

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

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
NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet RISO Rental-School Buses w/Operator	
Solicitation No. - N° de l'invitation W0501-170107/A	Date 2017-01-10
Client Reference No. - N° de référence du client W0501-170107	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-011-5251
File No. - N° de dossier MCT-6-39066 (011)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-30	Time Zone Fuseau horaire Atlantic Standard Time AST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Sharpe, Charlene A.	Buyer Id - Id de l'acheteur mct011
Telephone No. - N° de téléphone (506)851-3467 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE LPO SECTION BLDG B-10 PO BOX 17000 STN FORCES OROMOCTO New Brunswick E2V4J5 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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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 and Additional Information: includes the certifications and additional information to be provided; and |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, 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:

- | | |
|---------|--------------------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Electronic Payment Instruments |
| Annex D | Board of Directors Listing |

1.2 Summary

Requesting a Regional Individual Standing Offer for the rental of school buses with operators, as per attached Statement of Work, Annex A, to the Department of National Defence, the Technical Services Transportation Company at 5 Canadian Division Support Base (5 CDSB) Gagetown in Oromocto, New Brunswick on an "as and when requested" basis upon demand of the Service Site Authority for the period from April 1, 2017 to March 31, 2018 with the option to extend for two additional one year periods.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

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

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2016/04/04) 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

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

2.2 Submission of Offers

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

Due to the nature of the Request for Standing Offers, **transmission of offers by electronic mail (e-mail) to PWGSC will not be accepted.**

2.3 Former Public Servant

Former Public Servant - Competitive - Offer

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

Signature

Date

(Derived from - Provenant de: M3025T, 2016/01/28)

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 New Brunswick.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C, Electronic Payment Instruments, to identify which ones are accepted.

If Annex C, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments 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 and additional information 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

To be considered responsive, a bid must meet all of the mandatory requirements of this solicitation. Bids not meeting all of the mandatory requirements will be given no further consideration.

4.1.2 Financial Evaluation

See Basis of Payment, Annex B.

SACC Manual Clause [M0220T](#) (2016/01/28), Evaluation of Price - Offer

4.2 Basis of Selection

It is anticipated one standing offer will be recommended for use as a result of this solicitation.

SACC Manual Clause [M0031T](#) (2007/05/25), Basis of Selection - Mandatory Technical Criteria Only

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. Unless specified otherwise, 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 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.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, **as applicable**, to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.3.1 Canadian Content Certification

5.1.3.1.1 SACC Manual clause A3050T (2014/11/27) Canadian Content Definition

Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

Signature

Date

(Derived from - Provenant de: A3055T, 11/01/10)

5.1.3.2 Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within two (2) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

(Derived from - Provenant de: A0285T, 2012/07/16)

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

[2005](#) (2016/04/04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3 Term of Standing Offer

6.3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2017 to March 31, 2018.

6.3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional periods one year each, from April 1, 2018 to March 31, 2019 and from April 1, 2019 to March 31, 2020 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 ten (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4 Authorities

6.4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Charlene Sharpe
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, Unit 108
Moncton, New Brunswick
E1C 1H1
Telephone: (506) 851-3467
Facsimile: (506) 851-6759
E-mail address: Charlene.Sharpe@pwgsc-tpsgc.gc.ca

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

6.4.2 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.

6.4.3 Offeror's Representative Offerors are to provide the following information:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.5 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.

(Derived from - Provenant de: A3025C, 2013/03/21)

6.6 Identified Users

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

Minister of National Defence
Transport Company
5 Canadian Division Support Base Gagetown
Oromocto, New Brunswick

6.7 Call-up Instrument

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

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$115,000.00 (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 four (4) 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.

(Derived from - Provenant de: M4506C, 2013/04/25)

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016/04/04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016/04/04), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment; and
- g) the Offeror's offer dated _____

6.11 Certifications and Additional Information

6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. 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.

6.11.2 SACC Manual Clauses

SACC Reference	Section	Date
A0285C	Workers Compensation	2007/05/25
M3060C	Canadian Content Certification	2008/05/12

6.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010C (2016/04/04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of 2010C (2016/04/04), General Conditions - Services (Medium Complexity), will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 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.

(Derived from - Provenant de: A3025C, 2013/03/21)

6.5 Payment

6.5.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B. 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.

(Derived from - Provenant de: C0207C, 2013/04/25)

6.5.2 Limitation of Price

SACC Manual clause C6000C (2011/05/16) Limitation of Price

6.5.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
H1001C	Multiple Payments	2008/05/12

6.5.4 Electronic Payment of Invoices – Call-up **To be confirmed at issuance of standing offer**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-6-39066

Buyer ID - Id de l'acheteur
mct011
CCC No./N° CCC - FMS No./N° VME

6.6 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.

(Derived from - Provenant de: H5001C, 2008/12/12)

6.7 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16
B7500C	Excess Goods	2006/06/16
G1005C	Insurance – No Specific Requirement	2016/01/28

ANNEX A - STATEMENT OF WORK

Up to 15 x 44 - 47 Passenger School Buses, including maintenance, fuel and operators, on demand of the Service Site Authority, on an as and when requested basis. Whenever possible a minimum of 12 hours notice to the contractor (contractor need to respect the numbers (15) buses available) and in the event of an emergency, a maximum of one hour for availability of equipment. The Service Site Authority will advise exact job site requirements and itineraries where possible upon the call-up. Due to the nature of the business conducted at 5 CDSB Gagetown and the peak load commitments that occur at any given time within the fiscal year as given below, it is necessary that all 15 units be available at any given time during the fiscal year, to cover the requirements and projects as per the tasking requirements. The vehicle(s) supplied are to be used on fair to good roads engaged in highway or paved road use. The vehicles will/may be used in the confines of the training area, on the main hard standing roads, which range from past Range Control or any entrance to the training area, including the entrance to the Petersville hardstand area.

RESPONSIBILITIES PRIOR TO ACCEPTANCE OF STANDING OFFER:

1. Department of National Defence will be:
 - a) Conducting a visual inspection of equipment (all equipment must be made available) in accordance with (IAW) the Request for a Standing Offer, with an authorized representative of the contractor;
 - b) Recording the condition of the equipment to be inspected (i.e. condition of equipment, interior, complete visual outside inspection and ensuring all safety conditions are met IAW the Provincial Safety Standards) which must meet our requirements; and
 - c) Preparing a written report to be submitted to Public Works Government Services Canada (PWGSC) on the condition and if the equipment meets the Crowns needs.

REQUISITION FOR A STANDING OFFER AGREEMENT:

2. At least one source, the primary source, must be licensed to operate in the province of New Brunswick, Prince Edward Island and Nova Scotia.
3. Service pick-up points will include various areas in the province of New Brunswick as so directed by an authorized representative of Technical Services Transportation Company (Tech Svcs Tn Coy). Majority of the service pick-up points will be from the Fredericton area (within 100km radius from Building K10 at 5 CDSB Gagetown). No additional hidden charges (deadheading charge, dead mileage) shall be accepted from the company (low bidder) who operates outside of Fredericton. Include these costs in your bid.
4. These units will also be used to perform taskings in the Camp Argonaut area of 5 CDSG. The approximate period of time will be 28 Jun - 20 Aug of each consecutive year requested. Four (4) to eight (8) vehicles must be located at the Camp Argonaut grounds for the entire period of time and made available 24 hours a day. DND shall provide notification on exact number of vehicles and dates of operation. Operators will be advised of exact job locations with a minimum of twenty-four hours notice whenever possible. To be used on an as and when requested basis.

5. **INSURANCE:** Her Majesty shall be indemnified and held harmless from and/or against any and/or claims from damage, loss costs and expenses which her Majesty may at any time incur or suffer as a result of or arising out of any injury to persons (including injuries resulting in death) or loss of or damage to property which may be or be alleged to be caused by or suffered as a result of the service(s) covered by the contractor or any part thereof. The contractor shall maintain the minimum Public Liability insurance required by municipal, provincial or federal law. This insurance shall include the crown as an assured and not as an owner with satisfactory proof that such policy (policies) is/are in full force and effect.

6. All invoices are to show a complete breakdown of charges incurred, which includes, live/dead miles/kms, hourly rate, minimum daily rate, drivers expenses, waiting time, any cancellation fee, dead heading and toll/bridge fees with required receipts.

7. Contractor must provide a local after hours telephone number to be utilized in the event of cancellation or emergency requests.

8. All invoices must reach 5 CDSB Gagetown, Tn Coy within 15 days from completion of hire.

9. **CANCELLATION FEE:** Notwithstanding anything contained in the SO, the Minister reserves the right to terminate the call-up with respect to the vehicle(s) at any time, without penalty within 12 hours' notice of call-up.

10. Most requirements are on a casual basis, not a long-term lease.

11. Call-ups against the SO shall only be accepted from Tech Svcs Tn Coy authorized representative. Any other call-up will not be the responsibility of the Crown, DND or Officer Commanding (OC) Tech Svcs TN Coy or his authorized representatives.

12. Any supplier found to have improper operational control/improper equipment or cannot supply will be considered ineligible by the OC Tech Svcs Tn Coy.

13. RESPONSIBILITY OF CONTRACTOR:

(i.) In the event of a breakdown it will be the responsibility of the contractor to ensure a replacement vehicle is provided to complete all taskings, at no additional cost to the Crown.

(ii) There will be no fuel charged against DND, OC Tech Svcs Tn Coy.

(iii) All charges for the call-up equipment will cease when OC Tech Svcs Tn Coy or his authorized representative notifies the contractor.

(iv.) Downtime resulting from actuating repairs, processing the appropriate correspondence or from any other direct or indirect results of damage(s) to hired equipment will not be paid for by the Crown, DND or the OC Tech Svcs Tn Coy or his authorized representatives. Therefore, it behoves all concerned; including the contractor to do everything possible to expedite whatever action(s) is/are required rendering the hired equipment serviceable again.

(v) Upon request, every six months, must be able to provide a record of km's driven.

14. Where possible details on the duration of individual rental transactions will be confirmed at the time of requisition against the SO. Dates provided with each call-up will be tentative due to unforeseen activities or commitments; therefore, the contractor will invoice accordingly to actual timings of a call-up only.

15. Contact point for 5 CDSB Gagetown is Finance Cell, phone: (506) 422-2000 exts 2991/1631.

ANNEX B - BASIS OF PAYMENT

Company Name : _____

For the period from April 1, 2017 to March 31, 2018					
		Est. Qty	Unit Price	U. Of I.	Amount
1.	Live Mileage	4,667	\$	/km	\$
2.	Dead Mileage	3,000	\$	/km	\$
3.	Minimum Daily Rate (overnight stopover charges extra, to be charged when total mileage and total overnight stopovers does not exceed minimum daily rate)	100	\$	/day	\$
4.	Hourly rate	25	\$	/hr	\$
5.	Overtime rate for driver(to be charged after 8 hours)	15	\$	/hr	\$
6.	Drivers layover Charges	5	\$	/night	\$
7.	Overnight Stopover (from 2000 hrs to 0800 hrs excluding driver's living expenses, to be paid by site Authority)	5	\$	/night	\$
8.	Second driver (charges, if any, will include meals, accommodations and any other expenses)	5	\$	/day	\$
9.	No show charges (This is when the driver shows for a detail but there was no show of passengers, this usually involves something similar to a cancellation fee)	2	\$	/unit	\$
10.	Charge for cancellation if contractor is not advised 12 hours prior to scheduled departure time	5	\$	/unit	\$
Total for evaluation purposes only (add lines 1 to 10)					\$

Special Notes:

- 1) Complete only as requested in the table.
- 2) No additional items added shall be accepted
- 3) Est. Qty x Unit price = Amount (Perform this task for lines 1 to10)

Additional pricing information:

Overtime rate to be charged after driver has worked for more than eight hours.

Hourly rate to be charged when bus is rented for less than four (4) hours. Minimum Daily Rate is not charged.

Transportation Company of 5 CDSB Gagetown shall reimburse to the supplier the cost of the tolls with required receipt (highway and bridge).

Solicitation No. - N° de l'invitation
W0501-170107/A
Client Ref. No. - N° de réf. du client
W0501-170107

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-6-39066

Buyer ID - Id de l'acheteur
mct011
CCC No./N° CCC - FMS No./N° VME

Company Name : _____

For the period from April 1, 2018 to March 31, 2019					
		Est. Qty	Unit Price	U. Of I.	Amount
1.	Live Mileage	4,667	\$	/km	\$
2.	Dead Mileage	3,000	\$	/km	\$
3.	Minimum Daily Rate (overnight stopover charges extra, to be charged when total mileage and total overnight stopovers does not exceed minimum daily rate)	100	\$	/day	\$
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Additional pricing information:

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File No. - N° du dossier
MCT-6-39066

Buyer ID - Id de l'acheteur
mct011
CCC No./N° CCC - FMS No./N° VME

Company Name : _____

For the period from April 1, 2019 to March 31, 2020					
		Est. Qty	Unit Price	U. Of I.	Amount
1.	Live Mileage	4,667	\$	/km	\$
2.	Dead Mileage	3,000	\$	/km	\$
3.	Minimum Daily Rate (overnight stopover charges extra, to be charged when total mileage and total overnight stopovers does not exceed minimum daily rate)	100	\$	/day	\$
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Total for evaluation purposes only (add lines 1 to 10)					\$

Special Notes:

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Additional pricing information:

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ANNEX C - ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)

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mct011
CCC No./N° CCC - FMS No./N° VME