

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 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
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Highway Tractor Rentals	
Solicitation No. - N° de l'invitation EW479-160237/B	Date 2015-07-17
Client Reference No. - N° de référence du client EW479-160237	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-014-10493
File No. - N° de dossier EDM-5-38040 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-22	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lau (EDM), Chris	Buyer Id - Id de l'acheteur edm014
Telephone No. - N° de téléphone (780)566-2195 ()	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	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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edm014

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

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File No. - N° du dossier

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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 | Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirements and the Standing Offer Usage Report.

1.2 Summary

A Regional Individual Standing Offer (RISO) for the provision of all labour, transportation, materials, tools, equipment and supervision necessary to provide highway tractors without operators on an "as required" basis for the Department of National Defence (DND), located in various locations throughout Northern Alberta in accordance with the terms and conditions contained herein.

Specifically, these locations include Canadian Forces Base (CFB) Edmonton, Cold Lake and Wainwright.

The Standing Offer will be from date of issue for a three year period.

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.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

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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 (2015-07-03), 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 copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- (a) Provision of documentation illustrating adherence to the Minimum Performance Specifications as stated in Annex "B";
- (b) Ability to perform the full scope of the work as described in Annex "A" Statement of Work.

4.1.2 Financial Evaluation

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

The unit prices offered for line items 1, 2 and 3 will be multiplied by the estimated usages as shown. For line item 4, the percentage discount quoted will be applied to the estimated usage amount for that item. The resulting amounts for all line items for all years will be added together to obtain a total evaluated offer price.

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

4.2 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 for issuance of a standing offer.

It is Canada's intention to issue up to three (3) standing offers.

If more than one (1) responsive offer has been received, the Standing Offers will be issued as follows:

- (a) the first Standing Offer authorized for use, will be issued to the responsive Offeror whose total evaluated offer price is the lowest. Funding will be 60% of the total estimated expenditure.

- (b) the second Standing Offer authorized for use, will be issued to the responsive Offeror who has the second lowest evaluated offer price. Funding will be 40% of the total estimated expenditure.

If more than two (2) responsive offers have been received, the Standing Offers will be issued as follows:

- (a) the first Standing Offer authorized for use, will be issued to the responsive Offeror whose total evaluated offer price is the lowest. Funding will be 50% of the total estimated expenditure.
- (b) the second Standing Offer authorized for use, will be issued to the responsive Offeror who has the second lowest evaluated offer price. Funding will be 30% of the total estimated expenditure.
- (c) the third Standing Offer authorized for use, will be issued to the responsive Offeror who has the third lowest evaluated offer price. Funding will be 20% of the total estimated expenditure.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed Declaration Form, to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 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.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

5.2.3.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

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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 "C".

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 fulfill the requirement 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) (<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 (2015-07-03), General Conditions - Standing Offer - 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 "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.

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 three (3) years from date of Standing Offer issuance.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Christopher Lau
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 5th Floor, ATB Place North Tower
Telephone: 780-497-3981
Facsimile: 780-497-3510
E-mail address: christopher.lau@pwgsc-tpsc.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:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
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 authorized personnel from the:

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

7.8 Call-up Procedures

Depending on the number of compliant offers received, that will determine the number of standing offers issued and what the proportional split will be. The lowest total evaluated offer price represents the best value for Canada and its offeror receives the largest portion of the work. Call-ups are then rotated between the Offerors making sure the ideal percentage in relation to the work is maintained throughout the duration of the Standing Offer.

7.9 Call-up Instrument

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 100,000.00 (Applicable Taxes included).

7.11 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 (2015-07-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2015-07-03), General Conditions - Services (Medium Complexity)

- e) Annex "A", Statement of Work
- f) Annex "B", Minimum Performance Specifications;
- g) Annex "C", Basis of Payment
- h) Annex "D", Insurance Requirements
- i) Annex "E", Standing Offer Usage Report
- j) the Offeror's offer dated _____

7.13 Certifications

7.13.1 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.

7.13.3 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
G6001C (2008-05-12), Vehicles – Long Term Lease
M3800C (2006-08-15), Estimates

7.14 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.

