

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

Request For a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet NISO - BODY MAINTENANCE & CORROSION	
Solicitation No. - N° de l'invitation W8486-162864/A	Date 2015-09-01
Client Reference No. - N° de référence du client W8486-162864	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HS-597-67907
File No. - N° de dossier hs597.W8486-162864	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-13	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Bourassa, Chantal	Buyer Id - Id de l'acheteur hs597
Telephone No. - N° de téléphone (819)956-6763 ()	FAX No. - N° de FAX (819)956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
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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Buyer ID - Id de l'acheteur

hs597

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

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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:

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 Annex A - Statement of Work, Appendix A – Maritimes Region, Appendix B – Quebec/Ontario Region, Appendix C – Western Region, Annex B – Pricing for Maritimes Region, Annex C – Pricing for Quebec and Ontario Region, Annex D – Pricing for Western Region, Annex E – Quaterly Usage Report, Annex F – Mandatory Bid Evaluation Criteria and Annex G - Environmental, Health and Safety Survey.

1.2 Summary

1.2.1 The Department of National Defence has a requirement to establish three (3) National Individual Standing Offer (NISO), one for the Maritimes Region, one for the Quebec and Ontario Region and one for the West Region, to provide corrosion control and body maintenance of DND owned vehicles to all support bases across Canada. The requirement includes physical presentation, technical presentation package and compliance demonstration in accordance with Annex A - Statement of Work for Military Vehicles & Trailers - Body Maintenance and Corrosion Control dated 2015-06-15.

The work under this requirement will be carried out during the period of two (2) firm years from the issuance of the NISO with an option to extend the offer by three (3) additional periods of one (1) year under the same terms and conditions.

1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT), the North American Free Trade Agreement (NAFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia

Free Trade Agreement (CCFTA), the Canada-Panama Free Trade Agreement (CPFTA) and the World Trade Organisation Agreement on Government Procurement (WTO-AGP).

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2015-07-03\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 90 days

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 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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.

2.4 Applicable Laws

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

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.

2.5 Environmental Considerations

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired.

Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement, for this solicitation:

The successful bidder will be requested, after contract award, to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority, the Technical Authority or the Procurement Authority, thereby reducing printed material.

Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Product components used in performing the services should be recyclable and/or reusable, whenever possible.

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 (3 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in RFSO is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Quality Plan

Offerors must submit a Quality Plan with the offer. The Quality Plan must be in the same format that will be used after issuance of the Standing Offer.

The Quality Plan may reference other documents. Where referenced documents do not already exist, but are required by the Quality Plan, the plan must identify them and also identify when, how and by whom they will be prepared and approved. The documents referenced in the Quality Plan must be made available when requested by Public Works and government Services Canada or the Department of National Defence.

Sample

Offerors must provide with their offer a sample of at least 1 liter of their proposed product, including complete technical data demonstrating how criteria M2 through M11 set out in Annex F – Mandatory Evaluation Criteria are met, transportation charges prepaid, and without charge to Canada.

The sample submitted by the Offerors will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the RFSO, the offer will be declared non-responsive.

The Offerors may submit an offer for more than one (1) locations as defined below:

Appendix A – Locations – Maritimes Region

Appendix B – Locations – Quebec and Ontario Region

Appendix C – Locations – Western Region

Offerors must clearly specify for which Appendix an offer is being submitted.

Offerors must complete and submit locations appendix for which an offer is being submitted.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment in Part 7B and with Annexes B, C and D – Pricing. The total amount of Applicable Taxes must be shown separately.

Price must appear only in the appropriate Pricing Annex for which an offer is submitted:

Annex B – Maritimes Region

Annex C – Quebec and Ontario Region

Annex D – Western Region

Offerors do not need to submit an offer for all regions. However, Offerors must submit firm prices for all items, all options, all years, including the initial and extended periods, pertaining to the Region for which they are submitting an offer, in Canadian dollars, Delivery Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise taxes included where applicable and applicable taxes are extra.

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

SACC Reference	Title	Date
C3011T	Exchange Rate Fluctuation	2013-11-06

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

Canada Request that Offerors submit the following information:

3.1.3 Delivery

While delivery is requested within fifteen (15) working days from receipt of a call-up document against the Standing Offer, the best delivery that could be offered is as follows:

Within _____ weeks/calendar days from receipt of a call-up against the Standing Offer.

3.1.3.1 Supplier's Representatives

Canada requests that Offerors provide information for the contact person responsible for:

General enquiries

Name:

Telephone No:

Facsimile No:

E-mail address:

Delivery follow-up

Name:

Telephone No:

Facsimile No:

E-mail address:

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

Offers must be completed in full and provide all management and technical information requested in the Request for Standing Offer to enable a full and complete evaluation by the bid closing date and time.

4.1.1.1 Mandatory Technical Criteria

Offerors must comply with Annex F – Mandatory Technical Evaluation Criteria.

Offerors must complete and submit locations appendix for which an offer is being submitted.

A check mark should be added in the appropriate spaces in Annex G – Environmental, Health and Safety Survey, Offerors should provide additional explanation to support their technical compliance.

4.1.1.1.1 Sample and Information required for Offer Evaluation Purposes

In order for an offer to be declared responsive, Offerors must meet the following criteria:

Offerors must provide with their offer a sample, of at least 1 liter of their proposed product, including complete technical data demonstrating how criteria M2 through M11 set out in Annex F – Mandatory Evaluation Criteria are met, transportation charges prepaid, and without charge to Canada.

The sample submitted by the Offerors will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the RFSO, the offer will be declared non-responsive.

4.1.1.1.1.1 Quality Plan

Offerors must provide a Quality Plan with their offer.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Offers must be completed in full and provide all financial information requested in the Request for a Standing Offer and at Annexes B, C and D – Pricing by the bid closing date and time to enable a full and complete evaluation.

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.1.1 Offerors must submit firm prices for all items, all options, all years including the initial and extended periods, pertaining to the Region for which they are submitting an offer.

4.1.2.1.1.1 Aggregate Price Determination per appendix – locations

The aggregate price of the offer per appendix – locations will be determined by adding all the firm prices, for all items, all options, the initial and extended periods in accordance with Annex B, C and D – Pricing.

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4.2 Basis of Selection

An offer must comply with the requirements of the RFSO including the technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest aggregate evaluated price per appendix – locations will be recommended for issuance of a Standing Offer. Up to three (3) Standing Offers may be awarded.

