

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

Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
1550 Avenue d'Estimauville
1550 D'Estimauville Avenue
Québec
Québec
G1J 0C7

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

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

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

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

Comments - Commentaires

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

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

Title - Sujet SO Snowmobile Rentals	
Solicitation No. - N° de l'invitation W0106-14R127/A	Date 2014-10-16
Client Reference No. - N° de référence du client W0106-14-R127	GETS Ref. No. - N° de réf. de SEAG PW-\$QCW-026-16151
File No. - N° de dossier QCW-4-37070 (026)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-11-03	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: Perron, Jonathan	Buyer Id - Id de l'acheteur qcw026
Telephone No. - N° de téléphone (418)649-2838 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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TITLE: Regional Individual Standing Offers (multiple) for the rental of snowmobiles for the Department of National Defence, Valcartier Garrison, Valcartier, Quebec

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work (Annex A), the Basis of Payment (Annex B), Rate Table (Annex C), List of suppliers (Annex D), Insurance Requirements (Annex E), Standing Offers Reporting (Annex F).

2. Summary

- (i) The Department of National Defence (DND) requires the services of a contractor for the rental, delivery and unloading included, and the pickup of snowmobiles, on call, for the Transport Company at the Valcartier Garrison 5 Canadian Service Battalion.

The objective is to create a directory of offerors for snowmobile rentals services, model 2013, 2014 or 2015, 500cc and higher, according to the categories described in Annex A, for different rental periods.

- (ii) The services are for the Transport Company at the Valcartier Garrison 5 Canadian Service Battalion.
- (iii) Standing Offer Period:
The standing offer will be in effect from December 1, 2014, to November 30, 2015, with the possibility of two (2) optional periods of one (1) year each.
- (iv) Multiple Standing Offers:
Canada expects to issue multiple standing offers to offerors of snowmobile rentals services who meet the evaluation criteria and pass the selection procedure detailed herein.
- (v) Value of the Standing Offers:
An undetermined number of standing offers may be established subsequent to this Request for Standing Offers. To facilitate the administration of the standing offers, all standing offers issued as a result of this solicitation will reflect a "nil" value (\$). This in no way limits the volume of business the Offeror may do with the federal government. The total estimated value of all Standing Offers issued under this Request for Standing Offers is \$459,900.00 / year, including taxes. This is an approximation of the requirement given in good faith for financial bid evaluation purposes. It does not represent a commitment by Canada.
- (vi) offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006.
- (vii) For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).
- (viii) Other Information:
- This requirement is subject to the Agreement on Internal Trade (AIT).
- This requirement is limited to Canadian Services.
- Offerors can submit an offer for one or more categories of snowmobile identified in Annex C, Table of Rates.

3. Debriefings

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

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PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 \(2014-06-26\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

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.

Offers can be submitted by mail to the place indicated on page 1 the Request for Standing Offers, or by facsimile at (418) 648-2209.

Once your offer has been completed and transmitted by mail or facsimile, a copy of **the Annex C – Rate Table** (excel file), has to be sent, by e-mail, to the following address:

QueReceptionSoumissionsQc.QueSupplyTendersReceptionQc@pwgsc-tpsgc.gc.ca

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

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

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- 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 Quebec.

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

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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 (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

The offeror must complete and provide a copy of **Annex D, List of suppliers**.

Section II: Financial Offer

Offerors must submit their financial offer by completing **Annex C – Rate Table** in accordance with **Annex B - Basis of Payment**. The total amount of Applicable Taxes must be shown separately.

Once your offer has been completed and transmitted by mail or facsimile, a copy of the Document (Excel file) has to be sent, by e-mail, to the following address:
QueReceptionSoumissionsQc.QueSupplyTendersReceptionQc@pwgsc-tpsgc.gc.ca

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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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.
- (c) The evaluation team will determine first if there are two (2) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1. Technical Evaluation

Mandatory Technical Criteria

To be eligible to bid, the Contractor must possess at least 30 snowmobiles in different categories detailed in Annex A. These 30 snowmobiles, must be equipped of a 500cc motor or higher, and must be a model 2015, 2014 or 2013. The Contractor must provide a list of the 30 vehicles, indicating the models and serial numbers to show that it has the required quantity.

