

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

**Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage**

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^e étage
Montréal
Québec
H5A 1L6

Title - Sujet OÀC Permutation des pneus	
Solicitation No. - N° de l'invitation W3380-15K014/B	Date 2015-12-23
Client Reference No. - N° de référence du client W3380-15K014	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-405-13660
File No. - N° de dossier MTA-5-38207 (405)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-02	Time Zone Fuseau horaire Heure Normale du l'Est HNE
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Séguin, Caroline	Buyer Id - Id de l'acheteur mta405
Telephone No. - N° de téléphone (514)496-3734 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE Garnison St-Jean, Service Technique Peloton Maintenance- H-101 ST JEAN RICHELIEU Québec J0J1R0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number W3380-15K014/A dated December 1st 2015 with a closing of December 23rd 2015 at 2:00pm (EST). A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-5-38207

Buyer ID - Id de l'acheteur
mta405
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include the Requirement and the Basis of Payment.

1.2 Summary

Public Works and Government Services Canada (PWGSC), for the Department of National Defence (DND), is requesting proposals for tire changing services and optional tire storage services as part of one (1) regional individual standing offer (RISO) for various institutions located in the province of Quebec (specified in Annex A).

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Security Requirements

There is no security requirement related to this requirement.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.1.1 SACC Manual Clauses

[M1004T](#) (2011-05-16), Condition of Material

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

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: two (2) hard copies
Section II: Financial Offer: one (1) hard copy
Section III: Certifications: one (1) hard copy

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with 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

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

Technical compliance with Annex A – Requirement

4.1.2 Financial Evaluation

SACC Manual Clause [M0222T](#) (2013-04-25), Evaluation of Price

The price indicated in table 3 of the Attachment 1 will be considered for evaluation purposes.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

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

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement related to this Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2015-09-03), 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 data must be submitted every six (6) months to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the Standing Offer award date to December 31st 2017.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Caroline Séguin
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Quebec Region
800 de la Gauchetière Street West, Suite 7300, Montreal (Quebec), H5A 1L6

Telephone: (514) 496-3734
Facsimile: (514) 496-3822
E-mail address: Caroline.Z.Seguin@tpsgc-pwgsc.gc.ca

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

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

The Offeror's Representative is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____ (to be identified at the time of award).

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

7.10 Financial Limitation

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

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

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- e) the general conditions 2029 (2015-09-03), General Conditions - Goods or Services (Low Dollar Value);
- f) Annex A, Requirement;
- g) Annex B, Basis of Payment;
- h) the Offeror's offer dated _____ .

7.12 Certifications

7.12.1 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.

7.13 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 _____.

B. RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2029](#) (2015-09-03), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of [2029](#) (2015-09-03), General Conditions - Goods or Services (Low Dollar Value) 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 Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B – Basis of Payment for a cost of \$ _____. 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 Limitation of Price

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

7.5.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.5.4 SACC Manual Clauses

SACC Manual clause [C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

7.5.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
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.

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Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-5-38207

Buyer ID - Id de l'acheteur
mta405
CCC No./N° CCC - FMS No./N° VME

7.7 Insurance

SACC Manual clause [G1005C](#) (2008-05-12), Insurance

7.8 *SACC Manual* Clauses

[A9062C](#) (2011-05-16), Règlements concernant les emplacements des Forces canadiennes

[B1501C](#) (2006-06-16), Electrical equipment

[B6802C](#) (2007-11-30), Government Property

[B7500C](#) (2006-06-16), Excess Goods

ANNEX "A"

REQUIREMENT

OBJECTIVE

- A1. This document sets out the general and specific requirements for the provision of a tire changing and storage service, in accordance with a regular schedule and requirements, for the St-Jean and Montreal (Longue Pointe) Garrisons' Maintenance Platoon, Department of National Defence (DND) identified below, with respect to a regular schedule based on the operational needs.

A regular schedule is from Monday to Friday, from 7:00pm to 4:00pm.

