

This Request for Proposal (RFP) model is a sample based on **MC** (for medium complexity requirements).

The template is 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.

**REQUEST FOR PROPOSAL (RFP) number**

*(Identified User must create a number such as EQ234-264537, this is both the RFP number and its resulting contract number)*

**SERVICES TO BE PROVIDED TO:**

*(State department or agency name here)*

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**

*Or*

**THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT.**

**This is an RFP issued against the Scheduled, Dedicated, Transportation and Related Services Supply Arrangement (SA) PWGSC file number E60LM-140025. All terms and conditions of the Original Solicitation of Request for Supply Arrangement (RFSA) E60LM-140025 representing the resulting Supply Arrangement issued apply & shall be incorporated into any resulting contract.**

*(Note to Identified Users only: Individual RFPs and the associated resulting contract clauses may be modified to suit individual Identified User requirements. For example: the nature of requirement, the terms of the resulting contract, the evaluation methodology and the basis of payment clauses may all be tailored to individual Identified User requirements.)*

**The articles in the resulting contract clauses are mandatory in their entirety, unless otherwise indicated. Suppliers submitting an Offer containing statements implying their Offer is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.**

**Potential qualified suppliers regarding the Model Bid Solicitation (including the resulting contract clauses) should raise such concerns in accordance with the Enquiries provision of this RFSA.**

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## PART 1 - GENERAL INFORMATION

**Remark to Contracting Authority:** Use one of the following clauses.

### 1.1 Security Requirements

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clause.

**OR**

There is no security requirement associated with the requirement.

**Remark to Contracting Authority:** Use the appropriate title "Statement of Work" or "Requirement" and use the same title throughout the document. Insert a brief description of the requirement or refer to the "Statement of Work" or "Requirement" in the resulting contract. Use SACC Manual clause B4007T or B4008T.

### 1.2 Statement of Work (SOW)

#### 1.2.1 Summary

\_\_\_\_\_ (Name of department or Agency and where located) requires \_\_\_\_\_ (brief description of the services to be required) within \_\_\_\_\_ (name city to be served) for the period of \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

*(Unless specified by the Identified User in the solicitation, vehicle size will be determined by the contractor, based on the weight / size specifications of loads which will be supplied by the Identified User in the bid solicitation stage.)*

Details are in Annex "E-1", Statement of Work which is attached.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 \_\_\_\_\_ (*insert date*) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

“Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.”

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

#### 2.1.1 SACC Manual Clauses

##### 2.1.1.1 Sole Source Price Support

In the event that the Bidder's bid is the sole bid received, the Bidder must provide, on Canada's request, one or more of the following price support, if applicable:

- (a) a current published price list indicating the percentage discount available to Canada; or
- (b) copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by Canada.

### 2.2 Submission of Bids

Bids 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 bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.2.1 .....(Insert title of applicable clause)

If applicable, insert in full text additional SACC Manual clauses with respect to submission of bids, with appropriate numbering (e.g. 2.2.1, 2.2.2, ...). Example of a clause to insert in full text: [A9076T](#)

**Remark to Contracting Authority:** Consult section 12 of standard instructions 2003 before adding clauses to ensure there is no redundancy in the document. Responses to enquiries may have significant implications for the bid solicitation. An extension to the bid closing date should be taken into account every time a response is provided to an enquiry.

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than \_\_\_\_\_ (insert number of days) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

**Remark to Contracting Authority:** Indicate the laws of which Canadian province or territory Canada proposes to apply to the resulting contract. The bidder, as instructed, may propose a change to the applicable laws in its bid. For the French version of the article, the term "in" was not translated because there is no such common term in French for all the provinces and territory. Therefore, the word "en" must be added in front of Alberta, Colombie-Britannique, Saskatchewan, Ontario and Nouvelle-Écosse; the word "au" in front of Manitoba, Québec, Nouveau-Brunswick, Nunavut and Yukon, the word "à" in front of Terre-Neuve-et-Labrador and l'Île-du-Prince-Édouard, and the words "dans les" in front of Territoires du Nord-Ouest.

## 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory)

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

**Remark to Contracting Authority:** Consult sections 04 to 09 of standard instructions 2003 or sections 04 and 05 of standard instructions 2004 before adding clauses to ensure there is no redundancy in the document.

### PART 3 - BID PREPARATION INSTRUCTIONS

Before inserting additional bid preparation instructions, or clauses, consult sections 05 to 10 of Standard Instructions 2003, to ensure there is no duplication or contradictory information.

#### 3.1 Bid Preparation Instructions

If soft copies are requested, it is recommended that the same quantity be requested for both hard and soft copies.

Canada requests that bidders provide their bid in separately bound sections as follows:

**Section I:** Technical Bid ( \_\_\_\_\_ hard copies) (if applicable, add "and \_\_\_\_\_ soft copies on \_\_\_\_\_", and specify the medium such as CD, DVD)

**Section II:** Financial Bid ( \_\_\_\_\_ hard copies) (if applicable, add "and \_\_\_\_\_ soft copies on \_\_\_\_\_", and specify the medium such as CD, DVD)

**Section III:** Certifications ( \_\_\_\_\_ hard copies)

Insert the following paragraph when soft copies are requested.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders 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 Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

Sample

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

*Insert the following clause and insert (b) if applicable. Consult subsection 5.7 of Standard Instructions 2003 before adding additional clauses with respect to evaluation procedures to ensure there is no duplication or inconsistency.*

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

*Insert the following paragraph when the competition is conditionally limited to bids offering Canadian goods and services.*

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

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

*(The following example of two vehicles for two Runs is applicable to both Stream One and Stream Two)*

##### 4.1.1.1(a) Proposed Driver(s)

The Bidder must provide the names of the (2) proposed drivers *(for two runs in this example)*.

##### 4.1.1.1(b) Experience and Expertise of Proposed Driver(s)

The proposal must demonstrate that the proposed primary driver(s) meets the following minimum mandatory qualifications:

- must have six (6) months or more experience as a driver in transportation services;
- must be security cleared to Secret *(if applicable, in this example Secret level is required)*;
- be (drivers) bonded in the amount of \$ 5,000. The bidder must indicate that drivers are bonded.
- proof of bonding (certificate of bonded insurance) must be submitted with the bid. *(Remarks: proof of bonding may also be requested only prior to contract award)*

In order to demonstrate that the proposed driver(s) possess the qualifications specified above, the bidder must provide a résumé for each of the proposed primary driver(s) stating the individual's work experience, which indicates that the individual meets the above stated qualifications. Failure to provide sufficient details will result in your bid being rendered non-responsive. Please note that project references may be required for the proposed driver(s).

##### 4.1.1.1(c) Equipment



All material handling equipment must be supplied by the contractor. The Bidder must provide confirmation that the vehicles will be equipped with the following equipment: *(For this example where two runs require these types of vehicles)*

- i) Cargo van must be equipped with a hand cart.
- ii) 5-Ton Truck must be equipped with a hydraulic tailgate and must also be equipped with load restraining straps or bars to stop loads from moving inside the vehicle. A pallet mover and other handling equipment (as required) such as flat bed trucks to move material to and from buildings may be required.

*(The following example is applicable to Stream Two only)*

#### **4.1.1.1(d) Vehicles required to service the requirement:**

- i) The size of vehicles required must be determined by the bidder in any pickup and/or delivery point specified in Annex "E-6", Schedule of Stops with Building Locations.
- ii) The bidder may propose up to three (3) vehicles with driver to provide required services.
- iii) The bidder must specify **each** vehicle size that will be used to provide required services; for example: one Car, one Mini-Van, one Cargo Van.

#### **4.1.2 Financial Evaluation**

The rates must be presented in the format detailed in the Basis of Payment (to be determined by the Identified User) for the period, from *(to be determined by the Identified User)* to *(to be determined by the Identified User)*. All prices are firm and in Canadian dollars.

The lowest aggregate priced responsive bid will be calculated by taking the sum total of all rates submitted on Annex "E-2" Basis of Payment. Formula Calculations: Aggregate Total of the Basis of Payment for all years for which the Identified User has created the contract for, including option years *(if applicable)*.

#### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Precedent to Contract Award**

The certifications listed in Annex "E-3", Certifications, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **5.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#)). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

## **PART 6 - RESULTING CONTRACT CLAUSES**

*Delete this title and the following sentence at contract award*

Sample

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

*(Consult the Canadian Industrial Security Directorate (CISD) (<http://www.ciisd.gc.ca/text/main/toc-e.asp>) Web site for more information. Insert the applicable clauses provided by CISD and insert the Security Requirements Check List as an annex.)*

**OR**

There is no security requirement associated with the requirement.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "E-1"

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

2010C \_\_\_\_\_ (*insert date*) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### 6.3.2 Financial Viability

SACC Manual clause A9033T (*insert date*) Financial Viability, is incorporated by reference into and form part of the RFSA.

*Remark to Contracting Authority: Use SACC Manual clause A9022C in contracts for services and in conjunction with clause A9009C if the contract will contain option periods.*

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive (fill in start and end date of the period).

*Remark to Contracting Authority: If applicable, insert in full text SACC Manual clause A9009C in conjunction with the clause "Period of the Contract" for service contracts only. Delete this clause if it is not applicable.*

#### 6.4.2 Option to Extend the Contract

*An Identified User may enter option years to which it wants to extend the contract. The contract itself and any extension thereof can extend beyond the period of the Supply Arrangement.*

### 6.5. Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**Remark to Contracting Authority:** *If applicable, use the following clause and fill in at contract award only. If the term "Technical Authority" is to be used instead, use clause A1030C. (Fill in or delete as applicable.)*

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

*(Fill in or delete as applicable)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**Remark to Contracting Authority:** *Insert the appropriate SACC Manual clauses or approved clause related to the basis of payment, limitation of expenditure, method of payment, audit and taxes not covered in the general conditions. Consult sections entitled "Period of Payment" and "Interest on Overdue Accounts" of the applicable general conditions before adding clauses to ensure there is no redundancy in the document.*

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the contractor satisfactorily completing all its obligations under the contract, the contractor will be paid in accordance with the attached Annex "E-2", Basis of Payment, for work performed pursuant to this Contract.

Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave.

**Remark to Contracting Authority:**

*The Identified User should decide if applies the following fuel surcharge computation. The Identified User may modify the numbers of following computation according to the fuel market at the time when an RFP is issued.*

**Fuel Surcharge** (if applicable):

The contractor is to invoice the fuel surcharge in accordance with the following computation:

The baseline fuel price is set to \$0.95 per litre which will be equal to a 2% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Ervin & Associates price indicator) the contractor will implement a 1% increase/decrease to the fuel surcharge percentage %.

The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.

**Additional Hours:**

Overtime may be paid for exceptional circumstances provided that the Identified User's Contracting Authority gives pre-approval in writing and it is in accordance with Federal and Provincial regulations.

**6.6.2 Limitation of Price**

SACC Manual clause C6000C (2007-05-25) Limitation of Price

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.

**6.6.3 T1204 - Direct Request by Customer Department**

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

**6.6.3.1** Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

**6.6.3.2** To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

**6.6.4 SACC Manual Clauses**

**6.6.4.1 Replacement of Specific Individuals**

- i) If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
- (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection ii). The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### 6.6.4.2 Canadian Content Certification

- i) The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
- ii) The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

- iii) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

#### 6.7 Invoicing Instructions

Invoicing requirements and breakdown are to be specified by each Identified User directly to the contractor. Some Identified User will require hard copies of the pickup and delivery slips signed by the person receiving the delivery. There will be no cost to the Identified Users for this. Payment will only be made upon submission of an invoice to the satisfaction and acceptance of the respective Client Department Project Authority.

The original and two (2) copies of each invoice must be sent monthly, within five (5) working days from the end of each month to:

Department/Agency Name: (to be determined on award of contract)

Address: (to be determined on award of contract)

Telephone: (to be determined on award of contract)

Fax: (to be determined on award of contract)  
E mail (to be determined on award of contract)  
Attention: (to be determined on award of contract)

Monthly Invoices must be submitted on the Contractor's own invoice and must be prepared to show:

- a) Company name, address, etc.;
- b) Client address;
- c) the date;
- d) Supply Arrangement Number;
- e) Period in which services were rendered;
- f) Hourly or Per Diem Rate;
- g) Total dollar amount;
- h) Drivers Name(s)
- i) Run Number(s) *if applicable*
- j) Description of work performed

Note: On all invoices a cost breakdown shall be shown.

## 6.8 Certifications

**6.8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**Remark to Contracting Authority:** *Ensure the applicable law selected by the proposed contractor, or in the absence of such selection, the law indicated in the bid solicitation, is inserted in the blank. The Bidder, as instructed, will be able to propose a change to the applicable laws in its bid. For the French version of the clause, the term "in" was not translated because there is no such common term in French for all the provinces and territory. Therefore, for the French version of the clause, the word "en" must be added in front of Alberta, Colombie-Britannique, Saskatchewan, Ontario and Nouvelle-Écosse; the word "au" in front of Manitoba, Québec, Nouveau-Brunswick, Yukon and Nunavut, the word "à" in front of Terre-Neuve-et-Labrador and l'Île-du-Prince-Édouard, and the words "dans les" in front of Territoires du Nord-Ouest.*

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*

**Remark to Contracting Authority:** *The order of documents shown below reflects current Policy and Legal advice. The contracting authority must amend the list to reflect the applicable documents and list the annexes in order of priority, as applicable.*

## 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 Articles of Agreement;
- (b) 2010C \_\_\_\_\_ *(insert the number, date and title of the general conditions identified under clause 3.1);*



- (c) ANNEX "E-1", Statement of Work;  
(d) ANNEX "E-2", Basis of Payment;  
(e) ANNEX "E-3", Certifications;  
(f) ANNEX "E-4", Security Requirements Check List *(if applicable)*;  
(g) ANNEX "E-5", Insurance Requirements;  
(h) the Contractor's bid dated \_\_\_\_\_ *(insert date of bid) (If the bid was clarified or amended, insert at time of contract award: "* as clarified on \_\_\_\_\_ *" or "* as amended on \_\_\_\_\_ *" and insert date(s) of clarifications or amendment(s))*

### 6.11 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "E-5". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**Remark to Contracting Authority:** *If applicable, insert in full text additional SACC Manual clauses not belonging under existing articles, as stand alone articles with appropriate numbering (ex. 13, 14, etc.)*

6.12 ...

## ANNEX "E-1"

### STATEMENT OF WORK

*Insert ANNEX A from RFSA (if applicable) and further details if applicable.  
In this ANNEX "E-1", further details include two examples. One example is for Stream One, the other example is for Stream Two. The Identified User should refer to the example that applies to its requirement.*

Sample

## Further Details on Statement of Work (Example for Stream One)

To provide the \_\_\_\_\_ (name department or agency) with dedicated pickup and delivery service in \_\_\_\_\_ (name city) locations. The contractor will provide dedicated vehicles and drivers. The contractor must ensure the pickup and delivery of mail, By Hands, boxes, crates, monotainers, skids, small quantities of furniture and equipment, etc.

The vehicles used will be for pickup and delivery of \_\_\_\_\_ (name department or agency) materials only and must not incorporate pickups or deliveries for other customers of the contractor.

The service will be provided daily (excluding statutory holidays) and include two dedicated runs as described in (for this example) Run # 1, Run # 2, and Building Locations.

The following is an indication of the material to be transported on an annual basis:

Runs annually will incorporate approximately 800 stops to pick up and deliver mail and other items at approximately 15 building locations. This will include handling of approximately 11,500 boxes and crates and include signatures for approximately 475 items.

Items weighting up to 30 kgs (66 lbs) will need to be lifted and transported.

The contractor must ensure that signatures are obtained for all by hands or other signature mail. Receipts are to be handed in daily to Mail Room staff.

The contractor must keep statistics on the work performed by its drivers. These are to be handed in daily to the Identified User.

### 2.3.1 Drivers

The contractor will provide two drivers (for this example) and a minimum of two back up drivers (for this example).

### 2.3.2 Vehicles:

Vehicles must be secure (locked) when transporting materials. The vehicles to be used must be available for inspection.

Vehicle # 1 - Cargo Van :  
Cargo van

Vehicle # 2 - 5-Ton Truck :  
Medium truck

The vehicle(s) must meet the vehicle category requested, and be in good working order and rust free. In order to demonstrate that the vehicle(s) possess the requirements specified, the contractor, upon request, must provide vehicle(s) registration and other relevant details, which clearly indicate that the vehicle(s) meet(s) the requirement.

### 2.3.3 Runs to accomplish

#### 2.3.3.1 RUN # 1 - Cargo Van

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**Schedule: 7:15 - 15:45 Monday to Friday (excluding statutory holidays)**

Cargo Van Run #1 involves pick-up and deliver mail, packages, boxes, crates, the occasional by hand to addresses elsewhere in the region, light loads of furniture and equipment, etc. as per pre-determined schedule. Refer to section 2.3.9 List of Building Locations

- A. 7:15 - Departs NANL Bldg. to deliver/ pick up mail at GPC Gatineau QC; then to the PDLC Gatineau Qc to deliver / pick up mail; then returns to NANL Bldg.
- B. 8:00 - Departs NANL Bldg to deliver/ pick up mail for FRC Leeds Ave (door # 11); then proceeds to CBEC 85 Bentley Ave; then proceeds to Bldg # 15 in Tunney's Pasture; then Bldg # 18 in Tunney's Pasture, then returns to NANL Bldg by 9:30.
- C. 9:45 - Departs NANL Bldg. to deliver/ pick up mail at GPC Gatineau QC; then to the PDLC Gatineau QC to deliver / pick up mail; then returns to NANL Bldg. By 10:45.
- D. Between 10:45 - 11:00
  - Departs NANL Bldg. to pick up red & grey crates at the Journal Bldg loading dock (365 Laurier Ave W.); then returns to NANL Bldg.
- E. 11:15 - LUNCH - Driver takes (1/2 hour) break after the Journal Bldg run has been finished.
  - 11:45 - Departs NANL Bldg. to deliver/ pick up mail at GPC Gatineau QC; then to the PDLC Gatineau QC to deliver / pick up mail; then returns to NANL Bldg. By 12:30.
  - 12:45 - Departs NANL Bldg. to deliver mail to PRC Bldg # 18; then FRC - Bldg. # 15; - Then CBEC 85 Bentley Ave; then returns to NANL Bldg by 13:45.
- F. Between 13:45 - 14:00
  - Departs NANL Bldg. to deliver/ pick up mail at GPC Gatineau Qc; then to the PDLC Gatineau QC to deliver / pick up mail; then returns to NANL Bldg. By 14:45.
- G. 15:00 - Departs NANL Bldg. for Bldg. # 15; then Bldg. # 18 (driver picks up boxes and mail for Leeds Ave for the
  - morning run); (if necessary) then delivers the (K1A Mail) to Stats Canada Mail Room Stats Canada Bldg Tunney's
  - Pasture; then returns to NANL Bldg.
- H. Occasionally will have a pick up or delivery at 79 Bentley or 151 Bentley Ave.
- I. Will occasionally pick up/deliver By Hand items outside the department in the NCR.
- J. Between 15:30 - 15:45 Departs.

NB: 1255 Leeds Ave (Door # 11) Boyd's Warehouse - See Andrea Clark Tel: 999-0002.

**2.3.2.2 RUN # 2 - 5-Ton Truck**

**Schedule: 6:45 - 11:30 Monday to Friday (excluding statutory holidays)**

**Mail Room Tel: 999-7100**

5-Ton Truck Run #2 involves pick up and deliver bulk loads of mail bags and monotainers, boxes, crates, packages, skids, light loads of furniture and equipment and the occasional by hand as per pre-determined schedule. Refer to section 2.3.9 List of Building Locations

A. 7:00 ARRIVES AT THE OTTAWA MAIL PROCESSING PLANT (OMPP)

- Driver goes to the High Dock at the north end of the terminal and asks for the mail for the National Archives/  
National Library Postal Code 0N3/0N4; then
- Picks up Registered Mail while the truck is loaded by Postal Employees; then
- PROCEEDS TO 395 WELLINGTON ST. - MAIL ROOM ARRIVES BY 7:30am.

B. 7:30 - Picks up flat bed trucks from 395 Wellington St in Rm. 349 (Access to Information & Privacy Division) & Rm. 351 (Researcher Services Division) to be delivered to Bldg. 18 Tunney's Pasture.

C. Between 8:00 - 8:30 ONLY WHEN MAIL HAS BEEN COMPLETELY SORTED - Departs 395 Wellington St. for PDLC 550 boul De la Cité

a) 5 th Floor PDLC

- Delivers and picks up mail bags, and boxes at the Published Heritage Branch - Distribution Centre (See Distribution Clerk 994-6845); then
- Delivers and picks up crates and boxes at the Serials Records Unit (Diane Lanthier - Tel: 994-6856).

b) 4 th Floor

Delivers boxes and crates to Monograph Cataloguing Division; then picks up crates and boxes for 395 Wellington St..

c) Other Floors (If necessary) Delivers and/or picks up boxes.

d) PDLC Mail Room (loading dock area) - Picks up / delivers mail as required.

D. Every Friday - Delivers/Picks up crates at Journal Bldg, Floor 3B, then returns to NANL Bldg.

E. 9:45 - 10:00

Departs PDLC for PRC Bldg. # 18 to pick up/ deliver mail and flatbed trucks for NANL Bldg; then to FRC Bldg. # 15 to pick up / deliver mail; then proceeds to NANL Bldg;

F. Every Tuesday & Thursday - CBEC 85 Bentley Ave. Nepean On

- Delivers cages & boxes for CBEC at 85 (or) 79 Bentley Ave.
- Picks up cages & boxes from CBEC at 85 (or) 79 Bentley Ave.
- Picks up or delivers boxes, packages and Newspapers at 151 Bentley Ave. (When required).
- RETURNS TO 395 WELLINGTON ST. with mail, boxes, and crates.

G. As required

- Picks up from Library of Parliament Storage at 45 Sacré Coeur Rm. 1306 Hull QC for delivery to CBEC 85 Bentley Ave. (approx. once a month).
- Picks up or delivers quantities of boxes, etc. at any of the buildings listed in section 2.3.9 that the driver of the van couldn't handle (approx. twice a week).
- Delivers empty cages to the OMPP (approx. once a week).
- Bulk deliveries to other locations in the Ottawa/Hull area not listed section 2.3.9

H. 11:30 End of Run: Past experience demonstrated that the driver would normally finish between 10:00 And 10:30 on Mondays, Wednesdays and Fridays; but occasionally a special trip to one of our

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buildings or other locations as indicated in # 7 above could be necessary after 10:30 but will end by the 11:30 time frame. It ends by 11:30 on Tuesdays and Thursdays.

### **2.3.3.3 Back up Drivers**

A minimum of (1) back up driver is to be provided for each requirement 2.3.3 i) and ii). All back up personnel (to replace absent regular drivers) must be security cleared to the Secret level (if applicable, in this example drivers are required to have Secret level clearance) and fully trained prior to replacing absent drivers. Training is to be provided by the contractor at the contractor's expense.

A list of regular and back up drivers must be provided to the Project Manager prior to the commencement of services. Should a driver no longer be eligible to work on this contract the Project Authority must be informed in writing (within one week) so that his/her pass can be cancelled and returned to the Security Officer.

NB: If a driver is sent to replace a regular driver and has not previously been approved by the Project Authority and Security Officer; the individual will be refused.

### **2.3.4 Equipment**

All material handling equipment must be supplied by the contractor.

**2.3.4.1** Cargo van must be equipped with a hand cart.

**2.3.4.2** 5-Ton truck must be equipped with a hydraulic tailgate and must also be equipped with load restraining straps or bars to stop loads from moving inside the vehicle. NOTE: A pallet mover and other material handling equipment (as required) such as flat bed trucks to move material to and from buildings may also be required.

### **2.3.5 Site Regulations**

The contractor undertakes and agrees to comply with all standing orders or other regulations, in force on the sites where the work is to be performed.

### **2.3.6 Training**

The Project Authority will provide training for the contractor prior to the commencement of the contract. The training will consist of up to 1 day with each regular driver to show him/her the pickup and delivery locations. After the initial training, it will be the responsibility of the contractor to train their regular and replacement drivers.

### **2.3.7 Schedules**

Any requested changes in schedules by the Contractor must be approved by the Project Authority. Schedules are subject to change given two weeks' notice. Schedule revisions will be arranged between the Contractor and the Project Authority. Schedule revisions entailing changes in cost (decrease or increase) will be administered by the Contracting Authority.

### **2.3.8 Registration - Authorities - Licenses**

The contractor must ensure that all vehicles used to fulfill the terms of the contract will be properly registered and carry all authorities and licenses required by the appropriate Municipal, Provincial or Federal Regulatory Bodies. Proof of operating licenses must be provided upon request.

### **2.3.9 List of Building Locations**

Solicitation No. - N° de l'invitation  
E60LM-140025/B  
Client Ref. No. - N° de réf. du client  
E60LM-140025

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Im001E60LM-140025

Buyer ID - Id de l'acheteur  
Im001  
CCC No./N° CCC - FMS No./N° VME

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79 Bentley.....79 Bentley Ave., Nepean ON  
151 Bentley.....151 Bentley Ave. Door # 10, Nepean ON  
CBEC..... Canadian Book Exchange Centre - 85 Bentley Ave., Nepean ON  
FRC.... Federal Records Centre BldgBldg # 15 - Tunney's Pasture - 130 Goldenrod Driveway, Ottawa ON  
FRC - Leeds.....1255 Leeds Ave., Ottawa ON (Door 11) (Boyd's Warehouse)  
GPC.... Gatineau Preservation Centre (Library and Archives Canada) 625 Boul Du Carrefour, Gatineau  
QC  
Journal Bldg..... 365 Laurier Ave W. Ottawa ON (floor 3B)  
NANL..... National Archives / National Library - 395 Wellington St., Ottawa ON  
OMPP..... Ottawa Mail Processing Plant - 1424 Caledon St., Ottawa ON  
PDLC.....Place de la Cite 550 boul De La Cité, Gatineau QC  
PRC.....Personnel Records CentreBldg # 18 - Tunney's Pasture - 161 Goldenrod Driveway, Ottawa ON  
Printing Bureau..... 45 Sacré Coeur Blvd., Hull QC  
Stats Can..... Mail Room at main Stats Canada Bldg in Tunney's Pasture, Ottawa ON

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## Further Details on Statement of Work (Example for Stream Two)

### Background

Public Works and Government Services Canada (PWGSC) Corporate Services, Policy, Planning and Communications Branch has a requirement for the pickup and delivery of mail/freight as per the pickup and delivery address and time frames detailed in Annex "E-6", Schedule of Stops with Building Locations.

### Tasks

1. The contractor will supply the appropriate driver(s) with vehicle(s) including tools and equipment to provide mail and/or freight distribution services for the pickup and delivery of material to service points specified in Annex "E-6", Schedule of Stops with Building Locations.
2. Delivery Materials are defined as envelopes, boxes, boxes of listings, tapes, cassettes, shrink wrapped listings, larger boxes not exceeding 30 kg, boxes exceeding 30 kg, but not larger than the vehicle can hold, as well as, small office equipment that has been properly packaged. This includes boxed items for personal moves but excludes any furniture.
3. A driver is expected to handle/transport multiple boxes per stop. Please see historical or estimated volume and weight table attached in Annex "E-7".
4. Drivers are to call the Project Authority below, if the size / weight of a particular item cannot be handled / transported.  
Project Authority:  
Name: Marc Lavoie  
Chief, Mail, Courier and Distribution Services  
PWGSC  
Portage III, 0B3  
Gatineau, Québec K1A 0S5  
Telephone : 819-956-9129  
E-mail: Marc.Lavoie@tpsgc-pwgsc.gc.ca
5. Drivers are to pick up private courier request located in the identified red basket without any tracking number written on the item.
6. All mail/courier items must be picked up and delivered from/to every location identified with the mailroom blue/red baskets as specified herein, except when specifically instructed otherwise by Project Authority.
7. Drivers are to report to all delivery points as specified in Annex "E-6" even if no delivery items are present, except when specifically instructed otherwise by the Project Authority.
8. The use of the bags (provided by PWGSC) is mandatory to ensure courier items are not lost or damaged. Drivers must close all bags when transporting mail.
9. Driver(s) are required to load and/or unload vehicle(s) and deliver to and pick up on the floors or mailrooms as specified.
10. The contractor will provide control and security for items in transit. Delivery Materials must not be kept in vehicles overnight. Non-deliveries must be returned the same day to point of pickup.

### Driver Requirements



11. Drivers must be client oriented, possess interpersonal skills, work well with people, be presentable, have good communication skills and be dependable/reliable.

12. Drivers must carry a company personal identification card and present the card when asked to do so, at any pickup and/or delivery site.

13. If for reasons beyond its control, the Contractor is unable to provide the services of any primary driver named in its bid, the Contractor may propose a backup driver for the Contract Authority to consider. This backup driver must:

- meet the mandatory technical criterion 1.1.1 (b) B ; and
- hold a valid security clearance at the same level as the primary driver to be replaced.

For the purposes of this clause, only the following reasons will be considered as beyond the control of the Contractor: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.

The backup driver must not provide services until receipt of an approval in writing from the Contracting Authority.

14. The contractor must ensure that each primary driver and replacement driver is equipped with a cellular phone and bluetooth at the contractor's expense. The cellular phone and bluetooth must be turned on at all times during working hours. A list of drivers and their respective cellular numbers must be provided to the Project Authority prior to the commencement of the contract.

15. Drivers must be able to use a handheld Package Tracking System (Palm)

16. As per PART 6 - RESULTING CONTRACT CLAUSES, article 1, Security Requirement, in order to provide services to the resulting contract, at least one of the primary drivers must hold a security clearance level at secret level or higher. The rest of primary drivers must hold a security clearance level at enhanced reliability or higher. The security clearance status will be verified after bid closing, but prior to the award of a contract.

The following stops must be serviced by the driver with a security clearance at secret level or higher, they have also been identified in Annex "E-6", Schedule of Stops with Building Locations:

- Privy Council Office (341 Wellington St.);
- 11 Laurier St., (Gatineau) Deputy Minister's Office, 15<sup>th</sup> and 18<sup>th</sup> Floor of Place du Portage.

### **Vehicle Requirements**

Vehicles required to service this requirement:

17. The size of vehicles required must be determined by the bidder, in any pickup and/or delivery point specified in Annex "E-6", Schedule of Stops with Building Locations.

18. Vehicles are to be plated, maintained in good working order, and rust free. In order to demonstrate that the vehicle(s) possess the requirements specified, during the performance of the work, the contractor, upon request, must provide vehicle(s) registration and other relevant details, which clearly indicate that the vehicle(s) meet(s) the requirement.

19. Vehicles used must:

- have a restricted lock and key system;
- be locked when the driver is not in the vehicle;
- not have any unauthorized passengers;

20. The contractor must provide a backup vehicle(s) with backup driver(s) in case of emergencies.

### **General Requirements**

21. The contractor must supply the same vehicle driver(s) on a continuous basis except for leave, illness, and other causes specified in Annex "E-3" – Status and Availability of Resources. The contractor must also provide backup driver/vehicle arrangements in compliance with the following time frames.

- Leave - one (1) week notice given to the Project Authority;
- Illness - within thirty (30) minutes of schedule run starting time;
- Vehicle breakdown - within thirty (30) minutes of occurrence;
- Driver No-show - within thirty (30) minutes of schedule run starting time;
- Driver unable to complete run for any reason - within thirty (30) minutes of occurrence;

22. The contractor will be responsible for the safety of persons while on departmental premises and will be responsible for the security of departmental property while in its possession.

23. The contractor will be responsible for gas, oil, insurance, parking charges and/or parking tickets and all other equipment and costs related to this service. Project Authority will only pay the costs as specified in Annex B, Basis of Payment.

24. No limit is to be placed on the number of separate items to be carried at any one time, other than that it is not to exceed the normal carrying capacity of the vehicle in question.

25. All delivery materials must be picked up and delivered (and scanned where instructed) from/to every location as specified by the Project Authority.

26. Upon request, the drivers will sign and/or obtain legible signatures for pickups and deliveries. If a signature is not legible, the drivers must ask for and print the recipient name on the delivery slip and indicate the time of delivery.

27. Drivers must show up at each specified location even when there is no mail/material for delivery. Drivers must advise the Project Authority when it is impossible for them to show up at a delivery point and also must advise the Project Authority of any delays in the delivery schedule.

28. During the contract period, due to some circumstances beyond control and cannot be predicted, occasionally the pickup and delivery points and schedules may be subject to change. The contractor will be informed, in writing, of such change, at least three (3) days prior to the effective change date. Any anticipated changes will be forwarded to the contractor's representative named in the contract. All changes will require the prior approval of the Contracting Authority.

29. The contractor must name a contact individual for problem reporting, inquiries or other contract related issues. The contractor will notify the Project Authority immediately of any problems with drivers and/or vehicles or any other issue in relation to the services requested under the contract.

30. The contractor must be available to attend service review meetings as requested by the Project Authority.

31. The contractor must be in compliance with all Federal, Provincial and Municipal regulations or

by-laws governing the transportation as defined in the contract. The contractor shall be responsible for any charges assessed as a result of such regulations and by-laws.

32. The contractor will be responsible for any costs incurred by the Crown for delivery made by a third party as a result of missed stops. A missed stop is defined as a delivery address specified not receiving service as per the terms and conditions of the contract.

### **Service Region (City)**

Ottawa / Gatineau, within the downtown core and the outside core. Please see addresses in Annex "E-6", Schedule of Stops with Building Locations and map.

### **Hours of Work**

Requests for service will normally occur between the working hours of 07:00 and 14:30 hours, Monday to Friday (statutory holidays excluded); exceptions may apply depending on each requirement. Also, drivers must report to work during some provincial holidays, as instructed by the Project Authority.

Note: Secret Level cleared driver must be available on call till 17:00 each day.

- The Ontario Family Day in February is not a statutory holiday for the Government of Canada and is to be considered a normal working day from 07:00 and 14:30 hours.
- Saint-Jean-Baptiste Day of June 24 is a holiday in Quebec. There is no scheduled run for Quebec. However, it is a normal workday in Ontario, therefore all stops in Ontario must be serviced from 07:00 and 14:30 hours.
- Civic Holiday of the first Monday of August is a holiday in Ontario. There is no scheduled run for Ontario. However, it is a normal workday in Quebec, therefore all stops in Quebec must be serviced from 07:00 and 14:30 hours.

Solicitation No. - N° de l'invitation  
E60LM-140025/B  
Client Ref. No. - N° de réf. du client  
E60LM-140025

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Im001E60LM-140025

Buyer ID - Id de l'acheteur  
Im001  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "E-2"**

### **BASIS OF PAYMENT**

Sample

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## Basis of Payment (Example for Stream One)

### Initial Period - Year 1

Period from (2015/04/01) to (2016/03/31)

### Driver/Vehicle Categories

The Bidder must provide a firm rate per run (per day), which includes the vehicle category, one driver and all related mandatory equipment's. Firm rate per run must be expressed in Canadian Dollars, GST and fuel surcharge extra (if applicable). Services are required Monday to Friday.

Run # 1 - Cargo Van, 07:15 - 15:45 \$\_\_\_\_\_

Run # 2 - 5-Ton Truck, 06:45 - 11:30 \$\_\_\_\_\_

Total firm rate for all two runs \$\_\_\_\_\_

Note: The Bidder's firm rate per run quoted must not exceed the product of the number of hours to do the run, times the applicable hourly ceiling rate of the Supply Arrangement.

The hourly ceiling rate will be calculated by prorating the ceiling per diem rate using the factor of 7.5 hours for one day.

Example: If the ceiling per diem rate quoted in the Supply Arrangement was \$200.00, then the firm rate quoted for a 2 hour run cannot exceed  $\$200/7.5 \times 2 = \$53.33$

### **Remark to Contracting Authority:**

*The Identified User should decide if applies the following fuel surcharge computation. The Identified User may modify the numbers of following computation according to the fuel market at the time when an RFP is issued.*

### **Fuel Surcharge** (if applicable):

The contractor is to invoice the fuel surcharge in accordance with the following computation:

The baseline fuel price is set to \$0.95 per litre which will be equal to a 2% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Ervin & Associates price indicator) the contractor will implement a 1% increase/decrease to the fuel surcharge percentage %.

The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.

**Option Year One**

**Period from (2016/04/01) to (2017/03/31)**

*(REMARKS: In this example a one year option will be exercised by the client department or Agency.)*

**Driver/Vehicle Categories**

The Bidder must provide a firm rate per run (per day), which includes the vehicle category, one driver and all related mandatory equipment's. Firm rate per run must be expressed in Canadian Dollars, GST and fuel surcharge extra (if applicable). Services are required Monday to Friday.

Run # 1 - Cargo Van, 07:15 - 15:45 \$ \_\_\_\_\_

Run # 2 - 5-Ton Truck, 06:45 - 11:30 \$ \_\_\_\_\_

Total firm rate for all two runs \$ \_\_\_\_\_

Note: The Bidder's firm rate per run quoted must not exceed the product of the number of hours to do the run, times the applicable hourly ceiling rate of the Supply Arrangement.

The hourly ceiling rate will be calculated by prorating the ceiling per diem rate using the factor of 7.5 hours for one day.

Example: If the ceiling per diem rate quoted in the Supply Arrangement was \$200.00, then the firm rate quoted for a 2 hour run cannot exceed  $\$200/7.5 \times 2 = \$53.33$

**Remark to Contracting Authority:**

*The Identified User should decide if applies the following fuel surcharge computation. The Identified User may modify the numbers of following computation according to the fuel market at the time when an RFP is issued.*

**Fuel Surcharge** (if applicable):

The contractor is to invoice the fuel surcharge in accordance with the following computation:

The baseline fuel price is set to \$0.95 per litre which will be equal to a 2% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Ervin & Associates price indicator) the contractor will implement a 1% increase/decrease to the fuel surcharge percentage %.

The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.

Total Price for contract period (Initial Period and Option Year One)

A	B	C	D
Period	Total firm rate for two Runs / workday	# of workdays	Total D = B x C
Initial Period April 1/2015–March 31/2016			\$
Option 1 April 1/2016-March 31/2017			\$
<b>Total Aggregated Price</b>			\$
<b>Sum of Column "D"</b>			\$

## Basis of Payment (Example for Stream Two)

Instructions:

Examples in grey boxes of the following table are based on three proposed vehicles. Bidders must provide vehicle size and per diem rate in these grey boxes according to the number and size of vehicles they propose.

