

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC**  
**1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7**

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> MOTONEIGES	
<b>Solicitation No. - N° de l'invitation</b> W0106-13R113/A	<b>Date</b> 2013-11-25
<b>Client Reference No. - N° de référence du client</b> W0106-13R113	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$QCN-015-15720
<b>File No. - N° de dossier</b> QCN-3-36094 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-01-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> VOIR TEXTE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Legendre, Sylvie	<b>Buyer Id - Id de l'acheteur</b> qcn015
<b>Telephone No. - N° de téléphone</b> (418)649-2860 ( )	<b>FAX No. - N° de FAX</b> (418)648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE GARNISON VALCARTIER BATIMENT SELON COMMANDE SUBSÉQUENTE COURCELETTE, QC G0A 4Z0 GARNISON ST-JEAN - HANGAR 101 SAINT-JEAN RICHELIE Québec J0J 1R0 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**

**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**

**NOTICE to departments not party to the current standing offer**

After considering this standing offer (S/O), please indicate your interest in joining users who have requirements similar to those described herein. You may do so by contacting the Public Works and Government Services Canada (PWGSC) supply officer indicated on the first page of this standing offer by telephone, fax or e-mail. We will review your request and provide you with confirmation of our recommendations. If we do give our approval, a new request may be published specifying that it is a Regional Master Standing Offer (RMSO) or National Master Standing Offer (NMSO).

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

### 2. Summary

This request for a standing offer is to satisfy the requirement of the Department of National Defense for the supply, on an as-and-when-ordered basis, of tools and replacement parts for its fleet of snowmobiles, and for repair services, transport, storage and refurbishment of snowmobile.

These goods and services are required for the Land Force Quebec Area (LFQA), 5 Area Support Group (5 ASG). 5 ASG is responsible for a fleet of snowmobiles comprising approximately 32 Yamahas and 58 Arctic Cats at Valcartier, Quebec, as well as 33 Arctic Cats and 3 Polaris at St-Jean-sur-Richelieu, Quebec.

It is intended that up to three(3) standing offers will be issued as a result of this request for a standing offer.

The period of the standing offer will be from the date of the standing offer to December 31, 2014, including two(2) optionnal periods of one year each, from January 1, 2015 to December 31, 2015 and January 1, 2016 to December 31, 2016.

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

qcn015

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

W0106-13R113

CCC No./N° CCC - FMS No/ N° VME

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

### **3. Debriefings**

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.

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## 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.

### 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 Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors 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 Annex B, Basis of Payment. The total amount of applicable Taxes must be shown separately. Offerors may submit an offer for 1, 2 or for all 3 groups detailed at Annex B. Offerors must provide a price for each item of the table and for each period.

#### 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:

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

qcn015

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

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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.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 1.1 Financial Evaluation

#### 1.1.1 Mandatory Financial Criteria

The mark-up percentage of the Bidder's cost price, as indicated at item 1.3, 2.3 and 3.3 of Annex B, must not exceed the average of the mark-up percentages of all offerors, for each of these items, by more than 10%. Bidders whose cost price is adjusted by more than 10%, for one of these items, will be declared non-responsive.

#### 1.1.2 Financial Evaluation

The bid price will be evaluated in Canadian dollars, not including applicable taxes, FOB Destination, including Canadian customs duties and excise taxes.

**A) For group 1** detailed at Annex B, the total evaluation amount will be calculated by totalling the following items, for the initial period and for the optional periods :

The estimated quantities multiplied by the firm unit prices as submitted by the Offeror

= Evaluation amount for 1 period

The total evaluation amount for group 1 will be the sum of the evaluation amount for the initial period plus the evaluation amounts for each of the optional years.

**B) For group 2** detailed at Annex B, the total evaluation amount will be calculated by totalling the following items, for the initial period and for the optional periods :

For parts and tools : The estimated quantities multiplied by the firm unit prices as submitted by the Offeror

+

For Labour : Pour la main d'oeuvre : The estimated quantities multiplied by the firm rates as submitted by the Offeror

+

For transport : The estimated quantities multiplied by the firm unit prices submitted by the Offeror.

