

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Bid Fax: (403) 292-5786

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

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Title - Sujet Trailer Repair Services	
Solicitation No. - N° de l'invitation W0142-17X033/A	Date 2017-04-07
Client Reference No. - N° de référence du client W0142-17X033	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-123-6578
File No. - N° de dossier CAL-6-39050 (123)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-24	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Yu, Jenny	Buyer Id - Id de l'acheteur cal123
Telephone No. - N° de téléphone (403)909-0630 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RALSTON AB P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 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

Solicitation No. - N° de l'invitation
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Client Ref. No. - N° de réf. du client
W0142-17X033/A

Amd. No. - N° de la modif.
File No. - N° du dossier
W0142-17X033/A

Buyer ID - Id de l'acheteur
cal123
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 and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; 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 Basis of Payment, and any other annexes

1.2 Summary

The Department of National Defence has a Request For Standing Offer for the maintenance and repair of various trailer variants in support of the fleet at the Canadian Forces Base Suffield, in Ralston, AB. The Standing Offer may include but is not limited to the provision of parts, vehicle inspections, maintenance services, and warranty support as applicable.

The period of the Standing Offer is one year with two one-year option periods. Only one Standing Offer will be issued.

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 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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

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

2.2 Submission of Offers

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

2.3 Former Public Servant - 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.

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 Alberta.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

- Section I: Technical Offer (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 each of the mandatory requirements listed in Annex A – Requirement.

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices

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

If Annex E, 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

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

4.1.1.1 Mandatory Technical Criteria

Ability to provide all the products and services as described in Annex A, Requirement.

4.1.2 Financial Evaluation

The quantities as shown in Annex B are estimated usages and for evaluation purposes only and will not form part of the final Standing Offer.

The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year. The Total Extended Prices for each year will be added together to obtain the Total Evaluated Offer Price.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS 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 Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its bid the required documentation, as applicable, 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 – 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.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

PART 6 – CERTIFICATIONS AND ADDITIONAL INFORMATION

6.1 Insurance Requirements

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

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

6.2 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 ten (10) business 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

There is no security requirement associated with the requirement of the 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](#) (2016-04-04) 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 paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The quarterly reporting periods per year are defined as follows:

- 1st quarter: July 1st
- 2nd quarter: October 1st
- 3rd quarter: January 1st
- 4th quarter: April 1st

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Issuance of the Standing Offer to March 31, 2018, inclusive.

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 two (2) one-year periods, from April 1, 2018 to March 31, 2019 and 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex B of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Jenny Yu
Procurement Officer
Public Works and Government Services Canada
Telephone: 403-909-0630
Facsimile: 403-292-5786
E-mail address: jenny.yu@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

TBD

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

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7.5.3 Offeror's Representative

Name: _____
Title: _____
Company: _____
Address: _____
Telephone: _____ Fax: _____
Email: _____

7.6 Identified Users

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

Department of National Defence (DND), Canadian Forces Base (CFB) Suffield and the British Army
Training Unit Suffield (BATUS)

7.7 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*.

7.8 Limitation of Call-ups

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

7.9 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, Requirement
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated _____.

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7.10 Certifications and Additional Information

7.10.1 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.

7.11 Applicable Laws

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

7.12 SACC Manual Clauses

M3000C (2006-08-15) – Price Lists
M3800C (2006-08-15) - Estimates

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 provide the items detailed in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 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, will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices, as specified in Annex B – Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

7.4.2 Pricing – Material and Replacement Parts

Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____ percent.

The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

7.4.3 Single Payment

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

7.5 Invoicing Instructions

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.

Each invoice must be supported by:

- a) A copy of timesheets to support the time claimed.
- b) A copy of the invoices, receipts, vouchers for all direct expenses.

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

Base Commander
Canadian Forces Base (CFB) Suffield
Att: G1 Finance, Invoice Section
P.O. Box 6000 Station Main
Medicine Hat, AB T1A 8K8

7.5.5 Electronic Payment of Invoices – Call-up

TBD

7.6 Insurance

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

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

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

7.7 SACC Manual Clauses

A0285C (2007-05-25) Workers Compensation
A9006C (2012-07-16) Defence Contract
A9062C (2011-05-16) Canadian Forces Site Regulations
B7500C (2006-06-16) Excess Goods

7.8 Inspection and Acceptance

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

ANNEX A

REQUIREMENT

A Regional Individual Standing Offer for the maintenance and repair of various trailer variants in support of the fleet at the Canadian Forces Base (CFB) Suffield, in Ralston, AB, for the Department of National Defence.

