

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

**PO Box 1408, Room 100
167 Lombard Ave.**

**Winnipeg
Manitoba**

R3C 2Z1
Bid Fax: (204) 983-0338

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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 - Western
Region

PO Box 1408, Room 100
167 Lombard Ave.

Winnipeg
Manitoba

R3C 2Z1

Title - Sujet Trailer Rentals	
Solicitation No. - N° de l'invitation ET959-142333/A	Date 2014-04-17
Client Reference No. - N° de référence du client ET959-142333	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-108-8970
File No. - N° de dossier WPG-3-36323 (108)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-02	Time Zone Fuseau horaire Central Daylight Saving Time CDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Perkins, Bill	Buyer Id - Id de l'acheteur wpg108
Telephone No. - N° de téléphone (204)983-0275 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: VARIOUS GOVERNMENT DEPARTMENTS OR AGENCIES AS INDICATED ON INDIVIDUAL CALL UP DOCUMENT 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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REGIONAL MASTER STANDING OFFER

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- Annex "A" - Requirement
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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, 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 Requirement, Basis of Payment, Insurance Requirements, and Standing Offer Usage Report.

2. Summary

Public Works and Government Services Canada (PWGSC) on behalf of the Department of National Defence (DND) 17 Wing, Winnipeg, MB, has a requirement for a Regional Master Standing Offer (RMSO) for the rental of various Trailers in Winnipeg, MB and Saskatoon, SK. The Standing Offer will be in effect for one (1) year from date of issuance, with an additional two (2), one (1) year option periods.

This RMSO allows for the possibility of awarding up to two (2) Standing Offers for each location.

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided 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.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

1.1 SACC Manual Clauses

M0019T Firm Price and/or Rates

2007-05-25

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. 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.

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.

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](#).

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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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 Manitoba.

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 (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 are encouraged to:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B" - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.1 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) Offerer's must meet the Mandatory Specifications identified under Annex "A" - Requirement.
- b) Offerer's must provide firm pricing for a minimum of seven (7) of the 13 items listed for each location. Offeror's may bid on location # 1 Winnipeg, MB or location # 2 Saskatoon, SK, or both locations, as requested in Annex "B", Basis of Payment. The offeror must include firm pricing for like items in the option years. E.g. If an offeror submits pricing for seven (7) items in the initial term, they must submit firm prices for those same items for the option periods in order to be deemed complaint. Each location will be evaluated separately.

1.2 Financial Evaluation

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

1.3 Financial Evaluation Calculation

The Financial portion of Annex B for each location will be evaluated as follows:

LEGEND

- a) A = Rental Rates (Daily/Weekly/Monthly)
- b) X = Estimated Usage of Kilometers (Daily/Weekly/Monthly)
- c) Y = Maximum Number of Free Kilometers Per Day/Week/Month
- d) Z = Overage Charge for Excess Kilometers
- e) B = Estimated Quantity (Daily/Weekly/Monthly)

IF: $X > Y$ THEN

STEP 1: $(X - Y) * Z = C$
STEP 2: $(C + A) * B = \text{Evaluated Price}$

IF: $X < Y$ THEN

STEP 1: $A * B = \text{Evaluated Price}$

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2.0 Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria Only

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

PART 5 - CERTIFICATIONS

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

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

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

1. 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](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) available from [Employment and Social Development Canada-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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [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.

2.1 General Conditions

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

2.2 Standing Offers Reporting

2.2.1 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 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 quarterly reporting periods are defined as follows:

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

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

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for one (1) year from date of issuance

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **an additional two (2), one (1) year option periods** 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Bill Perkins
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, MB R3C 2Z1

Telephone: (204) 983-0275
Facsimile: (204) 983-7796
E-mail address: bill.perkins@pwgsc-tpsgc.gc.ca

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

4.2 Project Authority

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

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

4.3 Offeror's Representative

Name:

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : 17 Wing Winnipeg, Manitoba.

6. Call-up Instrument

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

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

7.1 Delivery Call ups

Delivery **MUST** be made or available **within 48 hours notice** from receipt of a call-up.

For vendors with local agents and pickup depots within 30 Km's of Winnipeg or Saskatoon all call-ups are to be **FOB Plant**.

For vendors with local agents and pickup depots outside of the 30 Km zone of Winnipeg or Saskatoon all call-ups are to be **FOB Destination**.

8. Financial Limitation - Total

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2014-03-01), General Conditions-Goods (Medium Complexity);
- e) Annex "A", Requirement;
- f) Annex "B", Basis of Payment;
- g) Annex "C" Insurance Requirements;
- h) Annex "D" Standing Offer Usage Report;

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i) the Offeror's offer dated: TBD.