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](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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PART 6 - FINANCIAL REQUIREMENTS

6.1 Financial Capability

SACC Manual clause M9033T (2011-05-16) Financial Capability

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 Annex A - Statement of Work for Military Vehicles and Trailers.

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

The data must be submitted to the Standing Offer Authority no later than fifteen (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 against the Standing Offer is from the date of issuance of the Standing Offer to (to be inserted by PWGSC).

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 up to three (3) additional periods, from (to be inserted by PWGSC) to (to be inserted by PWGSC), from (to be inserted by PWGSC) to (to be inserted by PWGSC) and from (to be inserted by PWGSC) to (to be inserted by PWGSC) 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:

Name: Chantal Bourassa
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Logistic, Electrical, Fuel and Transportation Directorate
Division: HS
Address: Place du Portage, Phase III, 7B1
11 Laurier Street
Gatineau, Qc
K1A 0S5
Telephone: 819-956-6763
Facsimile: 819-956-5227
E-mail address: chantal.bourassa@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 Procurement Authority

The Procurement Authority for the Standing Offer is:

To be inserted by PWGSC
DLP
National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone:
Facsimile:
E-mail address:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Technical Authority

The Technical Authority for the Contract is:

To be inserted by PWGSC

National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone:
Facsimile:
E-mail address:

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.4 Offeror's Representative

General enquiries

Name: To be inserted by PWGSC
Telephone No.:
Facsimile No.:
E-mail address:

Delivery follow-up

Name: To be inserted by PWGSC
Telephone No.:
Facsimile No.:
E-mail address:

7.5.5 Locations of intended dealer

The Offeror's locations of Intended Dealer that will be responsible for service are listed in the attached Appendix A, B and/or C – Locations.

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: DLP-4-3-1 or the delegated authorized representative.

7.7 Call-up Instrument

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

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Applicable Taxes included). All individual call-ups against the Standing Offer exceeding \$200,000.00 (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TO BE INSERTED BY PWGSC** 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 four (4) 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.

7.10 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 (2015-07-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2015-07-03);
- e) Annex A, Statement of Work for Military Vehicles and Trailers;
- f) Appendix A – Locations – Maritimes Region;
- g) Appendix B – Locations – Quebec and Ontario Region;
- h) Appendix C – Locations – Western Region;
- i) Annex B – Pricing – Maritimes Region;
- j) Annex C – Pricing – Quebec and Ontario Region;
- h) Annex D – Pricing – Western Region;
- i) the Offeror's offer dated _____ “as amended on _____”.

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 additional 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 additional 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 Ontario.

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 Requirement

The Contractor must perform the items and work described in the call-up against the Standing Offer.

7.1.1 Environmental Protection

- a. The Contractor is responsible for ensuring that all work carried out on any DND property by staff, or duly appointed subcontractors, under this contract is:
 - i. Completed using personnel qualified and certified in the scope of work that they are undertaking; and
 - ii. In compliance with all applicable municipal, provincial, federal and statutory environmental protection laws and regulations.
- b. Prior to commencement of the work, the Contractor must have in place an Emergency/Spill Response Plan and also processes and procedures for the identification, management, handling and disposal of all substances, pollinates and material covered by the applicable municipal, provincial, federal and statutory environmental protection laws and regulations.
- c. The Contractor must have full responsibility for the disposal of any hazardous waste removed or uncovered in the performance of the work. Title to such waste must pass to the Contractor as soon as the Contractor takes possession of the waste, and the Contractor must dispose of such waste in accordance with the requirements of the Contract, if any, and in accordance with applicable law, whether federal, provincial or municipal.
- d. Copies of all Hazardous Material Disposal Certificates raised whilst completing any work under the scope of the contract are to be provided to the Technical/Inspection Authority. Furthermore, additional evidence of compliance with municipal, provincial, federal and statutory environmental laws and regulations is to be forthwith furnished by the Contractor to the Technical/Inspection Authority.
- e. Failure to comply with any of the above will be, of and by itself, grounds for termination of the contract for default.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 16 Interest on Overdue Accounts, of 2010A (2015-07-03) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be made within **TO BE INSERTED BY PWGSC** calendar days from receipt of a call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm price(s) specified in Annex B, C and/or D - Pricing, and as follows:

7.4.1.1 Basis of Payment (BOP) Type 1

Firm lot prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

7.4.1.1.1 Basis of Payment (BOP) Type 2 – for Physical Presentation & Compliance Demonstration

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

When requested by Canada, the Contractor must provide an estimated cost and relevant information for the travel and living.

7.4.2 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of Price	2011-05-11
H1001C	Multiple Payments	2008-05-12

7.4.3 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified on the invoice is completed.
2. The contractor is requested to provide invoices in electronic format to the Contracting Authority and Procurement Authority unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
3. 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 call-up against the Standing Offer for acceptance and payment.
 - (b) One (1) copy must be forwarded or e-mail to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

(c) One (1) copy must be forwarded or e-mail to the Procurement Authority identified under the section entitled "Authorities" of the Contract.

7.6 SACC Manual Clauses

SACC Reference	Title	Date
A1009C	Work Site Access	2008-05-12
A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
A9065C	Identification Badge	2006-06-16
B1505C	Shipment of Hazardous Materials	2006-06-16
B7500C	Excess Goods	2006-06-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian-based Contractors	2014-11-27
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2013-11-06
D3010C	Delivery of Dangerous Goods/Hazardous Products	2014-06-26
D3015C	Dangerous Goods /Hazardous Products – Labelling and Packaging Compliance	2014-09-25
D5510C	Quality Assurance Authority (DND) - Canadian-based Contractor	2014-06-26
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5604C	Release Documents (DND) - Foreign-based Contractor	2008-12-12
D5605C	Release Documents (DND) - United States-based Contractor	2010-01-11
D5606C	Release Documents (DND) - Canadian-based Contractor	2012-07-16
D6010C	Palletization	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30
W0002D	Delivery Requirements Outside a CLCSA	2000-12-01

7.7 Inspection and Acceptance

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

7.8 Quality Plan

No later than thirty (30) calendar days after the contract date, the Contractor must submit for acceptance by the Department of National Defence (DND) a Quality Plan prepared according to the latest issue (at contract date) of ISO 10005 Quality management systems – Guidelines for quality plans. The Quality Plan must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan.

