

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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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 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 Statement of Work, the Basis of Payment, the Insurance Requirements, Security Requirements Checklist, Mandatory Requirements and the Standing Offer Usage Report

1.2 Summary

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement between the government of Canada and the government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland concerning British Forces Training at Canadian Forces Base Suffield (the MOU)".

A Regional Individual Standing Offer is required for the supply of all labour, material, equipment, supervision, transportation and expertise necessary to provide maintenance to the Prairie Support Vehicle (PSV) fleet on an "as and when" requested basis for the Department of National Defence, on behalf of the British Army Training Unit Suffield (BATUS), Canadian Forces Base Suffield, AB, in accordance with Annex A - Statement of Work detailed herein.

The period of the Standing Offer will be from May1, 2016 to April 30, 2018, inclusive.

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

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1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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>) 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: 180 days

2.1.1 SACC Manual Clauses

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

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits*

Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:
VISA _____
Master Card _____

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offeror must provide documentation with their bid showing how they meet the mandatory requirements as detailed in Annex "F" – Mandatory Requirements

4.1.2 Financial Evaluation

The estimated quantities listed herein are for evaluation purposes only and will not form part of any resulting Standing Offer. Actual usage may vary from the amounts shown.

The Firm Unit Price for each item in Annex B – Basis of Payment, for each year, will be multiplied by their respective estimated usage to arrive at a total price per item. The total price for per item for the two years will then be added together to arrive at the total Evaluated Price, as follows:

Item 1

1.1 Repair:

$(\text{Item i Year 1} \times 4000) + (\text{Item ii Year 1} \times 100) + (\text{Item i Year 2} \times 4000) + (\text{Item ii Year 2} \times 100) = A$

1.2 Administration:

$(\text{Item i Year 1} \times 400) + (\text{Item i Year 2} \times 400) = B$

Item 2

2. Transportation:

$(\text{Trip Year 1} \times 400) + (\text{Trip Year 2} \times 400) + (\text{Trip Option Year 2} \times 400) = C$

A + B + C = Evaluated Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

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

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

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

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

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification (M3056T)

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This procurement is limited to Canadian services.

The Offeror certifies that:

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

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

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

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

7.1.2.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

7.1.2.2 This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.

7.1.2.3 The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

7.1.2.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

7.1.2.5 The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2015-09-03) 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: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

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4th quarter: January 1 to March 31.

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from May 1, 2016 to April 30, 2018 inclusive.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Meagan Kowal
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch - Western Directorate
Government of Canada Building
101 22nd Street East, Suite 110
Saskatoon, SK
S7K 0E1

Telephone: 306-241-1169
Facsimile: 306-975-5397
E-mail address: meagan.kowal@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is 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.

7.5.3 Offeror's Representative (To be completed by Bidder)

Name _____

Title _____

Address _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Suffield on behalf of BATUS

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).

7.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

The call up against the Standing Offer, including any annexes;

- a) the articles of the Standing Offer;
- b) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- c) the general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity)
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) Annex D, Insurance Requirements;
- h) Annex E, Standing Offer Usage Report
- i) the Offeror's offer dated _____ TBD

7.11 Certifications

7.11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing 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.

7.11.2 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification
M3800C (2006-08-15), Estimates

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 Alberta.

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement between the government of Canada and the government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland concerning British Forces Training at Canadian Forces Base Suffield (the MOU)".

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2015-09-03), General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ TBD at call up. Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Single Payment

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

7.5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204-Direct Request by Customer Department
C0710C (2007-11-30), Time and Contract Price Verification

C0711C (2008-05-12), Time Verification

7.5.4 Inspection and Acceptance

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

7.5.4 Payment by Credit Card

To be Determined

7.6 Invoicing Instructions

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

7.7 Insurance Requirements

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

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

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

7.8 SACC Manual Clauses

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

ANNEX "A"

STATEMENT OF WORK

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement between the government of Canada and the government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland concerning British Forces Training at Canadian Forces Base Suffield (the MOU)".

