

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

**Bid Receiving - PWGSC / Réception des soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

## Place du Portage , Phase III

## Core 0A1 / Noyau 0A1

**Gatineau, Québec K1A 0S5**

**Bid Fax: (819) 997-9776**

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travel Procurement Services Division/Division des services d'approvisionnement en voyage

Place du Portage, Phase III, 7B3

Portage III 7B3

11, rue Laurier/11 Laurier St.

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> LIMOUSINE SERVICE	
<b>Solicitation No. - N° de l'invitation</b> W5942-14TN02/C	<b>Date</b> 2014-05-16
<b>Client Reference No. - N° de référence du client</b> W5942-14TN02	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$LP-006-65123
<b>File No. - N° de dossier</b> lp006.W5942-14TN02	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-05-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Legault, Mario	<b>Buyer Id - Id de l'acheteur</b> lp006
<b>Telephone No. - N° de téléphone</b> (819)956-7766 ( )	<b>FAX No. - N° de FAX</b> (819)956-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE HANGER 14 UPLANDS SITE CFSU (OTTAWA) OTTAWA Ontario K1A0K5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**Request for Standing Offers (RFSO)  
Limousine Service and 15 Passenger Van Service  
For Department of National Defence**

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## **TITLE Limousine Service and 15 Passenger Van Service**

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

#### **1. Introduction**

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

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

The Annexes include the Statement of Work; Basis of Payment; Security Requirements Check List (SRCL); Insurance Requirement; City of Ottawa Regulation Bylaw 2002-189; General conditions evaluation for vehicles; Government Motor Vehicle Guide 2014 (GMV Specification M50); Quaterly Report (Sample).

#### **2. Summary**

This is a Request for a Regional Individual Standing Offer (RISO) for the Department of National Defence, Ottawa, Ontario, to provide chauffeur service to transport domestic & foreign Very Important Persons (VIP) military attachés and ambassadors inside and outside the National Capital Region (NCR). The RISO will be from July 01, 2014 to June 30, 2016, two (2) year contract plus one (1) year extension option from July 01, 2016 to June 30, 2017. The main client is the Office of the Director Protocol and Foreign Liaison (DPFL) but is not limited to it.

The National Capital region (NCR) is defined as a 50 km. radius from Parliament Hill spanning the provinces of both Quebec and Ontario. Destinations outside the NCR may include but are not limited to: Toronto, Trenton, Kingston, Montreal and Quebec city.

#### **3. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

#### 4. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (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: ninety (90) days

### 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 3. Former Public Servants

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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 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 Ontario

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

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

#### **1. Offer Preparation Instructions**

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

Section I: Technical Offer ( 1 hard copy)

Section II: Financial Offer ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). 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

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

Offerors must provide a description of each vehicle as follows:

Foor (4) door sedans Quantity-four (4)

	YEAR	MODEL	MAKE	PLATE NUMBER
1				
2				
3				
4				

(15) passenger carry all van with space to carry passenger luggage, 2014 GMV Spec M50  
Quantity-three (3) as per Annex "G", attached.

	YEAR	MODEL	MAKE	PLATE NUMBER
1				
2				
3				

## Section II: Financial Offer

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



## Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

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

To be considered responsive, a bid must meet all of the mandatory requirements of this Request for Standing Offers (RFSO). Bidders that submit bids that are determined to be non-responsive will receive no further consideration.

#### Mandatory Requirement are as follows :

**M1** Rates for limousine service and 15 Passenger Vans must be completed in Annex "B" (Basis of Payment), and must comply with City of Ottawa Bylaw 2002-189 as per Annex "E".

**M2** The offeror must have a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), at time of bid closing. The Offeror personnel including seven (7) employees requiring access to sensitive work site must EACH HOLD a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC, at time of technical evaluation and must be maintained in force for the duration of the RFSO.

**M3** The offeror must provide proof of a valid and current Ontario Highway Transport Board Extra-provincial operating licence, at time of technical evaluation and must be maintained in force for the duration of the RFSO.

**M4** The offeror must provide proof of a valid and current Ontario Highway Transport Board vehicle operating licence, at time of technical evaluation and must be maintained in force for the duration of the RFSO.

**M5** The offeror must provide proof of five (5) million dollar insurance coverage required to operate limousine vehicles and a eight (8) million dollar insurance coverage required to operate a fifteen (15) Passenger Van, as requested in Part 6 - Insurance requirements at time of technical evaluation and must be maintained in force for the duration of the RFSO.

**M6** The offeror must provide proof of a valid and current MacDonald-Cartier Airport (Ottawa, Ontario) permit, for the vehicles listed on Part 3 - Section I, 1.1 at time of technical evaluation and must be maintained in force for the duration of the RFSO.

**M7** In accordance with Ontario's and Quebec's Motor Vehicle Inspection Station, the offeror must provide a Safety Standards Certificate for the vehicles listed on Part 3 - Section I, 1.1 at time of technical evaluation and must be maintained in force for the duration of the RFSO.

**M8** All drivers for 15 Passenger Van must have at least a Class F Licences at time of technical evaluation and must be maintained in force for the duration of the RFSO.