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2015-07-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2015-07-03) 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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "C", to a limitation of expenditure of \$ (*as per the call-up document*). Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (as per the call-up document). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit
C0710C (2007-11-30), Time and Contract Price Verification
C0711C (2008-05-12), Time Verification
C2000C (2007-11-30), Taxes – Foreign Based Contractor
H1008C (2008-05-12), Monthly Payment

7.5.5 Payment by Credit Card

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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
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 "C". 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

A9006C (2012-07-16), Defence Contract
A9039C (2008-05-12), Salvage
A9062C (2011-05-16), Canadian Forces Site Regulations
B1501C (2006-06-16), Electrical Equipment

ANNEX "A"

STATEMENT OF WORK

1. Requirement

A Regional Individual Standing Offer (RISO) for the provision of all labour, transportation, materials, tools, equipment and supervision necessary to provide highway tractors without operators on an "as required" basis for the Department of National Defence (DND), located in various locations throughout Northern Alberta in accordance with the terms and conditions contained herein.

Specifically, these locations include Canadian Forces Base (CFB) Edmonton, Cold Lake and Wainwright.

2. Licensing

As the rental units may be driven throughout Canada and into the United States, all rental units must be licensed accordingly.

Interprovincial of Canada licensing and licensing for entry into the United States must be available upon request.

3. Availability of Rental Units

The Offeror must provide medium/heavy haul rental units. Medium haul rental units must be available as a backup in the event that heavy haul rental units are unavailable at the time of call-up, however assets must be capable to perform the required task without Canada causing unnecessary damage to the unit due to heavy loads

4. Pick-up of Rental Units

DND will be responsible for pick-up and return of the rental units except for replacement units which are being delivered as a result of mechanical failure.

Rental units will be returned to the same location that the units were dispatched, unless other mutually arranged drop off locations have been identified and agreed upon by the Offeror and the Call-up Authority.

No costs are to be incurred by Canada for pick up and drop off of the rental units at the Offeror's location.

5. Pick-up Response Times

The Offeror must be able to supply a minimum for five (5) rental units at once if requested. A notice of five (5) calendar days will be given to the Offeror if more than five (5) rental units are requested at once.

Rental units must be available for pick up within twenty-four (24) hours from receipt of Call-up.

In the event of an emergency, reasonable short notice, four (4) to six(6) hours, will be provided to the Offeror for a Call-up.

6. Routine Maintenance and Repairs

Maintenance and repairs associated with routine scheduled maintenance of the rental units will be the responsibility of the Offeror and will be provided at no extra cost to Canada.

7. Loss, Damage and Repair (DND Personnel)

A. It is understood and agreed that Canada is responsible for the loss of and damage to the rental units, which is not the result of normal wear and tear, under this Standing Offer.

B. Normal wear and tear will include road hazards such stone chips to the paint, surface scratches.

C. Canada will be given the opportunity, if it so desires, to obtain its own estimate through a third party on the identified repairs, in order to validate the Offeror's estimate. Once the value of the repairs has been established, the Offeror will invoice the Department of National Defence for the agreed amount. Invoices must include copies of estimates and actual repair invoices including towing charges if necessary. The Standing Offer Authority must be informed of any dispute in the amount owed for loss / damage / repairs.

D. The Offeror will be responsible for replacement of worn or blown tires due to normal wear and tear.

E. With the exception of minor servicing (e.g. adding fuel, oil) DND will not perform any repairs or maintenance on rental units.

F. DND Canada will return units full of fuel and clean.

8. Insurance

Canada will self insure on all units rented from the Offeror(s).

9. Licensed Mechanic, Mobile Service Unit and Towing - Mechanical Breakdown (Offeror's Responsibility):

9.1 Mechanical Breakdown within the local DND vicinity:

The Offeror will dispatch a licensed mechanic and mobile service unit to perform repairs unless the repairs cannot be performed on location. The licensed mechanic and mobile service unit must be at the location of the breakdown within four (4) hours of notification for service inside the local DND vicinity.

If service cannot be performed within four (4) hours notification by the Call-Up Authority, the Offeror is to dispatch a replacement unit to the breakdown location immediately at no extra cost to Canada. The Offeror is responsible for all delivery, offloading and all travel and living expenses associated with providing a replacement unit. The replacement rental unit will be subject to the same Acceptance Inspection as if the replacement unit was being picked up at the Offeror's location identified above.

