

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Forklift Rentals	
Solicitation No. - N° de l'invitation EW479-152205/A	Date 2015-03-26
Client Reference No. - N° de référence du client EW479-152205	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-024-10408	
File No. - N° de dossier EDM-4-37287 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-05-06	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tiet, Anthony	Buyer Id - Id de l'acheteur edm024
Telephone No. - N° de téléphone (780) 497-3649 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA ATB PLACE NORTH, 5TH FLOOR 10025 JASPER AVE EDMONTON Alberta T5J1S6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

Issuing Office - Bureau de distribution

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

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PART 1 - GENERAL INFORMATION

1.1 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; |
| Part 6 | 6A, Standing Offer, and 7B, 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 Statement of Work, the Basis of Payment, Inspection Sheet and Standing Offer Usage Report.

1.2 Summary

A Regional Individual Standing Offer for the provision of all equipment, transportation, labour, supervision, tools and materials, necessary to rent various forklifts and other related equipment without operators, to various Department of National Defense (DND) locations throughout Alberta on an "as required" basis.

Forklifts used for the handling of ammunition might be required to be provided with an earthing strap, spark arrestor and four (4) lb ABC mounted fire extinguisher.

Canada may issue up to eight (8) standing offers as a result of this request: up to two (2) Standing Offers for each geographic area.

as per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

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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).

1.3 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

2.1 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](#) (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 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.

2.3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4. Enquiries - Request for Standing Offers

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

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

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copies)

Section II: Financial Offer (1 hard copies)

Section III: Certifications (1 hard copies)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors 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 B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

3.1.1 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 _____

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- (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.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

- a) Offers must not contain any condition or qualification placed upon the offer.
- b) In Annex "B", the Offeror must indicate which location(s) the offer applies to.

4.1.2 Financial Evaluation

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

- a) Offerors must complete all Tables.
- b) Pricing must be firm in Canadian currency and must not be indexed or tied to an escalation factor.
- c) The Offeror must provide pricing for at least twelve (12) of the sixteen (16) items in Table II and for all three (3) years.

Offers for each location listed in Annex "B" in Table I will be evaluated individually.

The extended price for each location will be calculated by multiplying the estimated usage values provided by the Offeror's corresponding unit price or discount percentage in Tables II to VI. The total assessed offer price for a location is the aggregate of all the extended prices for all three (3) years for the location from Table II to Table VI.

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

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The responsive offers with the lowest and second lowest aggregate total assessed offer price in each of the geographic area identified will be recommended for issuance of a standing offer(s).

The responsive offer with the lowest total assessed offer price will be recommended as rank one for issuance of a standing offer for the corresponding area(s) and the responsive offer with the second lowest total assessed offer price will be recommended as rank two for issuance of a standing offer for the corresponding area(s).

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It is the intention of the Crown to issue up to eight (8) standing offers as a result of this request: up to two (2) Standing Offers for each geographic as listed in Annex "B" in Table I to satisfy this requirement. Should one (1) Offeror provide the lowest evaluated price for multiple locations, PWGSC will issue that Offeror a Standing Offer indicating all applicable locations. This will not affect the ranking or method of making call ups.

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.

5.1 Certifications 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.

5.1.1 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.

5.1.2 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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 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.

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is three (3) years from date of Standing Offer issuance.

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6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Anthony Tiet
Title: Student Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch

5th Floor, ATB Plaza North
10025 Jasper Ave
Edmonton, Alberta T5J1S6

Telephone: 780-497-3649
Facsimile: 780-497-3510
E-mail address: anthony.tiet@pwgsc-tpsgc.gc.ca

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

6.5.2 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.

6.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Identified Users

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

Department of National Defence- Suffield, Ralston, AB;
Department of National Defence- Cold Lake, Cold Lake, AB;
Department of National Defence- Garrison, Edmonton, AB; and
Department of National Defence- Wainwright, Denwood, AB.