## 1.2 Financial Evaluation

The unit prices submitted by the offeror will be multiplied by the estimated usage outlined in Annex "B" (Basis of Payment) giving an estimated cost for that specified service category. The total of all costs per service category for 3 years will be calculated and become the total estimated cost for evaluation purposes.

## 2. Basis of Selection

### 2.1 SACC Manual clause M0031T (2007-05-25) 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 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](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) Content Defenition

**2.1.2** SACC Manual clause A3055T (2010-01-11) Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 1. Security Requirement:

**1.1** At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

**1.2** For additional information on security requirements, offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

**1.3** For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

**1.4** Mandatory Security Clearance

It is mandatory requirement of this Request for Standing Offer that all security requirements specified herein be met at time of bid closing (for seven (7) employees).

Please indicate the security level currently held by your company:

\_\_\_\_\_

Please indicate the employees proposed to provide services against any resulting Standing Offer, with the date of birth and current security clearance level:

	NAME	DATE of BIRTH	CURRENT CLEARANCE HELD
1			
2			
3			
4			
5			
6			
7			

**2. SACC Manual Clause M9015T (2011-05-16) 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 "D".

*If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the*

*request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.*

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

### **A. STANDING OFFER**

#### **1. Offer**

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

#### **2. Security Requirement**

There is a security requirement associated with the requirement.

- 2.1** The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer. Refer to Annex "C"

#### **3. Standard Clauses and Conditions**

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

##### **3.1 General Conditions**

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **3.2 Standing Offers Reporting**

SACC Manual clause M7010C (2012-07-16) 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, 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 "H". *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 01 to June 30;

2nd quarter: July 01 to September 30;

3rd quarter: October 01 to December 31;

4th quarter: January 01 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.

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

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

The period for making call-ups against the Standing Offer is from July 01, 2014 to June 30, 2016.

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

SACC Manual M9014C (2008-05-12) 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 July 01, 2016 to June 30, 2017 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:

Mario Legault  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Traffic Management Directorate  
11 Laurier Street, Place du Portage, Phase III, 7B3,  
Gatineau, QC. K1A 0S5  
Telephone: 819-956-7766  
E-mail address: mario.legault@tpsgc-pwgsc.gc.ca

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

##### **5.2 Project Authority**

"To be added at issuance of 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.

### 5.3 Offeror's Representative

The following information must be provided prior to any resulting document authorizing the use of a Standing Offer. The following personnel must provide services in both official languages.

For placing of call-ups (orders):

Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

Sales person to be contacted for customer assistance:

Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

### 6. Proactive Disclosure of Contracts with Former Public Servants

SACC Manual clauses A3025C (2013-03-21) - 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:

Transport Section CFSU (O) Uplands Site, Department of National Defence, Ottawa, Ontario.

### 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 Call ups against a Standing Offer.

### 9. Limitation of Call-ups

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

### 10. Priority of Documents

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

- A) the call up against the Standing Offer, including any annexes;
  - B) the articles of the Standing Offer;
  - C) the general conditions 2005 (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, Security Requirements Check List (SRCL);
  - H) Annex D, Insurance Requirement;
  - I) Annex E, City of Ottawa Regulation Bylaw 2002-189;
  - J) Annex F, General conditions evaluation for vehicles;
  - K) Annex G, Government Motor Vehicle Guide 2014 (GMV Specification M50);
  - L) Annex H, Quaterly Report (Sample);
  - M) the Offeror's offer dated \_\_\_\_\_ 2014.
- 11. Certifications**

#### **11.1 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.

#### **12. Applicable Laws**

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

#### **13. Licences/Permits:**

The offerors' licences and permits must be remained valid during the period of the Standing Offer and may be requested by Canada at any time.

### **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. Payment

#### 4.1 Basis of Payment

Canada will pay the Contractor as per Basis of Payment Annex "B", upon completion of the Work in accordance with the Annex "A" and Applicable Taxes are extra.

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

#### 4.2 Single Payment

*SACC Manual* clause H1000C (2008-05-12) 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.

#### 4.3 Payment by Credit Card

*(The standing offer authority must complete one of the clauses if the offeror has accepted payment by credit card(s) {Visa, Master Card} as specified by the offeror under Part 3 of the request for standing offers.)*

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

**OR**

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

### 5. Invoicing Instructions

#### 5.1 2010C 10 (2013-03-21) Invoice Submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

## 5.2 Invoice must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment: DND Transport Section, at Upland Site.

**“Full Address To be added at issuance of the Standing Offer”**

- (b) One (1) copy must be forwarded to the contracting Authority:

Mario Legault  
 Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Traffic Management Directorate  
 11 Laurier Street, Place du Portage, Phase III, 7B3,  
 Gatineau, QC. K1A 0S5  
 Telephone: 819-956-7766  
 E-mail address: mario.legault@tpsgc-pwgsc.gc.ca

## 6. Insurance Requirements

SACC Manual Clause G1001C Insurance Specific Requirements

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The Contractor must comply with the insurance requirements specified in Annex "D". 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.

**ANNEX "A"****STATEMENT OF WORK**

1. This is a Request for a Regional Individual Standing Offer (RISO) for the Department of National Defence, Ottawa, Ontario, to provide chauffeur service to transport domestic & foreign Very Important Persons (VIP) military attachés and ambassadors inside and outside the National Capital Region (NCR). The RISO will be from July 01, 2014 to June 30, 2016, two (2) year contract plus one (1) year extension option from July 01, 2016 to June 30, 2017. The main client is the Office of the Director Protocol and Foreign Liaison (DPFL) but is not limited to it.