If it is necessary to have the rental unit towed to a service location due to mechanical failure, the Offeror will be responsible for all towing charges. The Offeror is to dispatch a tow truck immediately after being notified by DND to the breakdown location.

9.2 Mechanical Breakdown outside of the local DND vicinity:

The Offeror will dispatch a licensed mechanic and mobile service unit to perform repairs unless the repairs cannot be performed on location. The licensed mechanic and mobile service unit must

be at the location of the breakdown within six (6) hours of notification for service outside the local DND vicinity.

If a licensed mechanic and mobile service unit cannot be dispatched and at the breakdown location to perform repairs within six (6) hours of being notified by the Call-Up Authority of a mechanical breakdown, a replacement unit is to be dispatched immediately to the location identified by the Call-Up Authority at no extra cost to Canada. The Offeror is responsible for all delivery, offloading and travel and living expenses, if applicable, when providing a replacement unit. The replacement rental unit will be subject to the same Acceptance Inspection as if the replacement unit was being picked up at the Offeror's location.

Replacement rental units for delivery to the rental unit breakdown location as a result of mechanical failure will be F.O.B. destination including all delivery, offloading charges, and; if applicable, any travel and living expenses.

If it is necessary to have the rental unit towed to a service location due to mechanical failure, the Offeror will be responsible for all towing charges. The Offeror is to dispatch a tow truck immediately after being notified by DND to the breakdown location.

9.3 Breakdown Due to Mechanical Failure of Rental Units

More than six (6) mechanical breakdowns of rental units during the period of the Standing Offer may result in the setting aside of the Standing Offer. Additional Call-Ups will not be issued or authorized once the Standing Offer has been set aside. If the breakdown is caused due to a mechanical error/fault, the Offeror will provide mechanical services to the breakdown location, or provide a replacement unit to DND within four (4) hrs of notification of the breakdown. If the breakdown will require repairs extending past Eight (8) hrs of the time of notification of the breakdown, the Offeror is required to provide a replacement within ten (10) hours of the initial breakdown notification time.

10.0 Licensed Mechanic, Mobile Service Unit, and Towing - DND Personnel's Error (DND Responsibility):

10.1 Breakdown due to DND Personnel's error within the local DND vicinity:

The Offeror will dispatch a licensed mechanic and mobile service unit to perform repairs unless the repairs cannot be performed on location. The licensed mechanic and mobile service unit must be dispatched and on location within four (4) hours of notification for service within the local DND vicinity.

DND will be responsible for all delivery, offloading, and all travel and living expenses associated with providing a replacement unit. The replacement rental unit will be subject to the same Acceptance Inspection as if the replacement unit was being picked up at the Offeror's location.

If it is necessary to have the rental unit towed to a service location due to DND Personnel's error, DND will be responsible for all towing charges. DND will notify the Offeror of the breakdown and either request the Offeror dispatch a tow truck to the breakdown location or make their own arrangements to have the rental unit towed to a service location.

10.2 Breakdown due to DND Personnel's error outside of the local DND vicinity:

The Offeror will dispatch a licensed mechanic and mobile service unit to perform repairs unless the repairs cannot be performed on location. The licensed mechanic and mobile service unit must be dispatched and on location within six (6) hours of notification for service outside the local DND vicinity. If service cannot be performed within six (6) hours of notification, the Offeror is to dispatch a replacement unit to the breakdown location immediately at no extra cost to Canada.

If it is necessary to have the rental unit towed to a service location due to DND Personnel's error, DND will be responsible for all towing charges. DND will notify the Offeror of the breakdown and either request the Offeror dispatch a tow truck to the breakdown location or make their own arrangements to have the rental unit towed to a service location.

11. Travel and Living Expenses (DND Personnel's Error Only):

All travel and living expenses must be authorized by the Call-Up Authority. Authorized travel and living expenses will be at actual cost incurred, except for meals and private vehicle mileage, which are not to exceed the rates given in the Treasury Board Travel and Living Guidelines in effect at the time of travel. A copy of the current rates is available at: [Http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)

Travel costs are not to include a markup.