The documents referenced in the Quality Plan must be made available when requested by Public Works and Government Services Canada (PWGSC) or DND.

If the Quality Plan was submitted as part of the bidding process, the Contractor must review and where appropriate, revise the submitted plan to reflect any changes in requirements.

Upon acceptance of the Quality Plan by DND, the Contractor must implement the Quality Plan. The Contractor must make appropriate amendments to the Quality Plan throughout the term of the contract to reflect current and planned quality activities. Amendments to the Quality Plan must be acceptable to DND.

7.9 Post-Contract Award Meeting

Within ten (10) calendar days from the effective date of issuance of the Standing Offer, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after issuance of the Standing Offer to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

7.10 Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

One (1) copy mailed to consignee marked: "Attention: Receipts Officer";

Two (2) copies with shipment (in a waterproof envelope) to the consignee;

One (1) copy to the Contracting Authority;

One (1) copy to:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention:

One (1) copy to the Quality Assurance Representative;

One (1) copy to the Contractor; and

For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
E-mail: ContractAdmin.DQA@forces.gc.ca.

7.11 Insurance Requirements

The Contractor must comply with the insurance requirements specified herein. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.11.1 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 Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract.

The interest of Canada as additional insured should read as follows: Canada, represented by the department of National Defence and/or Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.11.2 Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,000,000.00. Government Property must be on a replacement cost basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

2. The Bailee's Customer's Goods must include the following:

- (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- (b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

7.11.3 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.
- (e) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to

pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7.11.4 Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.

2. 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.

3. The Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

(b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(c) Separation of Insureds: 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.

(d) 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.

(e) Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hs597

Client Ref. No. - N° de réf. du client
W8486-162864

File No. - N° du dossier
hs597W8486-162864

CCC No./N° CCC - FMS No./N° VME

legally liable is performing or has performed the operations described in the contract.

STATEMENT OF WORK

(SOW)

FOR

MILITARY VEHICLES & TRAILERS

BODY MAINTENANCE AND CORROSION CONTROL

1 SCOPE

1.1 Applicability

- (a) This document details the co-ordination and annual application in Canada of body maintenance and corrosion control products, on vehicles and trailers owned by The Department of National Defence, by a Contractor
- (b) This program requirement may ultimately include both civilian and military pattern vehicles, and may include the following categories:
 - 1. Civilian Pattern Passenger Vehicles (for example: sedans, sports utility vehicles, pick-up trucks, etc.)
 - 2. Logistics Support Vehicles (for example: Heavy Logistics Vehicle Wheeled (HLVW), Medium Support Vehicle System (MSVS), Light Utility Vehicle Wheeled (LUVW), etc)
 - 3. Engineering Support Vehicles (for example: Heavy Engineering Support Vehicle (HESV), back-hoes, bulldozers, loaders, etc)
 - 4. Emergency Response Vehicles (for example: ambulances, pumper fire trucks, ladder fire trucks, etc.)
 - 5. Airport Runway Support Vehicles (for example: runway sweepers, runway ploughs, de-icing vehicles, etc.)
 - 6. Trailers (for example: 850 kg trailers, beaver tail style trailers, semi-trailers, low bed style semi-trailers, etc.)

The types of vehicles listed in each category above are only to be used as examples, there may be other types of vehicles in the category other than those listed.

1.2 Notes

- (a) **Mandatory requirements are identified by "shall". Deviations will not be permitted.**
- (b) Minimum requirements are specified in this document. Products or services that exceed these minimum requirements may be offered.

2 PRODUCT REQUIREMENTS

2.1 General Details

- (a) The corrosion control product shall be clear or translucent, after application.
- (b) DND intends to have the equipment sprayed, every year.
- (c) The Contractor shall be able to spray equipment at all locations listed in Appendix A1.

2.2 Rust Inhibiting and Self-Healing

- (a) The product shall demonstrate rust inhibiting and self-healing abilities.

2.3 Creeping and Penetration

- (a) The product shall creep and penetrate into small openings such as crevices and nuts and bolts.
- (b) The product shall penetrate through layers of corrosion, in order to protect the metal underneath.
- (c) The product shall penetrate the outer layers of the metal and actually bond to the metal.

2.4 Compatibility with Other Materials

- (a) The product shall not cause major detrimental effects on paints, rubber, plastics, undercoating waxes and tars, as well as other common materials used in automotive construction.
- (b) In order to ensure compatibility with the annual body maintenance and corrosion control products currently used on existing military equipment, the product shall be a mineral oil based corrosion control product formulated for the protection of in-service automotive equipment or must be compatible with the current Body Maintenance and Corrosion Control Program Product (Krown T-40)
- (c) Compatibility is defines as the property of a new product that allows it to be applied over the current product, without causing any type of negative affects or reactions.

2.5 Product Consistency

- (a) The product shall not build-up excessively and shall be easy to re-apply, year after year.
- (b) The product shall withstand road splash.
- (c) The product shall not cause a heavy dust or dirt build-up.
- (d) Products with a tacky agent shall not be acceptable.

2.6 Environmental, Health and Safety Product Characteristics

- (a) The product shall not contain hazardous ingredients, within Section 2 of the manufacturer's Material Safety Data Sheet (MSDS), in accordance with Workplace Hazardous Materials Information System (WHMIS) legislation.
- (b) The product application process shall adhere to the current environmental laws and regulations in effect at the time of application, in the province where the service is being performed. The product shall minimize the use of heavy metal and toxic substances on the Environment Canada Lists for Accelerated Reduction / Elimination of Toxic Substances (ARET), the Environment Canada National Pollutant Release Inventory (NPRI), and the DND list of High Risk Hazardous Materials.
- (c) The product shall not contain ozone-depleting substances.
- (d) The product shall contain less than 1% by volume volatile organic compounds (VOCs).
- (e) The product shall remain free of strong, persistent, objectionable odour.
- (f) The product shall be mould and bacteria resistant.
- (g) The product shall not contain waste or used oils, unless they have been re-refined in accordance with CAN/CGSB 3.1010-93.

2.7 Operating Conditions The product shall perform safely and actively, without any form of degradation, under the following conditions:

- (a) Rain, snow, and slush caused by road salt
- (b) Off-road conditions such as sand and mud
- (c) Ambient (outside) temperatures from +40°C to -40°C

NOTE: "degradation" includes corrosion, failure of vehicle materials, sticking mechanisms, as well as product melting, cracking, flaking or freezing.

