

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

Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**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**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Entretien et Réparation Véhi.Lourds	
<b>Solicitation No. - N° de l'invitation</b> W0130-14A004/B	<b>Date</b> 2014-11-25
<b>Client Reference No. - N° de référence du client</b> W0130-14-A004	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-380-13005
<b>File No. - N° de dossier</b> MTA-4-37075 (380)	<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 2014-12-23</b>	
<b>Time Zone</b> Fuseau horaire Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Robichaud, Louis-G. a.	<b>Buyer Id - Id de l'acheteur</b> mta380
<b>Telephone No. - N° de téléphone</b> (514)496-3842 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE Groupe de soutien de la 2e Division Moyné d'Iberville CP 600 Succ K MONTREAL Québec H1N3R2 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**

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

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	services	W0130	W0130	1	Chaque	\$	XXXXXXXXXXXX			

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**“This cancels and supersedes the previous Request for Proposal no. W0130-14A004/A, dated 2014 09/09 which was due at 02:00 p.m. on 2014/10/20.”**

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include the Requirement, Illustrations for reference, Basis of payment and Evaluation Criteria.

### 2. Summary

This document is aimed at providing the general and specific requirements for the performance of inspections, maintenance and repairs on Navistar International Medium Support Vehicle System (MSVS) military vehicles on behalf of the Department of National Defence (DND) and the Canadian Army (CA) units located at the site indicated below, on request and as needed only.

To do so, the Department of National Defence (DND) wishes to issue a Regional Individual Standing Offer (RISO) to supply this need , as and when required for Montreal south shore area,

See Annex A – Requirement, for details and specifications.

The period of the RISO is a period of two (2) years starting from the date of issuance, with one (1) option to extend for an additional period of one (1) year.

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

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

### 3. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
B1000T	Condition of Material - Bid	2014-06-26

### 2. Submission of Offers

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

### 3. Enquiries - Request for Standing Offers

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All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

#### **4. Applicable Laws**

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

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

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

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

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

Section I: Technical Offer (two (2) hard copies)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (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**

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

### **Section II: Financial Offer**

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

#### **1.1 SACC Manual Clauses**

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

### **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**

See Annex D- Evaluation Criteria

## 1.2 Financial Evaluation

1.2.1 - All offers must be submitted in Canadian currency.

1.2.2 - The financial evaluation will be based on the total cost for the 3 years of all items indicated in Annex C-Basis of Payment. For financial evaluation purposes only, the evaluated price will be the sum of the 3-year total cost of all items in Annex C.

1.2.3 - For financial evaluation purposes only, the 3-year total cost (Total cost) of each item will be calculated with the following equation:

$$\text{Total cost} = Q*(A1+A2+A3)$$

Where Q is the estimated quantity per year for the item; A1 is the proposed unit cost of the item for the 2st year; A2 is the proposed unit cost of the item for the optional year;

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

SACC Manual Clause M0222T (2013/04/25), Evaluation of Price

## 1.3 Mandatory Criterion Prior to Standing Offer Issuance

The offer that complies with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria, with the lowest evaluated price, will be the retained offer. Voir annex "A"

Failure to comply will render the offer non-responsive.

## 2. Basis of Selection

2.1 SACC Manual clause M0031T (2007-05-25) Basis of Selection –Mandatory Technical Criteria Only

## 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\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

There is no security requirement applicable to this Standing Offer.

#### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

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

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

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

The period for making call-ups against the Standing Offer is a period of two (2) years starting from the date of standing offer issuance (precise dates will be indicated at standing offer issuance).

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year period, from \_\_\_\_\_ to \_\_\_\_\_ (to be completed by Canada at standing offer issuance) 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:

Name: Louis-Georges Robichaud  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: (514) 496-3842  
Facsimile: (514) 496-3822  
E-mail address: louis-georges.robichaud@tpsgc.gc.ca

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

##### **5.2 Project Authority (to be completed by Canada at standing offer issuance)**

Solicitation No. - N° de l'invitation

W0130-14A004/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta380

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

W0130-14-A004

File No. - N° du dossier

MTA-4-37075

CCC No./N° CCC - FMS No/ N° VME

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The Project Authority for the Standing Offer is:

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

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

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

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

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

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

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

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

### 5.3 Offeror's Representative

Name and telephone number of the individual responsible for:

General Enquiries

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

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

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

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

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

Delivery Follow-up :

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

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

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

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

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

### 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:  
2nd Canadian Division Support Group at the Department of National Defence at the Montreal Garrison, Quebec

### 7. Call-up Instrument

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

### 8. Limitation of Call-ups

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

## 9. Financial Limitation

### Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_(to be completed by Canada at Standing Offer issuance)\_\_ (*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 two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 (2014-09-25), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2014-09-25) General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex C, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (to be completed by Canada at Standing Offer issuance).