6.8 Call-up Procedures

Department of National Defense (DND) will issue the call-up against the standing offer to the Offeror identified for their geographic area on a "Right of First Refusal" basis.

If the call up or a portion of the call up cannot be accepted, then the Offeror that is ranked second for their geographic area should be approached with the call up or the portion of the call up that could not be accepted.

It is recommended that Federal Government Users of the standing offer keep notes or a log, as a record of call up against a standing offer or electronic document.

6.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942*.

6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

6.11 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) the general conditions 2010C (2014-09-25), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) Annex C, Inspection Checklist
- h) Annex D, Standing Offer Usage Report
- i) the Offeror's offer dated _____

6.12 Certifications

6.12.1 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.

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6.13 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 Alberta.

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.

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 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) will not apply to payments made by credit cards.

6.2.3 SACC Manual Clauses

A9006C (2012-07-16), Defence Contract
A9041C (2008-05-12), Salvage
A9062C (2011-05-16), Canadian Force Site Regulations
B7500C (2006-06-16), Excess Goods

6.2.4 Inspection and Acceptance

The *Project* Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.3 Term of Contract

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

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex B "Basis of Payment". 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.

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C0710C (2007-11-30), Time and Contract Price Verification
C2000C (2007-11-30), Taxes – Foreign-based Contractor
H1000C (2008-05-12), Single Payment (for short term rentals – less than 4 weeks)
H1008C (2008-05-12), Monthly Payments (for long term rentals – greater than 4 weeks)

6.5.2 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

6.6 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.

6.7 Insurance

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

ANNEX "A"

STATEMENT OF WORK

1. Summary

A Regional Individual Standing Offer for the provision of all equipment, transportation, labour, supervision, tools and materials, necessary to rent various forklifts and other related equipment without operators, to various Department of National Defense (DND) locations throughout Alberta on an "as required" basis.

2. Types of Forklifts Required

RTFL = Rough Terrain Fork Lift

LPG = Liquefied Petroleum Gas

Description

5K In/Outdoor

10K In/Outdoor

5K LPG

6K LPG

8K LPG

10K LPG

6K RTFL 4x4

8K RTFL 4x4

10 K RTFL 4x4

12K RTFL 4x4

16K RTFL 4x4

20K RTFL 4x4, which includes 8' forks

36K RTFL 4x4, which includes 8' forks

6K ZOOMBOOM RTFL

8K ZOOMBOOM RTFL

10 K ZOOMBOOM RTFL

The lift height requirements will be determined at the time of call-up.

The collapsed height requirements will be determined at time of call-up.

Forklifts being used indoors will not require an enclosed cab. The type of forklift needed (indoor/outdoor) will be determined at time of call-up.

For forklifts specifying Liquefied Petroleum Gas (LPG), no substitute fuel can be accepted (only LPG is accepted).

Forklifts being used indoors must be propane. Forklifts being used outdoors can be propane or diesel fuel. The type of forklift needed (indoor/outdoor) will be determined at time of call-up.

3. Additional Equipment

Canada may also require additional forklifts that are not included in the items above.

Manlifts / scissor lifts may be requested, if available. The standard fork length appears to be 48" to 54", however there may be times when a shorter or longer fork length will be required. An example of this would be 32" forks on the 36K forklift and 96" forks on the 40K forklift.

Forklifts used for the handling of ammunition might be required to be provided with an earthing strap,

spark arrestor and four (4) lb ABC mounted fire extinguisher.

The Project Authority will determine at the time of call-up if such request above is required. As per request, Canada will pay for this additional equipment with a firm unit price as indicated in Annex "B" – Basis of Payment.

4. Rental Extensions

Extensions to call-ups for rental extensions must be authorized by the Project Authority or the Authorized Representative. Regardless of the number of extension requests, the monthly rate will be applied first (if applicable) followed by weekly rate (if applicable) and then the daily rate.