3 APPLICATION REQUIREMENTS

3.1 General Details

(a) Three possible application option, as detail below:

Option	Remark	Pre-Wash Location	Driving Responsibility	Spraying Location	Post-Cleaning Location	Dripping Location
Option A	High Volume 40-900	DND Facility	DND	Contractor	Contractor	Contractor
Option B	Low Volume 10-60	Contractor	DND	Contractor	Contractor	Contractor
Option C	On-Site 60-180	DND Facility	DND	DND Facility	DND Facility	DND Facility

(b) Locations, option, contractor (dealer) locations, and estimated quantity are indicated in Appendix A.

3.2 Option A (Contractor facility)

- (a) Option A is intended for large DND Facilities.
- (b) In Option A, DND personnel will pre-wash equipment, at the DND Facilities.
- (c) DND personnel will drive the equipment to the contractor facility.
- (d) The distance between the dealer and the base shall not exceed the distance identified in Appendix A, B and C.
- (e) The distance between the dealer and the city limit where the militia is located shall not exceed the distance identified in Appendix A, B and C.
- (f) The Contractor shall spray equipment, at its facilities.
- (g) The Contractor shall wash or wipe down equipment afterwards, at its facilities, to remove over spray.
- (h) The Contractor shall remove all excess products to prevent rubber swelling or damage.
- (i) The Contractor shall not clean with steam, soaps, solvents or excessive water pressure.

- (j) The Contractor shall clean all windows, mirrors, lights, wiper blades, entry steps and handles.
- (k) The Contractor shall park equipment outside, at its facilities, for at least 24 hours after spraying, to minimise the environmental impact of dripping.
- (l) The Contractor should provide and use environmental systems such as absorbent blankets or tarps and absorbent material, to minimize the environmental impact of dripping.

3.3 Option B (Contractor facility)

- (a) Option B is intended for small volume.
- (b) In Option B, Contractor shall pre-wash all equipment, at its facility.
- (c) DND personnel shall drive the equipment to the contractor facility.
- (m) The distance between the dealer and the base shall not exceed the distance identified in Appendix A, B and C.
- (n) The distance between the dealer and the city limit where the militia is located shall not exceed the distance identified in Appendix A, B and C.
- (d) The Contractor shall spray equipment, at its facilities.
- (e) Equipment shall not be cleaned with steam, soaps, solvents or excessive water pressure.
- (f) The Contractor shall wash or wipe down equipment afterwards, at its facilities, to remove over spray.
- (h) As a minimum, windows, mirrors, lights, wiper blades, entry steps and handles shall be cleaned.
- (i) Excess product shall be wiped off, if required, to prevent rubber swelling or damage
- (j) The Contractor shall park equipment outside, at its facilities, for at least 24 hours after spraying, to minimise the environmental impact of dripping.

3.4 Option C (DND facilities / on site)

- (a) DND personnel will pre-wash equipment, at the DND facility.
- (b) DND personnel will drive equipment.
- (c) The Contractor shall spray equipment, at DND facility

- (d) The Contractor shall wash or wipe down equipment afterwards, to remove over spray.
- (e) Excess product shall be wiped off, if required, to prevent rubber swelling or damage.
- (f) Equipment shall not be cleaned with steam, soaps, solvents or excessive water pressure.
- (g) As a minimum, windows, mirrors, lights, wiper blades, entry steps and handles shall be cleaned.
- (h) The Contractor shall provide and use environmental systems such as absorbent blankets or tarps and absorbent material, to minimize the environmental impact of dripping at the DND facility.
- (i) In some locations, the Support Base may be able and willing to provide access to inside facilities, or access to a suitable unoccupied building or shed.
- (j) If access to DND shelter is not available, the Contractor shall take measures to minimise both the environmental impact of dripping while spraying and spray mist contamination of surroundings.
- (k) If the spray is requested to be done in cold weather, the application shall be completed inside a heated facility.
- (l) The Contractor shall provide its own spray equipment and spill kit, and any equipment needed to complete the work.
- (n) The Contractor shall clean equipment exteriors after spraying, to remove over spray.

3.5 Environmental, Health and Safety Policies

- (a) The contractor shall comply with all applicable environmental, health and safety federal, provincial and municipal laws, regulations and bylaws.
- (b) If using option B, the Contractor and its dealers shall comply with DND policies, orders, directives and best practices when accessing DND owned or controlled lands, buildings or equipment.
- (c) The Contractor shall have an environmental management system in place, to control environmental, health and safety impacts resulting from its activities. This management system shall be the equivalent of ISO: 14001. The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.
- (d) The Contractor shall provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to

the requirements of the Contract. The Contractor shall forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.

- (e) Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, shall be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and shall be made available to the QAR upon request.

3.6 Areas of Coverage Spray areas shall include the following areas, as applicable:

- (a) Under-body areas including fenders, cargo box and shelter
- (b) Exterior seams, mouldings, crevices, nuts, bolts and weld points
- (c) Hinges including doors, drop-sides, tailgate, hood, cargo box seats and storage compartments
- (d) Enclosed and boxed sections including structural members and doors
- (e) Suspension, handbrake, brake backing plate, fuel and brake lines and driveline components
- (f) Exterior equipment including on-vehicle-equipment (OVE) mechanisms, bumper rear area, bumper support brackets, battery box, crane, crane outriggers, winch, mirrors, overhead rack, towing shackles, air connectors, antenna base and trailer hitch
- (g) Engine compartment interior including bolted-on parts, radiator supports and frame, as well as firewall
- (h) Battery terminals, exterior lights and wiring

3.7 Areas Not Covered The following areas shall not be sprayed:

- (a) Radiator fins
- (b) Belts
- (c) High temperature components such as engine and exhaust system
- (d) Cargo box interior floor and sides
- (e) Cab interior
- (f) Major exposed exterior painted surfaces such as the exterior of cab, cargo box and shelter
- (g) Brake friction surfaces
- (h) Wheel assemblies

- (i) Product shall not be sprayed over flaking undercoating, loose rust, sand, mud, or excess water.

