

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510**

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Coach Buses with Operator	
Solicitation No. - N° de l'invitation W6704-14TN01/A	Date 2014-04-09
Client Reference No. - N° de référence du client W6704-14TN01	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-607-10161
File No. - N° de dossier EDM-3-36338 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-05	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (780)497-3593 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 4225 CROWCHILD TRAIL SW CALGARY Alberta T3E1T8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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1. Statement of Work
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Solicitation No. - N° de l'invitation

W6704-14TN01/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm607

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

W6704-14TN01

File No. - N° du dossier

EDM-3-36338

CCC No./N° CCC - FMS No/ N° VME

3. Term of Contract
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5. Payment
6. Invoicing Instructions
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- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Insurance Requirements
- Annex D - Standing Offer Usage Report

TITLE: HIGHWAY COACHES WITH OPERATORS**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: 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

- 2.1 A Regional Individual Standing Offer (RISO) for the provision of all labour, transportation, materials, tools, equipment and supervision necessary to provide various sized passenger motor coaches/highway cruisers (40 passenger and above), with operators on an "as required" basis for the Department of National Defence (DND) Calgary, Alberta.

The service is for DND units within the Southern Alberta Area including the City of Red Deer, Calgary, Lethbridge and Medicine Hat, AB to Training Areas for exercise in:

- a. **Alberta:** Wainwright, Suffield, Cold Lake; or
- b. **Saskatchewan:** Dundurn; or
- c. **Manitoba:** Shilo; or
- d. **British Columbia:** Chilcotin, Vancouver, Vernon and Chilliwack.

The period of the Standing Offer will be from date of issuance for a two (2) year period, with one (1) additional one year option period.

It is Canada's intention to issue up to two (2) Standing Offers for each geographic region.

- 2.2 Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.
- 2.3 For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).
- 2.4 The requirement is limited to Canadian goods and/or services.

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) (<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 (2014-03-01), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

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.

Transmission of offers by facsimile to PWGSC will be accepted.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

3.1 Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

3.2 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

3.3 Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Request for Standing Offers

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

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

5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

- Section I: Technical Offer (1 hard copy or 1 fax copy)
- Section II: Financial Offer (1 hard copy or 1 fax copy)
- Section III: Certifications (1 hard copy or 1 fax 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.

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. Technical Evaluation

- 1.1.1 The Offeror must demonstrate in their bid how they meet the work in accordance with the Statement of Work at Annex "A".

1.2 Financial Evaluation

- 1.2.1 The quantities shown in Annex "B" are estimated usages and for evaluation purposes only and will not form part of the final Standing Offer.
- 1.2.2 The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- 1.2.3 Offers will be evaluated on a lowest aggregate basis for each geographic location. The Total Bid Price for each geographic location will be calculated in the following method:

(a) Calgary, AB Geographic Location - Schedule 1

- (i) The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year, including the option years.
- (ii) The Total Extended Prices for each year will be added together to obtain the Total Bid Price for the Calgary Geographic Location.

(b) Red Deer, AB Geographic Location - Schedule 2

- (i) The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year, including the option years.
- (ii) The Total Extended Prices for each year will be added together to obtain the Total Bid Price for the Red Deer Geographic Location.

(c) Lethbridge, AB Geographic Location - Schedule 3

- (i) The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year, including the option years.
- (ii) The Total Extended Prices for each year will be added together to obtain the Total Bid Price for the Lethbridge Geographic Location.

(d) Medicine Hat, AB Geographic Location - Schedule 4

- (i) The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year, including the option years.
- (ii) The Total Extended Prices for each year will be added together to obtain the Total Bid Price for the Medicine Hat Geographic Location.

2. Basis of Selection

- 2.1 An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.
- 2.2 Responsive offers will be ranked for each of the geographic locations, based on the lowest aggregate Total Bid price. It is Canada's intention to issue up two (2) standing offers for each geographic location.
 - 2.2.1 If more than one (1) responsive offer has been received, the Standing Offers will be issued as follows:
 - a) The first Standing Offer authorized for use, will be issued to the responsive Offeror whose Total Bid Price is the lowest. Funding will be 60% of the total estimated expenditure.

