Works and Government Services Canada  
 Acquisitions Branch  
 Address: 86 Clarence Street  
 Kingston, Ontario  
 K7L 1X3  
 Telephone: 613-545-8764  
 Facsimile: 613-545-8067  
 E-mail address: Nancy.Carriere@pwgsc.gc.ca

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

**5.2 Project Authority**

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

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

**5.3 Offeror's Representative**

**Contractor's Representative (To be completed by the offeror)**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Integrated Logistics Transport Section, CFB Kingston, Kingston, Ontario.

## 7. Call-up Procedures and Instrument

Only one Standing Offer is authorized for use. This Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Applicable Taxes included)

## 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) **(to be inserted by Canada at time of issue)** 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 one (1) month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Requirement ;
- f) Annex B, Basis of Payment ;
- g) Annex C, Insurance Requirements ;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or

Solicitation No. - N° de l'invitation

W0114-145043/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40044

Buyer ID - Id de l'acheteur

kin535

CCC No./N° CCC - FMS No/ N° VME

W0114-14-5043

---

unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **12. Applicable Laws**

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

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

**2. Standard Clauses and Conditions**

**2.1 General Conditions**

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

When payment by credit card is accepted by the offeror, Section 13 Interest on Overdue Accounts, of 2010C (2013-06-27), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

**3. Term of Contract**

The Work must be completed in accordance with the 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 a firm unit price, as specified in Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**4.2 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

**4.3 Method of Payment**

*SACC Manual* clause H1000C (2008-05-12) Single Payment

**4.4 Payment by Credit Card**

The following credit card is accepted: \_\_\_\_\_.

**OR**

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

## 5. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

## 6.

### Insurance Requirements

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

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

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

---

**ANNEX "A"****STATEMENT OF REQUIREMENT**

1. The contractor will provide all labour, material and equipment for the exterior washing only, of highway coaches, activity buses, trucks, heavy equipment, trailers and heavy/medium Standard Military Pattern vehicles at the Contractor's location as specified herein. This Standing Offer is for the Department of National Defence (DND), Canadian Forces Base (CFB) Kingston, on an "as and when requested" basis. The work will also include the cleaning of the septic system on the highway coaches when specifically requested.
2. Service will be provided within 24 hours of receipt of call-up, Monday to Friday, excluding holidays. DND personnel will bring the vehicles to the contractor's site which is within a 30 km radius of CFB Kingston. Vehicles will be ready for pickup within three (3) hours of being brought in for washing.
3. The period for making Call-ups against this Standing Offer will be from issuance of the Standing offer to 31 August 2016. No minimum call-up will apply.

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

- i) All prices are FOB Destination. Applicable taxes are extra and will be shown as a separate item on each invoice.
- ii) The Identified User will be invoiced on a monthly basis indicating the Canadian Forces Registration (CFR) or licence plate numbers as well as the date and unit if equipment arriving to be cleaned.
- iii) Estimated usage's are given in good faith and payments made under this Standing Offer will be for actual services provided only.

<u>Item/Description</u>	<u>Est Usage</u>	<u>Unit of Issue</u>	<u>Flat Rate per unit</u>	<u>Extended Price</u>
<b>A: Issuance of Standing Offer to 31 August 2014</b>				
• Pricing Basis A.1				
<b><u>Exterior Washing Only</u></b>				
<b><u>Buses</u></b> which will include:				
2x Highway Coaches- MCI	<b>24</b>			
4x Activity Buses – Bluebird	<b>48</b>			
4x School Bus – Bluebird	<b>48</b>			
1x Shuttle Bus – Ford E-450	<b>24</b>			
	<b>144</b>	wash	\$ _____ per/wash	\$ _____

- Pricing Basis A.1.1

**Septic System Cleaning Only \*\***

**Buses** - Highway Coach      **24**      cleaning      \$ \_\_\_\_\_ /per cleaning      \$ \_\_\_\_\_

\*\* (**Not** to be automatically performed every time a highway coach is brought in for exterior washing;only to be cleaned upon specific request at the time of call-up.)

- Pricing Basis A.2

**Exterior Washing Only**

**Trucks** which will include:

3x 2 Ton – GMC Cube Vans	36			
5x 3 Ton – Sterling (Stake/ Van)	48			
2x 5 Ton – Sterling (Van)	20			
1x 5 Ton – Line Maintenance (Service Vehicle)	06			
2x Semi - Sterling/International	<u>24</u>			
	<b>134</b>	<b>wash</b>	<b>\$ _____/per wash</b>	<b>\$ _____</b>

- Pricing Basis A.3

**Exterior Washing Only**

**Standard Military Pattern ( SMP)**

which will include:

30 x G-Wagon (LUVW) Utility Vehicle 4 x 4	19			
60 x Light support vehicle wheeled (LSVW) - 1.5 Tonne, 4 x 4	30			
16 x Milcot crew cab, 4 x 4	20			
30 x Medium logistics vehicle wheeled (MLVW) - 2.5 ton, 6 x 6	15			
8 x Heavy logistics vehicle wheeled (HLVW) - 10 ton, 6 x 6	<u>08</u>			
	<b>92</b>	<b>wash</b>	<b>\$ _____/per wash</b>	<b>\$ _____</b>

- Pricing Basis A.4

**Exterior Washing Only**

**Standard Military Pattern (SMP)**

**Trailers** which will include

1/4 ton utility	05			
3/4 ton utility	12			
1.5 ton utility	<u>12</u>			
	<b>29</b>	<b>wash</b>	<b>\$ _____/per wash</b>	<b>\$ _____</b>