= Evaluation amount for 1 period

The total evaluation amount for group 2 will be the sum of the evaluation amount for the initial period plus the evaluation amounts for each of the optional years.

**C) For group 3** detailed at Annex B, the total evaluation amount will be calculated by totalling the following items, for the initial period and for the optional periods :

For parts and tools : The estimated quantities multiplied by the firm unit prices as submitted by the Offeror

+

For Labour : The estimated quantities multiplied by the firm rates as submitted by the Offeror

+

For transport : The estimated quantities multiplied by the firm unit prices submitted by the Offeror.

+

For storage and refurbishment : The estimated quantities multiplied by the firm unit prices as submitted by the offeror.

= Evaluation amount for 1 period

The total evaluation amount for group 3 will be the sum of the evaluation amount for the initial period plus the evaluation amounts for each of the optional years.

## 2. Basis of Selection

- 2.1** A maximum of 3 standing offers will be issued (one standing offer per group detailed at Annex B). For each group, an offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. For each group, the responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [HRSDC-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 2. Security Requirement

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

###### 3.2.1 Periodic Usage Reports - Standing Offer

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

The Offeror must provide this data in accordance with the reporting requirements detailed in this section. 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 semester basis to the Standing Offer Authority.

The semesterly reporting periods are defined as follows:

1st trimester : from April 1 to June 30  
 2nd trimester: from July 1 to September 31;  
 3rd trimester : from October 1 to December 31;  
 4th trimester: from January 1 to March 31.

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

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**If the Offeror fails to provide the completed reports in accordance with the instructions above, Canada may set aside the Standing Offer and take corrective measures in relation to the Offeror's performance.**

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of the standing offer to December 31, 2014.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **2 one-year periods, from January 1, 2015 to December 31, 2015 and from January 1, 2016 to December 31, 2016**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 3 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Sylvie Legendre  
Title: Procurement Specialist  
Public Works and Government Services Canada  
1550 Avenue D'Estimauville,  
Québec, Québec  
G1J 0C7

Telephone: 418-649-2860  
Facsimile: 418-648-2209  
E-mail address: sylvie.legendre@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:

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

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

Organization: \_\_\_\_\_

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

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

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

E-mail address: \_\_\_\_\_

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

### 5.3 Offeror's Representative

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

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

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

E-mail address: \_\_\_\_\_

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Land Force Quebec Area of the National Defence Canada - Support Base Valcartier.

## 7. Call-up Procedures

- 7.1 The requirements for this standing offer will be ordered by LFQA using a purchase order (form *PWGC-TPSGC 942, Call-up Against a Standing Offer* or an electronic version). Orders associated with and paid under the Arctic concept project may be carried out under this standing order, but these purchase orders will be part of a separate order to ensure that they are tracked appropriately. All parameters related to the Arctic concept project remain unchanged: DND must obtain internal approval from the life cycle materiel manager (LCMM) before issuing certain purchase orders.

#### Example

A unit needs to:

- purchase Yamaha tools and replacement parts;
- purchase Arctic Cat tools and replacement parts (Project Arctic);
- repair 10 Arctic Cat snowmobiles (Project Arctic); and
- have the 10 Arctic Cat snowmobiles sent to the offeror for repair and brought back.

The unit must therefore:

- obtain the necessary spending authorizations (Arctic concept project and responsibility centre manager); and
- issue two purchase orders after obtaining the necessary authorizations for:
  1. the purchase of Yamaha tools and replacement parts and transport of 10 snowmobiles to and from the offeror's premises; and

2. repair of 10 Arctic Cat snowmobiles, purchase of Arctic Cat tools and replacement parts.