3.8 Access Holes – General

- (a) The Contractor shall drill or cut access holes in order to properly reach enclosed sections.
- (b) Large factory access holes may be used, but only without damaging the paint around the hole.
- (c) To prevent the risk of damaging paint, spraying shall not be done using small drain holes.
- (d) Holes shall not affect structural integrity.
- (e) Holes shall not be drilled through welds.
- (f) Holes shall not be drilled in horizontal locations where water can collect.
- (g) New holes shall all be nominal 3/8-inch diameter.

3.9 Access Holes – Drilling and Capping

- (a) Access holes shall be capped with plastic plugs.
- (b) Rust inhibiting lithium grease dressing shall be used on the plugs.
- (c) The holes shall have smooth, inward-facing edges.
- (d) The paint around the holes shall not be broken or otherwise damaged.
- (e) The holes shall be cut using “unibit” or “rotobroach” drill bits in good condition.
- (f) New greased plugs shall be used every year.
- (g) Plugs shall be removed without damaging the paint around the hole.

3.10 Application Details

- (a) Tailgates shall be lowered on all equipment.
- (b) The insides of all exterior storage compartments shall be sprayed.

- (c) In order to ensure acceptable penetration of the product into the outer layers of metal, cold equipment shall be warmed up inside for a few hours in winter.
- (d) Normally, an even coating of product shall be applied, but more products can be applied in heavy corrosion areas.
- (e) Floor mats and seat covers shall be used, to keep the insides of vehicles clean.
- (f) For safety reasons, a trailer shall only be pulled by its designated prime mover.
- (g) A multiple-product approach shall not be used.

3.11 Security

The contractor shall ensure security of DND equipment, at all times. These security measures are intended to prevent theft or damage and shall include a locked building or compound, a security guard or an electronic alarm system.

3.12 Sticker

At the time of application, a clearly identified sticker indicating the application date shall be placed inside the driver's door.

3.13 Sub-Contractor / Dealer Training & Technical Presentation Package

- (a) At least once a year, at their own expense, the Contractor shall provide training to its Sub Contractor & Dealer personnel.
- (b) The training shall address at least the following topics:
 - 1 Operating military equipment
 - 2 Equipment preparation and information recording procedures
 - 3 Drilling access holes, spraying and washing military equipment
 - 4 Equipment dripping procedures
 - 5 Environmental, health and safety procedures
 - 6 Environmental, health and safety compliance, monitoring and training
 - 7 Fire and spill response procedures
 - 8 Drilling CARC paint
 - 9 Personnel safety and personal protective equipment
 - 10 Disposal of all contaminated waste
 - 11 Use of environmental systems
- (c) The Contractor shall provide an MS PowerPoint Technical Presentation Package, on a CD or DVD, to the Technical Authority, no later than seven weeks after issuance of the standing offer.

- (d) The Technical Presentation Package will be subject to review and approval by the Technical Authority and changes required by the Technical Authority shall be incorporated.
- (e) Once the Technical Presentation Package is approved, the Contractor shall send two copies to the Technical Authority.
- (f) The Technical Presentation Package shall address the following topics:
 - 1 Contractor and program introduction
 - 2 Causes, principles and types of corrosion
 - 3 Principles and types of corrosion control products
 - 4 Areas that benefit from corrosion control
 - 5 DND reference material (SOW)
 - 6 Contractor reference material (MSDS and Instructions)
 - 7 Contractor and DND responsibilities
 - 8 Periodic maintenance by DND personnel, using touch-up kits
 - 9 All training topics provided to its sub-contractor / dealer (see topics 3.14 (b))

3.14 Physical Presentations of Technical Presentation Package at Support Bases

- (a) When requested by the Technical Authority, the Contractor, accompanied by its local Dealer, shall provide Physical Presentations, phased in and beginning no later than twelve weeks after issuance of the Standing Offer, to properly introduce the program.
- (b) An hour shall be devoted to each visit, including questions and answers.
- (c) An extra few hours should be set aside for detailed planning with the Support Base Coordinator.
- (d) The Contractor shall supply visual aids and handouts.
- (e) The Physical Presentations shall introduce the Technical Presentation Package topics.
- (f) If given in Montreal or Valcartier, the Physical Presentation shall be delivered in both official languages; if the Physical Presentation is given at any other location specified in Appendix A, it shall be delivered in English.

4 MISCELLANEOUS

4.1 Compliance Demonstrations

- (a) The Contractor shall give a Compliance Demonstration on representative samples of equipment types chosen by the Technical Authority at an Ottawa-Gatineau area Dealer. This

demonstration of compliance to the SOW shall be given no later than five weeks after the award issuance of the Standing Offer.

- (b) Demonstration may have to be done on more than one day due to the availability and types of equipment chosen.
- (c) Demonstrated procedures will be witnessed by DND Representative and Technical Authority
- (d) The Contractor shall clearly show drilling and capping technique and the use of different spraying equipment under different circumstances.
- (e) The procedures demonstrated will be subject to review and approval by the Technical Authority and changes required by the Technical Authority shall be incorporated.

4.2 Timing schedule

- (a) The Contractor shall provide a Schedule to the Technical Authority, no later than three weeks after issuance of the Standing Offer.
- (b) The schedule will be subject to review and approval by the Technical Authority and changes required by the Technical Authority shall be incorporated
- (c) Once the schedule is approved, the Contractor shall send the approved schedule electronically to the Technical Authority.
- (d) The schedule shall address the following:
 - 1 Compliance Demonstrations – no later than five weeks after issuance of the Standing Offer (para 4.3 (d))
 - 2 Technical Presentation Package - no later than seven weeks after issuance of the Standing Offer (para 3.14 (c))
 - 3 Physical Presentations at Support Bases - no later than twelve weeks after issuance of the Standing Offer (para 3.15 (a))

Appendix A - Locations and Intended Methods (SOW, section 3)

BASE & MILITIA LOCATIONS	INTENDED DEALER or LOCATION THAT WILL BE RESPONSIBLE FOR SERVICE
SUPPORT BASE - ST JOHN'S, NEWFOUNDLAND	
Base - St John's, NL The distance between the dealer and the base shall not exceed 25 km.	Dealer Name
	Address
	City
	Province
	Postal Code
	Phone
	Fax
	email
Militia – Corner Brook, NL The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name
	Address
	City
	Province
	Postal Code
	Phone
	Fax
	email
Militia - Stephenville, NL The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name
	Address
	City
	Province
	Postal Code
	Phone
	Fax
	email
Militia – Grand Falls, NL The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name
	Address
	City
	Province
	Postal Code
	Phone
	Fax
	email

