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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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

1.2 Summary

The Department of National Defence (DND), Garrison Wainwright, located in Denwood Alberta, has a requirement for a Regional Individual Standing Offer (RISO) for the rental of Highway Cruisers/Motorcoaches with Operator, on an "as and when required" basis.

The buses are required to transport authorized regular forces personnel, militia, cadets, DND Civilian employees and/or Foreign Military personnel to/from Canadian Forces Bases (CFB) Wainwright, to/from various locations within Alberta, British Columbia, Saskatchewan, and Manitoba.

The RISO will be in effect for three (3) years from date of issuance.

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>) 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 (2017-04-27) 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

A9049C (2011-05-16), Vehicle Safety

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

M0031T (2007-05-25), Basis of Selection – Mandatory Technical Criteria Only

M0220T (2016-01-28), Evaluation of Price – Offer

M0280T (2015-02-25), Documents Required for Offers Evaluation Purposes

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.

2.2.1 Documents Required for Offers Evaluation Purposes

The Offeror must provide the following documents with its offer:

1. Permanent Public Vehicle and Extra Provincial operating licence.

2.3 Former Public Servant

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

Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. 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 5 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 2 hard copies

Section II: Financial Offer 2 hard copies

Section III: Certifications 2 hard copies

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>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "F" 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

- (a) Offeror's must meet the Mandatory Specifications identified under Annex A – Statement of Work.
- (b) Provision of firm pricing for all items as identified under Annex B – Basis of Payment;
- (c) 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

4.1.2.1

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price

STEP 1: For each line item, Firm Unit Price x Estimated Quantity = Extended Price

STEP 2: Aggregate of Extended Price = Subtotal

STEP 3: Subtotal (i) + Subtotal (ii) + Subtotal (iii) = Evaluated Offer

4.2 Basis of Selection – Mandatory Technical Criteria Only

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 offer 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 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 website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) (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.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

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

5.2.3.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to 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>) 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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "A ". 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 data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;

-
- 2nd quarter: July 1 to September 30;
 - 3rd quarter: October 1 to December 31;
 - 4th quarter: January 1 to March 31.

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is for three years from the date of issuance.

7.4.2 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.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Adele Palmer

Procurement Specialist, Procurement Services
Western Region

Public Services and Procurement Canada / Government of Canada
adele.palmer@pwgsc-tpsgc.gc.ca /Cell: 204-807-6396

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer. (to be inserted upon issuance of Standing offer)

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

7.5.3 Offeror's Representative

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: (DND) Garrison Wainwright.

7.8 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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$75,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TBD**, 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 (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (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;

- g) Annex C, Insurance Requirements;
h) the Offeror's offer dated _____.

7.12 Certifications and Additional Information

7.12.1 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.

7.12.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

7.13 Applicable Laws

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

7.14 SACC Manual Clauses

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 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be completed in accordance with the call-up against the Standing Offer.

7.3.2 Delivery Date

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

7.3.3 Delivery, Inspection and Acceptance

The Technical 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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices 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.

7.5.2 Limitation of Price

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

7.5.3 Method of Payment

H1000C (2008-05-12) Single Payment
H1001C (2008-05-12) Multiple Payments

7.5.4 SACC Manual Clauses

A9117C (2007-11-30) T1204-Direct Request by Customer Department
C0710C (2007-11-30) Time and Contract Price Verification

7.5.5 Electronic Payment of Invoices – Call-up

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

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

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the Call-Up and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance Requirements

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.

7.8 SACC Manual Clauses

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract
SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations
SACC Manual clause [B1501C](#) (2006-06-16) Electrical Equipment
SACC Manual clause [B7500C](#) (2006-06-16) Excess Goods

ANNEX "A"

STATEMENT OF WORK

1. Requirement

The Department of National Defence (DND), Garrison Wainwright, located in Denwood Alberta, has a requirement for a Regional Individual Standing Offer (RISO) for the rental of Highway Cruisers/Motorcoaches with Operator, on an "as required" basis.

The buses are required to transport authorized regular forces personnel, militia, cadets, DND Civilian employees and/or Foreign Military personnel to/from Canadian Forces Bases (CFB) Wainwright, to/from various locations within Alberta, British Columbia, Saskatchewan, and Manitoba.

The Standing Offer period will be from date of issue for a three year period.

2. Services to be Performed

The Motor Coaches / Highway Cruisers will be used to transport regular forces personnel, militia, cadets, DND Civilian employees and/or Foreign Military personnel to various locations within Alberta, British Columbia, Saskatchewan and Manitoba.

The Motor Coaches/Highway cruisers will be used to supplement DND fleet during:

- Peak periods;
- Visiting unit requirements; and
- Major exercises.

Charges for travel from the Offeror's facility to Department of National Defence (DND), Garrison Wainwright, Denwood Alberta prior to the trip or from the drop-off site to the Offeror's facility after the trip will not be permitted under the Standing Offer. Mileage is to be calculated from Department of National Defence, Garrison Wainwright (DND), Denwood Alberta to the pick up or the drop off point.