- 7.2 When a requirement is made, a preliminary "purchase order" will be prepared by the identified user and sent to the offeror. Upon receiving the purchase order, the offeror shall submit a quote to the authority indicated on the purchase order and provide detailed cost information. The offeror's quote shall be prepared in accordance with the rates specified in the contract. The offeror shall not be paid for submitting a quote or providing other information required to prepare or establish a purchase order. The offeror shall provide any information requested by Canada in relation to the preparation of a purchase order.
- 7.3 Approval process: If Canada (i.e. its authorized representative) accepts the offeror's bid, it will issue the purchase order by sending a signed copy of the appropriate form to the offeror and the DND standing offer authority to the following email address: (email address will be confirmed on the standing offer). The decision to accept the quote and issue a purchase order, or reject the quote, is entirely at the discretion of Canada.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* or an electronic version.

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$(will be inserted at issuance of the standing offer)** (applicable taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services



- d) the general conditions 2010C(2013-04-25) General Conditions - Goods (Medium Complexity;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements ;
- h) the Offeror's offer dated \_\_\_\_\_ .

## 12. Certifications

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

## 13. Applicable Laws

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

## 14. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

## 15. SACC Manual Clauses

Clause du guide des CCUA M3000C(2006-08-15), Liste des prix

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010A (2013-04-25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

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

### **4. Payment**

#### **4.1 Basis of Payment - Parts and tools, transport, storage**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified in Annex B. FOB destination, customs duties are included and Applicable Taxes are extra.

#### **4.2 Basis of Payment - Labour**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm rates, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

#### **4.3 Limitation of Price**

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.

See section 14 "Estimates" of part 7A - Standing Offer and resulting contract clauses for more information on the work estimates.

#### 4.4 Single Payment

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

#### 4.5 SACC Manual Clauses

C2000C(2007-11-30), Taxes - Foreign-based Contractor

C2605C(2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

C2608C(2012-07-16), Canadian Customs Documentation

#### 5.5 Payment by Credit Card

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

#### 6. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
  - (b) a copy of the release document and any other document as specified in the Contract.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address indicated in the Call-up.

#### 7. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## ANNEX "A" - STATEMENT OF WORK

### **Purpose**

The supply, on an as-and-when-ordered basis, by an authorized Contractor of the manufacturer, of snowmobiles tools and replacement parts, for the Land Force Quebec Area (LFQA), 5 Area Support Group (5 ASG) of the Department of National Defense, and for repair services, transport, storage and refurbishment of snowmobile.

### **Background**

5 ASG is responsible for a fleet of snowmobiles comprising approximately 32 Yamahas and 58 Arctic Cats at Valcartier, as well as 33 Arctic Cats and 3 Polaris at St-Jean-sur-Richelieu. The snowmobiles were purchased new and some may have coverage under the manufacturer's warranty; however, certain requirements are not covered.

#### **Group 1 - Yamaha snowmobiles - VALCARTIER**

The Yamaha fleet currently consists of the following:

- 15 Viking Pro (2010) snowmobiles; and
- 17 Venture RST90Y (2009) snowmobiles.

#### **Group 2 - Arctic Cat snowmobiles - VALCARTIER**

The Arctic Cat fleet currently consists of the following:

- 55 Bearcat snowmobiles, model 570 XT; and
- 3 Bearcat snowmobiles, model Z1 XT (2013).

#### **Group 3 - Arctic Cat and Polaris snowmobiles - ST-JEAN**

The Arctic Cat and Polaris fleet currently consists of the following:

- 33 Arctic Cat snowmobiles, model 570BX (2009); and
- 3 Polaris IQ Touring snowmobiles (2009).

### **Requirement**

#### **(A) Tools and replacement parts - Group 1, 2 and 3**

The Contractor must provide and deliver the part and tools in accordance with the call-up.

#### **(B) Repair services - Group 2 and 3**

The Contractor must provide repair services in its workshop.