Example of list to be completed:

Manufacturer	Model	Year	Serial number	Displacement

1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Offerors must submit completed **Annex C – Rate Table**

2. Basis of Selection

- 2.1** An offer must comply with all the requirements of the Request for Standing Offers to be declared Responsive. All the responsive offers will be recommended for issuance of a standing offer.

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PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Required Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

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2.1 Canadian Content Certification

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

2.1.2 This procurement is limited to Canadian goods.

The Offeror certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

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

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.

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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".

1.2 This Standing Offer is for the exclusive use of the Auxiliary Fleet Manager or his or her representative from the Valcartier Garrison 5 Canadian Service Battalion Transport Company.

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F". 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 to the Standing Offer Authority.

Periods: December 1 to March 31.

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

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4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from December 1, 2014 to November 30, 2015.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional periods, from December 1, 2015 to November 30, 2016 and from December 1, 2016 to November 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 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:

Name: Jonathan Perron
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1550, av d'Estimauville
Quebec, Quebec
G1J 0C7
Telephone: 418-649-2838
Facsimile: 418-648-2209
E-mail address: jonathan.perron@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

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

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

5.3 Offeror's Representative

Refer to Annex D - List of suppliers

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6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Auxiliary Fleet Manager or his or her representative from the Valcartier Garrison 5 Canadian Service Battalion Transport Company.

7. Call-up Procedures

When issuing call-ups against the Standing Offer, the Project Authority must follow the following steps:

Step 1: The Project Authority must identify the Offeror by following the steps below:

- One** Choose the category of snowmobile from among the 3 categories mentioned in this directory;
- Two** Determine the number of snowmobiles required per category;
- Three** Choose the duration of the lease from among those listed in the directory (day, weekend, five days, week or month);
- Four** Determine whether or not the user will require the delivery and/or pickup service provided by the Offeror at the Valcartier Garrison;
- Five** Determine the approximate number of kilometres per snowmobile for the delivery and/or pickup, if the delivery and/or pickup are outside of the Valcartier Garrison. The distance will be calculated using the following Web site: maps.google.ca;
- Six** Accept the Offeror with the lowest (excluding taxes) extended firm price.

Example: The Department of National Defence Valcartier Garrison (client) wants to rent 14 snowmobiles, 500cc or higher, with 4-stroke engine for one week. The client would like to use the Offeror's delivery and pickup service. Delivery will take place 100 km outside of the Valcartier Garrison.

1- Category of snowmobile:	500cc or higher with 4-stroke engine
2- Number of snowmobiles:	14
3- Duration:	Weekly (one week)
4- Delivery and/or pickup:	Delivery and pickup by the Offeror at the Valcartier Garrison
5 - Number of km outside of the Valcartier Garrison:	100km (100km X 2 for delivery and pickup)
6- Choice of Offeror:	Accept the Offeror with the lowest (excluding taxes) extended firm price (see example below)

Note: The project manager must select the Offerors that provide the service that he or she requires with regard to the following factors: category of snowmobile, number of snowmobiles, duration, delivery and/or pickup by the Offeror at the Valcartier Garrison, number of km outside of the Valcartier Garrison for delivery. This will be done by consulting Annex C - Rate Table and Annex D - List of suppliers

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Sample calculation to select the lowest-priced Offeror

Note that the data in the table below are fictitious and provided for example purposes only.