SUPPORT BASE – HALIFAX, NOVA SCOTIA

Base – Halifax, NS The distance between the dealer and the base shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
		Postal Code
	P	Fax
	email	
Militia – Pictou, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
		Postal Code
	P	Fax
	email	
Militia - Truro, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
		Postal Code
	P	Fax
	email	
Militia – Spring Hill, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
		Postal Code
	P	Fax
	email	
Militia – Sydney, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
		Postal Code
	P	Fax
	email	

SUPPORT BASE – GREENWOOD, NOVA SCOTIA

Base – Greenwood, NS The distance between the dealer and the base shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Aldershot, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Windsor, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Middleton, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Yarmouth, NS The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – GAGETOWN, NEW BRUNSWICK

Base – Gagetown, NB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Fredericton, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Edmonston, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Grand Falls, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Bathurst, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	

Militia – New Castle, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.		
	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Campbelton, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.		
	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Woodstock, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.		
	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Moncton, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.		
	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Sussex, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.		
	Dealer Name	
	Address	
	C	Province
	Postal Code	
	P	Fax
	email	
Militia – Sackville, NB The distance between the dealer and the city limit where the militia is located shall		
	Dealer Name	
	Address	
	C	Province
	Postal Code	

not exceed 25 km.		
	P	Fax
	email	

Militia – Bathurst, NB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City		
	Phone		
	email		
Militia – Charlottetown, PEI The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Appendix B - Locations and Intended Methods (SOW, section 3)

BASE & MILITIA LOCATIONS	INTENDED DEALER or LOCATION THAT WILL BE RESPONSIBLE FOR SERVICE
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SUPPORT BASE – MONTREAL (ST HUBERT), QUEBEC

Base – Montreal (St Hubert), QC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – St-Hyacinthe, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Drummondville, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Sherbrooke, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		

SUPPORT BASE – MONTREAL (LONG POINT), QUEBEC

Base – Montreal (Long Point), QC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
	Dealer Name		
	Address		
	City	Province	Postal Code
Depot – Montreal, QC (25 CFSD) The distance between the dealer and the depot shall not exceed 25 km.	City		
	Province		
	Postal Code		
	Phone	Fax	
	email		
	Dealer Name		
	Address		
	City	Province	Postal Code

SUPPORT BASE – VALCARTIER, QUEBEC

Base – Valcartier, QC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		
	Dealer Name		
	Address		
	C	Province	Postal Code
Militia – Beauceville, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	City		
	Province		
	Postal Code		
	Phone	Fax	
	email		
	Dealer Name		
	Address		
	C	Province	Postal Code

Militia – Trois-Rivieres, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			
Militia – Shawinigan, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			
Militia – Rimouski, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			
Militia – Riviere-de-Loup, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			
Militia – Matane, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.			
	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
email			

SUPPORT BASE –BAGOTVILLE, QUEBEC

Base –Bagotville, QC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		
Militia – Chicoutimi, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	C	Province	Postal Code
	P	Fax	
	email		

SUPPORT BASE –BORDEN, ONTARIO

Base –Borden, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Barrie, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –London, ONTARIO

Base –London, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – St Thomas, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3">Address</td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr><td colspan="3">email</td></tr> </table>	Dealer Name			Address			City	Province	Postal Code	Phone	Fax		email		
Dealer Name																
Address																
City	Province	Postal Code														
Phone	Fax															
email																
Militia – Windsor, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3">Address</td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr><td colspan="3">email</td></tr> </table>	Dealer Name			Address			City	Province	Postal Code	Phone	Fax		email		
Dealer Name																
Address																
City	Province	Postal Code														
Phone	Fax															
email																
Militia – Hamilton, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3">Address</td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr><td colspan="3">email</td></tr> </table>	Dealer Name			Address			City	Province	Postal Code	Phone	Fax		email		
Dealer Name																
Address																
City	Province	Postal Code														
Phone	Fax															
email																
Militia – St Catharines, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3">Address</td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr><td colspan="3">email</td></tr> </table>	Dealer Name			Address			City	Province	Postal Code	Phone	Fax		email		
Dealer Name																
Address																
City	Province	Postal Code														
Phone	Fax															
email																
Militia – Guelph, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3">Address</td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> <tr><td colspan="3">email</td></tr> </table>	Dealer Name			Address			City	Province	Postal Code	Phone	Fax		email		
Dealer Name																
Address																
City	Province	Postal Code														
Phone	Fax															
email																
Militia – Brantford, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	<table border="1"> <tr><td colspan="3">Dealer Name</td></tr> <tr><td colspan="3">Address</td></tr> <tr> <td>City</td> <td>Province</td> <td>Postal Code</td> </tr> <tr> <td>Phone</td> <td colspan="2">Fax</td> </tr> </table>	Dealer Name			Address			City	Province	Postal Code	Phone	Fax				
Dealer Name																
Address																
City	Province	Postal Code														
Phone	Fax															

	email
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Militia – Cambridge, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –TORONTO, ONTARIO

Base –Toronto, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Brampton, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Oshawa, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –PETAWAWA, ONTARIO

Base – Petawawa, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	

	email
--	-------

SUPPORT BASE –KINGSTON, ONTARIO

Base – Kingston, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Brockville, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –TRENTON, ONTARIO

Base – Trenton, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Belleville, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE –OTTAWA, ONTARIO

Base – Ottawa, ON The distance between the dealer and the base	Dealer Name
	Address

shall not exceed 25 km.			
	City	Province	Postal Code
	Phone		Fax
	email		

Militia – Cornwall, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone		Fax
	email		

SUPPORT BASE – MEAFORD, ONTARIO

Base – Meaford, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone		Fax
	email		

Militia – Owen Sound, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone		Fax
	email		

SUPPORT BASE –NORTH BAY, ONTARIO

Base – North Bay, ON The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Sudbury, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Rouyn-Noranda, QC The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Sault-Ste-Marie, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Appendix C - Locations and Intended Methods (SOW, section 3)

BASE & MILITIA LOCATIONS	INTENDED DEALER or LOCATION THAT WILL BE RESPONSIBLE FOR SERVICE
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SUPPORT BASE – WINNIPEG, MANITOBA