#### **(C) Transport of snowmobiles - Group 2 and 3**

The Contractor must pick up and deliver (round-trip transport) snowmobiles on working days between 9:00am and 4:00 pm. The vehicle used must be able to transport at a minimum three snowmobiles. The offeror must use its own handling truck or other appropriate equipment to pick up and deliver the snowmobiles

#### **(D) Storage and refurbishment (approximately 10 snowmobiles) - Group 3**

The Contractor must provide a storage service that includes but is not limited to the following tasks:

##### **1- Fuel stabilizing**

- Fill the fuel tank and add a fuel stabilizer, then run the engine for 5 to 10 minutes to disperse the product properly.

## 2- Lubrication/oil

### a) Two-stroke engine

- Run the engine and spray anti-corrosion oil directly into the carburetor intakes and the air intakes from one piston to the other.
- Remove the transmission belt and spray anti-corrosion oil on the pulleys and the metal parts of the engine.
- Inject lubricant into all of the lubrication holes, particularly at the suspension elements.
- Oil the shock absorbers and ball joints.

### b) Four-stroke engine

- Change the engine oil
- Remove the transmission belt and spray anti-corrosion oil on the pulleys and the metal parts of the engine.
- Inject lubricant into all of the lubrication holes, particularly at the suspension elements.
- Oil the shock absorbers and ball joints.

## 3- Battery maintenance

- Disconnect the battery, store in a dry location and connect to a 2-amp charger.

At the end of the storage period, the offeror shall provide a refurbishment service that includes but is not limited to the following tasks:

- Apply a degreaser to dislodge oil from the pulley;
- Reinstall the transmission belt;
- Reconnect the battery; and
- Run the snowmobile for 15 minutes and replace any spark plugs fouled by the fogging oil.

## Contractor's responsibility

The contractor assumes full responsibility for each snowmobile received during the period in which the snowmobiles are at the contractor's place of business, including the provision of secure storage.

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

**1) GROUP 1 - Yamaha Snowmobiles - VALCARTIER**

**1.1 Parts**

#	Part #	Description	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
1	8GS-23540-00-00	FRONT UPPER ARM	2			
2	90105-10N54-00	BOLT, FLANGE	8			
3	90105-10N51-00	BOLT, FLANGE	8			
4	8FN-2376A-00-00	ABSORBER ASSY	4			
5	8GS-23570-00-00	FRONT LOWER ARM COMP	2			
6	90401-10043-00	BOLT, UNION	8			
7	90105-12N54-00	BOLT, FLANGE	8			
8	8EX-F3754-00-00	COLLAR	2			
9	8ES-23743-00-00	RUBBER	4			
10	90387-12N54-00	COLLAR	2			
11	90105-10169-00	BOLT, WASHER BASED	4			
12	8FN-23831-00-00	ROD	4			
13	8CR-23845-10-00	JOIN EXT	4			
14	8FA-23847-00-00	JOIN INT	4			
15	90387-10N58-00	COLLAR	2			
16	90381-15N50-00	COLLAR	2			
17	8FN-K7210-00-00	WINDSHIELD	3			
18	90149-05299-00	SCREW	6			
19	82H-77223-00-00	FASTNER	6			
20	8FA-2139Y-00-00	DAMPER	5			
21	8GS-17641-00-00	V-BELT	4			