The National Capital region (NCR) is defined as a 50 km. radius from Parliament Hill spanning the provinces of both Quebec and Ontario. Destinations outside the NCR may include but are not limited to: Toronto, Trenton, Kingston, Montreal and Quebec city.

2. Itinerary for VIP's transported are determined only at the time of the call-ups. The initial pick up point for visitors will normally be at the MacDonald-Cartier Airport (MCA). VIPS may then be driven to a NCR hotel, Embassy in Ottawa, or alternative location. The following list of major cities that could be visited are: Toronto, Trenton, Kingston, Montreal and Quebec City, but may not be limited to these cities.

3. Driver must have a minimum security clearance of Reliability Status Reliability at the time of technical bid evaluation.

4. The Company must maintain the required Licences, issued by the Ontario Highway Transport Board (OHTB) for the services mentioned above; and will be responsible for providing quality service including vehicle safety and cleanliness, and must meet Provincial Safety Standards (a Vehicle Safety Certificate must be available at all times). Drivers must meet the standards of the profession, and display professionalism at all times.

5. The services offered must comply with Federal, Provincial and Municipal (Ottawa - Gatineau) regulations.

6. Each call-up could range from 90 minutes of work to a full day and sometimes overnight trips. They are estimated at approx ten overnight (10) per year and approx 50 – 60 calls per year (non overnight). Destinations included but are not limited to the above mentioned cities.

7. Offerors must be able to provide up to seven (7) drivers and seven (7) vehicles at any time. 4 door sedans quantity four (4) and three (3) 15 Passenger Vans.

8. Drivers must be bilingual, have an ability to communicate in both of Canada's official languages.

9. Dress code

Drivers- sedan:

Male drivers must be dressed in dark pant suit, shirt and tie.

Female driver must be dressed in a dark color below the knees skirt, or pants with co-ordinating blazer or jacket and sweater or blouse or dark colour dress with co-ordinating blazer or jacket.

10. Drivers assigned to the visit must remain on duty until the visit is completed.

11. Drivers must have a cellular phone (hands free) at all time. The offeror must provide the cellular number and the driver's name at time of call-up.

12. Offerors must respond within two (2) hours, from the time the call-up is requested. However, whenever possible, call-ups may be placed fifteen days (15) days prior to the visit.

13. Trips in the National Capital region (NCR) account for 90 percent of call-ups made. There may be the occasional requirement for an outside of town trip.

The client will request all inclusive rates at that time for that specific trip including all expenses for meals and accommodations.

**Vehicle requirement are as follows**

14. (4)-door sedan, Ford Taurus, Chrysler 300, Buick Lacrosse, Toyota Avalon, Nissan Maxima, equivalent or superior,; dark blue, dark grey or black. Quantity four (4)

15. (15) passengers carry all van with space to carry passenger luggage, GMV spec M50 of the Government Motor Vehicle ordering Guide colour dark or equivalent. Quantity three (3)

16. All vehicles must be maintained in a very clean and pristine condition at all times and be mechanically sound as per Annex "F" General conditions for vehicles. The vehicles must be of the highest quality and standard to service VIP passengers. DND reserves the right to inspect the vehicles each time a call-up is made.

17. If a vehicle ever fails to operate or is considered non-operational, the company must accommodate the client by giving an immediate replacement.

Note 1: No sub-contracting is permitted without prior authorization from the Standing Offer Authority and the Project Authority.

Note 2: You are to describe the exact vehicles and the quantity of each you propose to utilize, in order to carry out this service and submit with your bid. A Site Visit and an inspection of the vehicles will be conducted prior to award.

**Invoicing:**

DND will initiate the request on behalf of their clients and provide the company with the standing offer number and the proper address so invoices are addressed appropriately. Invoices are to be sent to DND Transport Section, at Upland Site. This SOA will be used exclusively by Transport Section CFSU (O) Uplands Site. All invoices will quote this standing offer number and PO number of the provided by CFSU (O) Tn Rental Section. Failure to do so will result in delay of payment.

The contractor must ensure that the standing offer number and the proper address is included on all invoices so that they are sent directly to the client ordering the service, and a copy is sent to the Transport Section, no later then ten (10) days after the completion.

The invoice must have a clear description of the service rendered.

Note: Payment will be made directly to the contractor to whom any resulting Standing Offer is awarded.

**Pricing Basis for inside and outside NCR:**

**Item: Full size 4-door sedan with driver**

**Item: 15 Passenger Van with driver**

**Pricing for the 4-door sedan and the 15 Passenger Van:**

**Minimum rate:**

**Hourly rate:**

**Hourly waiting fee:**

**Daily rate:**

**Cancellation fee:**

**Overnight Fee:**

**Option year:** Pricing must be provided with the submission (See Annex "B" Basis of Payment, option year three (3)).

**Definition**

**Minimum rate: is defined as less than 90 minutes**

**Cancellation fee:** No cancellation fee will be accepted if cancelled within six (6) hours prior to the required time.

**Overnight Fee:** is defined as twenty-four (24) hour call-up period (pick-up/wait/return). A minimum of sixteen (16) hours will be charged for any overnight. The client, who requests the service, will be responsible to pay the room for the driver. If the client advises the driver to make his own arrangement, he must follow the Treasury Board Guide Line for Hotel rate. All other fees are the responsibility of the contractor.