Base – Winnipeg, MB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Kenora, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Thunder Bay, ON The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – SHILO, MANITOBA

Base – Shilo, MB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Brandon, MB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code

Militia – Portage La Prairie, MB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Phone		Fax	
	email			
	Dealer Name			
	Address			
	City	Province	Postal Code	
	Phone	Fax		
	email			

SUPPORT BASE – DUNDERN, SASKATCHEWAN

Base – Dundern, SK The distance between the dealer and the base shall not exceed 25 km.	Dealer Name			
	Address			
	City	Province	Postal Code	
	Phone	Fax		
	email			
Militia – Saskatoon, SK The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name			
	Address			
	City	Province	Postal Code	
	Phone	Fax		
	email			

Militia – Prince Albert, SK The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name			
	Address			
	City	Province	Postal Code	
	Phone	Fax		
	email			
Militia – Regina, SK The distance between the dealer and the city	Dealer Name			
	Address			

limit where the militia is located shall not exceed 25 km.	City		Province	Postal Code
	Phone		Fax	
	email			
Militia – Moose Jaw, SK The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name			
	Address			
	City		Province	Postal Code
	Phone		Fax	
	email			
Militia – Yorkton, SK The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name			
	Address			
	City		Province	Postal Code
	Phone		Fax	
	email			

SUPPORT BASE – EDMONTON, ALBERTA

Base – Edmonton, AB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name			
	Address			
	City		Province	Postal Code
	Phone		Fax	
	email			

Militia – Red Deer, AB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name			
	Address			
	City		Province	Postal Code
	Phone		Fax	
	email			
Depot, Edmonton, AB (7 CFSD) The distance between the dealer and the depot shall not exceed 25 km.	Dealer Name			
	Address			
	City		Province	Postal Code
	Phone		Fax	

	email
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SUPPORT BASE – COLD LAKE, ALBERTA

Base – Cold Lake, AB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – CALGARY, ALBERTA

Base – Calgary, AB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Medicine Hat, AB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Lethbridge, AB The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Suffield, AB	Dealer Name		

The distance between the dealer and the city limit where the militia is located shall not exceed 25 km.	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – WAINWRIGHT, ALBERTA

Base – Wainwright, AB The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – CHILLIWACK, BRITISH COLUMBIA

Base – Chilliwack, BC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Vancouver, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Kelowna, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

Militia – Trail, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – Kamloops, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia – New Westminster, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

SUPPORT BASE – ESQUIMALT, BRITISH COLUMBIA

Base – Esquimalt, BC The distance between the dealer and the base shall not exceed 25 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		
Militia - Nanaimo, BC The distance between the dealer and the city limit where the militia is located shall not exceed 50 km.	Dealer Name		
	Address		
	City	Province	Postal Code
	Phone	Fax	
	email		

ANNEX B – PRICING for MARITIMES REGION

Definition:

Year 1: means the period from date of issuance of the Standing Offer to **(to be inserted by PWGSC)**

Year2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 1: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 3: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

001 - Support Locations

Newfoundland	Nova Scotia	New Brunswick	Prince Edward Island
Base - St John's, NL	Base – Halifax, NS	Base – Gagetown, NB	Militia – Charlottetown, PEI
Militia – Corner Brook, NL	Militia – Pictou, NS	Militia – Fredericton, NB	
Militia - Stephenville, NL	Militia - Truro, NS;	Militia – Edmonston, NB	
Militia – Grand Falls, NL	Militia – Spring Hill, NS	Militia – Grand Falls, NB	
	Militia – Sydney, NS	Militia – Bathurst, NB	
	Base – Greenwood, NS	Militia – New Castle, NB	
	Militia – Aldershot, NS	Militia – Campbelton, NB	
	Militia – Windsor, NS	Militia – Woodstock, NB	
	Militia – Middleton, NS	Militia – Moncton, NB	
	Militia – Yarmouth, NS	Militia – Sussex, NB	
		Militia – Sackville, NB	
		Militia – Bathurst, NB	

The contractor will be paid a firm lot price per vehicle/trailer Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity of 3,000 per year

	Firm Lot Price Option A (Contractor's Facilities)	Firm Lot Price Option B (Contractor's Facilities)	Firm Lot Price Option C (DND Facilities)	
Year 1	\$_____	\$_____	1 -15	\$_____
			16 and over	\$_____
Year 2	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 1	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 2	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 3	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____

002 –Compliance Demonstration at DND's Facilities (Ottawa-Gatineau)

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 1, during the first year period.

003 – Technical Presentation at DND's Facilities

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 30 CD's or DVD's

004 – Physical Presentation at DND's Facilities

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 28 bases, during the first year period.

ANNEX C – PRICING for QUEBEC and ONTARIO REGION

Definition:

Year 1: means the period from date of issuance of the Standing Offer to **(to be inserted by PWGSC)**

Year2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 1: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 3: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

001 - Support Locations

Québec		Ontario	
Base – Montreal (St Hubert), QC	Militia – Matane, QC	Base –Borden, ON	Militia – Oshawa, ON
Militia – St-Hyacinthe, QC	Base –Bagotville, QC	Militia – Barrie, ON	Base – Petawawa, ON
Militia – Drummondville, QC	Militia – Chicoutimi, QC	Base –London, ON	Base – Kingston, ON
Militia – Sherbrooke, QC		Militia – St Thomas, ON	Militia – Brockville, ON
Base – Montreal (Long Point), QC		Militia – Windsor, ON	Base – Trenton, ON
Depot – Montreal, QC (25 CFSD)		Militia – Hamilton, ON	Militia – Belleville, ON
Base – Valcartier, QC		Militia – St Catherines, ON	Base – Ottawa, ON
Militia – Beauceville, QC		Militia – Guelph, ON	Militia – Cornwall, ON
Militia – Trois-Rivieres, QC		Militia – Brantford, ON	Base – Meaford, ON
Militia – Shawinigan, QC		Militia – Cambridge, ON	Militia – Owen Sound, ON
Militia – Rimouski, QC		Base –Toronto, ON	Base – North Bay, ON
Militia – Riviere-de-Loup, QC		Militia – Brampton, ON	Militia – Sudbury, ON
Militia – Rouyn-Noranda, QC		Militia – Sault-Ste-Marie, ON	

The contractor will be paid a firm lot price per vehicle/trailer Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity of 3,000 per year

	Firm Lot Price Option A (Contractor's Facilities)	Firm Lot Price Option B (Contractor's Facilities)	Firm Lot Price Option C (DND Facilities)	
Year 1	\$_____	\$_____	1 -15	\$_____
			16 and over	\$_____
Year 2	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 1	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 2	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 3	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____

002 –Compliance Demonstration at DND's Facilities (Ottawa-Gatineau)

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 1, during the first year period.