Description of call-up items	Qty of snowmobiles	Firm Unit Rate (Excluding Taxes) Offeror 1	Total Offeror 1	Firm Unit Rate (Excluding Taxes) Offeror 2	Total Offeror 2
500cc or higher snowmobile with 4-stroke engine	14	350.00\$ / per week	4 900.00\$	400.00\$ / per week	5 600.00\$
Delivery	14	40.00\$ / Delivery	560 .00\$	42.00\$ / Delivery	588.00\$
Pickup	14	40.00\$ / Pickup	560 .00\$	42.00\$ / Pickup	588.00\$
Additional 100km delivery and 100 km for pickup outside of the Garrison (100km X 2)	14	0.03\$ /km	84.00\$	0.025\$/km	70.00\$
Total :			6 104.00\$		6 846.00\$

The client must choose the Offeror with the lowest overall total firm cost (excluding taxes) for all items in the call-up. In the above example, Offeror One is offering a lower total firm cost for the client's needs than Offeror Two. This is why Offeror One will be selected.

Step 2 - The project manager will call, fax or email the Offeror identified in Step One on a basis of right of first refusal. When contacting him or her, the project manager will provide the Offeror with the following information:

- Category of snowmobile
- Quantity of snowmobiles
- Lease period
- Delivery location
- Delivery and pickup
- Order number (PO #)
- Project manager's name and telephone number
- Billing address
- Urgent requirement (if applicable).

Step 3 - The offeror must confirm in writing, within **24 hours** of the project manager issuing a call-up, whether he or she is able to deliver the service in accordance with the project manager's requirements. In the case of urgent situations, the Offeror must provide written confirmation within the **4 hours** following the project manager's call-up. The latter will indicate in his or her initial call-up (step 2) whether or not it is urgent. If no response is received or if the Standing Offer is refused, the project manager must contact the next Offeror on the list until a Standing Offer is issued or the need no longer exists.

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Step 4 - Place order using the call-up instrument (see section seven of the Standing Offer).

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$75,000.00 (Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$400,000.00 / year (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 1 month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) [General Conditions - Services \(Medium Complexity\) \(2014-09-25\) 2010C](#)
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment;
- g) Annex C, Rate Table
- h) Annex D, List of suppliers
- i) Annex E, Insurance Requirements
- J) Annex F, Standing Offers Reporting
- k) the Offeror's offer dated _____ (*insert date of offer*),

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12. Certifications

12.1 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.

12.2 SACC Manual Clauses

[Canadian Content Certification \(2008-05-12\) M3060C](#)

13. Applicable Laws

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

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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 *OR* Requirement

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

2. Standard Clauses and Conditions

2.1 General Conditions

[2010C \(2014-09-25\)](#), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C \(2014-09-25\)](#), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in **Annex C - Rate table** and in accordance with **Annex B - Basis of Payment**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

SACC Manual clause [C6000C \(2011-05-16\)](#) Limitation of Price

4.3 Method of Payment

4.3.1 Single Payment

For rentals of **30 days or less**, the identified user will make a single payment.

SACC Manual clause [H1000C \(2008-05-12\)](#) Single Payment

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4.3.2 Monthly Payments

For rentals of **more than 30 days**, the identified user will make monthly payments.

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payments

4.4 SACC Manual Clauses

[T1204 - Direct Request by Customer Department \(2007-11-30\) A9117C](#)

4.5 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

1. In all cases, the contractor must submit invoices in accordance with the section in the General Conditions entitled Invoicing Instructions. Invoices must not be submitted until all the work to which the invoice pertains has been completed.
 - (a) For rentals **not exceeding 30 days**, submit the invoice to the designated user when the vehicle is returned to the contractor.
 - (b) For rentals **exceeding 30 days**, submit an invoice to the designated user at the end of each rental month and a final invoice when the vehicle is returned to the contractor.
2. Send the original and two (2) copies to the project authority named in the call-up for certification and payment.
3. Designated users may also settle invoices using a Government of Canada acquisition card.
4. The Government of Canada will only pay accounts on receipt of a satisfactory invoice and any other documentation specified in the Standing Offer.
5. Submit invoices on a "per call-up" basis using the contractor's own documents and including (at least) the following:
 - (a) Contractor's name, address, procurement business number (PBN), etc
 - (b) Shipping address shown on the call-up
 - (c) Contractor's standing offer number, eg: W0106-12R126/00X/QCL
 - (d) Call-up reference number quoted by the designated user (PO #)
 - (e) Period for which the snowmobile was leased (short-term rental) or period to which the invoice applies (long-term rental)
 - (f) Description of the snowmobile leased
 - (g) Number of km billed
 - (h) Description of any other item billed
 - (i) Total amount payable, in accordance with the payment arrangements specified in the Standing Offer.