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

Note: All proposed rates are excluded applicable Taxes

Periode of standing Offer		July 01, 2014 to June 30, 2015, Year One (1)		
	Days	Estimated Call Outs / Hours per year (A)	Rates (\$) per Call or Rates per hour (B)	Total Estimated Cost per category (\$) C = (A) x (B)
1) four (4) door sedan, Ford Taurus, Chrysler 300, Buick Lacrosse, Toyota Avalon, Nissan Maxima, equivalent or superior, dark blue, dark grey or black. Quantity four (4)	Monday to Friday	45 Call outs, including first 90 minutes of work		
	Saturday, Sunday & Satutory Holidays	5 call outs, including first 90 minutes of work		
1.a) Each additional hour of work	Monday to Friday	225 Hours		
	Saturday, Sunday & Satutory Holidays	25 hours		
1.b) Waiting Time	Monday to Friday	25 Hours		
	Saturday, Sunday & Satutory Holidays	5 hours		
1.c) Overnight fee	Monday to Friday	8 calls X 8 Hours A = 64 Hours		
	Saturday, Sunday & Satutory Holidays	2 calls x 8 Hours A = 16 Hours		
1.d) Cancellation fee				
2) Fifteen (15) Passenger Van with driver as per (annex D) quantity three (3)	Monday to Friday	190 Call outs, including first 90 minutes of work		
	Saturday, Sunday & Satutory Holidays	10 call outs, including first 90 minutes of work		
2.a) Each additional hour of work	Monday to Friday	750 Hours		
	Saturday, Sunday & Satutory Holidays	50 hours		
2.b) Waiting Time	Monday to Friday	80 Hours		
	Saturday, Sunday & Satutory Holidays	10 hours		
2.c) Overnight fee	Monday to Friday	8 calls x 8 Hours A = 64 Hours		
	Saturday, Sunday & Satutory Holidays	2 calls x 8 hours A = 16 Hours		
2.d) Cancellation fee				
(1) Total of the estimate price		Total: \$		

July 01, 2015 to June 30, 2016, Year Two (2)				
Periode of standing Offer	Days	Estimated Call Outs / Hours per year (A)	Rates (\$) per Call or Rates per hour (B)	Total Estimated Cost per category (\$) C = (A) x (B)
1) four (4) door sedan, Ford Taurus, Chrysler 300, Buick Lacrosse, Toyota Avalon, Nissan Maxima, equivalent or superior,; dark blue, dark grey or black. Quantity four (4)	Monday to Friday	45 Call outs, including first 90 minutes of work		
	Saturday, Sunday & Satutory Holidays	5 call outs, including first 90 minutes of work		
1.a) Each additional hour of work	Monday to Friday	225 Hours		
	Saturday, Sunday & Satutory Holidays	25 hours		
1.b) Waiting Time	Monday to Friday	25 Hours		
	Saturday, Sunday & Satutory Holidays	5 hours		
1.c) Overnight fee	Monday to Friday	8 calls x 8 Hours A = 64 Hours		
	Saturday, Sunday & Satutory Holidays	2 calls x 8 hours A = 16 Hours		
1.d) Cancellation fee				
2) Fifteen (15) Passenger Van with driver as per (annex D) quantity three (3)	Monday to Friday	190 Call outs, including first 90 minutes of work		
	Saturday, Sunday & Satutory Holidays	10 call outs, including first 90 minutes of work		
2.a) Each additional hour of work	Monday to Friday	750 Hours		
	Saturday, Sunday & Satutory Holidays	50 hours		
2.b) Waiting Time	Monday to Friday	80 Hours		
	Saturday, Sunday & Satutory Holidays	10 hours		
2.c) Overnight fee	Monday to Friday	8 calls x 8 Hours A = 64 Hours		
	Saturday, Sunday & Satutory Holidays	2 calls x 8 hours A = 16 Hours		
2.d) Cancellation fee				
(2) Total of the estimate price		Total: \$		



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July 01, 2016 to June 30, 2017, Optional Extension Year three (3)				
Periode of standing Offer	Days	Estimated Call Outs / Hours per year (A)	Rates (\$) per Call or Rates per hour (B)	Total Estimated Cost per category (\$) C = (A) x (B)
1) four (4) door sedan, Ford Taurus, Chrysler 300, Buick Lacrosse, Toyota Avalon, Nissan Maxima, equivalent or superior,; dark blue, dark grey or black. Quantity four (4)	Monday to Friday	45 Call outs, including first 90 minutes of work		
	Saturday, Sunday & Satutory Holidays	5 call outs, including first 90 minutes of work		
1.a) Each additional hour of work	Monday to Friday	225 Hours		
	Saturday, Sunday & Satutory Holidays	25 hours		
1.b) Waiting Time	Monday to Friday	25 Hours		
	Saturday, Sunday & Satutory Holidays	5 hours		
1.c) Overnight fee	Monday to Friday	8 calls x 8 Hours A = 64 Hours		
	Saturday, Sunday & Satutory Holidays	2 calls x 8 hours A = 16 Hours		
1.d) Cancellation fee				
2) Fifteen (15) Passenger Van with driver as per (annex D) quantity three (3)	Monday to Friday	190 Call outs, including first 90 minutes of work		
	Saturday, Sunday & Satutory Holidays	10 call outs, including first 90 minutes of work		
2.a) Each additional hour of work	Monday to Friday	750 Hours		
	Saturday, Sunday & Satutory Holidays	50 hours		
2.b) Waiting Time	Monday to Friday	80 Hours		
	Saturday, Sunday & Satutory Holidays	10 hours		
2.c) Overnight fee	Monday to Friday	8 calls x 8 Hours A = 64 Hours		
	Saturday, Sunday & Satutory Holidays	2 calls x 8 hours A = 16 Hours		
2.d) Cancellation fee				
(3) Total of the estimate price		Total: \$		