- Pricing Basis A.5

**Exterior Washing Only**

**Combination** of SMP as listed in  
A.3 and SMP trailer listed in A.4

**29 wash \$ \_\_\_\_\_/per wash \$ \_\_\_\_\_**

**B: September 01 2014 to 31 August 2015**

- Pricing Basis B.1

**Exterior Washing Only**

**Buses** which will include:

2x Highway Coaches- MCI 24

4x Activity Buses – Bluebird 48

4x School Bus – Bluebird 48

1x Shuttle Bus – Ford E-450 24

**144 wash \$ \_\_\_\_\_/per wash \$ \_\_\_\_\_**

- Pricing Basis B.1.1

**Septic System Cleaning Only \*\***

**Buses** - Highway Coach 24 cleaning \$ \_\_\_\_\_/per cleaning \$ \_\_\_\_\_

\*\* (Not to be automatically done every time a highway coach is brought in for exterior washing;; only to be cleaned upon specific request at the time of call-up.)

- Pricing Basis B.2

**Exterior Washing Only**

**Trucks** which will include:

3x 2 Ton – GMC Cube Vans 36

5x 3 Ton – Sterling (Stake/ Van) 48

2x 5 Ton – Sterling (Van) 20

1x 5 Ton – Line Maintenance 06

(Service Vehicle)

2x Semi - Sterling/International 24

**134**    **wash**    \$ \_\_\_\_\_/per wash    \$ \_\_\_\_\_

- Pricing Basis B.3

**Exterior Washing Only**

**Standard Military Pattern ( SMP)**

which will include:

30 x G-Wagon (LUVW)	19
Utility Vehicle 4 x 4	
60 x Light support vehicle wheeled	30
(LSVW) - 1.5 Tonne, 4 x 4	
16 x Milcot crew cab, 4 x 4	20
30 x Medium logistics vehicle	15
wheeled (MLVW) - 2.5 ton, 6 x 6	
8 x Heavy logistics vehicle wheeled	<u>08</u>
(HLVW) - 10 ton, 6 x 6	

**92**    **wash**    \$ \_\_\_\_\_/per wash    \$ \_\_\_\_\_

- Pricing Basis B.4

**Exterior Washing Only**

**Standard Military Pattern (SMP)**

**Trailers** which will include

1/4 ton utility	05
3/4 ton utility	12
1.5 ton utility	<u>12</u>

**29**    **wash**    \$ \_\_\_\_\_/per wash    \$ \_\_\_\_\_

- Pricing Basis B.5

**Exterior Washing Only**

**Combination** of SMP as listed in  
A.3 and SMP trailer listed in A.4

**29**    **wash**    \$ \_\_\_\_\_/per wash    \$ \_\_\_\_\_

**C: September 01 2015 to 31 August 2016**

## • Pricing Basis C.1

**Exterior Washing Only****Buses** which will include:

2x Highway Coaches- MCI	24			
4x Activity Buses – Bluebird	48			
4x School Bus – Bluebird	48			
1x Shuttle Bus – Ford E-450	<u>24</u>			
	<b>144</b>	<b>wash</b>	<b>\$ _____/per wash</b>	<b>\$ _____</b>

## • Pricing Basis C1.1

**Septic System Cleaning Only** \*\*

<b><u>Buses</u></b> - Highway Coach	<b>24</b>	<b>cleaning</b>	<b>\$ _____/per cleaning</b>	<b>\$ _____</b>
-------------------------------------	-----------	-----------------	------------------------------	-----------------

\*\* (**Not** to be automatically done every time a highway coach is brought in for exterior washing;; only to be cleaned upon specific request at the time of call-up.)

## • Pricing Basis C.2

**Exterior Washing Only****Trucks** which will include:

3x 2 Ton – GMC Cube Vans	36			
5x 3 Ton – Sterling (Stake/ Van)	48			
2x 5 Ton – Sterling (Van)	20			
1x 5 Ton – Line Maintenance (Service Vehicle)	06			
2x Semi - Sterling/International	<u>24</u>			
	<b>134</b>	<b>wash</b>	<b>\$ _____/per wash</b>	<b>\$ _____</b>

- Pricing Basis C3

**Exterior Washing Only**

**Standard Military Pattern ( SMP)**

which will include:

30 x G-Wagon (LUVW) Utility Vehicle 4 x 4	19
60 x Light support vehicle wheeled (LSVW) - 1.5 Tonne, 4 x 4	30
16 x Milcot crew cab, 4 x 4	20
30 x Medium logistics vehicle wheeled (MLVW) - 2.5 ton, 6 x 6	15
8 x Heavy logistics vehicle wheeled (HLVW) - 10 ton, 6 x 6	<u>08</u>
	<b>92</b>

**wash \$ \_\_\_\_\_/per wash \$ \_\_\_\_\_**

- Pricing Basis C.4

**Exterior Washing Only**

**Standard Military Pattern (SMP)**

**Trailers** which will include

1/4 ton utility	05
3/4 ton utility	12
1.5 ton utility	<u>12</u>
	<b>29</b>

**wash \$ \_\_\_\_\_/per wash \$ \_\_\_\_\_**

- Pricing Basis C.5

**Exterior Washing Only**

**Combination** of SMP as listed in  
A.3 and SMP trailer listed in A.4

**29 wash \$ \_\_\_\_\_/per wash \$ \_\_\_\_\_**

## ANNEX C

### INSURANCE REQUIREMENTS

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.

The Garage Automobile Liability policy must include the following:

Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

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).

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.

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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.

Solicitation No. - N° de l'invitation

W0114-145043/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40044

Buyer ID - Id de l'acheteur

kin535

CCC No./N° CCC - FMS No/ N° VME

W0114-14-5043

---