- b) The second Standing Offer authorized for use, will be issued to the responsive Offeror who has the second lowest Total Bid Price. Funding will be 40% of the total estimated expenditure.

- 2.2.2 If only one responsive offer is received, one standing offer will be authorized for use and will be funded at 100% of the total estimated expenditure.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions 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](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-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](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Required 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 inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

2.1 Canadian Content Certification

2.1.1 SACC *Manual* clause [A3050T](#) (2010-01-11), Canadian Content Definition

2.1.2 Certification

This procurement is limited to Canadian services.
The Offeror certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

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

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

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) (<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 (2014-03-01), 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 "D ". 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 to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than fifteen (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 _____ to _____.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year period, from _____ to _____ 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 thirty (30) 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:

Lorraine Jenkinson
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Western Region
ATB Place, North Tower
10025 Jasper Avenue, 5th Floor
Edmonton, AB T5J 1S6

Telephone: 780-497-3593

Facsimile: 780-497-3510

E-mail address: Lorraine.Jenkinson@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.

5.2 Project Authority

(to be named in Standing Offer)

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: _____

Title: _____

Organization: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

- *The Department of National Defence, 41 Service Battalion – Transport*

8. Call-up Procedures

8.1 Proportional basis: *(if more than one (1) Standing Offer is issued for a geographical location)*

- Call-ups will be issued on a proportional basis such that the Offeror of the highest ranked standing offer receives the largest predetermined amount of the Work, the Offeror of the second highest ranked standing offer receives the second largest predetermined amount of the work, etc. This call-up procedure will be followed, unless an Offeror did not perform satisfactorily on previous call-ups and a decision has been made not to call upon them again or if they are unable to respond within the specified response time or provide the requisite service, then another Offeror may be contacted to perform the work.
- For each individual Call-Up, Offerors will be approached and considered using a Distribution System. This system will track all call-ups assigned to each contractor and will maintain a running total of the Value of Business Distributed. The system will contain for each Offeror an Ideal Business Distribution percentage which has been established as follows; 50% of the business for the top ranked Offer, 30% for the 2nd ranked Offer and 20% for the third ranked Offer. In the event fewer than three (3) Offers are

successful, the work distribution will be modified in similar proportions. The Offeror who is furthest under the ideal amount of business that they should have received in relation to the other Offeror will be selected for the next call-up.

- c) The Offeror's estimated proportion based on Evaluation is: _____

9. 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*.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

11. Blank

12. 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 (2014-03-01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2014-03-01), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Standing Offer Usage Report;
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

13. Certifications

13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, 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.

13.3 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification

M3800C (2006-08-15), Estimates

14. 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 _____.
(*Insert the name of the province or territory as specified by the offeror in its offer, if applicable*).

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

[2010C](#) (2014-03-01), General Conditions - Services (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. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$ (*as per the call-up document*). Customs duties are *included* and Applicable Taxes are extra.

5.2 Limitation of Expenditure

5.2.1. Canada's total liability to the Contractor under the Contract must not exceed \$ (as per the call-up document). Customs duties are included and Applicable Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2.2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in

Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.

5.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0710C (2007-11-30), Time and Contract Price Verification

C0711C (2008-05-12), Time Verification

6. Invoicing Instructions

- 6.1 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 call up against SO & any other documents as specified in the result of Contract;

- 6.2 Invoices must be distributed as follows:

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

The Department of National Defence
41 Service Battalion – Transport
General Sir Arthur Currie Bldg
4225 Crowchild Trail SW
Calgary, AB T3E 1T8; and

- b. Each invoice must reflect the customer's Purchase Order (PO) number and a separate invoice must be submitted for each detail.

7. Insurance – Specific 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.

8. SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

A9049C (2011-05-16), Vehicle Safety

A9062C (2011-05-16), Canadian Forces Site Regulations

ANNEX "A"**STATEMENT OF WORK****HIGHWAY COACHES WITH OPERATORS****1. Requirement**

A Regional Individual Standing Offer (RISO) for the provision of all labour, transportation, materials, tools, equipment and supervision necessary to provide various sized passenger motor coaches/highway cruisers (40 passenger and above), with operators on an "as required" basis for the Department of National Defence (DND) Calgary, Alberta.