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Grand Total of (1) + (2) + (3)

Total: \$

### ANNEX "C"

#### Security requirement Check list

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W5942-14TN02	
		Security Classification / Classification de sécurité Unclass	

<b>PART A (CONVALENT) / PARTIE A (COMMUN)</b>			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:			
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:			
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis:			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux:		
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation adéquate peut-il se voir confier des parties du travail?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>			
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
<b>PRODUCTION</b>			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	

TBS/ISCT 250-103(2004/12)

Security Classification / Classification de sécurité  
Unclass

Canada

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	Government of Canada Gouvernement du Canada	<div style="border: 1px solid black; padding: 2px;">Contract Number / Numéro du contrat W5942-14-TN02</div> <div style="border: 1px solid black; padding: 2px;">Security Classification / Classification de sécurité Unclass</div>
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisiées dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE		NATO				COMSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	TOP SECRET / TRÈS SECRET	SECRET / SECRET	TOP SECRET / TRÈS SECRET	SECRET / SECRET	TOP SECRET / TRÈS SECRET	CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET	TOP SECRET / TRÈS SECRET	
						SECRET / SECRET	TOP SECRET / TRÈS SECRET	SECRET / SECRET	TOP SECRET / TRÈS SECRET				
Information / Assets / renseignements / biens / Production													
IT / Media / Support IT / Logiciel / Les technologies													

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

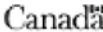
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointées).

TRIS/CT 350-100(2004/12)

Security Classification / Classification de sécurité  
Unclass



 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W5942-14-TN02	
		Security Classification / Classification de sécurité Unclass	

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence Technical Services Branch/ Transport Section		
2. Branch or Directorate / Direction générale ou Direction		
3. a) Subcontract Number / Numéro du contrat de sous-traitance W5942-14-TN02		
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant CESU 101 Technical Services Sdn. Bhd. 14, Ottawa ON, K1A 0K5		
4. Brief Description of Work / Brève description du travail Provide Linerage and drivers services to Department of National Defence for movement of Very Important Personnel (VIP)		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
7. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. b) Will the supplier and its employees (e.g., cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
7. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. d) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. e) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. f) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TB3/SCT 350-100(2004/12)

Security Classification / Classification de sécurité Unclass
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Solicitation No. - N° de l'invitation

W5942-14TN02/C

Amd. No. - N° de la modif.

File No. - N° du dossier

lp006W5942-14TN02

Buyer ID - Id de l'acheteur

lp006

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

W5942-14TN02

CCC No./N° CCC - FMS No/ N° VME

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Ip006

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W5942-14TN02

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W5942-14-TN02
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**PART C - (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement insérées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE		NATO					COHSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION PROHIBITED	NATO CONFIDENTIAL NATO CONFIDENTIAL	NATO SECRET	TOP SECRET TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information Assets Informations / Informations / Data Produits																
IT Media / Support TI																
IT Link / lien d'information																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Security Classification / Classification de sécurité  
Unclass

Canada



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 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W5942-14TN02	
Security Classification / Classification de sécurité Unclass			

<b>PART A (continued) / PARTIE A (suite)</b>			
5. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :			
6. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :			
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux :			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>			
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
PRODUCTION			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électriquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

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Security Classification / Classification de sécurité  
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Canada

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Ip006

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

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W5942-14TN02

Ip006W5942-14TN02

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W5942-14-TN02	
		Security Classification / Classification de sécurité Unclass	
<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées) Sgt Vaughan R.B.		Title - Titre Chef Dispatchier	Signature 
Telephone No. - N° de téléphone 613-998-8070	Facsimile No. - N° de télécopieur 613-998-0902	E-mail address - Adresse courriel robert.vaughan@forces.gc.ca	Date 20 January 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées) Francis Page / CPMCP HQ - Industrial Security Tel: 613-998-1095 / Fax: 613-998-1098 E-mail: francis.page@forces.gc.ca		Title - Titre Senior Security Analyst	Signature 
Telephone No. - N° de téléphone 613-998-1095	Facsimile No. - N° de télécopieur 613-998-1098	E-mail address - Adresse courriel francis.page@forces.gc.ca	Date 20 January 2014
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées) MARCO LEGAULT		Title - Titre Procurement officer	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres imprimées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/GCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclass
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Canada

## Annex "D"

### Insurance Requirement

#### Insurance Requirements:

The Contractor must comply with the insurance requirements specified in sections 1.2 and 1.3. 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 must forward to the Contracting Authority at time of bid closing, 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.

