

Solicitation No. - N° de l'invitation

W010Z-16B002/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-5-75102

Buyer ID - Id de l'acheteur

hal220

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

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CCC No./N° CCC - FMS No/ N° VME

See attached

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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 Requirement, the Basis of Payment, Standing Offer Reporting Form and Information for Code of Conduct Certification.

1.2 Summary

The Department of National Defense, has a requirement for a Regional Individual Standing Offer for the rental of non-electric powered forklifts. Forklifts are to be provided **without** operators on an "as and when requested" basis. The term of the standing offer shall be 1 year with one option period of 1 year.

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

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The **2006 (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: 120 days

2.1.1 SACC Manual Clauses

| | | |
|--------|-------------------------|------------|
| M0220T | Evaluation of Price | 2013-04-25 |
| M0019T | Firm Price and/or Rates | 2007-05-25 |

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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

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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 **Nova Scotia.**

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

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3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____
Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1. Technical Evaluation

4.1.1.1 Mandatory Criteria

4. 1.1.1.1 Mandatory Criteria at Bid Closing

Failure to meet any of the following mandatory criteria at bid closing will render your submission non-responsive and it will be given no further consideration.

- a) Acceptance of PWGSC General Conditions and Resulting Contract Clauses contained in this solicitation.
- b) Ability to perform the full scope of the requirement described in Annex A.
- c) Offeror's must bid on all items in Annex B – Basis of Payment and be able to offer all items for use.

4.1.2 Financial Evaluation

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

4.2. Basis of Selection

M0069T Basis of Selection 2007-05-25

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

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 (See Annex E)

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.

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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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Requirement in "Annex A".

6.2 Security Requirements

There is no security requirement applicable to this Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2005 \(2015-07-03\)](#) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C, Annex D and Appendix A. 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 quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer will be one (1) year from date of award.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **one (1), 12 month option period** 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nancy Dunphy
Title: Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Region
Address: 1713 Bedford Row, Halifax, NS, B3J 3C9
Telephone: 902-496-5481
Facsimile: 902-496-5016
E-mail address: nancy.dunphy@pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Standing Offer is:

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

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6.5.3 Offeror's Representative

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:

6.6 Identified Users

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

The Department of National Defence.

6.7 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*.

6.8 Limitation of Call-ups

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

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$50,086.96 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

6.10 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 [2010C \(2015-07-03\)](#), General Conditions – Services (Medium Complexity);

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- e) Annex A, Requirement;
 - f) Annex B, Basis of Payment;
 - g) the Offeror's offer dated _____ "as clarified on _____" **or** "as amended on _____".

6.11 Certifications

6.11.1 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.

6.12 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 **Nova Scotia**.

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

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

6.3 Term of Contract

6.3.1 Period of the Contract

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

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *"firm unit price"*, as specified in *Annex B*. Customs duties are *"excluded"* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.4.2 Limitation of Price

SACC Manual clause [C6000C \(2011-05-16\)](#) Limitation of Price

6.4.3 Single Payment

SACC Manual clause [H1000C \(2008-05-12\)](#) Single Payment

6.4.4 Payment by Credit Card

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The following credit cards are accepted: _____ and _____.

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - c.

6.6 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX "A" REQUIREMENT

1. REQUIREMENT

The Department of National Defence (DND) has a requirement for a regional individual standing offer for the rental of non-electric powered forklifts. Forklifts are to be provided without operators on an as when required basis for DND for the period of December 1st, 2015 to November 30, 2016 with one (1) option period of 1 year.

2. DELIVERABLES WITH ESTIMATED USAGE

See Annex B, Basis of Payment for the list of deliverables. Offeror's must be able to provide all items contained within.

3. SECURITY

The vendor agrees to follow procedures as laid out by Formation Security upon entering the confines of Maritime Forces Atlantic. Further to this, all vehicles owned or operated by the vendor may be subject to a search at any time, in accordance with standing regulations. Contractor personnel must have valid government issued photo identification on their person at all times. No escort is required once inside HMC Dockyard in ordinary circumstances; however, during heightened security events access to HMC Dockyard may be delayed or denied, or if entry is permitted an escort will be required at all times while in HMC Dockyard as well as when in any of the establishments and ships.

4. CONDITION

4.1. Most rentals will be on a casual or short-term basis, since it is not intended to utilize resulting Standing Offer's for long-term rentals. Exceptions to this may occur, and where applicable contractor will be advised.