The service is for DND units within the Southern Alberta Area including the City of Red Deer, Calgary, Lethbridge and Medicine Hat, AB to Training Areas for exercise in:

- a) **Alberta:** Wainwright, Suffield, Cold Lake; or
- b) **Saskatchewan:** Dundurn; or
- c) **Manitoba:** Shilo; or
- d) **British Columbia:** Chilcotin, Vancouver, Vernon and Chilliwack.

Trips normally begin and end at the location identified in the Call-up.

2. Offeror Responsibilities

- 2.1. Must be able to provide from as many as three (3) motor coaches/highway cruisers (40 passenger and above) with operator at any one time with 24 hours notice; and up to five (5) motor coaches/highway cruisers with operator required on time with 5 days notice.
- 2.2. The Offeror must have the required licences and operation in accordance with all provincial and federal government's industry related laws, regulations and standards.
- 2.3. All drivers must be fully qualified to operate the equipment in question.
- 2.4. Motor coaches/highway cruisers offered must be clean, in good mechanical operating condition and will be subject to inspection and acceptance by the Identified User. Cleanliness and mechanical soundness must be maintained during trips.
- 2.5. All unserviceable motor coaches/highway cruisers will be replaced within a reasonable time frame by an equivalent motor coach/highway cruiser or better, at no extra charge to DND. Any additional costs encountered due to bus breakdown, will be the responsibility of the Offeror.
- 2.6. The Offeror is fully responsible for all maintenance on the motor coaches/highway cruisers.
- 2.7. Down time will be considered when computing the rental charges.
- 2.8. Motor coaches/highway cruisers are to be fully equipped with required safety devices (e.g., fire extinguishers and first aid kits).

- 2.9. All fuel, maintenance and qualified drivers are to be provided by the Offeror. The supply of all petroleum oils and lubricants (POL) products are provided by the Offeror.
- 2.10. Proof of an operating license shall be provided on request.
- 2.11. No cost shall be incurred by DND for travel from the Offeror location to the requested unit location at the beginning of the call-up.

3. Notices

- 3.1 Notice of five (5) days will be given to the Offeror if more than three (3) motor coaches/highway cruisers with operators are required at one time.
- 3.2 A minimum of three (3) hours notice will be provided in the event of a cancellation or change in the requirement. In the event of a cancellation, if less than three (3) hours notice has been provided, the one time cancellation fee per unit will apply.
- 3.3 In the event of a vehicle breakdown, a substitute vehicle is to be dispatched within two (2) hours of notification and is to be delivered to location identified by 41 SVC BN, Currie Bldg at no additional cost to Canada.

ANNEX "B"**BASIS OF PAYMENT**

Prices must be submitted as outlined below:

1. All inclusive prices (including fuel surcharge if applicable) must be submitted .
2. Prices must be submitted for all line items.
3. Prices will remain firm for the periods as outlined below.
4. Applicable taxes are not to be included in the prices shown but will be added to any invoices as a separate line item.
5. Fees for entrance to parks, airport charges, parking fees, accommodations, expenses, etc., will be reimbursed at the Offerors' laid down cost without a mark-up. Receipts must accompany the invoice unless otherwise specified in writing by the Call-Up Authority.

Where applicable, rates for hotel accommodations and/or expenses for the Operator will be in accordance with the Treasury Board Travel Directive Policy. Please see:

- Appendix "C" – Meal & Incidental Rates (Canada/USA)
http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/c-eng.asp
 - Accommodation - 30 days or less
<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx>
6. Travel costs from the Offeror's facility to the specified pick-up point before the trip and the specified drop-off point to the Offeror's facility after the trip **WILL NOT** be allowed under this Standing Offer.
 7. Loaded Rates = with passengers
Deadhead Rates = without passengers
 8. The quantities as shown in Annex "B" are estimated usages and for evaluation purposes only and will not form part of the final Standing Offer. Actual usage may vary from the amounts shown.
 9. Historical date items are available below. Estimated quantities of request from January to December 2013 are as follow:

Number of Call ups: 41

Number of Motor Coach/Highway Cruiser: 41

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BASIS OF PAYMENT

ANNEX "B"