#### 1. SACC Manual Clause G2001 C (2008-05-12) Commercial General Liability Insurance

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.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.

- 
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract. (Contracting officers must insert the applicable options below and renumber accordingly.)
  - 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. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

**2. Sacc Manual clause G2020C (2014-03-01) 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 \$2,000,000 per accident or occurrence.
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 #6a - Permission to Carry Passengers for Compensation or Hire
  - f. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
  - g. 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
  - h. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

## ANNEX "E"

### CITY OF OTTAWA BYLAW

Offerors are to note that as of July 1, 2004 an amended City of Ottawa regulation concerning Limousine Service came into force. Rates for the vehicles covered by the City of Ottawa Bylaw will be subject to escalation but never any higher than the revised minimum rate.

Bids not complying with the regulation will not be considered in the competitive process.

#### Limousine Service - Schedule No. 10

##### DEFINITIONS

In this Schedule,

"proof of good repair" means a safety standards certificate issued within thirty (30) days of the motor vehicle inspection or, in the case of a new motor vehicle obtained directly from an automotive sales or leasing establishment, a certificate issued within ninety (90) days of the motor vehicle registration;

"proof of ownership" means,

1. a current motor vehicle registration for each motor vehicle to be used as a limousine issued pursuant to the Highway Traffic Act in the name of the applicant for a limousine service license, or

a signed copy of a leasing agreement in the name of the applicant for the limousine service license for each motor vehicle to be used as a limousine;

"safety standards certificate" means a certificate issued pursuant to Sections 88 to 100 inclusive of the Highway Traffic Act;

"taxicab" means a taxicab licensed pursuant to a by-law of an Old Municipality or any successor by-law thereto.

##### LICENSE REQUIRED

- (1) For the purposes of this by-law, every owner or operator of a business that provides limousine service within the City shall be deemed to carry on or be engaged in such business within the limits of the City and the provisions of this by-law shall apply to the said owner or operator.

2.

- (2) Subsection (1) does not apply to the owner or operator of a limousine service where the principal business occurs outside the City and from time to time the limousine service may be required to drop off passengers at the MacDonald- Cartier Airport.

##### NUMBER OF LICENSES

3. A separate license shall be obtained in respect of each limousine service.

## SERVICE TO BE PROVIDED

No owner or operator of a limousine service shall provide limousine service unless the service provided is,

by pre-arrangement, reserved in advance by at least two (2) hours,

for a minimum rate of charge, exclusive of GST, of not less than,

(1)

Sixty-seven Dollars and Fifty Cents (\$67.50) for the first ninety (90) minutes or part thereof, and

Forty-five Dollars (\$45.00) for each hour after the initial 90 minutes, and

with a limousine as defined in this by-law.

The hourly rate described in clause (b) paragraph (ii) may be divided into quarters charged at a rate of Eleven Dollars and Twenty-five cents (\$11.25) for each fifteen (15) minutes or part thereof.

4. (2)

Paragraph (a) of subsection (1) shall not apply,

to a limousine service engagement commencing at the Macdonald-Cartier Airport, or

to a limousine service engagement provided by a licensed limousine service pursuant to an agreement that,

(3)

is at least one (1) month in duration,

is with a business corporation or government agency, and

is filed in advance of the commencement of the term of the agreement with the Chief License Inspector.

No person shall use a motor vehicle as a limousine unless:

it has an encased automobile body having,

(4)

at least four (4) doors, and

seating capacity for not more than nine (9) persons, exclusive of the driver; and

it is provided with at least five (5) of the following options,



a glass partition separating the rear and front seats,

top quality interior appointments such as leather or plush upholstery,

power windows,

air conditioning,

television,

stereo system in the passenger compartment,

tinted windows,

cellular telephone for passenger use,

refrigerator,

work desk or table,

deluxe wheels and wheel covers.

- (5) Subsection (4) shall not apply to a classic, vintage or specialty vehicle when used by a licensed limousine service.

#### CONDITIONS FOR ISSUANCE OF A LIMOUSINE SERVICE LICENSE

No license shall be issued to an owner or operator of a limousine service unless:

- the applicant is at least eighteen (18) years of age;
  - the applicant has filed a complete list of business or trade names used in the limousine service and the respective addresses and telephone numbers;
  - the applicant has provided a complete list of the names, telephone numbers, addresses and a copy of a driver's licence issued by the Ministry of Transportation or an equivalent for every limousine driver employed by or affiliated with the limousine service;
  - the applicant has provided the original documents, dated less than 60 days prior to the date of the application for a license, from the appropriate agency outlining the results of investigations related to the applicant for a Police Records Check for the Service with the Vulnerable Sector;
  - the applicant has filed proof of ownership for each limousine operated in the limousine service;
5. (1)

the applicant has filed proof of insurance in accordance with the requirements of Section 26 of this Schedule for each motor vehicle to be used in the limousine service;

the applicant has filed proof of good repair in respect of each motor vehicle to be used in the limousine service; and

the applicant has paid the prescribed fees.