4.2. Rentals will mainly be required on short notice, as TEME may not be able to forecast vehicle requirements. The contractor is to supply a confirmation number for vehicles ordered twenty four (24) hours in advance. Requirements will be passed as quickly as possible to the contractor. Contractor shall inform TEME not later than 13:30 on the last working day prior, to vehicle being required, of unavailability.

4.3. Leaser will be responsible for delivery and pick-up of equipment, except when arrangements have been made for DND customer to pick vehicle up directly from Leaser. Rental charges will accrue from the time equipment is delivered or picked-up, and cease when Leaser is contacted or equipment is returned.

4.4. The commercial day is between 8 AM and 5PM. The commercial week is Monday thru Friday inclusive.

4.5. The leaser shall be responsible for all tire and mechanical repairs, maintenance, replacement of worn tires, and warranty servicing of all equipment leased. Department of

National Defence (DND) shall incur no cost where equipment fails to operate replacement equipment to be provided by leaser. The only exception to this shall be when equipment has involved in an accident, resulting from DND use and fails to operate.

4.6. Equipment to be in first class condition and must meet all current Provincial safety standards and regulations. Rental equipment supplied must be no older than 5 model years old. DND has the right to refuse unsafe and unreliable rental equipment at no cost to DND.

4.7. Where applicable: all equipment leased is to be supplied with a full tank of fuel at the commencement of each rental period. They are to be topped up at the lessee's expense on completion of each rental.

4.8. The particular clause relating to the age of potential drivers is to be struck out and initial by representatives of both the leasing agency and DND.

Note: DND is self insured, as such places its own operating regulations in place with regards to the operation of Mobile Support Equipment, (vehicles and equipment)

4.9. Where applicable: all personnel picking-up rented/leased equipment from civilian contractors/agencies, shall supply those contractors/agencies with a TEME purchase order number (PO#), for confirmation. As well, when non-TEME personnel arrive at contractors/agency to pick-up equipment a phone call shall be placed to TEME confirming these PO#'s.

4.10. With regards to personnel picking-up equipment directly from leaser, the attached documentation (APPENDIX A) shall be completed by leaser prior to signing over of equipment to DND, and signed in on completion of rental period by leaser.

4.11. Equipment picked-up by the contractor/agency are required to note and report any and all damage to DND prior to leaving the property, DND will not accept responsibility for any damage noted or reported after the equipment leaves DND property.

4.12. TEME CFB Halifax requires a detailed repair bill for any damages repaired by the rental contractor/agency. Damage charges will only be paid if the repairs are itemized and broken down separating cost for individual parts and labour. Bills/invoices are to be forwarded to TEME Willow Park Building 57, Willow Park CFB Halifax. ATTN: TEME Advance Booking.

4.13. Rental contractor must provide an after hour telephone number to be utilized in the event of cancellations or emergency requests.

4.14. All invoices must be forwarded in two copies to TEME Willow Park Building 57, Willow Park CFB Halifax; B3K 5X5. ATTN: TEME Advance Booking, monthly by the 10th day.

4.15. The Crown prior to any Standing Offer being awarded may inspect vehicles.

4.16. No Sub-contracting permitted, unless TEME is contacted for approval.

4.17. If rental agency substitutes requirement with larger capacity equipment pricing shall not deviate from the requested call-up equipment capacity as per the SOA. The rental agency shall invoice as per the requested equipment call-up price.

4.18. The offers to be reviewed by CFB Halifax, TEME prior to being awarded.

5. USAGE REPORTS

For the period of the standing offer, quarterly dollar usage reports are to be provided as outlined below.

5.1 Usage reports are to be forwarded within two weeks following the end of each quarter to:

Customer Services Division/Standing Offers
Building D206, HMC Dockyard
Maritime Forces Atlantic
PO Box 99000 Station Forces
Halifax NS B3K 5X5
+N41Vendors@forces.gc.ca

5.2 Dollar Usage Report should be formatted and provide information as shown in Annex C. Product Usage Report should be formatted and provide information as shown in attachment Annex D.

5.3 The period for usage reports shall commence with the starting date of the standing offer. Reports are to be received no later than the 15th of the month following the end of the standing offer or each three month period.

5.4 Should no goods or services be supplied during a given quarter, a NIL report must still be submitted.

5.5 The Offeror understands that failure to comply may result in the setting aside of the standing offer.

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The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.

All pricing to perform the work as described in the Requirement at Annex A.

Pricing is requested for a 2 year period. There are 2 types of forklifts required.
The financial proposal includes 2 tables for each year, 1 for each type of forklift.