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6. Any claims for damage to a leased snowmobiles must be invoiced separately from the rental service. However, contractors must clearly identify the call-up with which such a claim is associated. This can be done by quoting the relevant call-up invoice or call-up number or by any other means agreed on between the parties.
Each claim for damage to a leased snowmobile must be supported by:

- (a) copies of invoices, receipts and back-ups for all direct costs;
- (b) a copy of the estimate accepted in advance by Canada.

6. Insurance Requirements

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

7. SACC Manual Clauses

[Defence Contract \(2012-07-16\) A9006C](#)
[Canadian Forces Site Regulations \(2011-05-16\) A9062C](#)

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ANNEX "A"

STATEMENT OF WORK

DESCRIPTION

The Department of National Defence (DND) requires the services of a contractor for the rental, delivery and unloading, and pickup of snowmobiles, on call, for the Transport Company at the Valcartier Garrison 5 Canadian Service Battalion.

The objective is to create a directory of offerors for snowmobile rentals services, model 2013, 2014 or 2015, 500cc or higher, according to the categories described in Annex A, for different rental periods.

GENERAL

On a rental basis, supply the number of snowmobiles and approved* helmets that are in good condition; provide qualified personnel and appropriate equipment for the return transportation of the equipment; and provide the personnel, tools and equipment required to unload the equipment upon delivery and reload it for its return, as well as to repair or replace defective equipment within the prescribed time frame, in accordance with the requirements set out below, without being strictly limited to them.

CATEGORIES OF SNOWMOBILES:

- 1. Category 1 – Snowmobile, displacement 500cc or higher with two-stroke (2-stroke) engine including:**

Description:

- Two-stroke (2-stroke) engine;
- Displacement: 500cc or higher;
- Minimum trailer-towing capacity of 1,000 lb (453 kg);
- Reverse;
- Track width of twenty (20) in. (500 mm) or more;
- Skis: preferred width: 9.8 in. (250 mm), minimum accepted width: 6.9 in. (175 mm) and maximum width accepted: 12 in. (305 mm);
- Ski stance: 35.4 in. (900 mm) minimum and 38.8 in. (985 mm) maximum;
- Seat: two-up (2-up with storage box underneath);
- Rack that can hold a twenty-five-litre (25-liter) gas can;
- Sled hitch for a minimum load of 1,000 lb (453 kg).
- Flexible flag
- Two (2) approved snowmobile helmets*.

*Approved snowmobile helmet (a helmet that meets the standards for helmets snowmobile CSA International Department of Transportation or the Federal Motor Vehicle Safety Standards of the United States, Snell or the American National Standards Institute)

2. Category 2 – Snowmobile, displacement 500cc or higher with four-stroke (4stroke) engine including:

Description:

- Four-stroke (4-stroke) engine;
- Displacement: 500cc or higher
- Minimum trailer-towing capacity of 1,000 lb (453 kg);
- Reverse;
- Track width of twenty (20) in. (500 mm) or more;
- Skis: preferred width: 9.8 in. (250 mm). Minimum accepted width: 6.9 in. (175 mm) and maximum width accepted: 12 in. (305 mm);
- Ski stance: 35.4 in. (900 mm) minimum and 38.8 in. (985 mm) maximum;
- Seat: two-up (2-up) with storage box underneath;
- Rack that can hold a twenty-five-litre (25-liter) gas can;
- Sled hitch for a minimum load of 1,000 lb (453 kg).
- Flexible flag
- Two (2) approved snowmobile helmets*

3. Category 3 – Snowmobile, displacement 500cc or higher with 24-in track, including:

Description:

- Two-stroke (2-stroke) or four-stroke (4-stroke) engine;
- Displacement: 500cc or higher
- Minimum trailer-towing capacity of 1,000 lb (453 kg);
- Reverse;
- Track width of twenty-four (24) in. (600 mm) or more;
- Skis: preferred width 9.8 in. (250 mm). Minimum accepted width: 6.9 in. (175 mm) and maximum width accepted: 12 in. (305 mm);
- Ski stance: 35.4 in. (900 mm) minimum and 38.8 in. (985 mm) maximum;
- Seat: two-up (2-up) with storage box underneath;
- Rack that can hold a twenty-five-litre (25-liter) gas can;
- Sled hitch for a minimum load of 1,000 lb (453 kg);
- Flexible flag
- Two (2) approved snowmobile helmets*

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DELIVERY

1. Delivery time frame

1.1 The Contractor will be responsible for delivering and picking up the snowmobile(s). Pickups and deliveries must be made within 72 business hours after receiving the order or for the date and time requested. This applies to all orders for fewer than 30 snowmobiles. **For orders for 30 or more snowmobiles, the delivery time frame will be four (4) weeks.**

2. Delivery location

2.1 Delivery and pick-up of snowmobiles at Valcartier Garrison

Delivery will generally be made to Building 10 at Valcartier Garrison or another building at the Garrison, as requested by the Project Authority or his/her authorized representative. The applicable rates for delivery and pick-up are shown in Annex C, Rate Table.

The delivery and pick-up rates include loading and unloading on the ground without assistance at the place designated by the Project Manager or his authorized representative.

For deliveries and pick-ups, the Contractor shall have in its possession a loading/unloading ramp.

A visual physical inspection will be done on pick-up or delivery of the vehicle. This inspection will be done jointly by the Contractor's representative and the DND designated representative. Both parties must sign the inspection report. To facilitate the visual inspection and ensure that it is done in accordance with the rules, the snowmobiles shall be delivered clean.

Subsequent order numbers provided by the DND rentals section and the Contractor's unit number and the vehicle plate number must be shown on all invoices submitted to DND.

2.2 Delivery and pick-up of snowmobiles delivered outside Valcartier Garrison (maximum 250 kilometres)

Delivery shall be made to the indicated address, as requested by the Project Authority or his/her authorized representative. A kilometric rate per snowmobile shall be added to the rate for delivery or pick-up of snowmobiles at Valcartier Garrison (see Item 2.1, Delivery). The maximum distance shall be 250 km from Valcartier Garrison. The applicable rates for deliveries outside Valcartier Garrison are shown in the table in Annex C, Rate Table.

The delivery and pick-up rates include loading and unloading on the ground without assistance at the place designated by the Project Manager or his authorized representative.

For deliveries and pick-ups, the Contractor shall have in its possession a loading/unloading ramp.

A visual physical inspection will be done on pick-up or delivery of the vehicle. This inspection will be done jointly by the Contractor's representative and the DND designated representative. Both parties must sign the inspection report. To facilitate the visual inspection and ensure that it is done in accordance with the rules, the snowmobiles shall be delivered clean.

Subsequent order numbers provided by the DND rentals section and the Contractor's unit number and the vehicle plate number must be shown on all invoices submitted to DND.