22	8FP-17620-00-00	PRIMARY SLIDING SHEAVE	4			
23	8FN-17605-00-00	WEIGHT COMP	4			
24	90501-55AA3-00	SPRING CLUTCH	4			
25	8ES-81410-01-00	STATOR ASSY	2			
26	8ES-81410-01-00	ROTOR ASSY	2			
27	8ES-21410-00-00	ENG BRACKET RIGHT	4			
28	8ES-21420-00-00	ENG BRACKET LEFT	4			
29	8ES-14615-01-00	GASKET EXHAUST PIPE	4			
30	99999-03989-00	GASKET EXHAUST PIPE	4			
31	8FA-14714-10-00	GASKET MUFFLER	4			
32	8ES-13586-10-00	JOINT CARBURATOR	4			
33	8FA-13910-00-00	FUEL PUMP ASSY	4			
34	5DM-13440-00-00	OIL FILTER	10			
35	8GL-81890-00-00	STARTOR MOTOR	2			
36	8ES-12420-02-00	WATER PUMP	2			
37	8FU-2581T-00-*00	DISC BRAKE	4			
38	8FU-W0046-01-01	BRAKE PAD KIT	4			
39	8CR-82530-01-00	BRAKE SWITCH	4			
40	8FU-2580T-01-00	CALIPER ASSY	2			
41	8FN-77511-10-00	FRT BUMPER	4			
42	8FN-77541-00-00	Rr BUMPER 1	2			
43	8FN-77542-00-00	Rr BUMPER 2	2			
44	8FN-77543-01-00	Rr BUMPER 3	2			
45	8FN-77544-01-00	Rr BUMPER 4	2			
46	8GS-47511-00-00	FRT AXLE	2			
47	8FN-47532-00-00	SPROCKET	2			
48	8FN-4753-00-00	SPROCKET	2			
49	BTY-GTX20-LB-S0	BATTERY	5			
50	8FN-47110-01-00	TRACK ASSY	2			
51	8ES-47310-00-00	SUSPENSION WHEEL	5			

52	AC-47320-00-00	WHEEL COMP	5			
53	8DN-84310-01-00	HEADLIGHT ASSY	2			
54	5V2-84314-00-XX	LIGHT BULB	8			
55	8FN-84710-00-00	TAILLIGHT ASSY	2			
56	1A2-84714-41-00	LIGHT BULB Rr	8			
57	8FN-F3711-00-00	SKI	6			
58	8FG-24610-01-00	GAS CAP	4			
59	8H5-24560-00-00	FILTER GAS	10			

## 1.2 Tools

#	Part #	Description	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
1	REF1052	FUEL LEVEL GAUGE	5			
2	YS01487	STEERING ALIGNMENT	4			
3	YU01304	PISTON PIN PULLER	3			
4	REF1243	HEAVY DUTY PULLER	3			
5	YM01469	OIL FILTER WRENCH 50MM	9			
6	YU44456	CVACUUM-MATE CARB	2			
7	YU33223	COMPRESSION GAUGE	2			
8	YM04019	VALVE SPRING COMPRESS	2			
9	YM04108	VALVE SPRING COMPRESS	2			
10	YM04058	40-50MM BEARING	2			
11	YM04145	MECHANICAL SEAL INS.	2			
12	YM08037	PISTON RING COMPRESS.	2			
13	YM34487	APAMA PET-4000 SPAR	2			
14	REF1099	ST PRIMARY SHEAVE	2			
15	REF1098	PULLER BODY 18 X 1	2			
16	YS39752	YXR CLUTCH BUSHING	2			



17	YS42424	YVXC BUSHING JIG	2			
18	YS01492	SECONDARY SHAFT HOLDER	2			
19	REF1230	#321 DIGITAL ENGINE	2			

### 1.3 Related Parts and tools

Other parts and tools for Yamaha snowmobiles, representing no more than 25% of the total value of the parts and tools ordered for group1, could also be ordered under this standing offer. For these parts and tools, the prices will be in accordance to the Offeror's cost plus \_\_\_\_% (**The Offeror must indicate the mark-up percentage**).

**2) GROUP 2 - Artic Cat Snowmobiles- VALCARTIER**

**2.1 Parts - Bearcat 570XT**

#	Part #	Description	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
1	0745-382	STARTER MOTOR	5			
2	0670-427	GAS CAP	10			
3	2706-164	LATCH ASSY	5			
4	0627-046	BELT DRIVE	5			
5	0609-783	BULB HEAD-LIGHT LOW BEAM	5			
6	3718-120	SPAR, FRONT W/DECALS RIGHT BLACK	6			
7	3718-121	SPAR, FRONT W/DECALS LEFT BLACK	6			
8	4606-926	STRAP HOLD DOWN	10			
9	0687-208	CABLE CHOKE	6			
10	3718-351	SIDE PANEL UPPER LEFT	2			
11	4606-662	VENT	2			
12	0670-427	GAUGE GAS	10			
13	2703-459	LOWER ARM	6			
14	2703-455	UPPER ARM	6			
15	2703-457	UPPER ARM	6			
16	2703-452	SPINDLE RIGHT	3			
17	4606-156	HITCH PINTLE	2			
18	5606-934	BEZEL INTAKE RIGHT	6			
19	5606-935	BEZEL INTAKE LEFT	6			
20	3606-740	SNOW DEFLECT	8			
21	4706-250	SEAT - PASSENGER	2			