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1. PSV MAINTENANCE - DEFINITIONS LIST

| Ser | Abbreviation | Definition |
|-----|--------------|---------------------------------------------|
| 1. | BG | Battle-Group |
| 2. | BATUS | British Army Training Unit at Suffield |
| 3. | CFB | Canadian Forces Base |
| 4. | CISD | Canadian and Industrial Security Division |
| 5. | FFR | Fitted For Radio |
| 6. | OPFOR | Opposing Force |
| 7. | OEM | Original Equipment Manufactured |
| 8. | PSV | Prairie Support Vehicle |
| 9. | PWGSC | Public Works and Government Services Canada |
| 10. | RTI | Road Traffic Incidents |
| 11. | SO2 ES | Staff Officer Grade 2 Equipment Support |
| 12. | SOW | Statement of Work |
| 13. | TES | Tactical Engagement Simulation |
| 14. | TA | Technical Authority |
| 15. | VCR | Visit Clearance Request |

2. Scope

- 2.1 Identification.** This Statement of Work (SOW) is to initiate a Standing Offer through Public Works & Government Services Canada (PWGSC) for the provision of maintenance of the

Prairie Support Vehicle (PSV) fleet at the British Army Training Unit at Suffield (BATUS) at Canadian Forces Base (CFB) Suffield, Ralston, Alberta. Support includes but is not limited to the provision of repair parts, vehicle inspections, services and repairs to both mechanical, electrical and body. This maintenance is to include repair using both original equipment manufactured (OEM) or compatible parts supplied by the contractor unless otherwise agreed and documented beforehand.

3. Background

3.1 The principal task of BATUS is to plan and deliver up to four exercises per year for British Army armoured and armoured infantry Battle-Groups (BGs) to train to UK Ministry of Defence (MOD)-mandated collective level standards. This series of exercises are known as Exercise Prairie Storm. Each exercise consists of a period of live fire training followed by a period of TES training against an opposing force (OPFOR) and are conducted in a harsh environment on demanding terrain and last up to 35 days per exercise.

3.2 All training is closely controlled for safety reasons. The Safety Staff are currently mounted in a fleet of modified Chevrolet Silverados, known generically as the Prairie Support Vehicles (PSV). The control of the exercises places high demands on the PSV fleet which sustains damage due to Road Traffic Incidents (RTI) or requires high levels of maintenance through wear and tear.

3.3 **Current Fleet Description.** The current fleet¹ consists of two variants:

3.3.1 2013 Silverado 2500HD. These are normally Fitted For Radio (FFR)² and are required to traverse extremely rugged country at speed to enable the Safety Staff within to closely follow armoured vehicles as they move across the prairie. They are routinely manned by a driver and vehicle commander. Each vehicle is fitted with a cupola to provide 360-degree visibility. Additionally, the infantry variants are required to carry two further Safety Staff in a standing position in the back, to enable them to dismount quickly to monitor dismounted infantry activities. The vehicle has been adapted to take BOWMAN³.

3.3.2 2015 Silverado 1500. These are not fitted with a communications system. These are original factory specification utility vehicles, which are used to traverse the prairie conducting administrative and monitoring activity including transport goods and/or personnel around the training area.

3.4 Routine maintenance of the fleet is conducted by a military workshop manned by UK military personnel. However, the technical ability, at times, may be limited therefore in depth repair activity is required using additional support through a Standing Offer. Due to the demands placed on the PSV fleet, there also remains a requirement for a limited amount of routine repair supported by a Standing Offer.

4. **Aim.** To obtain a Standing Offer for the maintenance of the PSV British Military Equipment variants, in order to expedite repair of the fleet whilst reducing the strain on the BATUS repair staff at CFB Suffield.

5. Security.

5.1 There is a security requirement with this SOW. All contractors and their sub-contractors must possess at least a PWGSC reliability clearance for unescorted access to CFB Suffield as at 1 April 2016 pursuant to Treasury Board of Canada Secretariat policy <http://publiservice.tbs-sct.gc.ca/sim-gsi/publications/spin-amps/2008/2008-03-spin-eng.asp>. Once the company is security screened by PWGSC it is the responsibility of the company security officer <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/ch1/intro-eng.html#ch1-104> to provide a Visit Clearance Request (VCR) to the Canadian and Industrial Security Division (CISD) within PWGSC to ensure access to the base. The approved VCR must be forwarded to CFB Suffield. A recurring visit <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/ch6/prtcl->

¹ The Authority reserves the right to change the number and specification of the fleet in consultation with the Contractor.

² Bespoke racking and cabling designed to hold a suite of radios, communication, and multi media systems.

³ A communications system developed by General Dynamics UK and is used at BATUS.

[eng.html#ch6-601](#) is one that authorises a series of visits over an extended period of time, up to one year. The VCR is renewable on an annual basis, subject to an on-going requirement.