The Offeror **MUST** complete the Price per Time Period (Column B) for all line items in Tables 1 thru 4. In the event the extension is not correctly calculated the unit rate will prevail. The total price for financial evaluation purposes will be the total of Year 1 plus Year 2.

The Estimated Expenditure must be in Canadian currency and must not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) as may be applicable.

The Offeror's total price is for evaluation purposes only and is to be calculated as follows:

The rate is to include the furnishing of all equipment, insurance, permit fees and incidental costs, necessary or proper for the completion of the work, except as may be otherwise expressly provided in the Request for Standing Offer. All costs for overhead, profit, financing, general requirements, contingencies, etc. are to be included in the Standing Offer Amounts.

"Extras" will not be allowed. It is the responsibility of the Contractor to take into account traffic, weather and other common mitigating factors.

Offerors must complete all "blanks" and "fill ins." Offerors must bid on all items.

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ANNEX B
BASIS OF PAYMENT

Table 1 – Year 1

| Description – Non-Electric Forklift (Propane) | Size in Pounds/Time Period | Estimated Usage (A) | Year 1 Price per Time Period (B) | Total (A*B) |
|---|----------------------------|---------------------|----------------------------------|-------------|
| ALL TYPES | | | | |
| Brand / OEM Name and Model Number | | | | |
| | 3000 / Day | 5 | \$ | \$ |
| | 3000 / Week | 6 | \$ | \$ |
| | 3000 / Month | 3 | \$ | \$ |
| | 4000 / Day | 5 | \$ | \$ |
| | 4000 / Week | 3 | \$ | \$ |
| | 4000 / Month | 5 | \$ | \$ |
| | 5000 / Day | 4 | \$ | \$ |
| | 5000 / Week | 3 | \$ | \$ |
| | 5000 / Month | 8 | \$ | \$ |
| | 6000 / Day | 5 | \$ | \$ |
| | 6000 / Week | 10 | \$ | \$ |
| | 6000 / Month | 30 | \$ | \$ |
| | 8000 / Day | 1 | \$ | \$ |
| | 8000 / Week | 1 | \$ | \$ |
| | 8000 / Month | 1 | \$ | \$ |
| | 10000 / Day | 4 | \$ | \$ |
| | 10000 / Week | 3 | \$ | \$ |
| | 10000 / Month | 13 | \$ | \$ |
| Subtotal 1 – Year 1 | | | | \$ |

Table 2 – Year 1

| Description – Rough Terrain (Diesel Power) Telehandler | Size in Pounds/Time Period | Estimated Usage (A) | Year 1 Price per Time Period (B) | Total (A*B) |
|--|----------------------------|---------------------|----------------------------------|-------------|
| Brand / OEM Name and Model Number | | | | |
| | 42" reach | | | |
| | 6000 / Day | 20 | \$ | \$ |
| | 6000 / Week | 8 | \$ | \$ |
| | 6000 / Month | 2 | \$ | \$ |
| | 43" reach | | | |
| | 9000 / Day | 20 | \$ | \$ |
| | 9000 / Week | 8 | \$ | \$ |
| | 9000 / Month | 4 | \$ | \$ |
| Subtotal 2 – Year 1 | | | | \$ |

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Table 3 – Option Year 1

| Description – Non-Electric Forklifts (Propane) ALL TYPES | Size in Pounds/Time Period | Estimated Usage (A) | Year 1 Price per Time Period (B) | Total (A*B) |
|--|----------------------------|---------------------|----------------------------------|-------------|
| Brand / OEM Name and Model Number | | | | |
| | 3000 / Day | 5 | \$ | \$ |
| | 3000 / Week | 6 | \$ | \$ |
| | 3000 / Month | 3 | \$ | \$ |
| | 4000 / Day | 5 | \$ | \$ |
| | 4000 / Week | 3 | \$ | \$ |
| | 4000 / Month | 5 | \$ | \$ |
| | 5000 / Day | 4 | \$ | \$ |
| | 5000 / Week | 3 | \$ | \$ |
| | 5000 / Month | 8 | \$ | \$ |
| | 6000 / Day | 5 | \$ | \$ |
| | 6000 / Week | 10 | \$ | \$ |
| | 6000 / Month | 30 | \$ | \$ |
| | 8000 / Day | 1 | \$ | \$ |
| | 8000 / Week | 1 | \$ | \$ |
| | 8000 / Month | 1 | \$ | \$ |
| | 10000 / Day | 4 | \$ | \$ |
| | 10000 / Week | 3 | \$ | \$ |
| | 10000 / Month | 13 | \$ | \$ |
| Subtotal 3 – Option Year 1 | | | | \$ |