## 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,

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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 the province of Quebec.

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Requirement**

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

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

#### **2.1 General Conditions**

2010A (2014-09-25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

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

#### **3.1 Delivery Date**

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

### **4. Payment**

#### **4.1 Basis of Payment – Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex C. Customs duties are included 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

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### 4.3 **SACC Manual Clauses**

*SACC Manual* clause A2000C (2006/06/16), Foreign Nationals (Canadian Contractor)

*SACC Manual* clause A2001C (2006/06/16), Foreign Nationals (Foreign Contractor)

*SACC Manual* clause C2000C (2007/11/30), Taxes - Foreign-based Contractor

### 5. **Invoicing Instructions**

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 6. **Insurance**

*SACC Manual* clause G1005C (2008-05-12) Insurance

### 7. **SACC Manual Clauses**

*SACC Manual* clause A9039C (2008/05/12), Salvage

*SACC Manual* clause G6002C (2014/06/26), Garage Automobile Liability insurance

*SACC Manual* clause A9062C (2011/05/16), Canadian Forces Site Regulations

*SACC Manual* clause B7500C (2006/06/16), Excess Goods

*SACC Manual* clause D5545C (2010/08/16), ISO 9001:2008 - Quality Management Systems - Requirements (Quality Assurance Code C)

### 8. **Shipping Instructions – Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and delivered:

## **ANNEX A – STATEMENT OF NEEDS AND REQUIREMENTS**

### **AIM**

1. This document is aimed at providing the general and specific requirements for the performance of inspections, maintenance and repairs on Navistar International Medium Support Vehicle System (MSVS) military vehicles on behalf of the Department of National Defence (DND) and the Canadian Army (CA) units located at the sites indicated below, on request and as needed only.

### **ORIGINAL LOCATION**

2. The vehicles will come from one of the CA units in the following areas:

<b>Areas</b>	<b>Number of vehicles</b>	<b>Full address</b>
South Shore of Montreal	85	DEPARTMENT OF NATIONAL DEFENCE 4820 LECKIE STREET SAINT-HUBERT, QC J3Z 1H6

### **LEXICON**

**DND**: Department of National Defence.

**DND representative**: A person who represents DND and who will communicate with the contractor and/or its sub-contractor about any issues concerning the standing offer and/or call-ups.

**Contractor**: The company (or its sub-contractor) that is awarded a standing offer in order to meet DND needs.

**CA**: Canadian Army.

**MSVS**: An acronym for "Medium Support Vehicle System." It refers to the type of truck.

**ARI Financial Services Inc**: A vehicle fleet management company. Among other things, it offers funding via credit card, referred to as an ARI card.

### **VEHICLES**

3. The vehicles described herein are manufactured by Navistar International, and the make/model is—but is not strictly limited to—the Prostar 7400 MSVS modified for military purposes.

**Note**: The vehicles are not considered to be controlled goods, but certain precautions, described in points 8, 9, 10 and 11, apply.

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## **DESCRIPTION OF WORK**

### **General**

4. Provide skilled labour to perform inspections, maintenance and repairs of mechanical, electrical and electronic components as well as genuine and/or specific replacement parts for the military vehicles concerned.

### **Maintenance service calls**

5. The contractor must be ready to receive each vehicle that must undergo inspection, maintenance or repair work within 48 hours of receiving a phone call from the designated DND representative or at the time agreed upon with the representative, if applicable.

### **Transportation and place of business**

6. Each vehicle will be transported to and from the contractor's designated place of business.

6.1 For the South Shore: The contractor and/or the sub-contractor must be located within a 50-km radius of the address set out above.

6.2 As the department is responsible for transporting vehicles to the contractor's business centre, we are looking for a supplier who is located near its facilities with the aim of minimizing non-productive time, financial losses, additional wear and tear on the vehicles and the environmental footprint.

### **Receipt of vehicle**

7. After each vehicle is received, the contractor must fill out a delivery slip and give a copy to the DND driver.

### **Storage and caution**

8. The contractor assumes full responsibility for each vehicle received during the period that the vehicles are at the contractor's place of business (garage, warehouse, etc).