Trips normally begin and end at the Department of National Defence, Garrison Wainwright (DND), Denwood Alberta: unless otherwise directed by the Call-up authority.

3. Response Time

The Offeror must be able to provide as many as three (3) Motor Coaches/Highway Cruisers (45 passengers and above) with operators within 24 hours from the time of call-up. Notice of at least five (5) days will be given to the Offeror if more than three (3) Motor Coaches/Highway Cruisers with operators are required at once.

A minimum of three (3) hours' notice will be provided in the event of cancellation or a change in the requirement. In the event of a cancellation, if less than three (3) hours' notice has been provided and the unit (s) has/have been dispatched, the one-time cancellation fee per unit will apply.

4. Licensing

The Offeror is responsible for making sure Motor Coaches/Highway Cruisers are properly licensed and insured by the Public Vehicles Act and the regulations there under, and all other acts governing the Public Transport Act for Motor Coaches/Highway Cruisers. Canada reserves the right to inspect and/or reject the

Offeror's equipment if found to be neglected or in poor working/unsafe condition (i.e. bald tires, in need of repair, leaky hydraulics, etc.), or does not meet applicable provincial/federal safety standards for such vehicles.

Canada also reserves the right to seek proof of applicable licensing from operators supplied and reject any operators who do not meet all applicable licensing requirements.

5. Maintenance

The Offeror is responsible for the maintenance and repairs associated with routing scheduled maintenance of all Motor Coaches/Highway cruisers offered and will be at no extra cost to Canada.

The Offeror(s) are fully responsible for all maintenance and fuel on the Motor Coaches/Highway Cruisers.

The Motor Coaches/Highway Cruisers must be equipped with proper safety devices, i.e. fire extinguishers, axes, first aid kits, etc.

All Motor Coaches/Highway must provide climate control inside the unit. Heat must be available during cold weather and air conditioning must be available during warm or hot conditions.

6. Inspection

Motor Coaches/Highway Cruisers must be clean and in good mechanical operating condition and will be responsible for contacting the Offeror and making the necessary arrangements for repairs or sending a replacement Motor Coach/Highway Cruiser.

7. Mechanical Breakdown

In the event of a vehicle breakdown, and a substitute vehicle is required, it is to be dispatched within two (2) hours of notification by the operator or a representative of Department of National Defence, Garrison Wainwright (DND), Denwood Alberta, and is to be delivered to the location identified by Department of National Defence, Garrison Wainwright (DND), Denwood Alberta. All expenses incurred to get the replacement unit (s) to the location required will be at no extra cost to Canada.

ANNEX "B"

BASIS OF PAYMENT

Rates remain firm for the period of the Standing Offer Agreement. Rates include **ALL** costs associated with providing the service in accordance with the Statement of Work, Annex "A" attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE OFFEROR'S FINANCIAL PROPOSAL

Payment will be made in accordance with the following pricing.

Fees for entrance to parks, airport charges, parking fees, etc. will be reimbursed at the Offeror's laid down cost without mark-up. Receipts **must** accompany the invoice unless otherwise specified in writing by the Call-up Authority.

Charges for travel from the Offeror's facility to the pick-up site prior to the trip or from the drop-off site to the Offeror's facility after the trip will not be permitted under the Standing Offer.

Upon placing a Call-up, the contractor will advise the Department of National Defence (DND), whether or not they will be supplying buses from their own inventory or whether they are subcontracting the requirement.

If the buses are supplied from the contractor's inventory, the terms and conditions contained herein concerning cancellation apply.

If the buses are from a subcontractor, then, DND has seven (7) calendar days prior to the required date to cancel the requirement without penalty. If cancellation is within seven (7) calendar days, cancellation charges from the sub-contractor will be paid by DND without additional mark-up. Proof of charges from the subcontractor will be required.

Where applicable, rates for hotel accommodations and/or expenses for the operator will be at an additional cost. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.
All payments are subject to government audit.

Loaded Rates = with passengers
Deadhead Rates = without passengers

Instructions:

Offerors must complete the Basis of Payment in accordance with the following:

1. Provide pricing for the Initial Period of the Standing Offer.

2. Pricing must be firm unit pricing, GST extra (if applicable), all inclusive for the period of the Standing Offer. Rates must include all costs associated with providing the service in accordance with Annex "A" - Requirement specified herein.
3. The estimated quantities specified below are provided for evaluation purposes only, and do not represent a commitment on behalf of Canada.
4. STEP 1: For each line item, Firm Unit Price x Estimated Quantity = Extended Price
STEP 2: Aggregate of Extended Price = Subtotal
STEP 3: Subtotal (i) + Subtotal (ii) + Subtotal (iii) = Evaluated Offer