5. Vehicle Licensing Requirements

The Offeror is responsible for all permits and licensing requirements applicable to the types of units rented under this Standing Offer in accordance with applicable Municipal, Provincial, and Federal laws.

6. Division of Responsibilities

Unless otherwise stated in the Standing Offer, the following applies:

1. For the purposes of this clause, the term "Normal Wear and Tear" refers to the natural amount of deterioration, which can be expected over the term of the rental period and include:
 - (i) tire wear, paint chips and minor scratches that do not extend to the base metal;
 - (ii) all paint scratches and paint wear and minor dents to interior;
 - (iii) paint chips caused by stones thrown by the wheels of the vehicles;
 - (iv) frayed or stretched emergency brake cables;
 - (v) interior wear of vehicles not including holes, burns or tears of interior surfaces;
 - (vi) interior wear of trucks including all paint scratches; and
 - (vii) tire wear and damage, provided that the tires meet provincial safety standards.
2. The Offeror is responsible for:
 - (a) Pick up and drop off of the unit to the requested delivery point within a thirty (30) km radius from the identified area of delivery location (the identified area of delivery location is listed in Annex "B" under Table I).
 - (b) Pre-servicing the vehicle in the normal way for customer delivery;
 - (c) Supplying a full tank of fuel with the vehicles delivered and supplying fuel /propane during periods of vehicle repair and maintenance;
 - (d) Ensuring each vehicle delivered has the following minimal equipment and accessories:
 - (i) one ignition key
 - (ii) vehicle jack
 - (iii) wheel wrench
 - (iv) all minimum features as required by law.
 - (e) Replacement of tires covered by the tire manufacturer's normal warranty. (Replacement tires will be to original equipment specifications with the same life, standard and quality.);
 - (f) All Warranty Servicing: Warranty servicing means the supply of parts normally provided by the manufacturer's warranty together with the labour necessary to install such parts. The warranty service must be made available at any dealer for the make of vehicle rented, within Canada; and
 - (g) Inspecting the vehicle upon its return to the offeror for any damages.
3. Canada is responsible for:
 - (a) Supply of fuel during the rental period;

- (b) Washing the vehicle;
- (b) Returning the vehicle with a full tank of fuel; and
- (d) Fines for traffic violations, including unlawful parking issued to representatives of Canada during the rental period.

4. Loss, damage, repairs

- (a) Canada is responsible for loss and damage to the vehicle during the rental period and caused or contributed to by negligence or carelessness of representatives of Canada and recorded to the extent that the loss or damage is not the result of normal wear and tear. Loss or damage due to theft but not due to negligence of Canada will be self-underwritten by Canada.
- (b) Canada may require the Offeror to provide three (3) quotes for repair work. Canada also reserves the rights to obtain, through a third party, its own estimates for the identified repairs to validate the Offeror's estimate.
- (c) If Canada decides to repair damage to a vehicle during the rental period, Canada will notify the Offeror before proceeding with the repairs. Both parties must agree to the repairs.

7. Initial Inspection

All equipment must go through an acceptance inspection by the Project Authority or the Authorized Representative. The rental period is not in effect until units are inspected and accepted by the Project Authority or Authorized Representative. All units provided must be in safe working condition (e.g., tires in good shape, no leaks from fork lift, forks not bent). Each unit must have a full tank of fuel and the unit must be clean upon acceptance. The Project Authority or the Authorized Representative can reject any rental forklift that fails the acceptance inspection, and another rental forklift must be provided by the Offeror without delay. The inspection checklist is indicated in Annex "D" – Inspection Checklist.

Unless otherwise indicated at the time of call up, Canada will self insure the units during the rental period.

8. Final Inspection

Upon return, rental units will be inspected by Project Authority or the Authorized Representative, and notated using an inspection form. Any new damage found shall be reported on the inspection form and shall be signed in agreement by both parties. The inspection checklist is indicated in Annex "D" – Inspection Checklist.