The Standing Offer may include but is not limited to the provision of parts, vehicle inspections, maintenance services, and warranty support as applicable as listed herein.

1. Background

CFB Suffield holds a number of various types of trailers ranging from but not limited to utility trailers, low bed, flat deck, drop deck and van type trailer variants in their fleet, all of which require periodic and or annual inspections in accordance with their respective maintenance schedules, repairs varying in degree of difficulty to both mechanical and body.

2. Objective

A Standing Offer for the service and repair of various trailer variants, in order to promote the expedient repair of our fleet whilst reducing the strain on the repair staff at CFB Suffield during peak periods and heightened activity.

3. Tasks

The contractor must provide repairs both mechanical and or body on an as requested basis in support of CFB Suffield's trailer fleet. The type of work to be conducted will be directed by the technical authority, in this case the Base Maintenance Officer, or Contracts Services Specialist. Tasks to include but are not limited to the following:

- i. The Contractor must utilize OEM parts for all repairs unless otherwise approved in writing by the technical authority as above;
- ii. The Contractor must perform inspections and provide written certification in accordance with Departmental (as per ANNEX A), Provincial and or National standards where applicable. For inspection purposes adherence to the Commercial Vehicle Maintenance Standards is mandatory.
- iii. The Contractor must perform diagnosis on the various trailer systems and provide a detailed written estimate, showing a breakdown of labour and parts/materials for the required repairs in order to return the vehicle back to it's original condition, systems to include but are not limited to the following where and as applicable:
 - a. power train components/systems;
 - b. suspension system components/systems;
 - c. electrical components/systems;
 - d. fuel system components;
 - e. body component/systems;
 - f. exhaust system components;
 - g. various braking systems components;
 - h. rims, tires and associated hardware;
 - i. coolant system components; and
 - j. other component repair as requested such as collision damage.

- iv.. The Contractor must repair mechanical faults as diagnosed/directed by CFB Suffield technicians through the technical authorities;
- v. If, while conducting approved work, it is discovered that additional unforeseen work has to be performed, the Contractor must advise the Technical Authority with a written description of the work, the cost, and the completion date estimate for the additional work. The Contractor must not commence any additional work without prior written authorization from the Technical Authority.
- vi. For Emergency essential assets identified at the time of call-up, repairs must be initiated within 24 hours of delivery.

4. Constraints

CFB Suffield may conduct its own drop off and pick up of trailers to and from the Contractor within 60 km radius of the Canadian Forces Base Suffield's main gate entrance in Ralston, AB.

With the Department of National Defence's limited recovery assets to achieve drop off and pick up outside of a 60 km radius from the base; the Contractor will be responsible for the transportation of the trailers to and from their facility.

5. Deliverables

The Contractor must provide a detailed list/breakdown of all parts, labour, materials, supplies and narrative of what work was carried out on the invoice. Where applicable and requested, written certification must be provided to support any inspections performed by the Contractor where Departmental, Provincial or National standards are required.

6. Warranty

The Contractor must provide at a minimum of 90 days on all parts and labour at 100%.

7. Language

All work including tasks and deliverables will be completed in the English language, spoken and written.

MANDATORY TECHNICAL CRITERIA

A complete list of the minimum mandatory technical criteria are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory technical criteria.

1. Bidders must show compliance by addressing each technical criteria in the Compliance Matrix, whether the product offered "Meets" or "Does Not Meet".
2. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each technical criteria to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to

prove that the proposed product(s) meet the requirements of the technical criteria. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

3. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
4. Bidders must address any concerns with the technical criteria in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
5. Failure to meet each technical criteria will result in the bid being deemed non-responsive, and be given no further consideration.

COMPLIANCE MATRIX

Article	Minimum Mandatory Performance Specifications:	Meets (✓)	Does Not Meet (✓)	Supporting Documentation Offerors must acknowledge and indicate how they meet each performance specification by providing information in this column and/ or by cross-referencing where the performance specification is indicated in their supporting documents.
1	All work must meet and maintain minimum certifications and approvals of Industry Standards (including OEM) of the Department of National Defence (Canada), and the Province of Alberta. The contractor must comply with verification requests by the Standing Offer, Project, and Technical Authorities.	<input type="checkbox"/>	<input type="checkbox"/>	
2	The Contractor will ensure delivery to or within 60 km radius of the Canadian Forces Base Suffield's main gate entrance in Ralston, AB, Mondays through Fridays, between 8am to 5pm, unless approved otherwise.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Contractor must have the ability to perform/ provide work in ALL of the following major areas: a. Brakes and suspension including air bags , spring assembly, torsion bars and related components b. Hydraulics, cylinders and lines c. Electrical components	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>d. Adjustments and Lubrication</p> <p>e. Ground Engagement Parts and Attachments</p> <p>f. Tires, wheels and bearings</p> <p>g. Body, chassis and frame and components</p>			
4	<p>Contractor must have the capacity and capability to undertake repair, overhaul, maintenance, diagnostic and inspection work within the following areas:</p> <p>a. Warranty</p> <p>b. Corrective/ Preventative Maintenance</p> <p>c. Inspection</p>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<p>Individuals assigned by the Contractor to perform the work must possess current valid certification to perform the work or be registered as an apprentice under the supervision of an individual in possession of a valid certificate of qualification (Certification as required by the Province of Alberta or a recognized regulatory authority). The Standing Offer, Project, and Technical Authorities may request proof of certifications at any time.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<p>All work, replacement parts/ components must be new OEM parts unless otherwise approved/ authorized by the Project and Technical Authorities. Proof of OEM equivalency is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
9	<p>The Contractor must supply OEM parts and components to CFB Suffield on an as required basis in order to facilitate in-house repairs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<p>The Contractor must perform vehicle inspections and provide written certification in accordance with DND, Provincial and National standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<p>For commercial vehicle inspections, adherence to the Commercial Vehicle Maintenance Standards is mandatory. All vehicle repairs will be conducted in accordance with OEM vehicle manufacturer specifications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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ANNEX B

BASIS OF PAYMENT

Prices herein are all inclusive firm prices including but not limited to the provision of parts, vehicle inspections, maintenance services, transportation, and warranty support for maintenance and repair of various trailer variants as specified in Annex A – Requirement, to the Department of National Defence at the Canadian Forces Base Suffield, in Ralston, Alberta.

G.S.T. is excluded and is to be listed on invoices as a separate item.

**The estimated quantities are for Evaluation purposes only and do not form part of any Standing Offer or Contract.*

FIRM PERIOD PRICING (Date of Issuance to March 31, 2018, inclusive)				
LABOUR – Mechanical				
Line Item	Description	Unit Price	*Estimated Usage	Extended Total
1	<u>Mechanic</u> Regular Working Hours (Monday to Friday 8am – 5pm)	\$ _____ / hour	150 hours	\$ _____
2	<u>Helper/ Apprentice</u> Regular Working Hours (Monday to Friday 8am – 5pm)	\$ _____ / hour	150 hours	\$ _____
3	<u>Mechanic</u> Outside Regular Working Hours (Weekends & Statutory Holidays)	\$ _____ / hour	25 hours	\$ _____
4	<u>Helper/ Apprentice</u> Outside Regular Working Hours (Weekends & Statutory Holidays)	\$ _____ / hour	25 hours	\$ _____
INSPECTION				
Line Item	Description	Unit Price	*Estimated Usage	Extended Total
5	<u>Commercial Vehicle Inspection – Flat Rate</u>	\$ _____ / ea	50 inspections	\$ _____

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MATERIALS & PARTS				
Line Item	Description	*Estimated Usage	Discount	Extended Total
6	Material and replacement parts (except free issue) must be at List Price (inclusive of but not limited to invoice costs, transportation, exchange, customs, and brokerage) less a percentage (%) discount (inclusive of purchasing expenses, handling, G&A expenses, and profit margins).	\$ 100,000.00/ year	_____% discount	\$ _____ (Calculation: \$100,000 - % discount)
SHOP SUPPLY FEE				
Line Item	Description	Labour Charge	*Estimated Usage	Extended Total
7	Shop Supply Fee must be directly associated with work as per the Call-Up and identified as a separate line on the invoice.	_____% of Labour Charge OR Flat Rate to a maximum of \$/_____/Call-Up (For Evaluation purposes, the Flat Rate will be used)	50	\$ _____ (For Evaluation purposes, the Flat Rate will be used)
OTHER				
Line Item	Description	Unit Price	*Estimated Usage	Extended Total
8	<u>Environmental and/ or Disposal Fees</u> Must be directly associated with the work as per the Call-Up with approval from the Project/ Technical Authority and identified as a separate line item on the invoice.	\$ _____/ ea	TBD	\$ _____
FIRM PERIOD				\$ _____

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OPTION YEAR 1 PRICING (April 1, 2018 to March 31, 2019, inclusive)