Table 4 – Option Year 1

| Description – Rough Terrain (Diesel Power) Telehandler | Size in Pounds/Time Period | Estimated Usage (A) | Year 1 Price per Time Period (B) | Total (A*B) |
|--|----------------------------|---------------------|----------------------------------|-------------|
| Brand / OEM Name and Model Number | | | | |
| | 42" reach | | | |
| | 6000 / Day | 20 | \$ | \$ |
| | 6000 / Week | 8 | \$ | \$ |
| | 6000 / Month | 2 | \$ | \$ |
| | 43" reach | | | |
| | 9000 / Day | 20 | \$ | \$ |
| | 9000 / Week | 8 | \$ | \$ |
| | 9000 / Month | 4 | \$ | \$ |
| Subtotal 4 – Option Year 1 | | | | \$ |

Subtotal 1 + Subtotal 2 + Subtotal 3 + Subtotal 4 = \$

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ANNEX C

Dollar Usage Report

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[illegible]

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ANNEX D

Product Usage Report

[illegible]

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File No. - N° du dossier

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ANNEX "E"
INFORMATION FOR CODE OF CONDUCT CERTIFICATION

[MUST BE COMPLETED BY OFFEROR/BIDDER WITH BID SUBMISSION]

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;

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Appendix A

REQUISITION FOR MOBILE SUPPORT EQUIPMENT

Please see attached.



REQUISITION FOR MOBILE SUPPORT EQUIPMENT
DEMANDE DE MATÉRIEL MOBILE DE SOUTIEN

For Transport use only – À l'usage du transport seulement

Detail Number – Numéro du détail

PO # – # OD

Requested by – Demandé par

| | | | | | |
|------------------------------------|-----------------------------------|--------------|---|------------|---|
| A. Name – Nom | | Rank – Grade | B. Unit – Unité UIC – CIU | Name – Nom | C. Telephone No. – N° de téléphone Local – Poste |
| D. Timings – Heures | Date (yyyy/mm/dd - aaaa/mm/jj) | Time – Heure | E. Vehicle Type – Genre de véhicule | | |
| Date Required Date requise | | | <input type="checkbox"/> Staff Car Voiture d'état-major | | |
| | | | <input type="checkbox"/> Station Wagon Familiale | | |
| | | | <input type="checkbox"/> Truck Camion | | |
| | | | Tons – Tonnes | | |
| | | | <input type="checkbox"/> Cargo Panel Fourgonnette | | |
| | | | <input type="checkbox"/> Mini-Van Mini-fourgonnette | | |
| | | | <input type="checkbox"/> Bus Autobus | | |
| | | | No of passengers N° de passagers | | |
| Alternate Date Date alternative | | | F. Other Vehicle (please specify) – Autre véhicule (précisez svp) | | |

G. Duties to be performed – Services à effectuer

| | | |
|--|---|---|
| H. Driver Required – Conducteur requis <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non | I. Report To – Se présenter à | J. At – Lieu |
| K. Transport may rent if required Transport peut loué s'il y a lieu <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non | L. Financial Code – Code financier FC CC Fund – Fonds G/L – GRG Commitment - Engagement LN IO – OI | |
| M. Section 32 - Certified that funds are available - Certifie que les fonds sont suffisants Signature (Print name – En lettre moulée) | N. Authorization No. N° d'autorisation | O. Date |
| Rank – Grade | | P. Telephone No. – N° de téléphone Local – Poste |

Transportation Details – Détails du transport

| | | | |
|--|---|---|---------|
| A. Request Approved Demande approuvée <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non | B. Declined For – Refusée pour <input type="checkbox"/> Lack of Authority Pas d'autorisation <input type="checkbox"/> No Vehicle Pas de véhicule <input type="checkbox"/> No Driver Pas de conducteur Other – Autre | | |
| C. CFR(S) – NIFC | D. Driver(s) – Conducteur(s) | E. Authorized By – Approuvée par Signature | F. Date |

DND 645 (09-2010)

Design: Forms Management 613-993-4050
Conception : Gestion des formulaires 613-993-4062

Submit this form 48 working hours early. – Présenter votre demande 48 heures ouvrables à l'avance.
The driver must present a valid DND 404, prior to signing for the vehicle. – Le conducteur doit avoir un permis DND 404 à jour avant de signer pour le véhicule.