22	5606-835	HAND PROTECT	6			
23	2603-836	SHOCK LEFT	6			
24	1605-019	TIE ROD	4			
25	1670-365	OIL CAP	10			
26	4606-662	BEE HIVE GRILL PROTECT	4			
27	2603-729	SKI LEFT	3			
28	8408-070	BOLT	10			
29	8408-090	BOLT	10			
30	8408-065	BOLT	10			
31	4639-733	MIRROR SET	5			
32	3718-420	LEFT LATERAL BODY	2			
33	6606-278	WINDSHIELD	9			
34	3718-113	HOOD	2			
35	2603-729	SKI RIGHT	3			
36	4606-650	PLASTIC COVER	8			
37	4606-651	PLASTIC COVER	8			
38	0645-591	RING GEAR	6			
39	5606-515	TUNNEL REAR	6			
40	0609-887	LIGHT REAR	6			
41	5606-834	HAND PROTECT	4			
42	1705-229	HANDLE BAR	4			
43	0745-047	BATTERY	12			
44	1670-262	PUMP, FUEL	8			
45	2670-155	CARBURATOR ASSY	2			
46	0217-709	SPARK PLUG	60			
47	0746-442	CLUTCH DRIVE	2			
48	0746-822	ARM CAM CLUTCH	4			
49	0702-563	BRAKE PAD	8			
50	0728-200	DRIVE SPROCKET	5			
51	0726-283	CLUTCH DRIVEN	8			

52	3006-534	COIL IGNITION	8			
53	3007-868	CDI MODULE	4			
54	0608-496	ENG MOUNT	10			
55	2612-399	SPRING EXHAUST	20			
56	0612-131	GASKET EXHAUST JOINT	6			
57	2602-358	TRACK ASSY	2			
58	3604-424	WEAR STRIP SLID RAIL	20			
59	1605-018	TIE ROD END RIGHT HAND	4			
60	1605-019	BALL JOINT LEFT HAND	3			
61	1605-021	TIE ROD END LEFT END	10			
62	0703-871	WEAR BAR CARBIDE	10			
63	0687-216	CABLE THROTTLE DUAL	6			

## 2.2 Tools

#	Part #	Description	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
1	0644-314	BIT,T60 TORX - 1/2 IN SQ.DR SOC	5			
2	0644-100	PULLER,CLUTCH - 2010 W/ INSTR	5			
3	0644-136	WRENCH, SPANNER - COMET CLUTCH	5			
4	0744-023	KIT,LH THD CLUTCH PULLER-ACT DRN CL	5			
5	0144-007	WRENCH,SPANNER-FLYWHEEL-PTD BLK	5			
6	0744-040	PULLER, FLYWHEEL ASSY	5			
7	0644-412	TOOL,BELT DEFLECTION	5			
8	0644-167	BEARING TOOL-DRIVEN CLUTCH	5			
9	0644-496	ALIGNMENT BAR,CLUTCH-ACT-07 F SERIES	5			
10	0644-444	COMPRESSION TOOL W/DISK-DRIVEN CLUTCH	5			
11	0144-311	REAR SUSPENSION TOOL	5			
12	0644-244	TOOL, REV GEAR ADJ GA.(REQ. INST)	5			
13	0644-276	TOOL, ROLLER PIN REMOVER - DR CLUTCH	5			
14	0644-052	STARTER ASSEMBLY TOOL	5			
15	0644-072	SPRING TOOL	5			
16	0644-305	SHOCK SPANNER WRENCH	5			
17	0644-057	SHOCK SPRING REMOVAL TOOL	5			