Canada will be responsible for fuel surcharges if the rental unit is returned with less than a full tank of fuel. The surcharge will be based on the market price for fuel with no mark-up.

Canada will ensure the rental unit will be washed prior to being returned to the Offeror. If the unit is returned unwashed, Canada will be responsible for a washing fee as indicated in Annex "B" – Basis of Payment.

Canada will be responsible to pay for hours over the limit. Each unit is allowed a maximum usage of: eight (8) hours per day, forty (40) hours per week and two-hundred (200) hours per month. The surcharge is indicated in Annex "B" – Basis of Payment.

9. Mechanical Breakdowns

In situations in which Canada is not at fault, the Offeror will provide a replacement rental unit immediately upon notification of a mechanical breakdown or a licensed mechanic and mobile service unit to perform repairs within forty-eight (48) hours notice from the Project Authority or the Authorized Representative. The Offeror must have qualified service personnel available to have repairs completed in field. Unless otherwise agreed on at the time that repair is requested, the Offeror must be on-site (any requested origin delivery point within a thirty (30) km radius from the identified area of delivery location) to perform required repairs / maintenance. Replacement rental units are to be provided at no extra cost to Canada.

If a replacement unit is needed, the Offeror is responsible for all delivery, offloading and travel expenses, if applicable, when providing a replacement rental forklift when Canada is not at fault. Replacement forklift must be subject to the inspection and acceptance by Canada. The inspection checklist is indicated in Annex "D" – Inspection Checklist.

The Offeror is responsible for all delivery, offloading and travel expenses, if applicable, when providing a replacement rental unit. Replacement units must be subject to the inspection and acceptance by Canada. A credit must be issued by the Offeror to the Project Authority or the Authorized Representative for reimbursement to Canada for minor repairs done or parts replaced by Canada or paid for by Canada with the agreement of the Offeror in situations in which Canada is not at fault. Where possible, the Project Authority or the Authorized Representative will return all vehicle parts replaced, including damaged or worn tires, to the Offeror.

10. Damages and Accidents

The Offeror must report all damages or accidents immediately to the Project Authority or the Authorized Representative. In the event of an accident or damage, rental unit call-ups may be suspended until further notice or terminated by the Standing Offer Authority. No extra rental charges will be incurred or paid during the period of suspension.

Repair and maintenance of equipment due to normal wear and tear or faulty parts / equipment during the rental period is the responsibility of the Offeror, at no additional cost to Canada.

Canada will be responsible for the cost of repairs due to operator carelessness, abuse or negligence. Such negligence will be determined jointly by the Offeror representative and the Project Authority, or other Authorized Representative.

11. Response Time

The Offeror must be able to deliver rental units and facilitate easy access by the Identified User within forty eight (48) hours from receipt of an authorized call-up unless otherwise agreed on at the time of call up. The Offeror must reply and confirm availability in writing within three (3) hours of receipt of call-up.

12. Delivery and Pick up

All units that are delivered and picked up for rental will be FOB Destination which includes off-loading and loading charges. Canada will not be responsible for damage incurred during transport of units or off loading and loading of units. Delivery and pick up of a unit(s) rented will be confirmed at the time of call up and charged in accordance with travel distance and equipment requested, based on the delivery invoice provided by the Offeror.

If the Offeror has its own method of delivery, information on the breakdown of delivery (for example: size and number of fleet, associated cost, etc.) and published price list and / or previous invoices may be requested of the Offeror by the Project Authority or the Authorized Representative.

If the Offeror does not have its own method of delivery, the published price list of the company used to deliver and pick up the unit(s) and invoice of the shipment may be requested of the Offeror by the Project Authority or the Authorized Representative.

The delivery invoice must include the loading and off loading charges.