## LEASING AGREEMENTS

An owner or operator of a limousine service may, in lieu of purchasing a motor vehicle for use as a limousine, obtain a motor vehicle by a leasing agreement provided that the leasing agreement for the motor vehicle to be used as the limousine,

is with the holder of the current motor vehicle registration issued pursuant to the Highway Traffic Act,

specifies as a minimum requirement,

the date of execution of the leasing agreement,

the name and address of the lessee and the lessor,

6. the make, model, serial number and year of vehicle,

the motor vehicle permit plate number issued pursuant to the Highway Traffic Act,

the term and expiry date of the leasing agreement,

that the lessee has the right to possession and control of the vehicle, under specified terms and conditions,

the consideration, and

the signatures of the lessee, the lessor, and the witness thereto, and

is filed by providing a copy of the leasing agreement to the Chief License Inspector.

7. Every licensee shall notify the Chief License Inspector in writing of the termination of the leasing agreement for the motor vehicle registered to his or her limousine service at least ten (10) days prior to the termination of the leasing agreement.

## ISSUANCE OF LICENSE

Upon issuance of a limousine service license, the Chief License Inspector shall furnish to the licensee,

8. a license certificate, listing all limousines and licence plate numbers, and

a decal bearing the letter "L" for each limousine.

9. Every licensee shall ensure that a copy of the certificate furnished pursuant to Section 8 is kept within each limousine at all times.
10. Every licensee shall ensure that the decal furnished pursuant to Section 8 is affixed to the rear window of the limousine so as to be clearly visible from outside of the vehicle for the duration of the license period.
11. Every licensee shall ensure that the decal referred to in Section 8 is affixed to the limousine in accordance with the by-law, within twenty-four (24) hours of it being furnished by the Chief License Inspector.

#### GENERAL REGULATIONS

12. No licensee shall place a taximeter in a limousine.
13. No person shall operate a taxicab as a limousine.
14. No licensee shall operate a limousine service under a business or trade name not on file with the Chief License Inspector.
15. Every licensee shall ensure that each limousine driver in the limousine service possesses a valid driver's license of the appropriate class issued pursuant to the Highway Traffic Act other than a Class G1 or Class G2 Driver's license or a valid driver's license of the appropriate class issued by the Province of Quebec, to operate a limousine.

No licensee shall permit a limousine to be used in the business unless the limousine is,

- in a clean condition as to its interior and exterior,

in good repair as to its interior and exterior,
16.
 

dry as to its interior,

free from mechanical defects,

in fit condition for the purpose for which the vehicle is used to be driven, and

in safe driving condition.

17. (1) Every licensee shall, upon termination of any hiring or other engagement of the limousine, ensure that the driver searches the limousine for any property lost or left therein and turns such property over to the licensee.

- (2) The licensee shall make all reasonable efforts to contact the owner and return any lost or left property over to the owner of said property.

18. No person shall drive passengers in a limousine, unless the limousine has a valid decal and a copy of a valid certificate referred to in Section 8.
19. Every licensee shall maintain an up-to-date list of limousine drivers employed by or associated with the limousine service.

20. Every licensee shall immediately produce the list of limousine drivers referred to in Section 19 when so requested by a By-law Officer or Chief of Police.

#### TRIP SHEET

21. Every licensee shall ensure that each driver of a limousine shall have a trip sheet in the vehicle at all times evidencing that the vehicle is in service.

Every licensee shall ensure that the trip sheet contains the following information:

22. (1) the date of the engagement,  
the name of the driver of the limousine,  
the name of the engaging person or organization,  
the service being provided and the corresponding rate being charged,  
the intended destination,  
the starting time and length of time for which the vehicle has been reserved, and  
the time at the conclusion of the engagement.

- (2) The information described in subsection (1) shall be recorded on the trip sheet at the termination of each engagement.

23. Every licensee shall keep the trip sheets for a period of one year.
24. Every licensee shall produce the trip sheets for inspection when so requested by the Chief of Police or By-law Officer.

#### INSPECTIONS

- (1) In addition to the inspections authorized by the general provisions of this by-law, the inspection of limousines shall include an annual inspection by a motor vehicle mechanic.
25. (2) The licensee shall produce the limousine for inspection at the time and place designated by the Chief License Inspector.
- If the inspection results in the limousine being found to be in an unsafe condition, the Chief License Inspector,
- (3) shall require the limousine to be placed in a safe condition, and  
may suspend the license.
- (4) This section shall be applicable to each limousine operated,

provided or used in the limousine business regardless of whether or not proof of good repair has been filed.

## INSURANCE

26. (1) Every licensee shall file with the Chief License Inspector proof of insurance for public liability in the amount of not less than One Million (\$1,000,000.00) Dollars inclusive of bodily injuries, property damage and accident benefits in accordance with Schedule C of the said Insurance Act, for damage occasioned by any accident arising out of the operation of the vehicle in respect of which a license is applied for.
- (2) The proof of insurance shall include a provision therein or an endorsement thereon that the Chief License Inspector will be given at least ten (10) days' notice in writing of any cancellation, expiration or variation in the policy.