- 5.2 The Contractor must provide controlled access, off road parking for PSVs whilst held by the Contractor. This parking should be co-located with the repair facility.
- 6. Tasks.** The Contractor must provide required repairs to the PSV fleet and associated related ancillaries including all warranty repairs on an "As Requested Basis".
- 6.1 During the exercise season⁴, the Contractor must deliver the maintenance and repair solution providing for the effective repair, collection and delivery of the PSV fleet on a 24 hour, 7 days per week basis. Outside of the exercise season only routine maintenance will be required.
- 6.2 The Contractor is responsible for transporting PSVs from CFB Suffield to the Contractor's site. This must be carried out using recognized recovery vehicles. PSVs submitted for repair are not to be driven to or from CFB Suffield by the Contractor.
- 6.3 The contractor must provide a maintenance service plan which is to take place during the Winter Repair Period (WRP) (1 Oct to 31 Mar), to conduct the following:
- 6.3.1 Annual Servicing as per manufacturer's specification.
- 6.3.2 Safety Inspections as described at Appendix A.
- 6.3.3 Specified repair as detailed on work request. Requests for repairs may include but not limited to:
- Power train components/systems.
 - Suspension system components/systems.
 - Electrical components/systems.
 - Fuel system components/systems.
 - Body components/systems.
 - Exhaust system components.
 - Coolant system components.
 - Other component repair as requested such as accident damage repair.
- 6.4 BATUS will retain the ability to repair minor faults and damage (level 1 & 2), both on the training area and within CFB Suffield, when urgency is required. Levels of repair are described at Appendix B.
- 6.5 All labour costs for repairs on the current PSV fleet will be charged out in accordance with General Motors Warranty or competitive labour rates. All warranty work identified during the repair assessment will be completed free of charge, in accordance with the General Motors Warranty policy. Repairs to the new fleet are to be in accordance with the respective manufacturer's warranty policy.
- 7. Vehicle Quantity.** The overall numbers required to be maintained will not exceed 190 x PSV, consisting of both 2013 Silverado 2500HD (diesel) and 2015 Silverado 1500 (gasoline).
- 8. Response Time.** Unless a specified work schedule has been established by the TA, the Contractor must respond to each call-up within 24 hours.
- 9. Repair Times.** The Contractor must adhere to the following repair timelines:
- 9.1 Routine repairs must be completed within five (5) working days from initial call up to recover a vehicle.

⁴ 1 May – 31 Oct annually

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- 9.2 Priority repairs during the training season must be completed within 24 hours, including weekends and holidays, from receipt of the vehicle at the contractor's facility. This time line applies when BATUS delivers the vehicle or when the contractor has been requested to recover the vehicle. The Technical Authority (TA) will determine the urgency and priority of the repairs.
- 9.3 Safety Inspection of the PSV fleet must be completed during the WRP. The forecasted service plan is to be provided by the contractor but is expected to be no less than nine vehicles per week. Repairs identified during this inspection are to be completed by the contractor, with all vehicles being rendered serviceable and safe prior to the end of the winter repair period.
10. **Technical Authority.** The TA for the requested work is the BATUS Staff Officer Grade 2 Equipment Support (SO2 ES).
11. **Deliverables.** The Contractor must provide a detailed list/breakdown of all parts, labour, materials, supplies and narrative of what work was carried out on the invoice. The Contractor is to provide written certification to support any inspections performed where Federal, Provincial or Departmental standards require it.
12. **Acceptance.** Only once the TA is satisfied that the work completed was in accordance with the requested service in the call up, invoices will be processed. This will be based on an inspection by the BATUS technical staff which the contractor will be able to observe if necessary. This inspection will be based on the British Army Roadworthiness Inspection and will typically be conducted at CFB Suffield unless agreement to conduct at contractors premises is provided by the TA. The British Army Roadworthiness Inspection is described at Appendix A.
13. **Warranty.** The warranty of all work performed or parts supplied will be no less than 12 months after the receipt of the service or parts.
14. **Language.** All work including tasks and deliverables will be completed in the English language, spoken and written.

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**Appendix A to Annex A
PSV Maintenance SOW**

SAFETY INSPECTION

Mandatory Vehicle Inspection Report - FMT 932 (W2)

| | | | | | | | | | | | | | |
|-----------------------------|--------|---------------------------------------|-----------------------------|----------|----|-----------|-------------|--------|-----|-----------------------------|----------|----|-----------|
| Vehicle Description | | ERM | | | | | | | | | | | |
| Holding Unit | | Asset Code | - | | | | | | | | | | |
| Inspecting Unit | | NSN | - - - | | | | | | | | | | |
| Inspecting Unit Address | | Usage | Miles | | | | | | | | | | |
| | | Inspecting Unit | | | | | | | | | | | |
| Type of Inspection | | ANNUAL MANDATORY EQUIPMENT INSPECTION | | | | | | | | | | | |
| Test Class | | HGV | Type Approved YES | | | | | | | | | | |
| Date into Service | | / / | Chassis Number | | | | | | | | | | |
| Date of Manufacture | | / / | Engine Number | | | | | | | | | | |
| Date Inspection Due | | / / 20 | Unit Inspection | | | | | | | | | | |
| Date Inspection Commenced | | / / 20 | RBT Code | | | | | | | | | | |
| Date Inspection Finalised | | / / 20 | RBT Serial | | | | | | | | | | |
| DESIGN GROSS VEHICLE WEIGHT | | (kg) | RBT Location | | | | | | | | | | |
| HGV, O3, O4 | O1, O2 | PSV | Section Description | Sentence | KE | Certified | HGV, O3, O4 | O1, O2 | PSV | Section Description | Sentence | KE | Certified |
| 1 | 1 | 1 | Registration Plate | N/A | | | 30 | 30 | 30 | Steering Control | N/A | | |
| 3 | | 3 | Seat Belts & Supplementary | N/A | | | 33 | 33 | 33 | Speed Limiter | N/A | | |
| 5 | | 5 | Exhaust Emissions | N/A | | | 34 | 34 | 34 | Pressure / Vacuum Warning | N/A | | |
| 6 | 6 | 6 | Road Wheels and Hubs | N/A | | | 36 | 12 | 36 | Hand Lever Operating | N/A | | |
| 7 | 7 | 7 | Size and Type of Tyres | N/A | | | 37 | | 37 | Service Brake Pedal | N/A | | |
| 8 | 8 | 8 | Condition of Tyres | N/A | | | 38 | | 38 | Service Brake Operation | N/A | | |
| 9 | | | Side Guards/Rear Under- | N/A | | | 39 | | 39 | Hand Operated Brake Control | N/A | | |
| | | 9 | Bumper Bars | N/A | | | 41 | 41 | 41 | Condition of Chassis | N/A | | |
| 10 | 10 | | Spare Wheel and Carrier | N/A | | | 42 | 42 | 42 | Electrical Wiring and | N/A | | |
| 11 | 11 | 11 | Vehicle to Trailer Coupling | N/A | | | 43 | | 43 | Engine and Transmission | N/A | | |
| 12 | 12 | | Trailer Parking & Emergency | N/A | | | 44 | | | Oil Leaks | N/A | | |
| 13 | 13 | | Trailer Landing Legs | N/A | | | | | 44 | Oil and Waste Leaks | N/A | | |
| 14 | 14 | 14 | Spray Suppression, Wings / | N/A | | | 45 | | 45 | Fuel Tanks and Systems | N/A | | |
| 15 | | | Cab Security | N/A | | | 46 | | | Exhaust Systems | N/A | | |
| 16 | | | Cab Doors | N/A | | | | | 46 | Exhaust and Waste Systems | N/A | | |
| | | 16 | Passenger / Drivers Doors / | N/A | | | 48 | 48 | 48 | Suspension | N/A | | |
| 17 | | | Cab Floor and Steps | N/A | | | 53 | 53 | 53 | Axles, Stub Axles and Wheel | N/A | | |
| | | 17 | Driver's Accommodation | N/A | | | 54 | | 54 | Steering Mechanism | N/A | | |
| 18 | | | Seats | N/A | | | 57 | | 57 | Transmission | N/A | | |
| | | 18 | Driver's Seat | N/A | | | 58 | | 58 | Additional Braking Devices | N/A | | |
| 19 | 19 | | Security of | N/A | | | 59 | 59 | 59 | Brake System and | N/A | | |
| | | 19 | Security of Body | N/A | | | 62 | 62 | | Markers and Reflectors | N/A | | |