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LIMITATIONS AND CONSTRAINTS

- a) The snowmobiles provided may be new or used late models in perfect working condition and designed for heavy work and hauling heavy loads. We will accept snowmobile models from the current year or the two preceding years, e.g. on January 1, 2015, we will accept 2015, 2014 and 2013 models. They shall be subject to inspection without notice by the person in charge of Fleet Management or his/her authorized DND representative. The equipment and the mechanical condition of the vehicles must meet government standards.
- b) The snowmobiles must be equipped with a sled hitch for a minimum load of 1,000 lb (453 kg), a flexible flag and Two (2) approved snowmobile helmets that meets the standards for helmets snowmobile CSA International Department of Transportation or the Federal Motor Vehicle Safety Standards of the United States, Snell or the American National Standards Institute)
- .c) **For purposes of analysis and prevention only**, the Project Authority or his/her authorized representative reserves the right to do technical inspections on any vehicles involved in an accident, said inspection to be done only if there is reason to believe that the mechanical condition of the said vehicle was a contributing factor in an accident.
- d) Each snowmobile provided by the Contractor shall be registered and authorized to travel on the trails of the Fédération des Clubs de motoneiges du Québec.
- e) The Contractor is responsible for obtaining the rights and assuming all costs related to licensing each snowmobile supplied to DND.
- f) The Contractor is responsible for maintaining the snowmobiles (oil changes, tune-ups, etc.) during the entire rental period. All maintenance must be included in the rental rates.
- g) Replacement of snowmobiles due to breakdown:
 - 1- The Contractor must provide a replacement for snowmobiles that break down:
 - If the snowmobile must be replaced due to breakdown caused by normal wear and tear, the Contractor must pay the transportation costs.
 - If the snowmobile must be replaced due to breakdown caused by DND negligence, DND must pay the transportation costs.
 - 2- Replacement time frame:
 - The Contractor shall replace the snowmobiles within 24 hours.
 - 3- Service calls for snowmobile maintenance and repair:
 - The Contractor must respond to service calls for maintenance within 4 to 8 working hours and to service calls for repairs within 24 hours, failing which it must replace the vehicle with another of the same category.

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ANNEX "B"

BASIS OF PAYMENT

1 - Rates:

The Contractor must submit firm daily, weekend, five-day (Monday to Friday), weekly and monthly rates per snowmobile in Canadian dollars, GST/HST extra, including rates for delivery and pick-up of the vehicles at Valcartier Garrison. Also, the Contractor must submit kilometric rates for deliveries outside Valcartier Garrison, but within a radius of 250 kilometres of the Garrison. All firm rates must be submitted for the period of the standing offer, as well as the one-year option period in **Annex C, Rate Table**.

✓ All the rates in Annex C, Rate Table, include vehicle use and maintenance.

2. Calculation of price:

Calculation of rental rates starts on the date when delivery of the vehicle was requested and the vehicle is delivered to the location stated when the request was made. If a vehicle is delivered one day early, the rental term will commence on the day the vehicle was requested. Calculation ends on the last rental day specified at the time of the order by the Project Authority of his/her authorized representative.

Example: Delivery is requested for January 15, 2015. The vehicle is delivered January 14, 2015. The rental term starts on January 15, 2015.

If the vehicle is delivered late, calculation of the rental charge will start when the user takes custody of the vehicle and will end when the user advises the Contractor that the vehicle is no longer required.

The Contractor must comply with the following instructions relating to the rental term.

Calculations Table

Rate	
Daily	The price for a period of 24 hours or less.
Weekend	The price for a period beginning on Friday around 15:00 and ending the following Monday around 08:00
Five days Monday to Friday	The price for a 5-day period, i.e. from Monday around 08:00 to Friday around 15:00
Weekly (seven days)	The price for a period of 7 days. (regardless of the day the rental starts)
Monthly	Price for a period of 30 or 31 days, depending on the month. Example: January 10 to February 9 (31 days) = 1 month

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Periods not completed will be calculated on a pro rata basis as follows:

Rates for incomplete periods

Rental for five (5) days or under, whichever is less
Number of days X daily rate
OR
Five-day (Monday to Friday) rate

Rental for seven (7) days or under, whichever is less
Number of days X daily rate
OR
Weekly Rate

Rental for one (1) month or under, whichever is less
Monthly rate
OR
[Number of weeks X weekly rate] + [Number of days X daily rate]

Rental for over (one) 1 month
Number of months X monthly rate
PLUS
Number of additional days X daily rate OR weekly rate (as applicable)

Example: A rental lasting 108 days will be calculated as follows:

- Monthly rate X 3 months (90 days)
- Weekly rate X 2 weeks (14 days)
- Daily rate X 4 days (4 days)

= 108 days

3. Breakdown:

If a vehicle breaks down, the Contractor will not invoice for the time the vehicle was out of service (to within a day).