## TEMPORARY LIMOUSINES

- Despite Section 8, a licensee may apply to register additional limousines as temporary limousines on the license certificate in order to provide increased limousine service for a period of time not to exceed ten (10) days from the proposed effective date of registration subject to the following conditions:
27. a request for temporary limousines shall be presented to the Chief License Inspector at least fourteen (14) days prior to the proposed effective date of the registration;
- the applicant is the holder of a valid limousine service license issued by the municipality;
- the applicant has filed the appropriate application and paid the fees as set out in Schedule "A" of the by-law;
- the applicant has identified on the application the times and dates for which the temporary limousines will be used; and
- the applicant has provided the following information for each limousine to be registered:
- the make and model of the motor vehicle,
  - the Vehicle Identification Number,
  - the licence plate number issued by the MTO or its equivalent,
  - proof of insurance demonstrating coverage in accordance with Section 26,
  - a copy of the limousine license issued by another licensing authority or a copy of the lease agreement from an automotive leasing establishment licensed pursuant to this by-law if the vehicle is not licensed as a limousine, and
  - proof of good repair obtained within the 12 months prior to the application.
28. Upon approval of the request and registration of the temporary limousines, the Chief License Inspector shall,

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furnish to the licensee, a registration certificate upon which shall be indicated the dates the registration is valid and a list of the temporary limousines authorized to operate under the limousine service license, and

provide to the licensee an identification marker bearing the letters "TL" for each temporary limousine registered.

29. Every licensee shall ensure that the identification marker, issued under Section 28, is placed in the front window on the passenger side of the temporary limousine and is clearly visible from the outside of the temporary limousine for the duration of the valid registration certificate.

#### TRANSFER

30. A limousine service license issued pursuant to this by-law may be transferred subject to the provisions of this by-law.

**ANNEX "F"**  
**GENERAL CONDITIONS EVALUATION FOR VEHICLES**

Four door sedans - quantity four (4)

Fifteen (15) Passenger Van - quantity three (3)

1.	Condition inside the vehicle including the trunk.(Clean, no worn upholstery or carpets, no scuffs, clean headrests and head liners and no unpleasant or overpowering odors, seatbelts clean and functional).
2.	Carpet condition.(Clean, no fraying or holes, no stains or burn marks no faded carpet and no unpleasant odors).
3.	Seat condition.(Clean, no fraying, no rips or tears, no stains or burns, clean headrest)
4.	Upholstery condition. (Clean, no fraying, no rips or tears, no burns, no stains).
5.	Condition of the windows. (No Cracks or chips, tinted windows, fully functional)
6.	Paint/body condition. (No major scratches, nor dents, no rust, all molding must be intact, polished finish)
7.	Wheel/Tires condition. The tire tread must be a minimum of 1/4 inch thread depth at all points on the tire.
8.	15 Passenger Vans must have a courtsey step for passengers to enter vehicle .

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## ANNEX "G"

### SPECIFICATIONS FOR 15 PASSENGER VAN

**M50****2014****15 PASSENGER VANS**

Please refer to Additional Minimum Features at part III  
1,400 KG (3,080 lb) MINIMUM PAYLOAD

Technical Information		
Make	Chevrolet / GMC	Ford
Model	Express / Savana	Econoline
Model number	G33706	83B - 721A
Wheelbase (MM) / inches	3937 / 155	3505 / 138
GVWR (kg) / (lb)	4355 / 9600	4128 / 9101
Engine 8 cylinder 2GEF/ Horsepower (hp) Flex Fuel	4.8 / 280	5.4 / 255
Fuel consumption L/100KM		
City/ Highway 8 cylinder 2GEF	25.9/ 16.7	18.7 / 13.4
Minimum features included in the vehicle		
Antilock braking system (ABS) 4 wheel	Std	Std
Automatic speed control and tilt steering	Std	Std
Auxiliary rear heater	Std	Std
Block Heater	Std	Std
Tinted glass	Std	924
Fuel tank capacity, minimum 117 liters	Std	Std
Traction Control	Stabilitrak + G80 Locking Differential	Advance Trac with Roll stability control (RSC)
Full size spare	Std	Std
Power door locks / windows	ZQ2	Std
Seats, cloth front bucket	G	Type C
Seats cloth, rear removable centre (three) and rear bench	ZP3	Std
Sliding cargo door on right hand side, panel rear doors	YA2	606
Towing prep package Class III (p.I-5)	Z82	536
Transmission, 4 speed automatic with overdrive	Std 6 spd.aut.	Std



Solicitation No. - N° de l'invitation

W5942-14TN02/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

lp006

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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**Annex "H"**  
**Quarterly Report (Sample)**

**Regional Individual Standing Offer Number (RISO): W5942-14TN02**

Quarterly periods are defined as follows:

1st quarter: January 01, to March 30;

2nd quarter: April 01, to June 31;

3rd quarter: July 01, to September 30;

4th quarter: October 01, to December 31.

PERIOD \_\_\_\_\_

	Number of Requests (Call-ups)	
Month/Year		Total
January		
February		
March		

	Number of Requests (Call-ups)	
Month/Year		Total
April		
May		
June		

	Number of Requests (Call-ups)	
Month/Year		Total
July		
August		
September		

	Number of Requests (Call-ups)	
Month/Year		Total
October		
November		
December		

To be send electronically to [mario.legault@tpsgc-pwgcs.gc.ca](mailto:mario.legault@tpsgc-pwgcs.gc.ca)

Phone: 819-956-7766

Signature: \_\_\_\_\_

Date: \_\_\_\_\_