Schedule 1 - Calgary

1.1 Standing Offer Period - Year 1 (dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total (A x B)
		(A)		(B)	
1.1.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	300	hour	\$ _____/hour	\$ _____
	(b) Deadhead	300	hour	\$ _____/hour	\$ _____
1.1.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	250	km	\$ _____/km	\$ _____
	(b) Deadhead	250	km	\$ _____/km	\$ _____
1.1.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	450	km	\$ _____/km	\$ _____
	(b) Deadhead	450	km	\$ _____/km	\$ _____
1.1.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	450	km	\$ _____/km	\$ _____
	(b) Deadhead	450	km	\$ _____/km	\$ _____
1.1.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
1.1.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Total for Standing Offer Period - Year 1 (GST EXTRA)				\$ _____

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BASIS OF PAYMENT

ANNEX "B"

Schedule 1 - Calgary

1.2 Standing Offer Period - Year 2 (dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total
		(A)		(B)	(A x B)
1.2.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	300	hour	\$ _____/hour	\$ _____
	(b) Deadhead	300	hour	\$ _____/hour	\$ _____
1.2.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	250	km	\$ _____/km	\$ _____
	(b) Deadhead	250	km	\$ _____/km	\$ _____
1.2.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	450	km	\$ _____/km	\$ _____
	(b) Deadhead	450	km	\$ _____/km	\$ _____
1.2.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	450	km	\$ _____/km	\$ _____
	(b) Deadhead	450	km	\$ _____/km	\$ _____
1.2.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
1.2.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Total for Standing Offer Period - Year 2 (GST EXTRA)				\$ _____

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BASIS OF PAYMENT

ANNEX "B"

Schedule 1 - Calgary

1.3 Standing Offer Period - Year 3 (option year; dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total (A x B)
		(A)		(B)	
1.3.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	300	hour	\$ _____/hour	\$ _____
	(b) Deadhead	300	hour	\$ _____/hour	\$ _____
1.3.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	250	km	\$ _____/km	\$ _____
	(b) Deadhead	250	km	\$ _____/km	\$ _____
1.3.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	450	km	\$ _____/km	\$ _____
	(b) Deadhead	450	km	\$ _____/km	\$ _____
1.3.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	450	km	\$ _____/km	\$ _____
	(b) Deadhead	450	km	\$ _____/km	\$ _____
1.3.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
1.3.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Standing Offer Period - Year 3 (GST EXTRA)				\$ _____

Schedule 1 - Calgary			
Summary of Estimated Prices			
1.1	Total for Standing Offer Period - Year 1	(GST EXTRA)	\$ _____
1.2	Total for Standing Offer Period - Year 2	(GST EXTRA)	\$ _____
1.3	Standing Offer Period - Year 3 (Option year)	(GST EXTRA)	\$ _____
	Total Estimated Bid Price - Sections 1.1, 1.2, & 1.3	(GST EXTRA)	\$ _____

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BASIS OF PAYMENT

ANNEX "B"

Schedule 2 - Red Deer

2.1 Standing Offer Period - Year 1 (dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total
		(A)		(B)	(A x B)
2.1.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$ _____
	(b) Deadhead	1	hour	\$ _____/hour	\$ _____
2.1.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km	\$ _____/km	\$ _____
2.1.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km	\$ _____/km	\$ _____
2.1.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$ _____
	(b) Deadhead	10	km	\$ _____/km	\$ _____
2.1.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
2.1.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Total for Standing Offer Period - Year 1 (GST EXTRA)				\$ _____

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BASIS OF PAYMENT

ANNEX "B"

Schedule 2 - Red Deer

2.2 Standing Offer Period - Year 2 (dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total
		(A)		(B)	(A x B)
2.2.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$ _____
	(b) Deadhead	1	hour	\$ _____/hour	\$ _____
2.2.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km	\$ _____/km	\$ _____
2.2.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km	\$ _____/km	\$ _____
2.2.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$ _____
	(b) Deadhead	10	km	\$ _____/km	\$ _____
2.2.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
2.2.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Total for Standing Offer Period - Year 2 (GST EXTRA)				\$ _____

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ANNEX "B"