12. Replacement Rental Units:

If the breakdown is due to DND personnel error or damage and a rental unit is still required, a replacement unit will be provided to the DND once a call up has been issued by the Call-Up Authority for the replacement unit.

ANNEX "B"

MINIMUM PERFORMANCE SPECIFICATIONS

1) Offerors must address any concerns with the Minimum Performance Specifications in written detail to the Standing Offer Authority before bid closing as outlined in the Request for Standing Offer (RFSO).

2) Offerors must address each Minimum Performance Specification, listed below, whether the product offered "Meets or Exceeds" or "Doesn't Meet" and provide supporting documentation for each item. Offerors must identify on their supporting documentation where the information can be found and, if applicable, "N/A" if documentation is not available.

3) Offerors are requested to cross reference by item number on their supporting document where it clearly shows the specification meets or exceeds each minimum specification. Lacking published supporting literature, Offerors must, at a minimum, certify that no published specifications exist for items identified as "N/A" and that the product offered is compliant with the minimum performance specifications.

Item	Description	Meets or Exceeds	Does not Meet	Page Number
1	All units must be <700,000 K			
2	Must have a minimum 450 horsepower			
3	Rental Units must be 13, 15, 18 Speed Preferred			
4	Engine Retarder Braking System			
5	Dual Tandem Axles			
6	Rear Axles: Minimum Rating of 46,000 lbs			
7	Minimum 37,000 lbs gross weight			
8	Dual Air Brake System			
9	Sliding Fifth Wheel			
10	Air Ride Drivers Seat			
11	AM/FM Radio			
12	Sleeper: Minimum 42"			
13	Block Heater			
14	Air Conditioning			
15	Fuel Tanks: Dual Saddle Tanks, minimum capacity of 100 imperial gallons per side			
16	Gross Vehicle Rated Weight between 54,000-63,500 kgs.			
17	Offeror must provide a Toll Free telephone number and/or twenty-four hour emergency telephone number where the Call-up Authority can call in the event of an emergency or replacement of a unit. Telephone: (____) ____ - _____			
18	24/7 Mechanical Roadside Assistance			

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Lacking published supporting literature, bidders must, at a minimum, certify that no published specifications exist for items identified as "N/A" and that the product offered is compliant with the minimum performance specifications.

The offeror certifies that no published specifications exist for any items identified above as "N/A" and that the product offered meets or exceeds the minimum performance specifications requested.

Signed

Date

Offers which do not meet or exceed all of the Minimum Performance Specifications listed above will be deemed non-responsive and given no further consideration.

If, upon delivery and acceptance, the product is found to not meet the Minimum Performance Specifications, the product will be returned at the suppliers expense and the Standing Offer set aside for default.

ANNEX "C"

BASIS OF PAYMENT

- Prices must be submitted as outlined below.
- Prices must be submitted for all line items.
- Prices must be submitted for all three (3) years as shown.
- A percentage discount for miscellaneous vehicle rentals must be provided otherwise it will be taken as
- zero.
- Rental rates will remain firm for the periods shown.
- Rental rates will be prorated for any period less than a month.
- GST is not included in the rental rates, but where applicable will be added to the invoice as a separate
- line item.
- Estimated Usages are for evaluation purposes only, actual usage may vary from the amounts shown.

Standing Offer Period One - from date of issuance for a twelve month period.

Item	Description	Estimated Usages	
1	Tractor Unit with Sleeper in accordance with the Minimum Performance Specifications	110 months	4,100 km's/month/unit
2	Tractor Unit without Sleeper in accordance with the Minimum Performance Specifications	13 months	4,100 km's/month/unit

Item	Description	Monthly Rental Rate	Number of Free Kilometers per Month	Rate Exceeding Free Kilometers
1	Tractor Unit with Sleeper in accordance with the Minimum Performance Specifications	\$_____/month	_____km's	\$_____/km
2	Tractor Unit without Sleeper in accordance with the Minimum Performance Specifications	\$_____/month	_____km's	\$_____/km
3	Delivery/Pick-Up Charge (One Way) Must be upon request of the Call-Up Authority			
3.1	Department of National Defence CFB/ASU Wainwright Base Transport, Building 136 Denwood, Alberta T0B 1B0	15 Units		\$_____/unit
3.2	Department of National Defence 1 SVC BN SUP COY P.O. Box 10500 Station Forces Edmonton, Alberta	15 Units		\$_____/unit