9. Outside regular business hours, the contractor must store the military vehicles in a secure outside storage space with controlled access (ie, a fenced area adjacent to the contractor's place of business that is, ideally, equipped with a proper, working lighting system in the evening and at night; or, inside a building).

10. The exterior surfaces of the vehicles may have top coats that are resistant to chemical agents. Chemical bonds break down and toxic substances, including isocyanates and heavy metals, can be released during activities that generate intense heat (approximately 170°C), such as welding, cutting, grinding or sanding. The dust and other materials produced by such activities are considered to be hazardous waste.

11. The above-mentioned work must be performed in a well-ventilated area, and the personnel performing it must wear the appropriate protective clothing and accessories including, but not limited to, waterproof coveralls and gloves, adequate protective goggles and an approved positive-pressure respirator.

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### **Maintenance inspections**

10. Within 24 hours of a vehicle being received, the contractor must
- 10.1 conduct the inspection and fill out a status report with the relevant recommendations in accordance with the 91-point checklist provided in Annex B;
  - 10.2 send the completed inspection report to the designated DND representative with a detailed estimate, accurate to within 15% of the total actual final cost, of the work hours and the spare parts required to perform the recommended repairs.

**Note:** The cost of the inspection, verification and repair work must include workshop supplies.

### **Work authorization**

11. It is understood that the DND representative has the prerogative to dispute the contractor's estimate or negotiate the number of hours estimated or simply refuse to have the contractor perform some of the work.
12. The acceptance of the contractor's offer (detailed estimate), if applicable, will be confirmed in writing with an order form (the contract) produced and signed by the designated DND representative. The form will include a unique reference number attributed as a work authorization. The number must be written on the subsequent invoice and any other document related to the work on the vehicle concerned.

### **Inspection/routine maintenance check**

13. The inspection work and/or routine maintenance check systematically include an oil change and the cleaning and lubrication of the front and rear brakes of each vehicle.

### **Repairs**

14. After the signed order is received from the DND representative, the contractor must proceed with the specified repairs within the required time frame.
15. It is understood that the work turnaround time is dependent, among other things, on the availability of the parts. The work completion date will be established by the contractor's representative and the designated DND representative. The contractor implicitly agrees to meet the deadline set by the two parties.

### **Amendments**

16. If, while the pre-approved work is being conducted, the contractor finds that more work or parts are required than were included in the original estimate, it must immediately notify the DND representative and provide a detailed estimate of the cost of the work and obtain the representative's written approval before providing the additional goods and services required.
17. An amendment to the initial order will be produced in writing and signed by the designated DND representative to confirm approval of the potential additions.

## **Payment**

18. The goods and services provided by the contractor to DND's satisfaction will be paid for with a payment card issued by ARI Financial Services Inc. DND can also make payment by cheque as described in the terms and conditions of the SO.

19. Within five days of the work being completed, the contractor will submit to the designated DND representative, at the specified address, a detailed invoice of the goods and services provided, including the order reference number and the individually identified costs of labour, parts and products provided, the applicable percentage mark-up or discount, if any, federal goods and services tax (GST) and Quebec sales tax (QST).

20. Each invoice must be submitted to the attention of the designated DND representative at the address indicated on each individual call-up.

## **Warranty**

21. The contractor must offer a limited warranty that includes parts and labour for the work it has performed on each vehicle.

## **GENERAL MINIMUM REQUIREMENTS**

22. The contractor must meet the minimum requirements set out below before handling, storing, inspecting and repairing a DND vehicle referred to herein.

23. The contractor must

- 23.1 Be an authorized Navistar International Trucks dealer;
- 23.2 Have the skilled labour (mechanics, etc) as well as the appliances, tools and equipment needed to perform the inspection and repair work required;
- 23.3 Have access to and be able to provide the original and special parts for the militarized vehicles; and,
- 23.4 Secure and maintain commercial general liability insurance, automobile liability insurance and garage insurance, each with coverage of not less than \$2,000,000 per occurrence.