Schedule 2 - Red Deer

2.3 Standing Offer Period - Year 3 (option year; dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total (A x B)
		(A)		(B)	
2.3.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$ _____
	(b) Deadhead	1	hour	\$ _____/hour	\$ _____
2.3.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km	\$ _____/km	\$ _____
2.3.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km	\$ _____/km	\$ _____
2.3.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$ _____
	(b) Deadhead	10	km	\$ _____/km	\$ _____
2.3.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
2.3.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Standing Offer Period - Year 3 (GST EXTRA)				\$ _____

Schedule 2 - Red Deer			
Summary of Estimated Prices			
2.1	Total for Standing Offer Period - Year 1	(GST EXTRA)	\$ _____
2.2	Total for Standing Offer Period - Year 2	(GST EXTRA)	\$ _____
2.3	Standing Offer Period - Year 3 (Option year)	(GST EXTRA)	\$ _____
	Total Estimated Bid Price - Sections 2.1, 2.2 & 2.3	(GST EXTRA)	\$ _____

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ANNEX "B"

Schedule 3 - Lethbridge

3.1 Standing Offer Period - Year 1 (dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total
		(A)		(B)	(A x B)
3.1.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$ _____
	(b) Deadhead	1	hour	\$ _____/hour	\$ _____
3.1.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	300	km	\$ _____/km	\$ _____
	(b) Deadhead	300	km	\$ _____/km	\$ _____
3.1.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	400	km	\$ _____/km	\$ _____
	(b) Deadhead	400	km	\$ _____/km	\$ _____
3.1.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$ _____
	(b) Deadhead	10	km	\$ _____/km	\$ _____
3.1.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
3.1.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Total for Standing Offer Period - Year 1 (GST EXTRA)				\$ _____

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ANNEX "B"

Schedule 3 - Lethbridge

3.2 Standing Offer Period - Year 2 (dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total
		(A)		(B)	(A x B)
3.2.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$ _____
	(b) Deadhead	1	hour	\$ _____/hour	\$ _____
3.2.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	300	km	\$ _____/km	\$ _____
	(b) Deadhead	300	km	\$ _____/km	\$ _____
3.2.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	400	km	\$ _____/km	\$ _____
	(b) Deadhead	400	km	\$ _____/km	\$ _____
3.2.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$ _____
	(b) Deadhead	10	km	\$ _____/km	\$ _____
3.2.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
3.2.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Total for Standing Offer Period - Year 2 (GST EXTRA)				\$ _____

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BASIS OF PAYMENT

ANNEX "B"

Schedule 3 - Lethbridge

3.3 Standing Offer Period - Year 3 (option year; dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total (A x B)
		(A)		(B)	
3.3.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$ _____
	(b) Deadhead	1	hour	\$ _____/hour	\$ _____
3.3.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	300	km	\$ _____/km	\$ _____
	(b) Deadhead	300	km	\$ _____/km	\$ _____
3.3.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	400	km	\$ _____/km	\$ _____
	(b) Deadhead	400	km	\$ _____/km	\$ _____
3.3.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$ _____
	(b) Deadhead	10	km	\$ _____/km	\$ _____
3.3.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
3.3.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
	Standing Offer Period - Year 3 (GST EXTRA)				\$ _____

Schedule 3 - Lethbridge			
Summary of Estimated Prices			
3.1	Total for Standing Offer Period - Year 1	(GST EXTRA)	\$ _____
3.2	Total for Standing Offer Period - Year 2	(GST EXTRA)	\$ _____
3.3	Standing Offer Period - Year 3 (Option year)	(GST EXTRA)	\$ _____
	Total Estimated Bid Price - Sections 3.1, 3.2 & 3.3	(GST EXTRA)	\$ _____

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BASIS OF PAYMENT

ANNEX "B"

Schedule 4 - Medicine Hat

4.1 Standing Offer Period - Year 1 (dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total
		(A)		(B)	(A x B)
4.1.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$
	(b) Deadhead	1	hour	\$ _____/hour	\$
4.1.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	300	km	\$ _____/km	\$
	(b) Deadhead	300	km	\$ _____/km	\$
4.1.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	400	km	\$ _____/km	\$
	(b) Deadhead	400	km	\$ _____/km	\$
4.1.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$
	(b) Deadhead	10	km	\$ _____/km	\$
4.1.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$
4.1.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$
	Total for Standing Offer Period - Year 1 (GST EXTRA)				\$