10. Certifications

10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

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

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. Requirement

The Contractor must provide the units detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2014-03-01) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2013-03-21) General Conditions (Medium Complexity) will not apply to payments made by credit cards at point of sale.

2.2 SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
D5328C	Inspection and Acceptance	2007-11-30
A9006C	Defence Contract	2008-05-12
B1501C	Electrical Equipment	2006-06-16

3. Term of Contract

3.1 Delivery Date

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

4. Payment

4.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price specified in the Call-Up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

SACC Manual clause C6000C (2007-05-25) Limitation of Price

4.3 Method of Payment

SACC Manual clause H1001C (2008-05-12), Single Payment

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4.4 SACC Manual Clauses

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0710C	Time and Contract Price Verification	2007-11-30

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

5.1 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.

Invoices to be sent to:

WTEME Sqn
17 Wing Winnipeg
PO Box 17000 Station Forces
Winnipeg, MB R3J 3Y5

Contact: **(to be added at contract award)**

6. Insurance requirements

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

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

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

ANNEX "A" - REQUIREMENT

Public Works and Government Services Canada (PWGSC) on behalf of the Department of National Defence (DND) 17 Wing, Winnipeg, MB, has a requirement for a Regional Master Standing Offer (RMSO) for the rental of various Trailers in Winnipeg, MB and Saskatoon, SK. The Standing Offer will be in effect for one (1) year from date of issuance, with an additional two (2), one (1) year option periods.

This RMSO allows for the possibility of awarding up to two (2) Standing Offers for each location.

GEOGRAPHIC LOCATIONS:

1. Winnipeg
Wing Transport Bldg 129
17 Wing Winnipeg
Winnipeg, MB R3J 3Y5
2. Saskatoon
38 Service Battalion Detachment Saskatoon
930 Idylwyld Dr
Saskatoon, SK S7L 0Z6

Division of Responsibilities

Contractors' Responsibilities

- a) Option of trailer delivery within forty-eight (48) hours to the destination specified in the contract.
- b) Option to pick-up trailer within forty-eight (48) hours for receipt of call-up.
- c) Option to have the trailer picked-up at the time of expiry or termination of the contract.
- d) Pick-up and return of trailer for servicing.
- e) Trailer licencing, permits or exemptions.
- f) Full maintenance which comply with legal safety standards due to normal wear and tear including but not limited to replacement of tires and tire repairs;
- g) Supply of another licenced trailer of the same type and size to replace a specific trailer when a unit is taken out of service for repairs for a period greater than twenty-four (24) hours. Down time will be considered when computing monthly charges.
- h) All Warranty Services: Warranty servicing means the supply of parts normally provided by the manufacturer's warranty together with the labour necessary to install such parts. The warranty service must be made available at any dealer for the make of the trailer.
- i) Trailers offered must be no more than five (5) years old

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DND's Responsibilities

- a) Supply of oils, lubricants between changes.
- b) Return of trailer at time of contract expiry or termination; unless pick-up services requested as per contract.
- c) Fines for traffic violations, including unlawful parking issued to representatives of Canada during the contract period.

General

- a) Repair routing is to be given to the consignee on acceptance of trailer. Authorization to proceed with repairs is to be obtained from the Contractor. The cost of replacements which are made will be credited to the consignee's account by the Contractor upon receipt by the Contractor of a paid invoice covering such replacement.
- b) Note: The operators of the vehicles towing these trailers may be under twenty-five (25) years of age.

Areas of Supply and Service

- a) To include but not limited to the area's within a 100 km radius of the following list of cities:

Service Available

Winnipeg, MB

Saskatoon, SK

Each trailer supplied must meet the provisions of the Motor Vehicle Safety Act of Canada and the regulations there under that are in force on the date of its manufacture.

Special Rates

If the Offeror offers lower rates at the time of reservation or pickup of the rented vehicle, other than those that are part of the Standing Offer, the lessee can and will take advantage of these rates however the Terms and Conditions of this standing offer will still apply.

ANNEX "B" BASIS OF PAYMENT

Note: These lists of items and quantities are estimated sample lists established for evaluation purposes only and do not represent a commitment on behalf of Canada.

Offeror's must provide firm pricing for a minimum of seven (7) of the 13 items listed for each location. Offeror's may bid on location # 1 Winnipeg, MB, location # 2 Saskatoon, SK, or both locations. The offeror must include firm pricing for like items in the option years. E.g. If an offeror submits pricing for seven (7) items in the initial term, they must submit firm prices for those same items for the option periods in order to be deemed compliant.

Rates quoted must remain firm for the period of the Standing Offer. GST, if applicable, is to be shown as a separate item on any resulting invoice.