Standing Offer Period: Date of Issuance to March 31, 2018					
Firm Unit Pricing, GST Extra (if applicable)					
Item No.	Description	Unit of Issue	Estimated Usage	Firm Unit Price	Extended Price
1	Firm hourly rates (one operator) for distances less than 50 km				
a)	Loaded	Hour	75	\$_____/HR	\$_____
b)	Deadhead	Hour	75	\$_____/HR	\$_____
2	Waiting time after one (1) hour at no charge	Hour	250	\$_____/HR	\$_____
3	Firm rates per kilometer (one operator) for distances between 50 km – 300 km				
a)	Loaded	Km	2500	\$_____/KM	\$_____
b)	Deadhead	Km	2500	\$_____/KM	\$_____
4	Firm rates per kilometer (one operator) for distances over 300 km				
a)	Loaded	Km	250000	\$_____/KM	\$_____
b)	Deadhead	Km	250000	\$_____/KM	\$_____
5	Additional Driver (upon written request or approval of DND) for distances over 300 km				
a)	Loaded	Km	15000	\$_____/KM	\$_____
b)	Deadhead	Km	7500	\$_____/KM	\$_____
6	Cancellation Fee with less than 3 hours' notice	Each	10	\$_____/Each	\$_____
SUB TOTAL EXTENDED PRICE (excluding GST)					\$_____

Standing Offer Period: April 1, 2018 to March 31, 2019					
Firm Unit Pricing, GST Extra (if applicable)					
Item No.	Description	Unit of Issue	Estimated Usage	Firm Unit Price	Extended Price
1	Firm hourly rates (one operator) for distances less than 50 km				
a)	Loaded	Hour	75	\$_____/HR	\$_____
b)	Deadhead	Hour	75	\$_____/HR	\$_____
2	Waiting time after one (1) hour at no charge	Hour	250	\$_____/HR	\$_____
3	Firm rates per kilometer (one operator) for distances between 50 km – 300 km				

a)	Loaded	Km	2500	\$_____/KM	\$_____
b)	Deadhead	Km	2500	\$_____/KM	\$_____
4	Firm rates per kilometer (one operator) for distances over 300 km				
a)	Loaded	Km	250000	\$_____/KM	\$_____
b)	Deadhead	Km	250000	\$_____/KM	\$_____
5	Additional Driver (upon written request or approval of DND) for distances over 300 km				
a)	Loaded	Km	15000	\$_____/KM	\$_____
b)	Deadhead	Km	7500	\$_____/KM	\$_____
6	Cancellation Fee with less than 3 hours' notice	Each	10	\$_____/Each	\$_____
SUB TOTAL EXTENDED PRICE (excluding GST)					\$_____

Standing Offer Period: April 1, 2019 to March 31, 2020					
Firm Unit Pricing, GST Extra (if applicable)					
Item No.	Description	Unit of Issue	Estimated Usage	Firm Unit Price	Extended Price
1	Firm hourly rates (one operator) for distances less than 50 km				
a)	Loaded	Hour	75	\$_____/HR	\$_____
b)	Deadhead	Hour	75	\$_____/HR	\$_____
2	Waiting time after one (1) hour at no charge	Hour	250	\$_____/HR	\$_____
3	Firm rates per kilometer (one operator) for distances between 50 km – 300 km				
a)	Loaded	Km	2500	\$_____/KM	\$_____
b)	Deadhead	Km	2500	\$_____/KM	\$_____
4	Firm rates per kilometer (one operator) for distances over 300 km				
a)	Loaded	Km	250000	\$_____/KM	\$_____
b)	Deadhead	Km	250000	\$_____/KM	\$_____
5	Additional Driver (upon written request or approval of DND) for distances over 300 km				
a)	Loaded	Km	15000	\$_____/KM	\$_____
b)	Deadhead	Km	7500	\$_____/KM	\$_____
6	Cancellation Fee with less than 3 hours' notice	Each	10	\$_____/Each	\$_____
SUB TOTAL EXTENDED PRICE (excluding GST)					\$_____

Sub-Total extended price (YEAR ONE) \$_____

Sub-Total extended price (YEAR TWO) \$_____

Sub-Total extended price (YEAR THREE) \$_____

TOTAL EVALUATED PRICE = (YEAR ONE + YEAR TWO + YEAR THREE) \$_____

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.

-
- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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.

ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS

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)

Solicitation No. - N° de l'invitation
W168A-16KM10/A
Client Ref. No. - N° de réf. du client
W168A-16KM10/A

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-6-39224

Buyer ID - Id de l'acheteur
Wpg011
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

STANDING OFFER USAGE REPORT

Return to:

ATTN.: ADELE PALMER

Public Services and Procurement Canada (PSPC)

Facsimile: (204) 983-7796 Telephone: (204) 807-6396

E-mail: adele.palmer@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule: (TBD)

1st quarter: April 1 to June 30; 2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; 4th quarter: January 1 to March 31.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER: _____
STANDING OFFER NO: _____
DEPARTMENT OR AGENCY: _____

REPORTING PERIOD: _____

Item No.	Call-Up/contract No. Description	Value of the Call- Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A + B) Total Accumulated Call-Ups:			

OR

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

PREPARED BY:

NAME: _____ TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____