PLEASE NOTE:

Canada will pay market cost for the delivery and loading and off loading of a unit(s) up to a three-hundred (300) km radius from the identified area of delivery location. For Offeror's located outside of the three-hundred (300) km radius of the delivery location, the Offeror will be responsible for paying the cost of the shipment to the three-hundred (300) km radius of the identified area of delivery location. Evidence of the

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rate will be provided to the Project Authority or the Authorized Representative for each delivery to ensure fairness to Canada.

13. Invoice

Invoices must be sent monthly in arrears for rental periods of four (4) weeks or more. Short term rentals must be invoiced at the end of the rental period, unless otherwise stated at the time of the call up

Rental charges for any partial rental periods will be prorated at the most favorable combination of rates to Canada.

ANNEX "B"

BASIS OF PAYMENT

Offerors must indicate in Table I below, which area(s) of Alberta they provide service to. Evaluation will be carried out for the area(s) identified separately.

The Area of Supply and Service for each location includes any requested delivery point within a 30km radius from the identified area of delivery location. Canada will pay market cost for the delivery and loading and off loading up to a three-hundred (300) km radius from the identified area of delivery location. For Offeror's located outside of the three-hundred (300) km radius, the Offeror will be responsible for paying the cost of the shipment to the three-hundred (300) km radius of the identified area of delivery location. All units that are delivered and picked up for rental will be FOB Destination which includes off-loading and loading charges. Canada will not be responsible for damage incurred during transport of units or off loading and loading of units.

The Offeror must provide firm rates for the items and duration of the periods. The format of the Pricing must not be altered except for the addition of numbers in the blank spaces of Table I. Pricing must not be indexed to any currency exchange rates or commercial index. All prices are firm net prices in Canadian funds including Canadian customs duties, excise taxes. GST shall not be included in pricing and shall be shown as a separate item on invoices

Offerors must state the make and model of the unit(s) that they are proposing in Table II for all three years.

PLEASE NOTE:

Firm unit prices in Table II must not include delivery charges and loading and off loading charges.

Offerors must quote on at least twelve (12) of the sixteen (16) items in Table II and for each of the three years.

If a percentage discount and/or percentage mark-up is not provided in Table III for all three years, it will be taken as zero (0).

Offeror must indicate in Table IV, V and VI below, the firm unit price for these requirements: ammunition handling equipment fee, wash fee and hour(s) over use fee.

Offerors must provide a percentage discount and/or percentage mark-up for Table III and a firm unit price Tables IV – VI.

Application of Rates:

Daily rate - based on a twenty four (24) consecutive hour rent period.

Weekly rate - based on seven (7) consecutive day rent period.

Monthly rate - based on thirty (30) consecutive day rent period.

Maximum Running Hours per unit:

Daily hours: eight (8) hours per day

Weekly hours: forty (40) hours per week

Monthly hours: two-hundred (200) hours per month

Tables below are an estimated usage and do not represent a commitment by Canada.

TABLE I Offeror's Geographic Area of Delivery

Offerors must indicate which of the delivery point(s) they provide service to, by checking the spaces shown to the left.

Offerors will only be evaluated for the area(s) that they identify below.

- _____ Edmonton, Alberta including 30 km surrounding area
- _____ Wainwright, Alberta including 30 km surrounding area
- _____ Cold Lake, Alberta including 30 km surrounding area
- _____ Ralston, Alberta including 30 km surrounding area

TABLE II Standing Offer Periods and Delivery Information

Item 001: 5K In/Outdoor Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	22 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 002: 10K In/Outdoor Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	19 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 003: 5K LPG Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	40 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 004: 6K LPG Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price

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Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	9 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 005: 8K LPG Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	11 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 006: 10K LPG Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	12 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 007: 6K RTFL 4x4 Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	9 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 008: 8K RTFL 4x4 Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	17 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 009: 10K RTFL 4x4 Make / Model: _____					
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Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	56 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 010: 12K RTFL 4x4 Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	9 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 011: 16K RTFL 4x4 Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	4 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 012: 20K RTFL 4x4, which includes 8' forks Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	3 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 013: 36K RTFL 4x4, which includes 8' forks Make / Model: _____					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	4 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 014: 6K ZOOMBOOM RTFL					
Make / Model:					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	19 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 015: 8K ZOOMBOOM RTFL					
Make / Model:					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 round trips	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 round trips	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	9 round trips	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