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W6704-14TN01/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
edm607

Client Ref. No. - N° de réf. du client
W6704-14TN01

File No. - N° du dossier
EDM-3-36338

CCC No./N° CCC - FMS No/ N° VME

BASIS OF PAYMENT

ANNEX "B"

Schedule 4 - Medicine Hat

4.2 Standing Offer Period - Year 2 (dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total (A x B)
		(A)		(B)	
4.2.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$
	(b) Deadhead	1	hour	\$ _____/hour	\$
4.2.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	300	km	\$ _____/km	\$
	(b) Deadhead	300	km	\$ _____/km	\$
4.2.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	400	km	\$ _____/km	\$
	(b) Deadhead	400	km	\$ _____/km	\$
4.2.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$
	(b) Deadhead	10	km	\$ _____/km	\$
4.2.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$
4.2.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$
	Total for Standing Offer Period - Year 2 (GST EXTRA)				\$

Solicitation No. - N° de l'invitation
W6704-14TN01/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
edm607

Client Ref. No. - N° de réf. du client
W6704-14TN01

File No. - N° du dossier
EDM-3-36338

CCC No./N° CCC - FMS No/ N° VME

BASIS OF PAYMENT

ANNEX "B"

Schedule 4 - Medicine Hat

4.3 Standing Offer Period - Year 3 (option year; dates to be determined)

Item	Description	Usage (estimated)	Unit	Firm Unit Price	Total (A x B)
		(A)		(B)	
4.3.1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a) Loaded	1	hour	\$ _____/hour	\$
	(b) Deadhead	1	hour	\$ _____/hour	\$
4.3.2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a) Loaded	300	km	\$ _____/km	\$
	(b) Deadhead	300	km	\$ _____/km	\$
4.3.3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a) Loaded	400	km	\$ _____/km	\$
	(b) Deadhead	400	km	\$ _____/km	\$
4.3.4	Additional Driver (upon written request or approval of DND) for distances over 300				
	(a) Loaded	10	km	\$ _____/km	\$
	(b) Deadhead	10	km	\$ _____/km	\$
4.3.5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$
4.3.6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$
	Standing Offer Period - Year 3 (GST EXTRA)				\$

Schedule 1 - Calgary			
Summary of Estimated Prices			
4.1	Total for Standing Offer Period - Year 1	(GST EXTRA)	\$
4.2	Total for Standing Offer Period - Year 2	(GST EXTRA)	\$
4.3	Standing Offer Period - Year 3 (Option year)	(GST EXTRA)	\$
	Total Estimated Bid Price - Sections 4.1, 4.2 & 4.3	(GST EXTRA)	\$

ANNEX "C"**INSURANCE REQUIREMENTS****1. Commercial General Liability Insurance**

1.1 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 \$5,000,000 per accident or occurrence and in the annual aggregate.

1.2 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.
- i) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- j) 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.
- k) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- m) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

2. Automobile Liability Insurance

2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2.2 The policy must include the following:

- a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b) Accident Benefits - all jurisdictional statutes
- c) Uninsured Motorist Protection
- d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- e) OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
- f) OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
 - 8 to 12 Passengers: \$5,000,000
 - 13 or more Passengers: \$8,000,000

ANNEX "D"**STANDING OFFER USAGE REPORT**

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510

Email: WST.PA-EDM@pwgsc-tpsgc.gc.ca .

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

SUPPLIER:**STANDING OFFER NO:** W6704-14TN01**DEPARTMENT OR AGENCY:** The Department of National Defence, Calgary, AB.**REPORTING PERIOD:**

- ☐ 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.

Call up No.	Description	Value of each call-up (GST Included)
(A) Total Dollar Value Call-ups for this reporting period:		
(B) Accumulated Call-up Totals to Date:		
(A+B) Total Accumulated Call-ups:		

NIL REPORT: We have not done any business with the Federal Government this period: ☐]

PREPARED BY:

NAME: _____

PHONE: _____

SIGNATURE: _____

DATE: _____