# Annex B Inspection sheet

Customer Name:		VIN No:	
Unit No:	Date:	Repair Order No:	
Mileage (Km):	Hours:	Hubometer:	
Ancillary Equipment Present		<input type="checkbox"/> Crane	<input type="checkbox"/> 9-man cab
Additional Customer / Vehicle Information:		<input type="checkbox"/> Auger	

<input checked="" type="checkbox"/> = Satisfactory    R = Repairs Needed	"B" Wet	<input checked="" type="checkbox"/> = Satisfactory    R = Repairs Needed	"B" Wet
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- CAB INTERIOR INSPECTION**
1. Turn key on - check for fault codes, record
  2. Start engine - observe instrument operation
  3. Apply and release brakes 10 times
  4. Check low air warning buzzer and light
  5. Check that dash parking brake valves pop out at 35 psi
  6. Check air dryer pressure and cutout at 120 psi
  7. Check clutch and/or neutral safety switch
  8. Check HVAC defrosters, air vents, fan speed and controls (and rear heater operation on **9-man cab**)
  9. Check HVAC duct temperature, record
  10. Check windshield wipers and washers
  11. Check horns, electric and air
  12. Check interior lights, turn indicators and dash lights
  13. Check door glass and mirror controls
  14. Check seats (and rear seats on **9-man cab**), seat belts and floor rr
  15. Check tractor hand valve
  16. Check power divider shift operation
  17. Check all cab switches (fan override, front axle, diff lock and heated mirrors).
  18. Check map light operation and mounting tightness, dome lights and master dome light switch.
  19. Check ABS antilock monitor light, if equipped
  20. Check parking brake
  21. Check for three DOT approved warning triangles
  22. Check for fire extinguisher

- CAB INTERIOR INSPECTION (Continued)**
23. Check seals (boots) - shifter, clutch and steering shaft
  24. Check DOT sticker validation
- 
- ENGINE OIL**
25. Take an oil sample
  26. Remove skid plate. Drain engine oil
- 
- AROUND VEHICLE INSPECTION**
27. Check cab and body appearance - condition and damage
  28. Check air fairings, extenders and brackets
  29. Check license plate holder and light
  30. Check lighting - headlights, blackout lights, tail/stop, turn signal, marker, backup, reflectors and work lights
  31. Check doors - access and latches
  32. Check hood latches
  33. Check steps and grab handles
  34. Check fuel tank straps and fuel fill cap
  35. Check batteries - visual inspection of cables, clamping, corrosion and fluid level, fill if needed
  36. Check vertical exhaust, muffler, clamps and brackets
  37. Check mirrors - condition and mounts
  38. Check mud flaps/splash guards
  39. Check trailer electrical/air hoses, front and rear glad hands
  40. Check cab air ride system
  41. Check frame and crossmembers
  42. Check pintle hook and safety chain loops
  43. Check body - inspect doors, cargo latches and lift gates. Check and lube both side gate side plungers, inspect rear belly tray operation and hardware.

B-Service Inspection includes DOT Annual Inspection. Complete a current annual inspection with this form.

**AROUND VEHICLE INSPECTION (Continued)**

44. Check tires and wheels - enter existing psi & tread depth. Pressure may vary from 76 psi to 30 psi (on road/off road)


PSI

IN.

Tire Pressure Tread - 32nds

**UNDER VEHICLE INSPECTION**

64. Check for oil leaks - engine, steering, axle, transmission and differential

65. Check engine and transmission mounts

66. Check transmission oil level

67. Check driveline and U-joints

68. Check transmission, transfer case and differential yoke for play

69. Check front and rear differential oil level and transfer case oil level

70. Check springs, hangers and shocks

71. Check tie rod ends

72. Check air tanks, air dryer - drain and observe for oil and water

73. Check horizontal exhaust, muffler, clamps and brackets

74. Check brake rod travel

75. Check brake lining and/or pad wear

76. Check ABS wiring and routing

77. Check PTO, PTO u-joints and slip yoke, wetline pumps & hose routing

78. Install oil plug and torque

79. Raise front axle - inspect king pins and wheel bearings

80. Grease PTO driveshaft u-joints & slip yoke (Auger only).

81. Grease king pins following the "turn and load" procedure

82. Grease complete chassis - including all 3 seats (4 zerks per seat). On Auger-equipped models, grease 2 zerks on hose reel and 1 zerk on auger motor.