Item 016: 10K ZOOMBOOM RTFL					
Make / Model:					
Unit of Issue	Estimated Usage / Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Extended Price
Day	15 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Week	5 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____
Month	19 units	\$_____ / unit	\$_____ / unit	\$_____ / unit	\$_____

TABLE III Additional and Miscellaneous Equipment Information

Canada may require additional forklifts that are not included in the items above and manlifts and scissor lifts. The Project Authority or the Authorized Representative will determine at the time of call-up if such request is required. Indicate below the discount provided off of the commercial rental rate for the items. Evidence of the commercial rental rate will be provided to the Project Authority or the Authorized Representative for each rental in the form of a published price list or previous invoice.

Item	Estimated Usage	Discount % Year 1	Discount % Year 2	Discount % Year 3	Extended Price
Additional Forklifts not included in the items above	\$15 000 / Year	_____ %	_____ %	_____ %	\$_____
Manlifts and Scissor Lifts	\$15 000 / Year	_____ %	_____ %	_____ %	\$_____

TABLE IV Ammunition Handling Equipment Fee Information

Forklifts used for the handling of ammunition might be required to be provided with an earthing strap, spark arrestor and 4lb ABC mounted fire extinguisher. The Project Authority or the Authorized Representative will determine at the time of call-up if such request is required. Indicate below the firm lot price for the item. Evidence of the rate will be provided to the Project Authority or the Authorized Representative upon request.

Item	Estimated Usage	Firm Unit Price - Year 1	Firm Unit Price - Year 2	Firm Unit Price - Year 3	Extended Price
Earthing strap, spark arrestor and 4lb ABC mounted fire extinguisher	12 Lots / Year	\$_____ / lot for each forklift	\$_____ / lot for each forklift	\$_____ / lot for each forklift	\$_____

TABLE V Wash Fee Information

Canada will return the units clean or be charged for the standard going rate of a wash. Please indicate below the price of wash per category of equipment. Evidence of the rate will be provided to the Project Authority or the Authorized Representative upon request.

Item	Estimated Usage	Firm Unit Price - Year 1	Firm Unit Price - Year 2	Firm Unit Price - Year 3	Extended Price
LPG or equivalent size and weight	10 Washes / Year	\$_____ /wash per unit	\$_____ /wash per unit	\$_____ /wash per unit	\$_____
RTFL or equivalent size and weight	10 Washes / Year	\$_____ /wash per unit	\$_____ /wash per unit	\$_____ /wash per unit	\$_____
ZOOMBOOM RTFL or equivalent size and weight	10 Washes / Year	\$_____ /wash per unit	\$_____ /wash per unit	\$_____ /wash per unit	\$_____

TABLE VI Hours Over Use Fee Information

Canada will be responsible to pay for hours over the limit. Each unit is allowed a maximum usage of: eight (8) hours per day, forty (40) hours per week and two-hundred (200) hours per month. Indicate below the firm hour price for over use. Evidence of the rate will be provided to the Project Authority or the Authorized Representative upon request.

Item	Estimated Usage	Firm Unit Price - Year 1	Firm Unit Price - Year 2	Firm Unit Price - Year 3	Extended Price
Over use per hours fee	30 hours / Year	\$_____ /hour	\$_____ /hour	\$_____ /hour	\$_____

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ANNEX "C"

INSPECTION CHECKLIST

All equipment must go through an acceptance inspection by the Project Authority or the Authorized Representative. The rental period is not in effect until units are inspected and accepted by the Project Authority or Authorized Representative. Upon return, rental units will be inspected by Project Authority or the Authorized Representative, and notated using an inspection form.