Firm per diem rate expressed in Canadian dollars, for the provision of mail / freight distribution services detailed in Annex "E-1" & "E-6".								
Weekday	Initial Period April 1, 2015 to March 31, 2017		Option 1 April 1, 2017 to March 31, 2018		Option 2 April 1, 2018 to March 31, 2019		Option 3 April 1, 2019 to March 31, 2020	
	Vehicles	Per diem rate	Vehicles	Per diem rate	Vehicles	Per diem rate	Vehicles	Per diem rate
<b>Monday</b>	Car	\$100.00	Car	\$100.00	Car	\$100.00	Car	\$100.00
	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00
	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00
	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>
<b>Tuesday</b>	Car	\$100.00	Car	\$100.00	Car	\$100.00	Car	\$100.00
	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00
	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00
	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>
<b>Wednesday</b>	Car	\$100.00	Car	\$100.00	Car	\$100.00	Car	\$100.00
	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00
	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00
	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>
<b>Thursday</b>	Car	\$100.00	Car	\$100.00	Car	\$100.00	Car	\$100.00
	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00
	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00
	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>
<b>Friday</b>	Car	\$100.00	Car	\$100.00	Car	\$100.00	Car	\$100.00
	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00	Mini-Van	\$110.00
	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00	Cargo-Van	\$150.00
	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>	<b>Total</b>	<b>\$360.00</b>
<b>Total Per Diem Cost / Week</b>		<b>\$1,800.00</b>		<b>\$1,800.00</b>		<b>\$1,800.00</b>		<b>\$1,800.00</b>

**Note:** The Bidder must provide a firm all inclusive per diem rate per each weekday for services detailed in Annex "E-1", the Statement of Work, and in Annex "E-6", Schedule of Stops with Building Locations, with GST/HST and Fuel Surcharge extra.

Please quote a per diem rate for each specific weekday based on the estimated number of hours it takes to provide the service, based on the Annex "E-6", Schedule of Stops with Building Locations.

The per diem rate quoted cannot exceed the ceiling per diem rate of the Supply Arrangement E60LM-140025 issued to the Supplier/Contractor, prorated to number of hours it takes to provide the service.

### Fuel Surcharge:

The Bidder is to invoice the fuel surcharge in accordance with the following computation:

The baseline fuel price is set to \$0.95 per litre which will be equal to a 2% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average price of fuel, the contractor will implement a 1% increase/decrease to the fuel surcharge % (percentage).

The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.

### Financial Evaluation Methodology:

For the purpose of financial evaluation, the total aggregated price will be calculated by the following formula, and in the following steps:

1. Total price for the initial period from April 1, 2015 to March 31, 2017  
Total per diem cost for one week for initial period, multiplied by 104 weeks;
2. Total price for Option 1 from April 1, 2017 to March 31, 2018  
Total per diem cost for one week for Option 1, multiplied by 52 weeks;
3. Total price for Option 2 from April 1, 2018 to March 31, 2019  
Total per diem cost for one week for Option 2, multiplied by 52 weeks;
4. Total price for Option 3 from April 1, 2019 to March 31, 2020  
Total per diem cost for one week for Option 3, multiplied by 52 weeks;
5. Total aggregated price for all five years from April 1, 2015 to March 31, 2020  
The sum of total price for the Initial Period, Option 1, Option 2, and Option 3.

The total aggregated price for all five years will be used for the basis of selection for contract award. See Financial Evaluation table below.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D = B x C</b>
<b>Term</b>	<b>Total Per Diem Cost / Week</b>	<b># of Weeks</b>	<b>Total</b>
Initial Period April 1/2015–March 31/2017	\$	104	\$
Option 1 April 1/2017-March 31/2018	\$	52	\$
Option 2 April 1/2018-March 31/2019	\$	52	\$
Option 3 April 1/2019-March 31/2020	\$	52	\$
<b>Total Aggregated Price Sum of Column "D"</b>			\$



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## ANNEX "E-3"

### CERTIFICATIONS

#### 1. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting Contract.

---

Signature of authorized Representative Date

#### 2. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

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Signature of authorized Representative Date

#### 3. Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered. Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

- ( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

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Signature of authorized Representative Date

**ANNEX "E-4"**

**SECURITY REQUIREMENTS CHECK LIST**

*(insert if applicable)*

Sample

## ANNEX "E-5"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

1.1 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.

1.2 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) 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 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. Automobile Liability Insurance**

**2.1** 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.

**2.2** 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.

## **3. All Risk In Transit Insurance**

**3.1** 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 *(Contracting Authority must insert approximate dollar value of goods per shipment)* \$\_\_\_\_\_ per shipment. Government Property must be insured on \_\_\_\_\_ basis. *(Contracting Authority must insert one of the following basis of evaluation)* "Replacement Cost (new)"; "Actual Cost Value (depreciated cost) or "Agreed Value (appraisal").

**3.2 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.

**3.3 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 \_\_\_\_\_ *(Insert department or agency)* 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  
E60LM-140025/B  
Client Ref. No. - N° de réf. du client  
E60LM-140025

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Im001E60LM-140025

Buyer ID - Id de l'acheteur  
Im001  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX "E-6"

### SCHEDULE OF STOPS WITH BUILDING LOCATIONS

*(please refer to the attachment)*

Sample

Solicitation No. - N° de l'invitation  
E60LM-140025/B  
Client Ref. No. - N° de réf. du client  
E60LM-140025

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Im001E60LM-140025

Buyer ID - Id de l'acheteur  
Im001  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E-7"**

**HISTORICAL USAGE DATA OR ESTIMATED USAGE DATA**

*[\(please refer to the attachment\)](#)*

Sample