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| | | | |
|-----------------------------------------------------------------|---------------------------------------|------------------------------------------------|---------------------------------------------|
| ROLE LIMITATION(S) | | | |
| MEI Next Due Date | / / 20 | On this date the system will be sentenced Non- | Number of Continuation Sheets |
| Engineering Competence | Rank | Name | |
| Regimental / Staff Number | Date | / / 20 | Signature |
| RE-CERTIFICATION OF NON TASKWORTHY FAULTS WITHIN 28 DAYS | | | |
| SYSTEM SENTENCE | Fully Fit <input type="checkbox"/> | Non-Taskworthy <input type="checkbox"/> | Prohibition Action <input type="checkbox"/> |
| | Limited Role <input type="checkbox"/> | Limitation: | |
| Engineering Competence | Rank | Name | |
| Regimental / Staff Number | Date | Signature | |

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**Appendix B to Annex A
PSV Maintenance SOW**

LEVELS OF REPAIR

| Level | Description |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Driver or user fitted items such as light bulbs, wiper blades etc. |
| 2 | BATUS' mechanics repairing items such as shock absorbers, brake pads etc. It is stated however that the majority of level 2 repairs will be conducted by the contractor. |
| 3 | Items such as engines, transmissions and axle changes. These will be carried out by the Contractor on the Contractor's site. |

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ANNEX "B"

BASIS OF PAYMENT

- * Applicable taxes are to be excluded from the prices quoted herein *
- * Applicable taxes will be added as a separate item on the invoice, if applicable *

All-inclusive FOB Destination price for the provision of all but not limited to labor, material, equipment, and transportation, supervision and expertise to perform the work in accordance with Annex "A" – Statement of Work:

The estimated quantities listed herein are for evaluation purposes only and will not form part of the resulting Standing Offer. Actual usage may vary from the amounts shown.

| Item | Description | Estimated Usage/year | Year One | Year Two |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------|--------------|
| 1. | Labor: Direct or Productive for Personnel used exclusively in work i. Regular Working Hours : Mon-Fri: 8am – 5pm ii. Outside Regular Working Hours: Mon-Fri, Weekend & Stat Holidays | | | |
| | 1.1 Repair: | | | |
| | i. Regular Working Hours | 4000hrs | \$_____/hour | \$_____/hour |
| | ii. Outside Working Hours | 100hrs | \$_____/hour | \$_____/hour |
| | 1.2 Administration (e.g. spares collection, parts ordering, Management Information Systems (MIS) activity etc) | | | |
| | i. Regular Working Hours | 400hrs | \$_____/hour | \$_____/hour |
| 2 | Transportation: Lump sum all inclusive round trip price for the transportation of each vehicle to and from CFB Suffield and Contractor's premises | 400 x round trips | \$_____/trip | \$_____/trip |
| 3. | Material and Replacement Parts (except free issue) (estimated spending \$150,000.00-200,000.00) At laid down cost (which includes invoice cost, transplantation costs, exchange, customs and brokerage charges) plus a markup of % (which includes purchasing expenses, internal handling, G&A expenses and profit) excluding sales tax. Sales tax to be shown as a separate item. | | _____% | _____% |
| 4. | Shop Supplies Shop supplies are billable for actuals used on the project, but any shop supplies invoiced that exceed the sum of \$80.00 must be supported by a breakdown of the shop supplies being billed. No markup is authorized for shop supplies. | | | |

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

RECEIVED
AUG 17 2015

| | | |
|-----------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
|  | Government of Canada Gouvernement du Canada | Contract Number / Numéro du contrat W0142-16X019 Security Classification / Classification de sécurité Unclassified |
|-----------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

| | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------|------------------------------|
| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | | | | |
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND, CFB SUFFIELD | 2. Branch or Directorate / Direction générale ou Direction BATUS | | | | |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance TBC | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBC | | | | |
| 4. Brief Description of Work / Brève description du travail The provision of maintenance of the Prairie Support Vehicle (PSV) fleet at the British Army Training Unit at Suffield (BATUS) at Canadian Forces Base (CFB) Suffield, Raiston, Alberta. Support includes but is not limited to the provision of repair parts, vehicle inspections, services and repairs to both mechanical, electrical and body. | | | | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><input checked="" type="checkbox"/> No</td> <td style="text-align: right;"><input type="checkbox"/> Yes</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/> Non</td> <td style="text-align: right;"><input type="checkbox"/> Oui</td> </tr> </table> | | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Non | <input type="checkbox"/> Oui |
| <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> Non | <input type="checkbox"/> Oui | | | | |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><input checked="" type="checkbox"/> No</td> <td style="text-align: right;"><input type="checkbox"/> Yes</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/> Non</td> <td style="text-align: right;"><input type="checkbox"/> Oui</td> </tr> </table> | | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Non | <input type="checkbox"/> Oui |
| <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> Non | <input type="checkbox"/> Oui | | | | |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | | | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><input checked="" type="checkbox"/> No</td> <td style="text-align: right;"><input type="checkbox"/> Yes</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/> Non</td> <td style="text-align: right;"><input type="checkbox"/> Oui</td> </tr> </table> | | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Non | <input type="checkbox"/> Oui |
| <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> Non | <input type="checkbox"/> Oui | | | | |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><input type="checkbox"/> No</td> <td style="text-align: right;"><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/> Non</td> <td style="text-align: right;"><input type="checkbox"/> Oui</td> </tr> </table> | | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> Non | <input type="checkbox"/> Oui |
| <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> Non | <input type="checkbox"/> Oui | | | | |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><input checked="" type="checkbox"/> No</td> <td style="text-align: right;"><input type="checkbox"/> Yes</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/> Non</td> <td style="text-align: right;"><input type="checkbox"/> Oui</td> </tr> </table> | | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Non | <input type="checkbox"/> Oui |
| <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> Non | <input type="checkbox"/> Oui | | | | |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | | | | |
| Canada <input type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> | | | |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | | | | |
| No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> | All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> | | | |
| Not releasable À ne pas diffuser <input type="checkbox"/> | Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/> | Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/> | | | |
| 7. c) Level of information / Niveau d'information | | | | | |
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/> | | | |

TBS/SCT 350-103(2004/12)

| | |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Security Classification / Classification de sécurité Unclassified |  |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B PERSONNEL (SUPPLIER) / PARTIE B PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

| | | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C SAFEGUARDS (SUPPLIER) / PARTIE C MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



| |
|----------------------------------------------------------------------|
| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité Unclassified |

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | |
|------------------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|---------------------------------|-------------------------------------------------------|----------------------------------------------|--------------------------|----------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------|
| | A | B | C | CONFIDENTIAL CONFIDENTIEL | SECRET | TOP SECRET TRÈS SECRET | NATO RESTRICTED NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL NATO CONFIDENTIEL | NATO SECRET | DDSMC TOP SECRET COSMIC TRÈS SECRET | PROTECTED PROTÉGÉ | | | CONFIDENTIAL | SECRET | TOP SECRET TRÈS SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets Renseignements / Biens | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Production | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Media / Support TI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Link / Lien électronique | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Qui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Qui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "D"

INSURANCE REQUIREMENTS

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 Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - 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.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. 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.

2. 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.

3. Automobile Liability Insurance

1. The Contractor must obtain 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

4. All Risk in Transit Insurance

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$200,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.
2. 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.
3. The All Risk Property in Transit insurance must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
 - b. Loss Payee: Canada as its interest appears or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence, CFB Suffield on behalf of BATUS and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Solicitation No. - N° de l'invitation
W0142-16X019/A
Client Ref. No. - N° de réf. du client
W0142-16X019

Amd. No. - N° de la modif.
File No. - N° du dossier
stn-5-38039

Buyer ID - Id de l'acheteur
stn202
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

STANDING OFFER USAGE REPORT

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (306) 975-5397
Email: wst-pa-sk@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

SUPPLIER:

STANDING OFFER NO: W0142-16X019
DEPARTMENT OR AGENCY: DND, CFB SUFFIELD, RALSTON AB ON BEHALF OF BATUS

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

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

PREPARED BY: _____

SIGNATURE:

DATE:

ANNEX F

MANDATORY TECHNICAL CRITERIA

The Offeror must meet ALL mandatory technical criteria as listed below and the Offeror must provide all of the necessary documentation with their bid to support compliance with this requirement. Each mandatory technical criterion should be addressed separately.

Offers which fail to meet ALL the mandatory technical criteria specified below will be declared non-responsive.

- M1.** The offeror must certify, by signing below, that by submitting an offer, they are able to perform all of the work as described in Annex A – Statement of Work

- M2.** The Offeror must be licensed by General Motors to complete this work in order to prevent invalidation of the vehicle's warranty.

The Offeror must provide with their bid, proof of being licensed by General Motors.

Proof submitted with bid:

Yes _____; No _____

- M3.** The Offeror must certify that they are able to provide controlled access, off road parking for PSVs whilst held by the Offeror.