83. Change oil filter (P/N 1842543C1) \*Change Centrifugal Oil Filter when applicable.

**UNDER HOOD OR RAISED CAB INSPECTION**

45. Check radiator and shroud

46. Pressure test cooling system

47. Test DCA, extended life and freeze protection

48. Check belts - visual inspection for wear and tension

49. Check hoses - condition and/or leaks

50. Check hose and wire routing, securing

51. Check exhaust - mounting, clamping and evidence of leaks

52. Check air cleaner restriction gauge

53. Check air cleaner housing, air-to-air piping and clamping

54. Check alternator - visual inspection

55. Check wiper blade condition

56. Check starting system - visual inspection

57. Check steering shaft, shaft U-joints, box mounting, pitman arm and drag link

58. Check power steering fluid level

59. Top off windshield washer fluid

60. Drain water from fuel water separator

61. Change fuel filter

62. Change fuel water separator element

63. Check fuel fire heater operation, intake and exhaust hoses

**FINAL PROCEDURES**

84. Fill engine with oil and run, recheck level

85. Check automatic transmission fluid level

86. Check hydraulic fluid level (crane, auger and winch)

87. Check PTO hourmeter. Change **Micronic 783** hydraulic fluid at following interval: **Crane & Filter:** 1000 hrs **WARN Winch:** 1750 hrs. Replace **Auger filter** 300 hrs/yearly.

88. Install PM sticker in windshield

89. Install DOT sticker

90. Reset oil change light

91. Review PM sheet with service writer

Section includes DOT Annual Inspection. Complete a current annual inspection with this form.

**Annex C – BASIS OF PAYMENT and EVALUATION CRITERIA**

In order to be considered, the proposals must be submitted in writing and cover all of the topics identified in the section below. They must include the mandatory criteria as well as the price evaluation.

Selection method: One standing offer will be issued per area to the lowest bidder in accordance with the following calculation method:

The bids will be evaluated on the basis of the lowest-compliant-bidder principle using the following methodology:

Total (A) + (B) + (C) = \_\_\_\_\_

**A. MANDATORY CRITERIA**

All of the criteria identified below are MANDATORY. They must be met and accompanied with a text explaining the degree to which they have been met.

MANDATORY evaluation criteria	Comments
Potential suppliers must indicate the location of the facilities where the work will be conducted. Those facilities must belong to or be leased by the supplier for the entire duration of the agreement.	Provide the full address of the work location.
Potential suppliers must be resellers who have been authorized by Navistar's International Truck division.	Provide written proof of the authorization.
Potential suppliers must be able to provide technicians who are certified by Navistar's International Truck division.	Provide the name and résumé of at least one certified technician.

Solicitation No. - N° de l'invitation  
W0130-14A004/B  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0130-14-A004

Buyer ID - Id de l'acheteur  
mta380  
CCC No./N° CCC - FMS No/ N° VME  
MTA-4-37075

## B. BASIS OF PAYMENT AND FINANCIAL EVALUATION

### INSPECTION/MAINTENANCE VERIFICATION/REPAIR

Ba. Inspection: Submit a fixed lump sum price for a 91-point inspection of each vehicle, as described in Annex B, that includes an oil change and the cleaning/lubrication of the front and rear brakes. The cost of the inspection, verification and repair of each vehicle includes workshop supplies. The prices submitted, applicable during any of the periods set out below, include administration and operating costs, fringe benefits, and the contractor's profit margin.

Bb. Hourly repair rates: Submit a set hourly rate for the skilled labour assigned to perform the repair work during regular business hours (ie, from Monday to Friday between 0800 hrs and 1700 hrs) applicable for each of the periods set out below.

Bc. Price of spare parts for repairs. The contractor will provide Navistar International parts and special military parts at cost, based on the manufacturer's most recent suggested retail price list:

- a. Less a discount of: \_\_\_\_\_% **or**
- b. plus a mark-up of \_\_\_\_\_%.

**Pricing table for the South Shore of Montreal**

Description	Firm period	Optional period	Quantity and estimated rate	Total
	From date awarded to 31 October 2016	From 1 November 2016 to 31 October 2017		
<b>a.</b> Fixed prices for inspections	\$ _____ /per inspection	\$ _____ /per inspection	85 inspections	\$ _____ Total for the three periods X 85
<b>b.</b> Hourly rates for repairs	\$ _____ /hourly rate	\$ _____ /hourly rate	200 hours	\$ _____ Total for the three periods X 200 hrs
<b>c.</b> Percentage mark-up or discount on replacement parts	_____ % discount or mark-up	_____ % discount or mark-up	Based on \$10,000.00	\$ _____ Average of the % discount or mark-up X \$10,000.00
			Grand Total	