Please indicate if your bid is FOB Plant or FOB Destination as described in a) and b) below:

- a) For vendors with local agents and pickup depots within 30 Km's of Winnipeg or Saskatoon all unit prices quoted in Annex B are to be **FOB Plant**.
- b) For vendors with local agents and pickup depots outside of the 30 Km zone of Winnipeg or Saskatoon all unit prices quoted in Annex B are to be **FOB Destination**.

Location # 1: 17 Wing Winnipeg, Manitoba Initial Period: One (1) Year Period From Date of Award. Firm Unit Pricing, GST (if applicable, extra)							
Item No.	Make & Model	Est'd Qty. (B)	Unit of Issue	Est'd Usage of Km (X)	Daily/Weekly/Monthly Rates (A)	Maximum Number of Free Kilometers (Y)	Overage Charge for Excess km's (Z)
1.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
2.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
3.	Tandem Axle Trailer, 53 ft x 102" wide, Flatbed Trailers, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	

4.	Step Deck Trailer, 53 ft, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
5.	Step Deck Trailer, Tandem Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
6.	Step Deck Trailer, Tri Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
7.	Highboy Flatbed, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
8.	Lowbed Step Deck, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
9.	Lowbed Goose Neck, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
10.	Lowbed Multi Position Bed, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
11.	35 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	

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12.	Tridem 53 ft	6	daily	600	\$	_____ kms/day	\$_____ /km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
13.	50 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____ /km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	

Other MISCELLANEOUS RELATED ITEMS not listed above, that may be requested for rental will be charged at your current published rental guide less a _____% discount.

**Location # 1: 17 Wing Winnipeg, Manitoba
First One (1) Year Option Period
Firm Unit Pricing, GST (if applicable, extra)**

Item No.	Make & Model	Est'd Qty. (B)	Unit of Issue	Est'd Usage of Km (X)	Daily/Weekly/Monthly Rates (A)	Maximum Number of Free Kilometers (Y)	Overage Charge for Excess km's (Z)
1.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
2.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
3.	Tandem Axle Trailer, 53 ft x 102" wide, Flatbed Trailers, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
4.	Step Deck Trailer, 53 ft, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
5.	Step Deck Trailer, Tandem Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
6.	Step Deck Trailer, Tri Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	

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7.	Highboy Flatbed, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
8.	Lowbed Step Deck, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
9.	Lowbed Goose Neck, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
10.	Lowbed Multi Position Bed, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
11.	35 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
12.	Tridem 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
13.	50 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	

Other MISCELLANEOUS RELATED ITEMS not listed above, that may be requested for rental will be charged at your current published rental guide less a _____% discount.

**Location # 1: 17 Wing Winnipeg, Manitoba
Second One (1) Year Option Period
Firm Unit Pricing, GST (if applicable, extra)**

Item No.	Make & Model	Est'd Qty. (B)	Unit of Issue	Est'd Usage of Km (X)	Daily/Weekly/Monthly Rates (A)	Maximum Number of Free Kilometers (Y)	Overage Charge for Excess km's (Z)
1.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
2.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
3.	Tandem Axle Trailer, 53 ft x 102" wide, Flatbed Trailers, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
4.	Step Deck Trailer, 53 ft, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
5.	Step Deck Trailer, Tandem Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
6.	Step Deck Trailer, Tri Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	

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7.	Highboy Flatbed, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
8.	Lowbed Step Deck, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
9.	Lowbed Goose Neck, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
10.	Lowbed Multi Position Bed, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
11.	35 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
12.	Tridem 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
13.	50 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	

Other MISCELLANEOUS RELATED ITEMS not listed above, that may be requested for rental will be charged at your current published rental guide less a _____% discount.

Location # 2: 38 Service Battalion Detachment Saskatoon, Saskatchewan
Initial Period: One (1) Year Period From Date of Award.
Firm Unit Pricing, GST (if applicable, extra)

Item No.	Make & Model	Est'd Qty. (B)	Unit of Issue	Est'd Usage of Km (X)	Daily/Weekly/Monthly Rates (A)	Maximum Number of Free Kilometers (Y)	Overage Charge for Excess km's (Z)
1.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
2.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
3.	Tandem Axle Trailer, 53 ft x 102" wide, Flatbed Trailers, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
4.	Step Deck Trailer, 53 ft, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
5.	Step Deck Trailer, Tandem Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
6.	Step Deck Trailer, Tri Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	

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7.	Highboy Flatbed, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
8.	Lowbed Step Deck, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
9.	Lowbed Goose Neck, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
10.	Lowbed Multi Position Bed, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
11.	35 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
12.	Tridem 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
13.	50 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	

Other MISCELLANEOUS RELATED ITEMS not listed above, that may be requested for rental will be charged at your current published rental guide less a _____% discount.