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ANNEX "C"

RATE TABLE

Refer to the annex C, electronic Excel file

Offerors must submit their financial offer in accordance with Annex B - Basis of Payment and with Annex C – Rate Table. The total amount of Applicable Taxes must be shown separately.

Once your offer has been completed and transmitted by mail or facsimile, a copy of the Document (Excel file) has to be sent, by e-mail, to the following address:

QueReceptionSoumissionsQc.QueSupplyTendersReceptionQc@pwgsc-tpsgc.gc.ca

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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ANNEX "D"

LIST OF SUPPLIERS

Supplier Information

Demande d'offre à commandes / Request for Standing Offers: W0106-14R127/A
Location de motoneiges / Snowmobile leasing

Raison sociale/ Corporate name : _____

Livraison / Delivery

Facturation / Billing

**Raison sociale /
Corporate name:** _____

**Raison sociale /
Corporate name :** _____

**Nom commercial /
Operating name** _____

**Nom commercial /
Operating name :** _____

N.E.A./P.B.N.: _____

**Adresse/
Address :** _____

**Adresse/
Address**

Contact: _____

Contact: _____

Tél./Tel.: _____ **Ext.:** _____

Tél./Tel.: _____ **Ext.:** _____

Télécopieur/Fax _____

Télécopieur/Fax: _____

Courriel/E-Mail: _____

Courriel/E-Mail: _____

Site Web/Web: _____

Site Web/Web site: _____

**Carte de
crédit/Credit
Card:** **Mastercard** **Visa**

Non / No Non / No

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ANNEX "E"

INSURANCE REQUIREMENTS

G2001C (2014-06-26) Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - 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.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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- r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an 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.

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.

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Table of Insurance

Insurance applicable to the vehicles leased by the designated user	Insurance coverage
<p>Commercial General Liability Insurance</p> <p>Description : Insurance covering damages arising from bodily injury or material damage sustained by a third party, including defense costs in case of litigation.</p> <p>Coverage : \$2,000,000.00</p>	<p>The contractors awarded a Regional Individual Standing Offer (RISO) must hold commercial general liability coverage and provide an Insurance Certificate on request. The identified users must be covered by commercial general liability insurance through the contractor.</p>
<p>Automobile Liability Insurance (for delivery only)</p> <p>Description : Automobile liability insurance protects the insured if a third party is killed or injured or sustains damage to property. The insurance policy indemnifies the insured in the event of injuries sustained in an automobile accident. Uninsured motorist coverage provides protection if the insured is injured by a driver who is not insured or who leaves the scene.</p> <p>Coverage: \$2,000,000.00</p>	<p>Automobile liability insurance <u>must be included</u> in rates at Annex C, Rate Table</p>
<p>Coverage against physical damage to a vehicle (physical damage, collisions and accidents not involving collision or overturning).</p> <p>Description : This coverage protects against physical damage to the leased vehicle. It covers damage sustained by the vehicle when it collides with another vehicle or overturns. "Collision" means that the leased vehicle strikes another vehicle, is struck by another vehicle or is the cause of an accident. This insurance also protects the vehicle against other risks besides collision and overturning. It protects against vandalism, theft, falling of flying objects and fire.</p>	<p>Coverage against physical damage <u>must not be included</u> in rates. Usually, Canada self-insures and assumes its own risks.</p>

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ANNEX "F"

Standing Offers Reporting

The offerors must provide their reports in accordance with the Standard Report below:

Regional individual Standing Offer (RISO)

W0106-14R127/___/QCW, Snowmobile leasing

Offeror: _____

Reporting period: from December 1 _____(year) to March 31 _____(year)

Total amount: \$ _____

Name of the department / client: Department of National Defence, Valcartier Garrison

Number of Call-up: _____

Amount in dollar: \$ _____

Signature : _____ Date (YYYY-MM-DD) : _____