18	0644-449	SPIDER REMOVAL KIT	5			
19	0644-380	CLUTCH HOLDER	5			
20	0644-194	TRACK CLIP INSTALLATION TOOL	5			
21	0644-122	IDLER WHEEL PULLER KIT 6 INCHES	5			
22	0644-400	IDLER WHEEL PULLER KIT 8 INCHES	5			

### 2.3 Related Parts and Tools

Other parts and tools for Artic Cat snowmobiles, representing no more than 25% of the total value of the parts and tools ordered for group 2, could also be ordered under this standing offer. For these parts and tools, the prices will be in accordance to the Offeror's cost plus \_\_\_\_% **(The Offeror must indicate the mark-up percentage).**

### 2.4 Labour

Work	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
Direct or productive labour, dedicated solely to the work, during regular hours.	930			

### 2.5 Transport

Transport	Estimated Qty per period	Initial Period Firm Unit Price for a pick-up or return trip \$ _____/pick-up	Firt Optional Year Firm Unit Price for a pick-up or return trip \$ _____/pick-up	Second Optional Year Firm Unit Price for a pick-up or return trip \$ _____/pick-up
One-way trip (pick-up) from the identified user location to the contractor's workshop	30			

Return trip (delivery) from the contractor's workshop to the identified user location	30	\$_____/delivery	\$_____/delivery	\$_____/delivery
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**Note :** When picking up or delivering a snowmobile, the offeror may have to pick up or deliver another snowmobile at the same location. In this situation, the offeror shall bill DND for only one pickup or delivery trip.

**3) GROUP 3 - Artic Cat et Polaris Snowmobiles - St-Jean**

**3.1 Parts**

**3.1.1 Parts - Bearcat 570XT**

#	Part #	Description	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
1	3604-615	STAP LIMITER	8			
2	1704-562	SPRING R	2			
3	1704-563	SPRING L	2			
4	3604-455	WHEEL	4			
5	3604-454	WHEEL	4			
6	1604-952	CAP	6			
7	3604-256	SNAP RING	6			
8	0623-946	SNAP RING	6			
9	3604-264	WHEEL	3			
10	3604-681	WHEEL	4			
11	3604-049	WHEEL	3			
12	904,157	BEARING	6			
13	3604-257	BEARING	6			
14	0627-046	STAP	30			
15	11-900262	SPARK PLUG	30			



### 3.1.2 Parts - POLARIS

#	Part #	Description	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
1	3,211,121	STRAP	8			
2	11-900073	SPARK PLUG	8			
3	10-34-538	BATTERY POLARIS	4			
4	45-499004-1	CARTER OIL	4			
5	101-5436242	WINDSHIELD POLARIS	4			
6	101-5435075-070	FAIRING POLARIS	4			
7	101-2632756	BACKREST SCREW POLARIS	4			
8	101-5434954-070	BACK FLAP POLARIS	4			
9	101-2633997	PAINT	4			
10	101-7621467	RIVET	4			
11	101-5435287-070	GRID POLARIS	4			
12	40-004-156220	WHEEL 5.63 THIN INJ SER	4			
13	76-0645-186	STARTER	4			
14	76-4606-663	GRILL	4			
15	76-5606-185	VENT SIDE PANEL	4			
16	99-1623-756	SCREW CAP	4			
17	64-A09-273-04	SKI PROTECTOR	4			
18	99-3604-432	SPACER	4			
19	76-5639-254	BOTTOM OF SKI	4			
20	9370006M0300	GREASE NIPPLE	4			
21	76-2718-653	SIDE PANEL	4			
22	76-2718-631	CABS	4			
23	99-2703-459	ARM LOWER	4			
24	99-2703-455	ARM UPPER FRONT	4			