	T5J 4J5		
3.3	Department of National Defence 4 Wing Cold Lake Cold Lake, Alberta T9M 2C6	5 Units	\$ _____/unit
4	Miscellaneous Rental: Vehicles that are rented during the period of the Standing Offer, that are not otherwise listed, will be charged in accordance with the Offeror's Rental Fleet Standard Rate for Inventory, less a discount of _____%	\$40,000.00/year	_____ %

Standing Offer Period Two - (actual dates to be determined)

Item	Description	Estimated Usages	
1	Tractor Unit with Sleeper in accordance with the Minimum Performance Specifications	110 months	4,100 km's/month/unit
2	Tractor Unit without Sleeper in accordance with the Minimum Performance Specifications	13 months	4,100 km's/month/unit

Item	Description	Monthly Rental Rate	Number of Free Kilometers per Month	Rate Exceeding Free Kilometers
1	Tractor Unit with Sleeper in accordance with the Minimum Performance	\$ _____/month	_____ km's	\$ _____/km

	Specifications			
2	Tractor Unit without Sleeper in accordance with the Minimum Performance Specifications	\$ _____/month	_____ km's	\$ _____/km
3	Delivery/Pick-Up Charge (One Way) Must be upon request of the Call-Up Authority			
3.1	Department of National Defence CFB/ASU Wainwright Base Transport, Building 136 Denwood, Alberta T0B 1B0	15 Units		\$ _____/unit
3.2	Department of National Defence 1 SVC BN SUP COY P.O. Box 10500 Station Forces Edmonton, Alberta T5J 4J5	15 Units		\$ _____/unit
3.3	Department of National Defence 4 Wing Cold Lake Cold Lake, Alberta T9M 2C6	5 Units		\$ _____/unit
4	Miscellaneous Rental: Vehicles that are rented during the period of the Standing Offer, that are not otherwise listed, will be charged in accordance with the Offeror's Rental Fleet	\$40,000.00/year		_____ %

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	Standard Rate for Inventory, less a discount of _____%		
--	--	--	--

Standing Offer Period Three - (actual dates to be determined)

Item	Description	Estimated Usages	
1	Tractor Unit with Sleeper in accordance with the Minimum Performance Specifications	110 months	4,100 km's/month/unit
2	Tractor Unit without Sleeper in accordance with the Minimum Performance Specifications	13 months	4,100 km's/month/unit

Item	Description	Monthly Rental Rate	Number of Free Kilometers per Month	Rate Exceeding Free Kilometers
1	Tractor Unit with Sleeper in accordance with the Minimum Performance Specifications	\$ _____/month	_____ km's	\$ _____/km
2	Tractor Unit without Sleeper in accordance with the Minimum Performance Specifications	\$ _____/month	_____ km's	\$ _____/km
3	Delivery/Pick-Up Charge (One Way) Must be upon request of the Call-Up Authority			
3.1	Department of National Defence CFB/ASU Wainwright Base Transport, Building 136 Denwood, Alberta T0B 1B0	15 Units		\$ _____/unit
3.2	Department of National Defence 1 SVC BN SUP	15 Units		\$ _____/unit

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	COY P.O. Box 10500 Station Forces Edmonton, Alberta T5J 4J5		
3.3	Department of National Defence 4 Wing Cold Lake Cold Lake, Alberta T9M 2C6	5 Units	\$_____/unit
4	Miscellaneous Rental: Vehicles that are rented during the period of the Standing Offer, that are not otherwise listed, will be charged in accordance with the Offeror's Rental Fleet Standard Rate for Inventory, less a discount of _____%	\$40,000.00/year	_____%

ANNEX "D"

INSURANCE REQUIREMENTS

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

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ANNEX "E"

STANDING OFFER USAGE REPORT

Return to:

ATTN: Christopher Lau
Public Works and Government Services Canada – Edmonton, Acquisitions Branch
Facsimile: (780) 497-3510
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: _____