Location # 2: 38 Service Battalion Detachment Saskatoon, Saskatchewan
First One (1) Year Option Period
Firm Unit Pricing, GST (if applicable, extra)

Item No.	Make & Model	Est'd Qty. (B)	Unit of Issue	Est'd Usage of Km (X)	Daily/Weekly/Monthly Rates (A)	Maximum Number of Free Kilometers (Y)	Overage Charge for Excess km's (Z)
1.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
2.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
3.	Tandem Axle Trailer, 53 ft x 102" wide, Flatbed Trailers, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
4.	Step Deck Trailer, 53 ft, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
5.	Step Deck Trailer, Tandem Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
6.	Step Deck Trailer, Tri Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	

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7.	Highboy Flatbed, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$ _____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
8.	Lowbed Step Deck, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$ _____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
9.	Lowbed Goose Neck, 53 ft	6	daily	600	\$	_____ kms/day	\$ _____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
10.	Lowbed Multi Position Bed, 53 ft	6	daily	600	\$	_____ kms/day	\$ _____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
11.	35 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$ _____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
12.	Tridem 53 ft	6	daily	600	\$	_____ kms/day	\$ _____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
13.	50 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$ _____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	

Other MISCELLANEOUS RELATED ITEMS not listed above, that may be requested for rental will be charged at your current published rental guide less a _____% discount.

Location # 2: 38 Service Battalion Detachment Saskatoon, Saskatchewan
Second One (1) Year Option Period
Firm Unit Pricing, GST (if applicable, extra)

Item No.	Make & Model	Est'd Qty. (B)	Unit of Issue	Est'd Usage of Km (X)	Daily/Weekly/Monthly Rates (A)	Maximum Number of Free Kilometers (Y)	Overage Charge for Excess km's (Z)
1.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
2.	Tandem Axle Trailer, 53 ft x 102" wide, Dry Freight Van, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
3.	Tandem Axle Trailer, 53 ft x 102" wide, Flatbed Trailers, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
4.	Step Deck Trailer, 53 ft, Spring Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
5.	Step Deck Trailer, Tandem Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	
6.	Step Deck Trailer, Tri Axle, 53 ft, Air Ride	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/week	
		3	monthly	4800	\$	_____ kms/month	

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7.	Highboy Flatbed, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
8.	Lowbed Step Deck, 53 ft, Four Wheel Dual Tandem	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
9.	Lowbed Goose Neck, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
10.	Lowbed Multi Position Bed, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
11.	35 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
12.	Tridem 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	
13.	50 Ton Lowboy Trailer Float Double Drop, 53 ft	6	daily	600	\$	_____ kms/day	\$_____/km
		4	weekly	1800	\$	_____ kms/month	
		3	monthly	4800	\$	_____ kms/month	

Other MISCELLANEOUS RELATED ITEMS not listed above, that may be requested for rental will be charged at your current published rental guide less a _____% discount.

Annex "C"

INSURANCE REQUIREMENTS

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 endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (r) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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

Automobile Liability Insurance

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 **\$1,000,000 per accident or occurrence**.
2. The policy must include the following:
 - (a) Third Party Liability - **\$1,000,000 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.

Vehicles - Long Term Lease

1. The Contractor must not insure the risks to Canada arising from the use or operation of vehicles leased by Canada on a long-term basis (over 30 days) except where Provincial law makes it mandatory for the Contractor to insure any leased vehicles. Where Provincial law makes it mandatory to insure a leased vehicle, the Contractor must obtain insurance coverage in respect of the vehicle supplied under the lease, and a copy or evidence of such insurance is to be provided to Canada.
2. Canada may decide not to purchase Collision, All Perils or Comprehensive insurance. The option that must be chosen by Canada when renting a vehicle must depend on the applicable [Treasury Board Risk Management Policy](#).
3. In the event of an accident that is self-insured by Canada (as Lessee), Canada must obtain a written estimate for the repairs and, in consultation with the Contractor (as Lessor), must decide where the repairs are to be performed. If the Contractor decides to have the damage repaired at another place and the cost of said repairs is higher than the estimate obtained by Canada, Canada must only pay the lesser amount. Further, if the Contractor decides that the vehicle is to be repaired at a place other than the place Canada chooses, the Contractor must be responsible to pay transport costs of the vehicle to the alternate location.
4. When a rental vehicle is in a disabling accident, all rental charges must cease on said vehicle.

Short Term Lease

For vehicles rented by federal government employees, while travelling on official government business, for a period of less than 31 days, the Contractor must insert as lessee, Canada, as presented by the Department of National Defence.

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Annex "D"
STANDING OFFER USAGE REPORT

Return to:

ATTN.: Bill Perkins
Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (204) 983-7796
Telephone: (204) 983-0275
Email: bill.perkins@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND
AGENCIES

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(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 for this period []

PREPARED BY:

NAME:
TELEPHONE NO.:

SIGNATURE:

DATE: