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11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

## Comments - Commentaires

## Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

## Issuing Office - Bureau de distribution

Vehicles & Industrial Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Vehicle Repair & Maintenance		
<b>Solicitation No. - N° de l'invitation</b> W6399-160290/A		<b>Date</b> 2016-05-16
<b>Client Reference No. - N° de référence du client</b> W6399-160290		<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> hp923.W6399-160290	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-923-70818		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2016-04-20
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-31</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martin, Erik		<b>Buyer Id - Id de l'acheteur</b> hp923
<b>Telephone No. - N° de téléphone</b> (873) 469-3318 ( )		<b>FAX No. - N° de FAX</b> (819) 953-2953
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

THIS SOLICITATION AMENDMENT **003** IS ISSUED TO MODIFY THE SOLICITATION AS FOLLOWS:

- 1- To correct text errors at clauses 2.2., 3.1.1 b) and 3.2.1 b) in Annex A (Revision 1) – Statement of Work; and
- 2- Post question and answer #1.

**REMOVE:** ANNEX “A” (REVISION 1) – STATEMENT OF WORK IN ITS ENTIRETY.

**INSERT:**

## **ANNEX “A” - (REVISION 2)**

### **STATEMENT OF WORK**



#### **NOTICE**

This documentation has been reviewed by the technical authority and does not contain controlled goods.

#### **AVIS**

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

## **STATEMENT OF WORK FOR COMMERCIAL VEHICLE REPAIR AND MAINTENANCE**

### **1.0 SCOPE**

#### **1.1. Purpose**

The purpose of this statement of work is to define the scope and requirements that apply to the provision of preventive and corrective maintenance to a vehicle fleet comprised of various standard commercial makes and models including cars, pick-up style trucks, cargo vans/trucks, semi-tractors and trailers, and heavy commercial equipment.

#### **1.2. Background**

The Department of National Defence (DND) has a requirement for periodic maintenance and repair of a broad and diverse commercial (i.e., non-military) vehicle fleet. In order to provide a cost effective approach to maintenance and repair services, DND requires work under various service categories as outlined in this statement of work. The intention is to award Standing Offer Agreement (SOA) to a service provider (Offeror) in each of the service categories.

#### **1.3. Applicable Documents**

The following documents form part of this statement of work to the extent specified and are supportive of the statement of work when referenced; all other document references are to be considered supplemental information only. In the event of a conflict between the documents referenced and the contents of this statement of work, then the contents of the statement of work takes precedence.

- Chilton Labour Guide ([www.chilton.cengage.com](http://www.chilton.cengage.com))
- Apprenticeship and Certification Act of the Province of Ontario ([www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca))
- National Safety Code Standards 11 b ([www.ccmta.ca](http://www.ccmta.ca))
- Ontario Highway Traffic Act, Ontario Regulation 80/11 ([www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca))
- Ontario Ministry of the Environment, Drive Clean Program ([www.ene.gov.on.ca](http://www.ene.gov.on.ca))
- Ontario Ministry of the Environment, Environmental Protection Act, Section 9 ([www.ene.gov.on.ca](http://www.ene.gov.on.ca))
- Transport Canada, Canadian Standards Association (CSA) B620-03 Highway Tanks and Portable Tanks for the Transportation of Dangerous Goods ([www.tc.gc.ca](http://www.tc.gc.ca))
- ASTM B117 Standard Practice for Operating Salt Spray (Fog) Apparatus ([www.astm.org](http://www.astm.org))

#### 1.4. Definitions

The following definitions apply to this statement of work:

Corrective Maintenance	Maintenance necessary to rectify mechanical or electrical failure of vehicle systems, sub-systems and components in order to return the vehicle to a operational condition
Direction	Specific instructions from the unit representative regarding the way ahead for required repairs identified by the Offeror that are over and above that specified on the work order.
Group I Vehicles	<p>This group of vehicles includes cars, pick-up style trucks and trailers that have a Gross Vehicle Weight Rating (GVWR) of less than 6,350 kg (14,000 lbs). The OEM vehicles in this group include:</p> <ul style="list-style-type: none"> <li>- Ford;</li> <li>- General Motors;</li> <li>- Chrysler/Dodge/Jeep;</li> <li>- Toyota;</li> <li>- Nissan; and</li> <li>- Hyundai.</li> </ul> <p><b>For this category, the successful vendor will conduct work and outsource to OEM dealers as required.</b></p>
Group II Vehicles	<p>This group of vehicles includes cargo vans/trucks, buses, semi-tractors and trailers and other vehicles that have a GVWR greater than 6,350 kg (14,000 lbs). The OEM vehicles in this group include:</p> <ul style="list-style-type: none"> <li>- Setra;</li> <li>- Sterling;</li> <li>- International;</li> <li>- Ford (F350-F550);</li> <li>- Load Rite;</li> <li>- Workstar;</li> <li>- Freightliner;</li> <li>- Manac;</li> <li>- Semi-Trailers (Various); and</li> <li>- Enclosed Cargo Trailers (Various);</li> </ul> <p>For this category, the successful vendor will conduct work and outsource to OEM dealers as required.</p>
Group III Vehicles	This group of vehicles includes heavy commercial equipment

	including: <ul style="list-style-type: none"> <li>– Front end loaders;</li> <li>– Forklifts;</li> <li>– Tactors; and</li> <li>– Skidsteers.</li> </ul> For this category, the successful vendor will conduct work and outsource to OEM dealers as required.
Original Equipment Manufacturer	The manufacturer and/or integrator of the vehicle when new.
Preventive Maintenance	Periodic maintenance that is recommended (by the OEM) to reduce the likelihood of mechanical or electrical failure, that would create an unsafe or abnormal operating condition, due to component degradation and normal wear and usage

### 1.5. Acronyms

DND	Department of National Defence
GVWR	Gross Vehicle Weight Rating
MOT	Ministry of Transportation (Ontario)
OEM	Original Equipment Manufacturer
PA	Procurement Authority
SOA	Standing Offer Agreement
TA	Technical Authority

## 2.0 DELIVERABLES

### Specific Deliverables

The type of work to be delivered includes the following:

- (a) Group I Vehicles:
  - i. Service Category I - Preventive Maintenance (Inspection and Services;
  - ii. Service Category II - Corrective Maintenance including Ontario Ministry of Transportation (MOT) Safety Inspection;
  - iii. Service Category III - Ontario Ministry of the Environment (MOE) Emission Control Testing; and
  - iv. Service Category IV - Bodywork and Paint;
- (b) Group II Vehicles:
  - i. Service Category V - Preventive Maintenance (Inspection and Services);
  - ii. Service Category VI - Corrective Maintenance including MOT Safety Inspection;
  - iii. Service Category VII - MOE Emission Control Testing; and
  - iv. Service Category VIII - Bodywork and Paint;
- (c) Group III Vehicles:
  - i. Service Category IX - Preventive Maintenance (Inspection and Services);
  - ii. Service Category X - Corrective Maintenance; and
  - iii. Service Category XI - Bodywork and Paint;
- (d) Group I & II - Service Category XII - Automotive Oil Spray Corrosion Treatment.

### 2.2 Demand

The estimated forecasted demand is as follows:

Group	Service Category	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
I	I	\$140k	\$140k	\$140k	\$140k	\$140k
I	II	\$140k	\$140k	\$140k	\$140k	\$140k
I	III	\$5k	\$5k	\$5k	\$5k	\$5k
I	IV	\$50k	\$50k	\$50k	\$50k	\$50k
II	V	\$100k	\$100k	\$100k	\$100k	\$100k
II	VI	\$100k	\$100k	\$100k	\$100k	\$100k
II	VII	\$5k	\$5k	\$5k	\$5k	\$5k
II	VIII	\$50k	\$50k	\$50k	\$50k	\$50k
III	IX	\$40k	\$40k	\$40k	\$40k	\$40k
III	X	\$50k	\$50k	\$50k	\$50k	\$50k
III	XI	\$25k	\$25k	\$25k	\$25k	\$25k
I & II	XII	\$20k	\$20k	\$20k	\$20k	\$20k

The breakdown of parts and labour, by OEM where applicable, is given in **Appendix 1**.

### 3.0 REQUIREMENTS

The Offeror must provide services in accordance with the work performance requirements detailed for each Service Category in the following sections.

#### 3.1. Group I Vehicles

##### 3.1.1. Service Category I - Preventive Maintenance (Inspection and services)

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (b) The Offeror must perform inspections in accordance with the Light Vehicles Inspection Checklist at **Appendix 2**.
- (c) The Offeror must provide a cost and completion date estimate for preventive maintenance work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (d) If, while conducting approved preventive maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Offeror must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as stated above.

##### 3.1.2. Service Category II - Corrective Maintenance including MOT Safety Inspection

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (b) The Offeror must provide a cost and completion date estimate for corrective maintenance or inspection work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, while conducting an inspection or approved corrective maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Offeror must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as stated above; and
- (d) The Offeror must warranty corrective maintenance work for a period of one (1) year or 20,000 km (whichever comes first) following delivery of the vehicle back to the unit representative.

### 3.1.3 Service Category III - MOE Emission Control Testing

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (b) The Offeror must provide a cost and completion date estimate for environmental emission control testing work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, during the MOE Emission Control testing it is discovered that work has to be performed on the vehicle in order to repair a system(s) to bring emissions within the required limits, the Offeror must seek direction from the unit representative regarding repair; and
- (d) If the Offeror that performed the environmental emission control test has the facility and the equipment to perform the repair work, they must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as stated above.

### 3.1.4. Service Category IV - Bodywork and Paint

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle, if serviceable, at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (b) The Offeror must provide a cost and completion date estimate for bodywork and painting to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;

- (c) The Offeror must warranty body repair and paint work for a period of one (1) year following delivery of the vehicle back to the unit representative, with the exception of rust repair related work that must have the Offerors standard warranty for the work performed.

### 3.2. Group II Vehicles

#### 3.2.1. Service Category V - Preventive Maintenance (Inspection and services)

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (b) The Offeror must perform inspections in accordance with the Truck Inspection Checklist at **Appendix 2**;
- (c) The Offeror must provide a cost and completion date estimate for preventive maintenance work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (d) If, while conducting approved preventive maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Offeror must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as stated above.

#### 3.2.2. Service Category VI - Corrective Maintenance

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (b) The Offeror must provide a cost and completion date estimate for corrective maintenance or inspection work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, while conducting an inspection or approved corrective maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Offeror must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as stated above; and
- (d) The Offeror must warranty corrective maintenance work for a period of one (1) year or 20,000 km (whichever comes first) following delivery of the vehicle back to the unit representative.

#### 3.2.3 Service Category VII - MOE Emission Control Testing

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (b) The Offeror must provide a cost and completion date estimate for environmental emission control testing work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, during the MOE Emission Control testing it is discovered that work has to be performed on the vehicle in order to repair a system(s) to bring emissions within the required limits, the Offeror must seek direction from the unit representative regarding repair; and
- (d) If the Offeror that performed the environmental emission control test has the facility and the equipment to perform the repair work, they must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as stated above.

#### 3.2.4 Service Category VIII - Bodywork and Paint

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle, if serviceable, at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (b) The Offeror must provide a cost and completion date estimate for bodywork and painting to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) The Offeror must warranty body repair and paint work for a period of one (1) year following delivery of the vehicle back to the unit representative, with the exception of rust repair related work that must have the Offerors standard warranty for the work performed.

### 3.3 Group III Vehicles

#### 3.3.1 Service Category IX - Preventive Maintenance (Inspection and services)

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative; Vehicles must be towed or moved by flatbed truck as applicable;
- (b) The Offeror must provide a cost and completion date estimate for preventive maintenance work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, while conducting approved preventive maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Offeror must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as stated above.



### 3.3.2 Service Category X - Corrective Maintenance

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative; Vehicles must be towed or moved by flatbed truck as applicable;
- (b) The Offeror must provide a cost and completion date estimate for corrective maintenance or inspection work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, while conducting an inspection or approved corrective maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Offeror must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as stated above; and
- (d) The Offeror must warranty corrective maintenance work for a period of one (1) year or 20,000 km (whichever comes first) following delivery of the vehicle back to the unit representative.

### 3.3.3. Service Category XI - Bodywork and Paint

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative; Vehicles must be towed or moved by flatbed truck as applicable;
- (b) The Offeror must provide a cost and completion date estimate for bodywork and painting to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) The Offeror must warranty body repair and paint work for a period of one (1) year following delivery of the vehicle back to the unit representative, with the exception of rust repair related work that must have the Offerors standard warranty for the work performed.

### 3.4 Group I & II Vehicles

#### Service Category XII - Automotive Oil Spray Corrosion Treatment

The Offeror must provide services in accordance with the following:

- (a) The Offeror must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven; and
- (b) The Offeror must provide a cost and completion date estimate for oil spray work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

**W6399-1601290/A – Questions and answers / Questions et réponses**

<b>Q #</b>	<b>Questions en Français</b>	<b>Questions in English</b>	<b>Réponses en français</b>	<b>Answers in English</b>	<b>Modifi es PD</b>
1	Annexe «C» - Offre financière. Nous aimerions savoir si nous devons proposer des rabais sur les pièces d'origine seulement ou pouvons-nous proposer des rabais sur les pièces non d'origine ou un mélange des deux?	Annex "C" - Financial Offer. We would like to know if we have to propose % discounts on OEM parts only or can we propose % discounts on non-OEM parts or a mix of both?	Les soumissionnaires peuvent proposer des rabais sur des pièces d'origine et/ou non d'origine.	Bidders can propose discounts on both OEM and/or non-OEM parts.	No.