BACKGROUND

- A2. In order to reduce the workload within its Department during fall and spring seasons, DND's Maintenance Platoon is seeking the services of a specialized subcontractor with the skills and resources required to carry out the tasks of changing and storing tires at the following DND sites: St-Jean and Longue-Pointe Garrisons (see paragraph A3.1).

SCOPE

- A3. Service to change summer tires to winter tires, and vice versa, as well as optional storage services for tires as part of the seasonal activities of DND's Maintenance Platoon.
- A3.1 The services described in this document will be carried out on DND property located at the Montreal Garrison, Building 7 South, 6769 Notre Dame East, Montreal, QC H1N 3R9, and the St-Jean Garrison, Hangar H-101, Saint-Jean-sur-Richelieu, QC J0J 1R0.

TASKS / TECHNICAL SPECIFICATIONS

- A4. The seasonal services are requested in accordance with requirements and must be available during the months of April, May, October and November, from Monday to Friday, according to the respective work schedules of each garrison. The task of changing winter tires must be completed by 15 December of each year.
- A4.1 The Offeror must provide the tools, labour and a stand-alone mobile workshop, set up outdoors at the DND sites.
- A4.2 The total number of vehicles is estimated to be four hundred (400). There may be an increase or decrease in the number of vehicles due to the growth of DND's vehicle fleet.
- A4.3 If required, the Offeror must transport the tires from their storage location to the DND sites and vice versa.
- A4.4 The Offeror must remove the tires from the vehicles, swap the tires on the rims, balance the new tires and reinstall them on the vehicles according to the manufacturer's recommendations (whitewalls on the inside).
- A4.5 In accordance with industry practices, the Offeror must balance all wheels with new weights that are appropriate for the type of rims.

- A4.6 The Offeror will be responsible for replacing any tire pressure monitoring system sensors broken during the tire changing at its expense.
- A4.6.1 Once the tires have been changed, the Offeror must reprogram the tire pressure monitoring system for each vehicle and ensure that the dash warning light is off.
- A4.7 The Offeror must tighten the wheel bolts in accordance with the manufacturer's recommended torque specification using a properly calibrated tool.
- A4.8 The direction of tire rotation must be adhered to.
- A4.9 For wheels that are not equipped with a pressure monitoring system, the Offeror must replace all valves when changing the tires.
- A4.10 The Offeror must raise the vehicle with a lifting device using the manufacturer's specific lift points so as not to damage the vehicle, and use safety stands to keep the vehicle raised.
- A4.11 The Offeror must inflate the tires with air according to the manufacturer's recommended pressure for the vehicle.
- A4.12 The Offeror must mark the inside face of the tire with its position on the vehicle using a white or yellow pencil designed for that purpose. **AVG** for front left, **AVD** for front right, **ARG** for back left and **ARD** for back right.

HANDLING

- A4.13 The Offeror must handle tires of various sizes.
- 14- to 18-inch automobile tires.
16- to 18-inch single and double tires for pick-up trucks.
- A4.14 The vehicles are equipped with steel and alloy rims.

TIRE STORAGE SERVICE

- A5. If required, the Offeror must provide a storage area that complies with the tire manufacturer's requirements.
- A5.1 The Offeror must meet the standards of the National Fire Code of Canada (NFC) 2010:
http://www.nrc-cnrc.gc.ca/eng/solutions/advisory/codes_centre_index.html
- A5.2 The Offeror must provide a tire identification service including the brand, wear, type (winter or summer), size (e.g. LT245/75R16) and DND vehicle licence plate number.

SUPPORT PROVIDED BY DND

- A6. A designated DND representative will be on site to answer the Offeror's various questions.
- A6.1 The designated DND representative will monitor and verify the work carried out by the Offeror.

RESTRICTIONS AND ADDITIONAL INFORMATION

- A7. The Offeror will be responsible for informing the designated DND representative if, when changing the tires, he or she notices that tires need to be replaced because of wear or a tire defect. DND will be responsible for acquiring new tires to replace worn or defective ones.

Specifications: Summer tires: 5/32 inches (3.9687 mm)
Winter tires: 7/32 inches (5.5562 mm)

- A7.1 The designated DND representative will provide the Offeror with the list of vehicles so that tire changes can be performed at each garrison.
- A7.2 DND reserves the right to conduct quality control while the work is being carried out by the Offeror.

ANNEX "B"

BASIS OF PAYMENT

The Offerors must indicate a price for each item in the tables included in Annex B – Basis of Payment.

If no price is indicated in one of the cells of the tables below, we will consider the item to be offered at no additional cost.

1- St-Jean Garrison
Technical Service
Maintenance Platoon, Hangar H-101
Saint-Jean-sur-Richelieu,
Quebec J0J 1R0

		2015-2016	2016-2017	2017-2018
Type of vehicle	Number of vehicles (estimated)	Price / tire	Price / tire	Price / tire
Cars / minivans ⁽¹⁾	111	\$ _____	\$ _____	\$ _____
Vans / pick-up trucks ⁽²⁾	115	\$ _____	\$ _____	\$ _____
Extra to be added to the price/tire when adhesive weights are required for balancing		\$ _____	\$ _____	\$ _____
Total	226			
Tire storage service (option) (price per tire / month)		\$ _____	\$ _____	\$ _____

⁽¹⁾ Vehicles with, mainly "P" category tires

⁽²⁾ Vehicles with, mainly "LT" category tires

2- Montreal Garrison

Technical Service
Maintenance Platoon, Building 7 South
6769, Notre-Dame Street East,
Montreal, Quebec
H1N 3R9

		2015-2016	2016-2017	2017-2018
Type of vehicle	Number of vehicles (estimated)	Price / tire	Price / tire	Price / tire
Cars / minivans ⁽¹⁾	111	\$ _____	\$ _____	\$ _____
Vans / pick-up trucks ⁽²⁾	115	\$ _____	\$ _____	\$ _____
Extra to be added to the price/tire when adhesive weights are required for balancing		\$ _____	\$ _____	\$ _____
Total	226			
Tire storage service (option) (price per tire / month)		\$ _____	\$ _____	\$ _____

⁽¹⁾ Vehicles with, mainly "P" category tires

⁽²⁾ Vehicles with, mainly "LT" category tires

ATTACHMENT 1

FINANCIAL EVALUATION GRID

This grid will be filled in by the designated evaluation committee at the moment of the bids evaluation.

The Offerors do not have to complete this grid as part of their bid.

1. St-Jean Garrison

		2015-2016	2016-2017	2017-2018			
Item No.	Type of vehicle	Price / tire	Price / tire	Price / tire	Sum of prices per tire (A)	Qty (B)	Price (A x B)
1	Cars / minivans	\$ _____	\$ _____	\$ _____	\$ _____	111	\$ _____
2	Vans / pick-up trucks	\$ _____	\$ _____	\$ _____	\$ _____	115	\$ _____
3	Extra to be added to the price/tire when adhesive weights are required for balancing	\$ _____	\$ _____	\$ _____	\$ _____	226	\$ _____
4	OPTION: Tire storage service	\$ _____	\$ _____	\$ _____	\$ _____	226	\$ _____
Total –PRICE ST-JEAN (Sum of items from 1 to 4)							\$ _____

2. Montreal Garrison

		2015-2016	2016-2017	2017-2018			
Item No.	Type of vehicle	Price / tire	Price / tire	Price / tire	Sum of prices per tire (A)	Qty (B)	Price (A x B)
1	Cars / minivans	\$ _____	\$ _____	\$ _____	\$ _____	111	\$ _____
2	Vans / pick-up trucks	\$ _____	\$ _____	\$ _____	\$ _____	115	\$ _____
3	Extra to be added to the price/tire when adhesive weights are required for balancing	\$ _____	\$ _____	\$ _____	\$ _____	226	\$ _____
4	OPTION: Tire storage	\$ _____	\$ _____	\$ _____	\$ _____	226	\$ _____
Total – MONTREAL GARRISON (Sum of items from 1 to 4)							\$ _____

3. Evaluated Price

Total – ST-JEAN GARRISON	\$ _____
Total – MONTREAL GARRISON	\$ _____
TOTAL – EVALUATED PRICE	\$ _____