25	99-2703-457	ARM UPPER REAR	4			
26	10-34-534	BATTERY ARTIC CAT	4			
27	93-0609-887	TAIL LIGHT LED	4			
28	101-5811601	VOLTAGE GOVERNOR POLARIS	4			
29	76-2670-008	BOLL OIL	4			
30	101-1822933-070	SKI	4			
31	101-2203020-067	TAB UP RIGHT	4			
32	101-2203022-067	TAB BOTTOM RIGHT	4			

### 3.2 Tools

#	Part #	Description	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
1	0644-314	BIT,T60 TORX - 1/2 IN SQ.DR SOC	2			
2	0644-100	PULLER,CLUTCH - 2010 W/ INSTR	2			
3	0644-136	WRENCH, SPANNER - COMET CLUTCH	2			
4	0744-023	KIT,LH THD CLUTCH PULLER-ACT DRN CL	2			
6	0144-007	WRENCH, SPANNER-FLYW HEEL-PTD BLK	2			
7	0744-040	PULLER, FLYWHEEL ASSY	2			
8	0644-412	TOOL,BELT DEFLECTION	2			
10	0644-167	BEARING TOOL-DRIVEN CLUTCH	2			
12	0644-496	ALIGNMENT BAR,CLUTCH-ACT-07 F SERIES	2			
13	0644-444	COMPRESSION TOOL W/DISK-DRIVEN CLUTCH	2			

14	0144-311	REAR SUSPENSION TOOL	2			
15	0644-244	TOOL, REV GEAR ADJ GA.(REQ. INST)	2			
16	0644-276	TOOL, ROLLER PIN REMOVER - DR CLUTCH	2			
18	0644-052	STARTER ASSEMBLY TOOL	2			
19	0644-072	SPRING TOOL	2			
20	0644-305	SHOCK SPANNER WRENCH	2			
21	0644-057	SHOCK SPRING REMOVAL TOOL	2			
22	0644-449	SPIDER REMOVAL KIT	2			
23	0644-380	CLUTCH HOLDER	2			
24	0644-194	TRACK CLIP INSTALLATION TOOL	2			
25	0644-122	IDLER WHEEL PULLER KIT 6 INCHES	2			
26	0644-400	IDLER WHEEL PULLER KIT 8 INCHES	2			

### 3.3 Related Parts and Tools

Other parts and tools for Artic Cat and Polaris snowmobiles, representing no more than 25% of the total value of the parts and tools ordered for group 3, could also be ordered under this standing offer. For these parts and tools, the prices will be in accordance to the Offeror's cost plus \_\_\_\_\_% **(The Offeror must indicate the mark-up percentage).**

### 3.4 Labour

Work	Estimated Qty per period	Initial Period Firm Unit Price	Firt Optional Year Firm Unit Price	Second Optional Year Firm Unit Price
Direct or productive labour, dedicated solely to the work, during regular hours.	300			

**3.5 Transport**

Transport	Estimated Qty per period	Initial Period	Firt Optional Year	Second Optional Year
		Firm Unit Price for a pick-up or return trip	Firm Unit Price for a pick-up or return trip	Firm Unit Price for a pick-up or return trip
One-way trip (pick-up) from the identified user location to the contractor's workshop	1	\$_____/pick-up	\$_____/pick-up	\$_____/pick-up
Return trip (delivery) from the contractor's workshop to the identified user location	1	\$_____/delivery	\$_____/delivery	\$_____/delivery

**Note :** When picking up or delivering a snowmobile, the offeror may have to pick up or deliver another snowmobile at the same location. In this situation, the offeror shall bill DND for only one pickup or delivery trip.

**3.6 Storage and Refurbishing**

Description	Estimated Qty per period	Initial Period	Firt Optional Year	Second Optional Year
		Firm Unit Price	Firm Unit Price	Firm Unit Price
Storage and Refurbishing	10			

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## **ANNEX "C" - INSURANCE REQUIREMENTS**

### **a) Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Solicitation No. - N° de l'invitation

W0106-13R113/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcn015

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-13R113

QCN-3-36094

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