LABOUR – Mechanical

Line Item	Description	Unit Price	*Estimated Usage	Extended Total
1	<u>Mechanic</u> Regular Working Hours (Monday to Friday 8am – 5pm)	\$ _____/ hour	150 hours	\$ _____
2	<u>Helper/ Apprentice</u> Regular Working Hours (Monday to Friday 8am – 5pm)	\$ _____/ hour	150 hours	\$ _____
3	<u>Mechanic</u> Outside Regular Working Hours (Weekends & Statutory Holidays)	\$ _____/ hour	25 hours	\$ _____
4	<u>Helper/ Apprentice</u> Outside Regular Working Hours (Weekends & Statutory Holidays)	\$ _____/ hour	25 hours	\$ _____

INSPECTION

Line Item	Description	Unit Price	*Estimated Usage	Extended Total
5	<u>Commercial Vehicle Inspection – Flat Rate</u>	\$ _____/ ea	50 inspections	\$ _____

MATERIALS & PARTS

Line Item	Description	*Estimated Usage	Discount	Extended Total
6	Material and replacement parts (except free issue) must be at List Price (inclusive of but not limited to invoice costs, transportation, exchange, customs, and brokerage) less a percentage (%) discount (inclusive of purchasing expenses, handling, G&A expenses, and profit margins).	\$ 100, 000.00/ year	_____% discount	\$ _____

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SHOP SUPPLY FEE				
Line Item	Description	Labour Charge	*Estimated Usage	Extended Total
7	Shop Supply Fee must be directly associated with work as per the Call-Up and identified as a separate line on the invoice.	_____% of Labour Charge OR Flat Rate to a maximum of \$/_____/Call-Up	50	\$ _____
OTHER				
Line Item	Description	Unit Price	*Estimated Usage	Extended Total
8	Environmental and/ or Disposal Fees Must be directly associated with the work as per the Call-Up with approval from the Project/ Technical Authority and identified as a separate line item on the invoice.	\$ _____/ ea	TBD	\$ _____
OPTION YEAR 1				\$ _____

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OPTION YEAR 2 PRICING (April 1, 2019 to March 31, 2020, inclusive)

LABOUR – Mechanical

Line Item	Description	Unit Price	*Estimated Usage	Extended Total
1	<u>Mechanic</u> Regular Working Hours (Monday to Friday 8am – 5pm)	\$ _____ / hour	150 hours	\$ _____
2	<u>Helper/ Apprentice</u> Regular Working Hours (Monday to Friday 8am – 5pm)	\$ _____ / hour	150 hours	\$ _____
3	<u>Mechanic</u> Outside Regular Working Hours (Weekends & Statutory Holidays)	\$ _____ / hour	25 hours	\$ _____
4	<u>Helper/ Apprentice</u> Outside Regular Working Hours (Weekends & Statutory Holidays)	\$ _____ / hour	25 hours	\$ _____

INSPECTION

Line Item	Description	Unit Price	*Estimated Usage	Extended Total
5	<u>Commercial Vehicle Inspection – Flat Rate</u>	\$ _____ / ea	50 inspections	\$ _____

MATERIALS & PARTS

Line Item	Description	*Estimated Usage	Discount	Extended Total
6	Material and replacement parts (except free issue) must be at List Price (inclusive of but not limited to invoice costs, transportation, exchange, customs, and brokerage) less a percentage (%) discount (inclusive of purchasing expenses, handling, G&A expenses, and profit margins).	\$ 100,000.00/ year	_____% discount	\$ _____

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SHOP SUPPLY FEE				
Line Item	Description	Labour Charge	*Estimated Usage	Extended Total
7	Shop Supply Fee must be directly associated with work as per the Call-Up and identified as a separate line on the invoice.	_____% of Labour Charge OR Flat Rate to a maximum of \$/_____/Call-Up	50	\$ _____
OTHER				
Line Item	Description	Unit Price	*Estimated Usage	Extended Total
8	Environmental and/ or Disposal Fees Must be directly associated with the work as per the Call-Up with approval from the Project/ Technical Authority and identified as a separate line item on the invoice.	\$ _____/ ea	TBD	\$ _____
OPTION YEAR 2				\$ _____
TOTAL EVALUATED COST				\$ _____

ANNEX C

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX D

USAGE REPORT

Quarterly Usage Report Schedule:

Period of:	Report Due no later than:

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name		Standing Offer Name:	
Standing Offer Number:		Period Covered	
Standing Offer Authority Name:		Jenny Yu	

Department	Call-up Number	Dollar Value (GST Included)
(A) Total Dollar Value Call-ups for this reporting period:		
(B) Accumulated Call-up totals to date:		
(A+B) Total Accumulated Call-ups:		

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

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE: _____ DATE: _____

Send Report to: WST.PA-CAL@pwgsc-tpsgc.gc.ca or Fax to: (403) 292-5786.

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ANNEX E - 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)