PLEASE NOTE:

The mandatory acceptance and returning inspection checklist and procedure may vary from each unit and location. The inspection checklist below is for reference only.

Each unit will be inspected at a minimal of the following: fuel, cleanliness, damages, coolant level, windshield, tire and breaks.



1 SVC BATTALION - TN COY



Out inspection sheet (to be completed by person accepting the vehicle from Tn Coy. Ensuring all damage is noted)

VEHICLE CFR _____ TYPE F/L DETAIL NO. _____ DATE _____

DRIVER: SN _____ RANK _____ NAME & INIT. _____

SECTION _____ PHONE (work) _____ Driver's 404#s _____

VEHICLE INSPECTION

INITIALS

Jack wheel wrench _____
Spare tire _____
Tire (visual) _____
Windshield (glass) _____
Windshield (wiper) _____
Mirrors _____
Lights _____

INITIALS

Horn _____
Oil level _____
Coolant level (visual) _____
Battery (visual) _____
Windshield (washer fluid) _____
Brake _____

VEHICLE DAMAGE



VEHICLE CLEANLINESS

POOR ACCEPT GOOD EXCELLENT

INSIDE: _____
OUTSIDE: _____

ODOMETER: _____

FUEL: E ¼ ½ ¾ F

Recovery instructions and accident report → PROVIDED BY DISPATCHER

I have read and understood USER Section Standing Orders and GOVERNMENT CREDIT CARD REGULATIONS.

All vehicles will be inspected upon return and will be accepted by the Dispatcher of Floor NCO when it passes the inspection. Officers of the rank of Major or above and NCO's of the rank of MWO or above are exempt, in these cases they should make arrangements to have personnel within their unit carry out these duties.

Driver's Signature: _____

Dispatcher's Signature: _____

In Inspection sheet (to be completed by dispatcher/floor NCO accepting the vehicle from User driver / any new damage notify safety)

VEHICLE INSPECTION

INITIALS

Jack wheel wrench _____
Spare tire _____
Tire (visual) _____
Windshield (glass) _____
Windshield (wiper) _____
Mirrors _____
Lights _____

INITIALS

Horn _____
Oil level _____
Coolant level (visual) _____
Battery (visual) _____
Windshield (washer fluid) _____
Brake _____

VEHICLE DAMAGE



VEHICLE CLEANLINESS

POOR ACCEPT GOOD EXCELLENT

INSIDE: _____
OUTSIDE: _____

ODOMETER: _____

FUEL: E ¼ ½ ¾ F

PO
#

Recovery instructions and accident report → PROVIDED BY DISPATCHER

I have read and understood USER Section Standing Orders and GOVERNMENT CREDIT CARD REGULATIONS.

All vehicles will be inspected upon return and will be accepted by the Dispatcher of Floor NCO when it passes the inspection. Officers of the rank of Major or above and NCO's of the rank of MWO or above are exempt, in these cases they should make arrangements to have personnel within their unit carry out these duties.

Driver's Signature: _____

Dispatcher's Signature: _____

Solicitation No. - N° de l'invitation
EW479-152205/A
Client Ref. No. - N° de réf. du client
EW479-152205

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-4-37287

Buyer ID - Id de l'acheteur
edm024
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

STANDING OFFER USAGE REPORT

Return to:

ATTN: Anthony Tiet
Public Works and Government Services Canada – Edmonton, Acquisitions Branch
Facsimile: (780) 497-3510
Telephone: (780) 497-3649
Email: WST.PA-EDM@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

Reporting Period: _____

Item	Call-up / Contract No. Description	Value of the Call-up / Contract	GST
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
(A) Total dollar value call-ups for this reporting period (including GST):			\$
(B) Accumulated call-ups total to date (including GST):			\$
(A+B) Total accumulated call-ups:			\$

NIL REPORT: We have not done any business with Canada for this period [].

Prepared by:

Name:

Telephone:

Signature:

Date: