

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

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

**Government of Canada Building  
101 - 22nd Street East, Suite 110  
Saskatoon  
Sask.**

**S7K 0E1**  
**Bid Fax: (306) 975-5397**

## 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**

Public Works and Government Services Canada/Réception  
des soumissions Travaux publics et Services  
gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

|  |   |
|--|---|
| <b>Title - Sujet</b><br>Repairs for Ford Vehicles  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W0142-15X033/A   | <b>Date</b><br>2015-05-04   |
| <b>Client Reference No. - N° de référence du client</b><br>W0142-15X033  | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$STN-190-4782            |
| <b>File No. - N° de dossier</b><br>STN-4-37144 (190)   | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2015-06-15</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Central Standard Time<br>CST |
| <b>Delivery Required - Livraison exigée</b><br>See Herein  |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Mack, Wayne   | <b>Buyer Id - Id de l'acheteur</b><br>stn190                              |
| <b>Telephone No. - N° de téléphone</b><br>(306)241-6435 ( )  | <b>FAX No. - N° de FAX</b><br>(306)975-5397                               |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>RALSTON AB<br>P.O.BOX 6000<br>MEDICINE HAT<br>Alberta<br>T1A8K8<br>Canada |   |
| <b>Security - Sécurité</b><br>This request for a Standing Offer does not include provisions for security.<br>Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.                                |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

W0142-15X033/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-4-37144

Buyer ID - Id de l'acheteur

stn190

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

W0142-15X033

CCC No./N° CCC - FMS No/ N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Standing Offer Usage Report and The LEMS Equipment Inspection Report and any other Annexes.

### 1.2 Summary

To provide vehicle repairs to approximately **100 Ford** variants in the fleet, including but not limited to the conduction of warranty services, inspections, routine/scheduled services, provision of OEM parts for in-house repairs and various mechanical **and body** repairs in accordance with the Annex "A" – Statement of Work, Annex "B" - Basis of Payment, Annex "C" – Insurance Requirements and Annex "D" – Standing Offer Usage Report and Annex "E" – LEMS Equipment Inspection Report for Department of National Defence, CFB Suffield, Ralston, AB., as and when requested, during the period of the Regional Individual Standing Offer from **01 December 2015 to 30 November 2016** with two (2) additional one year option years.

As per the Integrity Provisions under section 01 of Standard Instructions 2006, 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.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA).

### 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>) 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.

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

Delete: 60 days

Insert: 120 days

#### 2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

### 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 fifteen (15) 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 Saskatchewan.

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 (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one 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 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 \_\_\_\_\_

- (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

##### 4.1.1.1 Mandatory Technical Criteria

- 1) The contractor must be an OEM **Ford** warranty dealer.
- 2) CFB Suffield requires all services to be available within 40 minutes of CFB Suffield's Main Gate entrance.

## **4.1.2 Financial Evaluation**

### **4.1.2.1 Financial Evaluation**

(Rate for item A #1(a)(i) in Annex B Basis of Payment x 250) + (Rate for item A #1(b)(i) in Annex B Basis of Payment x 110) + (\$45,000.00 x [1 – percentage discount for Material and Replacement Parts item A#2 in Annex B Basis of Payment]) = A (Year 2015-16)

(Rate for item B #1(a)(i) in Annex B Basis of Payment x 250) + (Rate for item B #1(b)(i) in Annex B Basis of Payment x 110) + (\$45,000.00 x [1 – percentage discount for Material and Replacement Parts item B#2 in Annex B Basis of Payment]) = B (Year 2016-17)

(Rate for item C #1(a)(i) in Annex B Basis of Payment x 250) + (Rate for item C #1(b)(i) in Annex B Basis of Payment x 110) + (\$45,000.00 x [1 – percentage discount for Material and Replacement Parts item C#2 in Annex B Basis of Payment]) = C (Year 2017-18)

A + B + C = Evaluated Price

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection - Mandatory Technical Criteria Only**

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

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and 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](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.  
equity

## PART 6 - INSURANCE REQUIREMENTS

### 6.1 Insurance Requirements

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

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

#### 7.3 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.

### **7.3.1 General Conditions**

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

### **7.3.2 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 "C". 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 thirty (30) calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from 01 December 2015 to 30 November 2016 **inclusive**.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year periods, from 01 December 2016 to 30 November 2017 and 01 December 2017 to 30 November 2018 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.

## 7.5. Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Wayne Mack  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch - Western Directorate  
Government of Canada Building  
101 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, SK  
S7K 0E1

Telephone: 306-241-6435

Facsimile: 306-975-5397

E-mail address: wayne.mack@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.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

TBD

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.

### 7.5.3 Offeror's Representative

|                 |       |
|-----------------|-------|
| Name            | _____ |
| Title           | _____ |
| Address         | _____ |
| Telephone:      | _____ |
| Facsimile:      | _____ |
| E-Mail Address: | _____ |

## 7.6 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.

## **7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Suffield, Ralston, AB.

## **7.8 Call-up Instrument**

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

## **7.9 Limitation of Call-ups**

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

## **7.10 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 2010C (2014-09-25), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report
- h) Annex D, Insurance Requirements
- i) Annex E, LEMS Equipment Inspection Report
- j) the Offeror's offer dated \_\_\_\_\_ TBD

## **7.11 Certifications**

### **7.11.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **7.12 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 Saskatchewan.

## **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.

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

### **7.4 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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

See Annex B – Basis of Payment

#### **7.5.2 Single Payment**

*SACC Manual* clause H1000C (2008-05-12) Single Payment

#### **7.5.3 SACC Manual Clauses**

A9117C (2007-11-30), T1204-Direct Request by Customer Department

#### **7.5.4 Payment by Credit Card - To be Determined**

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

**OR**

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



## **7.6 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.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7.7 Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

## **7.8 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations  
M3800C (2006-08-15), Estimates

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## ANNEX "A" - STATEMENT OF WORK

### 1.0 Scope

#### 1.1 Identification

This Statement of Work (SOW) identifies the work to be performed in support of the Ford Vehicle holdings at CFB Suffield. Support includes but is not limited to the conduction of warranty services, inspections, routine/scheduled services, provision of OEM parts and various repairs to both mechanical and body.

#### Background

CFB Suffield holds approximately 100 Ford variants in their fleet, all of which require periodic and or annual inspections in accordance with their respective maintenance schedules repairs varying in degree of difficulty to both mechanical and body.

#### Aim or Objective

To obtain a Standing Offer for the provision of OEM parts, conduction of warranty service, routine/scheduled service intervals and various repairs of Ford variants, in order to promote the expedient repair of our fleet whilst reducing the strain on the repair staff at CFB Suffield during peak periods and heightened activity

#### Tasks

The contractor must be an OEM Ford warranty dealer. The contractor must provide OEM parts for in house repairs by CFB Suffield technicians, repairs to both mechanical and or body as well as the conduction of warranty repairs on an as requested basis in support of CFB Suffield's fleet. The type of work to be conducted will be directed by the technical authority, in this case the Base Maintenance Officer, or Contracts Services Specialist,. Tasks to include but are not limited to the following:

1. The Contractor must utilize OEM parts for all mechanical repairs unless otherwise approved in writing by the technical authority as above;
2. The Contractor must perform vehicle inspections and provide written certification in accordance with Departmental (as per ANNEX A), Provincial and or National standards where applicable. For inspection purposes adherence to the Commercial Vehicle Maintenance Standards is mandatory. All vehicle repairs will be conducted in accordance with vehicle manufacturer specifications.
3. provide OEM parts for in house repairs by CFB Suffield technicians,
4. The Contractor must perform diagnosis on the various vehicle systems and provide a written estimate for the repairs required to return the vehicle back to it's original condition, systems to include but are not limited to the following:
  - a. power train components/systems;
  - b. suspension system components/systems;
  - c. electrical components/systems;
  - d. fuel system components;
  - e. body component/systems;
  - f. exhaust system components;

- g. coolant system components; and
  - h. other component repair as requested such as collision damage repair.
5. The Contractor must repair mechanical faults as diagnosed/directed by CFB Suffield technicians through the technical authorities;
  6. The Contractor must provide written detailed estimates for the repair of collision damages with the provision of OEM parts unless otherwise authorized by the technical authority; and
  7. Contractor must provide repairs to Emergency essential assets such as but are not limited to Ambulances, Police variants and Fire Trucks manufactured by Ford Motor Company. These variants will be identified by the technical authority when the contract is let. Repairs required are to be initiated within 24 hours of delivery of the affected asset.

## **1.2 Constraints**

CFB Suffield will conduct its own delivery and pick up of vehicles to the Contractor for service. With limited recovery assets to achieve pick up and delivery for servicing and repair, CFB Suffield requires all services to be available within 40 minutes of CFB Suffield's Main Gate entrance.

The technical authority for the requested work is the Base Maintenance Officer, or the Contract Services Specialist. Only those two positions have the authority to enter into an agreement/arrangement or provide information in accordance with budgetary requirements. The above positions are also the specialists in providing the acceptance for the work that was carried out and can certify payment for services rendered.

Base Maintenance  
CFB Suffield  
PO Box 6000 Stn Main  
Medicine Hat AB  
T1A 8K8

## **2.0 Deliverables**

The Contractor must provide a detailed list/breakdown of all parts, labour, materials, supplies and narrative of what work was carried out on the invoice. Where applicable and requested, written certification must be provided to support any inspections performed by the Contractor where Departmental, Provincial or National standards are required.

## **3.0 Acceptance**

Once the technical authority is satisfied that the work completed was in accordance with the requested service, invoices will be processed.

## **4.0 Warranty**

The Contractor must provide at a minimum, of 90 days on all parts and labour at 100%

## **5.0 Language**

All work including tasks and deliverables will be completed in the English language, spoken and written.

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**ANNEX "B" - BASIS OF PAYMENT**  
**(All rates/prices are GST extra)**

**A. 01 December 2015 to 30 November 2016**

**1. Labour** Direct or Productive for Personnel used exclusively in work as follows:

**a) Shop rate per hour - Mechanical**

i) Regular Working Hours \$ \_\_\_\_\_/hour  
(Mon - Fri: 8 am - 5 pm)

**b) Shop rate per hour – Body Shop**

i) Regular Working Hours \$ \_\_\_\_\_/hour  
(Mon - Fri: 8 am - 5 pm)

**2. Material and replacement parts** (except free issue) at list price (which includes invoice cost, Transportation costs, Exchange, Customs and brokerage charges) less \_\_\_\_\_ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax. Sales tax to be shown as a separate item.

**3. Shop Supply Fee** must be directly associated with work as per the call-up and identified as separate line on the invoice. Fee equal to \_\_\_\_\_ % of labour charge to a maximum of \$ \_\_\_\_\_ per call up.

**4. Environmental/Disposal Fees** must be directly associated with work as per the call-up and identified as separate line item on the invoice.

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**B. Option Year 1: 01 December 2016 to 30 November 2017**

**1. Labour** Direct or Productive for Personnel used exclusively in work as follows:

**a) Shop rate per hour - Mechanical**

i) Regular Working Hours \$ \_\_\_\_\_/hour  
(Mon - Fri: 8 am - 5 pm)

**b) Shop rate per hour – Body Shop**

i) Regular Working Hours \$ \_\_\_\_\_/hour  
(Mon - Fri: 8 am - 5 pm)

**2. Material and replacement parts** (except free issue) at list price (which includes invoice cost, Transportation costs, Exchange, Customs and brokerage charges) less \_\_\_\_\_% (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax. Sales tax to be shown as a separate item.

**3. Shop Supply Fee** must be directly associated with work as per the call-up and identified as separate line on the invoice. Fee equal to \_\_\_\_\_% of labour charge to a maximum of \$\_\_\_\_\_ per call up.

**4. Environmental/Disposal Fees** must be directly associated with work as per the call-up and identified as separate line item on the invoice.

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### C. Option Year 2: 01 December 2017 to 30 November 2018

**1. Labour** Direct or Productive for Personnel used exclusively in work as follows:

**a) Shop rate per hour - Mechanical**

i) Regular Working Hours \$ \_\_\_\_\_/hour  
(Mon - Fri: 8 am - 5 pm)

**b) Shop rate per hour – Body Shop**

i) Regular Working Hours \$ \_\_\_\_\_/hour  
(Mon - Fri: 8 am - 5 pm)

**2. Material and replacement parts** (except free issue) at list price (which includes invoice cost, Transportation costs, Exchange, Customs and brokerage charges) less \_\_\_\_\_ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax. Sales tax to be shown as a separate item.

**3. Shop Supply Fee** must be directly associated with work as per the call-up and identified as separate line on the invoice. Fee equal to \_\_\_\_\_ % of labour charge to a maximum of \$ \_\_\_\_\_ per call up.

**4. Environmental/Disposal Fees** must be directly associated with work as per the call-up and identified as separate line item on the invoice.

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## ANNEX "C" - STANDING OFFER USAGE REPORT

Return to:

Email: **WST.PA-CAL@pwgsc.gc.ca**

### Quarterly Usage Report Schedule:

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

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

SUPPLIER:  
STANDING OFFER NO:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

| Item No.   | Call-Up/contract No.<br>Description | Value of the Call-Up/Contract | GST/HST |
|--|-------------------------------------|-------------------------------|---------|
|  |                                     |                               |         |
|  |                                     |                               |         |
|  |                                     |                               |         |
|  |                                     |                               |         |
|  |                                     |                               |         |
|  |                                     |                               |         |
| (A) Total Dollar Value Call-ups for this reporting period: |                                     |                               |         |
| (B) Accumulated Call-Up totals to date:                    |                                     |                               |         |
| (A+B) Total Accumulated Call-Ups:                          |                                     |                               |         |

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE:

## **ANNEX "D" - INSURANCE REQUIREMENTS**

### **Garage Automobile Liability Insurance**

1. The Contractor must obtain Garage Automobile Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).
  - c. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

### **Commercial General Liability Insurance**

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



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- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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## **Annex “E” – LEMS Equipment Inspection Report**

**-See attached-**

|           |  |           |  |                     |  |           |  |
|-----------|--|-----------|--|---------------------|--|-----------|--|
| INSPECTOR |  | DATE      |  | MAINTENANCE OFFICER |  | DATE      |  |
| Signature |  | Signature |  | Signature           |  | Signature |  |

|            |  |           |  |
|------------|--|-----------|--|
| TECHNICIAN |  | DATE      |  |
| Signature  |  | Signature |  |

THE ABOVE-NOTED REPAIRS AND TESTS HAVE BEEN COMPLETED AND THE EQUIPMENT MAY BE RETURNED TO SERVICE

THE SAFETY INSPECTION AND TESTS REQUIRED BY CFTO'S AND/OR THE PROVINCIAL HIGHWAY TRAFFIC ACT HAVE BEEN COMPLETED AND THE EQUIPMENT IS CERTIFIED SAFE TO OPERATE.

THIS EQUIPMENT IS UNSAFE TO OPERATE AND SHALL BE REMOVED FROM SERVICE UNTIL THE REPAIRS LISTED BELOW ARE COMPLETED.

| ITEM NO.                             | RECOMMENDED ACTION                   | ITEM NO.                            | RECOMMENDED ACTION |
|--------------------------------------|--------------------------------------|-------------------------------------|--------------------|
| (L) Vaporizer                        | (L) Lights / switches                | (W) Solenoids                       |                    |
| (K) Fuel lock                        | (K) Receptacles-slave / trailer      | (V) Fuel sending unit / pick-up     |                    |
| (J) Starting aids                    | (J) Batteries / boxes                | (U) Modules / sensors               |                    |
| (H) Governor                         | (H) Cables / wiring / connectors     | (T) Microprocessor control unit     |                    |
| (G) Filters / vents                  | (G) Horns / sirens / alarms          | (S) Safety switches / Master switch |                    |
| (F) Linkages                         | (F) Starter / drives / solenoids     | (R) Motor / speed controls          |                    |
| (E) Injectors / carburetors          | (E) Voltage regulator / relays       | (C) Electric motors / wiring        |                    |
| (D) Pump / vacuum / pressure test    | (D) Generator / alternator           | (P) Bilge pumps                     |                    |
| (C) Seals / gaskets                  | (C) Spark plugs / wiring             | (O) Heaters and controls            |                    |
| (B) Lines / connections              | (B) Ignition coil                    | (N) Circuit breakers / fuses        |                    |
| (A) Tank and cap                     | (A) Distributor / magneto            | (M) Instruments / gauges            |                    |
| 4. FUEL SYSTEM                       | 5. ELECTRICAL SYSTEM                 | 5. ELECTRICAL SYSTEM (Cont'd)       |                    |
| (P)                                  | (P)                                  | (P)                                 |                    |
| (C) Injector drive assembly          | (C)                                  | (C)                                 |                    |
| (N) Jacob's brake                    | (N)                                  | (N) Pumps (aux. heater)             |                    |
| (M) Oil pump                         | (M) Intercooler                      | (M) Air conditioning                |                    |
| (L) Drive belts / pulley / tensioner | (L) Exhaust brake                    | (L) Fan belts                       |                    |
| (K) Pollution control devices        | (K) Security of components           | (K) Seals and gaskets               |                    |
| (J) Filters - air / oil / fuel       | (J) Seals and gaskets                | (J) Oil coolers / lines             |                    |
| (H) Mounts                           | (H) Rain vents                       | (H) Winter front / shutter          |                    |
| (G) Seals and gaskets                | (G) Pipes / mufflers / clamps        | (G) Fan and shroud                  |                    |
| (F) Governor operation               | (F) Guards and shields               | (F) Header / overflow tank          |                    |
| (E) Timing - ignition / injector     | (E) Turbo-compressor                 | (E) Water pump                      |                    |
| (D) Head and valves                  | (D) Blower and drive                 | (D) Thermostat                      |                    |
| (C) Compression                      | (C) Heat riser                       | (C) Hoses / connections             |                    |
| (B) Engine performance               | (B) Air cleaner / pipes / connectors | (B) Radiator / cap                  |                    |
| (A) Oil level                        | (A) Manifolds                        | (A) Coolant level / strength        |                    |
| 1. ENGINE                            | 2. EXHAUST AND INTAKE SYSTEM         | 3. COOLING SYSTEM                   |                    |

RECOMMENDED ACTION

ITEM NO.

RECOMMENDED ACTION

ITEM NO.

LEGEND: ✓ = SERVICABLE, O = OPERATOR ACTION REQUIRED, M = MAINTENANCE ACTION REQUIRED

UNIT

DATE

HOURS OF OPERATION

LOCATION

MODEL / TYPE

SERIAL NO.

TYPE OF INSPECTION

ESTIMATED LABOUR (PERSON HOURS)



|  |   |   |
|--|---|---|
| 6. BRAKE SYSTEM                        | 7. POWER TRAIN                            | 8. HULL, FRAME, CAB AND BODY            |
| (A) Master cylinder / level            | (A) Transmission / gear box               | (A) Frame / brackets                    |
| (B) Air compressor – gov. settings     | (B) Transfer case                         | (B) Cab / mounts / tilt mech.           |
| (C) Connections / hoses / fittings     | (C) Differentials                         | (C) Hardware / hinges / handles / locks |
| (D) Drums / discs                      | (D) Propeller shafts / "U" joints         | (D) Windows / doors / tailgates         |
| (E) Shoes / bands / linings            | (E) Power take-off                        | (E) Upholstery / mats / curtains        |
| (F) Caliper / piston / rotor           | (F) Axles                                 | (F) Tarps / canopy / racks / belts      |
| (G) Wheel cylinders                    | (G) Torque converter / clutch             | (G) Mirrors / reflectors / sunvisor     |
| (H) Brake booster / Foot valve         | (H) Drive chains / sprockets              | (H) Safety guards / shields / brackets  |
| (J) Electric brake                     | (J) Pillow blocks                         | (J) Windshield / screen                 |
| (K) Air tanks                          | (K) Final drives                          | (K) Windshield wipers / washers         |
| (L) Brake chamber                      | (L) Bevel boxes                           | (L) Paint                               |
| (M) Adjusters / cam                    | (M) Seals / gaskets                       | (M) Bumpers / fender mud guards         |
| (N) Drain plug / tap                   | (N) Breathers                             | (N) Hull / bulkhead / access panels     |
| (O) Screen / filters                   | (O) Reduction units                       | (O) Seals / gaskets / drain plugs       |
| (P) Cables / controls                  | (P) Foot / hand controls                  | (P) Fire extinguishers                  |
| (Q) Magnet / armature                  | (Q) Oil levels / filters                  | (Q) Stowage bins                        |
| (R) Seals / gaskets                    | (R) Drive belts / pulleys / couplings     | (R) Counterweight / bolts               |
| (S) Brake pedal adjustment             | (S) Air cylinders                         | (S) Body / cargo / dump box             |
| (T) Relays                             | (T)                                       | (T) Fifth wheel                         |
| (U)                                    | (U)                                       | (U)                                     |
| 9. STEERING                            | 10. SUSPENSION AND RUNNING GEAR           | 11. HYDRAULIC SYSTEM                    |
| (A) Gearbox                            | (A) Springs / shackles                    | (A) Oil level                           |
| (B) Linkage / adjustments              | (B) Upper / lower control arms            | (B) Reservoir / tank                    |
| (C) Power steering                     | (C) Shock absorbers                       | (C) Pressure pumps / hand pumps         |
| (D) Tie rods / tie rod ends            | (D) Torque rods / torsion bars            | (D) Valves / controls                   |
| (E) Drag link / idler arm              | (E) Wheels / rims / tires                 | (E) Cylinders / rams                    |
| (F) Steering knuckles                  | (F) Wheel bearings                        | (F) Seals / gaskets                     |
| (G) King pins / bearings / ball joints | (G) Walking beams                         | (G) Filter / screen / breather          |
| (H) Alignment                          | (H) Seals / gaskets                       | (H) Hyd. lines / connections            |
| (J) Steering clutches / shoes          | (J) Adjustors                             | (J) Hydraulic cooler                    |
| (K) Front fork / spring                | (K) Track / components                    | (K) Hydraulic slave system              |
| (L) Steering controls                  | (L) Sprockets / idlers / rollers          | (L)                                     |
| (M) Steering damper                    | (M) Anti sway bars                        | (M)                                     |
| (N) Skis                               | (N) Trunion                               | (N)                                     |
| (O)                                    | (O)                                       | (O)                                     |
| 12. RECOVERY EQPT / MOBILE CRANES      | 13. PUMPS – FUEL / WATER                  | 14. MOTORCYCLES                         |
| (A) Wire / ropes / drums               | (A) Pipes / couplings / hoses             | (A) Steering head bearing               |
| (B) Shaaves / pulleys                  | (B) Valves / controls                     | (B) Ride control                        |
| (C) Clutches / brakes                  | (C) Vents / fusible plugs                 | (C) Fork / springs                      |
| (D) Shafts / "U" joints                | (D) Hose / nozzles / reels                | (D) Stand / racks                       |
| (E) Push frames                        | (E) Meters                                | (E) Component security                  |
| (F) Guards / screens                   | (F) Pumps / drive                         | (F) Sprockets                           |
| (G) Chains / sprockets                 | (G) Tanks                                 | (G)                                     |
| (H) Booms / beams / crane              | (H) Seals / gaskets                       | (H)                                     |
| (J) Forks / yokes                      | (J) Grounding devices                     | (J)                                     |
| (K) Winches / components               | (K) Filters / screens / traps / strainers | (K) Air dryer                           |
| (L) Controls – hydraulic mech.         | (L) Ladders / catwalks                    | (L) Alcohol dispensers                  |
| (M) Ratchets – pawls                   | (M)                                       | (M) Tanks                               |
| (N) Safety warning devices             | 15. ALL EQUIPMENTS                        | (N) Air starters / motors               |
| (O) Outriggers                         | (A) Cleanliness                           | (O) Regulators / valves                 |
| (P) Under lift / stinger               | (B) Lubrication                           | (P)                                     |
| (Q)                                    | (C) Component security                    | (Q)                                     |
| RECOMMENDED ACTION                     | ITEM NO.                                  | RECOMMENDED ACTION                      |