003 – Technical Presentation at DND's Facilities

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 30 CD's or DVD's

004 – Physical Presentation at DND's Facilities

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 28 bases, during the first year period.

ANNEX D – PRICING for WESTERN REGION

Definition:

Year 1: means the period from date of issuance of the Standing Offer to **(to be inserted by PWGSC)**

Year2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 1: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 2: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

Option Year 3: means the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)**

001 - Support Locations

Manitoba	Saskatchewan	Alberta	British Columbia
Base – Winnipeg, MB	Base – Dundern, SK	Base – Edmonton, AB	Base – Chilliwack, BC
Militia – Kenora, ON	Militia – Saskatoon, SK	Militia – Red Deer, AB	Militia – Vancouver, BC
Militia – Thunder Bay, ON	Militia – Prince Albert, SK	Depot, Edmonton, AB (7 CFSD)	Militia – Kelowna, BC
Base – Shilo, MB	Militia – Regina, SK	Base – Cold Lake, AB	Militia – Trail, BC
Militia – Brandon, MB	Militia – Moose Jaw, SK	Base – Calgary, AB	Militia – Kamloops, BC
Militia – Portage La Prairie, MB	Militia – Yorkton, SK	Militia – Medicine Hat, AB	Militia – New Westminster, BC
		Militia – Lethbridge, AB	Base – Esquimalt, BC
		Militia – Suffield, AB	Militia - Nanaimo, BC
		Base – Wainwright, AB	

The contractor will be paid a firm lot price per vehicle/trailer Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity of 3,000 per year

	Firm Lot Price Option A (Contractor's Facilities)	Firm Lot Price Option B (Contractor's Facilities)	Firm Lot Price Option C (DND Facilities)	
Year 1	\$_____	\$_____	1 -15	\$_____
			16 and over	\$_____
Year 2	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 1	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 2	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____
Option Year 3	\$_____	\$_____	1 - 15	\$_____
			16 and over	\$_____

002 –Compliance Demonstration at DND's Facilities (Ottawa-Gatineau)

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 1, during the first year period.

003 – Technical Presentation at DND's Facilities

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 30 CD's or DVD's

004 – Physical Presentation at DND's Facilities

Firm lot price \$_____ per vehicle/trailer, Delivery Duty Paid (DDP), at destination, Incoterms 2000, Canadian Customs Duties and Excise Taxes included where applicable, Applicable Tax extra. Estimated quantity: 28 bases, during the first year period.

QUARTERLY USAGE REPORT

[illegible]

Annex F – Mandatory Offer Evaluation Criteria

Mandatory Bid Evaluation Criteria	
MANDATORY REQUIREMENT	REFERENCE
M1. The offeror shall submit a sample, of at least 1 liter, of their proposed product.	
M2. The offeror shall submit all of the technical data of their product, demonstrating how each of the criteria set out in M2 through M11 are met.	
M3. The corrosion control product shall be clear or translucent after application.	
M4. The product shall show demonstrated rust inhibiting and self-healing abilities.	
M5. The product shall creep and penetrate into small openings such as crevices, nuts and bolts.	
M6. The product shall penetrate through layers of corrosion, in order to protect the metal underneath.	
M7. The product shall penetrate the outer layers of the metal and actually bond to the metal.	
M8. The product shall be a mineral oil based corrosion control product formulated for the protection of in-service automotive equipment and shall be compatible with the current Body Maintenance and Corrosion Control Program Product (Krown T-40).	
M9. The product shall not contain hazardous ingredients, within Section 2 of the manufacturer's Material Safety Data Sheet (MSDS), in accordance with Workplace Hazardous Materials Information System (WHMIS) legislation.	
M10. The product shall not contain ozone-depleting substances.	
M11. The product shall contain less than 1% by volume volatile organic compounds (VOCs).	
M12. The product shall not contain waste or used oils, unless they have been re-refined in accordance with CAN/CGSB 3.1010-93.	
M13. The offeror shall provide a copy of their environment management system with their bid (Statement of Work, para, 3.5 (c)).	
M14. The offeror shall complete and provide the Environmental, Health and Safety Survey as attached in Annex G.	
M15. The offeror shall demonstrate security of DND	

equipment (Statement of Work, para 3.11)	
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Annex G - Environmental, Health and Safety Survey

ENVIRONMENTAL, HEALTH AND SAFETY SURVEY

This environmental, health and safety (EHS) survey is required to assess capabilities and facilities. All questions are to be completed. Additional comments can be provided as attachments. All information will be used solely by DND.

Contractor: _____
Contact Name: _____
Telephone: _____
Form completed by: _____

Address: _____
Position: _____
Fax & email: _____

EHS SURVEY TABLE				
Corporate Environmental Performance	Yes	No	N/A	Remarks/Comments
1. Does the company and its dealers comply with all applicable environmental, health and safety regulations and codes of practice? <i>(Please attach list to identify which acts and regulations)</i>				
2. Has the company or its officers ever been charged with an environmental, health or safety offence? <i>(If yes, please explain)</i>				
3. Does the company have a formal environmental management system, for example ISO 14001? <i>(If yes, please attach a copy of the registration certificate, or a copy of the most recent independent environmental audit. If no, please describe how the company and its dealers handle: transport of hazardous material and hazardous waste; emissions; spills; environmental, health, safety and WHMIS training; transportation of dangerous goods)</i>				
4. Are the staff that will be working on DND equipment WHMIS trained?				
5. Has your staff been trained on the transportation of dangerous goods?				
6. Will personnel protective equipment and controls be used within company and dealer facilities that are associated with the requirements of the product?				
7. Does the company have an established hazardous material inventory management system in place for their receipt, storage, use and disposal? If not, how are hazardous materials accounted for within the company or has a person been assigned the responsibility for their management?				
8. Does the company have an Emergency Spill Response Plan in place?				