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Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building  
101 - 22nd Street East, Suite 110  
Saskatoon

Sask.

S7K 0E1

Bid Fax: (306) 975-5397

**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/Réception  
des soumissions Travaux publics et Services  
gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

<b>Title - Sujet</b> Motor Coaches with Operator - AB	
<b>Solicitation No. - N° de l'invitation</b> W6704-17TN01/A	<b>Date</b> 2017-08-03
<b>Client Reference No. - N° de référence du client</b> W6704-17TN01	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$STN-191-5004
<b>File No. - N° de dossier</b> STN-7-40012 (191)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-09-13</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gerstmar, Denise	<b>Buyer Id - Id de l'acheteur</b> stn191
<b>Telephone No. - N° de téléphone</b> (306)241-1018 ( )	<b>FAX No. - N° de FAX</b> (306)975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence 4225 Crowchild Trail SW Calgary AB T3E 1T8	
<b>Security - Sécurité</b> 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**

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

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**This Standing Offer cannot be used for requirements in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.**

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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            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, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

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## **1.2 Summary**

A Regional Individual Standing Offer (RISO) for the provision of all labour, transportation, materials, tools, equipment and supervision necessary to provide various sized passenger motor coaches/highway cruisers (40 passenger and above), with operators on an "as required" basis for the Department of National Defence (DND) Calgary, Alberta.

The service is for DND units within the Southern Alberta Area including the City of Red Deer, Calgary, Lethbridge and Medicine Hat, AB to Training Areas for exercise in:

- **a. Alberta:** Wainwright, Suffield, Cold Lake; or
- **b. Saskatchewan:** Dundurn; or
- **c. Manitoba:** Shilo; or
- **d. British Columbia:** Chilcotin, Vancouver, Vernon and Chilliwack.

The period of the Standing Offer(s) will be from date of issuance for a one (1) year period, with two (2) additional one year option periods.

It is Canada's intention to issue up to three (3) standing offers for the location of the City of Calgary AB. It is also Canada's intention to issue one (1) standing offer for the City of Red Deer, one (1) standing offer for the City of Lethbridge, and one (1) standing offer for the City of Medicine Hat.

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 Canadian Free Trade Agreement (CFTA).

## **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.

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## 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 (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: 120 days

#### 2.1.1 SACC Manual Clauses

M0222T (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors  
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

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.

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"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.

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## **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (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 Saskatchewan.

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.

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## **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 (one (1) hard copies)  
Section II: Financial Offer (one (1) hard copies)  
Section III: Certifications (one (1) 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation,

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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## **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**

- Must be able to provide from as many as three (3) motor coaches/highway cruisers (40 passenger and above) with operator at any one time with 24 hours notice; and up to five (5) motor coaches/highway cruisers with operator required on time with 5 days notice as per the Statement of Work - Annex A (by submitting a bid, the bidder is stating they can and are able to provide the items listed in Annex A – Statement of Work)

**Compliance:** Yes \_\_\_\_\_ No \_\_\_\_\_

- Must be able to provide pricing for all the items listed in Annex B – Basis of Payment (It is not mandatory for bidder to quote the prices for all locations)

**Compliance:** Yes \_\_\_\_\_ No \_\_\_\_\_

#### **4.1.2 Financial Evaluation**

- a) 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.
- b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- c) 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.
- d) The Total Extended Prices for each year will be added together to obtain the Total Evaluated Offer Price.
- e) It is not mandatory for bidder to quote the prices for all locations.

*SACC Manual* Clause M0222T (2016-01-28), Evaluation of Price

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#### **4.2 Basis of Selection**

- a) An offer must comply with the requirements of the Request for Standing Offers to be declared responsive.
- b) The responsive offer with the lowest evaluated price per location will be recommended for issuance of a standing offer.
- c) The result of selection could be that multiple standing offers may be issued to one bidder for the various locations.

##### **4.2.1 Location: The City of Calgary, AB**

It is Canada's intention to issue up to three (3) standing offers for the location of the City of Calgary AB:

- ❖ If more than one (1) responsive offer has been received, the Standing Offers will be issued as follows:
  - (a) the first Standing Offer authorized for use, will be issued to the responsive Offeror whose total evaluated offer price is the lowest.
  - (b) the second Standing Offer authorized for use, will be issued to the responsive Offeror who has the second lowest evaluated offer price.
- ❖ If more than two (2) responsive offers have been received, the Standing Offers will be issued as follows:
  - (a) the first Standing Offer authorized for use, will be issued to the responsive Offeror whose total evaluated offer price is the lowest.
  - (b) the second Standing Offer authorized for use, will be issued to the responsive Offeror who has the second lowest evaluated offer price.
  - (c) the third Standing Offer authorized for use, will be issued to the responsive Offeror who has the third lowest evaluated offer price.
- ❖ If only one (1) responsive offer is received, one (1) standing offer will be authorized for use.

##### **4.2.2 Locations: The City of Red Deer, AB; The City of Lethbridge, AB; and The City of Medicine Hat, AB**

It is also Canada's intention to issue one (1) standing offer for the City of Red Deer, one (1) standing offer for the City of Lethbridge, and one (1) standing offer for the City of Medicine Hat.

- ❖ The responsive offer with the lowest evaluated price per location will be recommended for issuance of a standing offer.

*SACC Manual* Clause M0069T (2007-05-25), Basis of Selection

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## 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) (<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) (<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](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](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.

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## **PART 6 - 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 D.

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.

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## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

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) (<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 "E". 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 thirty (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 the date of award of the Standing Offer to 30 September 2018.

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#### **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 two (2) additional one (1) year periods, from 01 October 2018 to 30 September 2019 and from 01 October 2019 to 30 September 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 fifteen (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 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:

Name: Denise Gerstmar  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western  
Address: 600 – 2010 12<sup>th</sup> Avenue, Regina SK S4P 0M3  
Telephone: 306-9241-1018  
Facsimile: 306-975-5397  
E-mail address: denise.gerstmar@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 identified in the call-up against the Standing Offer.

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

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### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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: The Department of National Defence, Calgary, Alberta.

### 7.8 Call-up Procedures

#### 7.8.1 Location: The City of Calgary, AB Right of First Refusal Basis

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up is made against its Standing Offer. If the Offeror is unable to meet the requirement, the identified user will contact the next ranked Offeror. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up.

In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked Offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

If rank #1 Standing Offer 001 is able to meet the requirement, a call-up will be issued to Standing Offer 001. If that offer 001 is unable to meet the requirement, the identified user will contact rank #2 Standing Offer 002. If Standing Offer 001 and 002 are unable to meet the requirement, the identified user will contact rank #3 Standing Offer 003 to fulfill the need.

#### 7.8.2 Locations: The City of Red Deer, The City of Lethbridge, and The City of Medicine Hat, AB The Offeror will follow the instruction identified in the call-up document.

### 7.9 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*.

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### **7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

### **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), 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 \_\_\_\_\_ (*insert date of offer*)

### **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.

### **7.13 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 Saskatchewan.

### **7.14 SACC Manual Clauses**

M3800C (2006-05-16), Estimates

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## **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 thirteen (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 period of the Contract is from the date of issuance to 30 September 2018.

### **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**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B – Basis of Payment. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.5.2 Limitation of Price**

*SACC Manual* Clause C6000C (2011-05-16), Limitation of Price

#### **7.5.3 Single Payment**

*SACC Manual* Clause H1000C (2008-05-12), Single Payment

#### **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

C0711C (2008-05-12), Time Verification

C2000C (2007-11-30), Taxes - Foreign-based Contractor

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### **7.5.5 Electronic Payment of Invoices – Call-up**

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

***To be determined***

### **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;
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 D. 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**

A9049C (2011-05-16), Vehicle Safety

A9062C (2011-05-16), Canadian Forces Site Regulations

## ANNEX "A" STATEMENT OF WORK

### 1. Requirement

A Regional Individual Standing Offer (RISO) for the provision of all labour, transportation, materials, tools, equipment and supervision necessary to provide various sized passenger motor coaches/highway cruisers (40 passenger and above), with operators on an "as required" basis for the Department of National Defence (DND) Calgary, Alberta. The service is from DND units within the Southern Alberta area to Training Areas for exercise in:

- (1) **Alberta:** Wainwright, Suffield, Cold Lake and Edmonton International Airport, or
- (2) **Saskatchewan:** Dundurn, or
- (3) **Manitoba:** Shilo, or
- (4) **British Columbia:** Chilcotin, Vancouver, Vernon and Chilliwack.

Trips normally begin and end at the location identified in the Call-up.

### 2. Offeror Responsibilities

- 2.1 Must be able to provide from as many as three (3) motor coaches/highway cruisers (40 passenger and above) with operator at any one time with 24 hours notice; and up to five (5) motor coaches/highway cruisers with operator required on time with 5 days notice.
- 2.2 The Offeror must have the required licences and operations in accordance with all provincial and federal government's industry related laws, regulations and standards.
- 2.3 Motor coaches/highway cruisers offered must be clean, in good mechanical operating condition and will be subject to inspection and acceptance by the Identified User. Cleanliness and mechanical soundness must be maintained during trips.
- 2.4 All drivers must be fully qualified to operate the equipment in question.
- 2.5 The Offeror is fully responsible for all maintenance on the motor coaches/highway cruisers
- 2.6 All unserviceable motor coaches/highway cruisers will be replaced within a reasonable time frame by an equivalent motor coach/highway cruiser or better, at no extra charge to DND. Any additional costs encountered due to motor coach/highway cruiser breakdown, will be the responsibility of the Offeror.
- 2.7 Motor coaches/highway cruisers are to be fully equipped with required safety devices (e.g., fire extinguishers and first aid kits).
- 2.8 All fuel, maintenance and qualified drivers are to be provided by the Offeror.
- 2.9 Proof of an operating license shall be provided on request.
- 2.10 Title to the motor vehicle supplied under any call-up made against the Standing Offer will at all times remain with the Offeror.
- 2.11 No cost shall be incurred by DND for travel from the Offeror location to the requested unit location at the beginning of the call-up.

**3. Notices**

- 3.1 Notice of five (5) days will be given to the Offeror if more than three (3) motor coaches/highway cruisers with operators are required at one time.
- 3.2 A minimum of three (3) hours notice will be provided in the event of a cancellation or change in the requirement. In the event of a cancellation, if less than three (3) hours notice has been provided, the one-time cancellation fee per unit will apply.
- 3.3 In the event of a vehicle breakdown, a substitute vehicle is to be dispatched within two (2) hours of notification and is to be delivered to location identified by 41 Svc Bn, Currie Barracks, Calgary, AB, at no additional cost to Canada.

**4. Additional Information**

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

Where applicable, rates for hotel accommodations and/or expenses for the Operator will be in accordance with the Treasury Board Travel Directive Policy:

Please see:

- Appendix "C" – Meal & Incidental Rates (Canada/USA)  
<http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>
- Accommodation – 30 days or less  
<http://www.njc-cnm.gc.ca/directive/d10/v238/s655/en>

- 4.2 Travel costs from the Offeror's facility to the specified pick-up point before the trip and the specified drop-off point to the Offeror's facility after the trip **WILL NOT** be allowed under this Standing Offer.
- 4.3 Loaded Rates = with passengers  
Deadhead Rates = without passengers

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## **ANNEX "B" BASIS OF PAYMENT**

1. All inclusive prices must be submitted as outlined below and in accordance with Annex "A" – Statement of Work.
2. Prices must be submitted for all line items.
3. Prices will remain firm for the periods as outlined below.
4. Applicable taxes are not to be included in the prices shown but will be added to any invoices as a separate line item.
5. GST is to appear as a separate line item on the invoice.
6. 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.
7. Historical data items are available below. Estimated quantities of requested from January to December 2017 are as follow:

Number of Call Ups:	41
Number of Motor Coach/Highway Cruisers:	41
8. FOB Destination

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1. **Location: The City of Calgary, AB**  
**A. Year One - from date of Standing Offer to 30 September 2018**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a)Loaded	300	hour	\$ _____/hour	\$ _____
	(b)Deadhead	300	hour	\$ _____/hour	\$ _____
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a)Loaded	250	km	\$ _____/km	\$ _____
	(b)Deadhead	250	km	\$ _____/km	\$ _____
3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a)Loaded	450	km	\$ _____/km	\$ _____
	(b)Deadhead	450	km	\$ _____/km	\$ _____
4	Additional Driver (upon written request or approval of DND) for distances over 300 km				
	(a)Loaded	450	km	\$ _____/km	\$ _____
	(b)Deadhead	450	km	\$ _____/km	\$ _____
5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>1A. YEAR 1 TOTAL (GST EXTRA)</b>					\$ _____

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**2. Location: The City of Red Deer, AB**

**A. Year One - from date of Standing Offer to 30 September 2018**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a)Loaded	0	hour	\$ _____/hour	\$ _____
	(b)Deadhead	0	hour	\$ _____/hour	\$ _____
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a)Loaded	200	km	\$ _____/km	\$ _____
	(b)Deadhead	200	km	\$ _____/km	\$ _____
3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a)Loaded	200	km	\$ _____/km	\$ _____
	(b)Deadhead	200	km	\$ _____/km	\$ _____
4	Additional Driver (upon written request or approval of DND) for distances over 300 km				
	(a)Loaded	0	km	\$ _____/km	\$ _____
	(b)Deadhead	0	km	\$ _____/km	\$ _____
5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>2A. YEAR 1 TOTAL (GST EXTRA)</b>					\$ _____

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**3. Location: The City of Lethbridge, AB**

**A. Year One - from date of Standing Offer to 30 September 2018**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a)Loaded	0	hour	\$ _____/hour	\$ _____
	(b)Deadhead	0	hour	\$ _____/hour	\$ _____
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a)Loaded	300	km	\$ _____/km	\$ _____
	(b)Deadhead	300	km	\$ _____/km	\$ _____
3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a)Loaded	400	km	\$ _____/km	\$ _____
	(b)Deadhead	400	km	\$ _____/km	\$ _____
4	Additional Driver (upon written request or approval of DND) for distances over 300 km				
	(a)Loaded	0	km	\$ _____/km	\$ _____
	(b)Deadhead	0	km	\$ _____/km	\$ _____
5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>3A. YEAR 1 TOTAL (GST EXTRA)</b>					\$ _____

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4. Location: The City of Medicine Hat, AB  
A. Year One - from date of Standing Offer to 30 September 2018

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km				
	(a)Loaded	0	hour	\$ _____/hour	\$ _____
	(b)Deadhead	0	hour	\$ _____/hour	\$ _____
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km				
	(a)Loaded	300	km	\$ _____/km	\$ _____
	(b)Deadhead	300	km	\$ _____/km	\$ _____
3	Firm Rates per Kilometer (one Operator) for distances over 300 km				
	(a)Loaded	400	km	\$ _____/km	\$ _____
	(b)Deadhead	400	km	\$ _____/km	\$ _____
4	Additional Driver (upon written request or approval of DND) for distances over 300 km				
	(a)Loaded	0	km	\$ _____/km	\$ _____
	(b)Deadhead	0	km	\$ _____/km	\$ _____
5	Waiting time after the first free waiting hour	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>4A. YEAR 1 TOTAL (GST EXTRA)</b>					\$ _____

Solicitation No. - N° de l'invitation  
W6704-17TN01/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
stn191

Client Ref. No. - N° de réf. du client  
W6704-17TN01

File No. - N° du dossier  
STN-7-40012

CCC No./N° CCC - FMS No./N° VME

**5. Location: The City of Calgary, AB**  
**A. Option Year 1 – 01 October 2018 to 30 September 2019**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km	300	hour	\$ _____/hour	\$ _____
	(a)Loaded	300	hour	\$ _____/hour	\$ _____
	(b)Deadhead				
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km			\$ _____/km	\$ _____
	(a) Loaded	250	km	\$ _____/km	\$ _____
	(b) Deadhead	250	km		
3	Firm Rates per Kilometer (one Operator) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	450	km	\$ _____/km	\$ _____
	(b) Deadhead	450	km		
4	Additional Driver (upon written request or approval of DND) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	450	km	\$ _____/km	\$ _____
	(b) Deadhead	450	km		
5	Waiting time after one (1) hour at no charge.	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>5A. OPTION YEAR 1 TOTAL (GST EXTRA)</b>					\$ _____

Solicitation No. - N° de l'invitation  
W6704-17TN01/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
stn191

Client Ref. No. - N° de réf. du client  
W6704-17TN01

File No. - N° du dossier  
STN-7-40012

CCC No./N° CCC - FMS No./N° VME

**6. Location: The City of Red Deer, AB**  
**A. Option Year 1 – 01 October 2018 to 30 September 2019)**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km	0	hour	\$ _____/hour	\$ _____
	(a)Loaded	0	hour	\$ _____/hour	\$ _____
	(b)Deadhead				
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km			\$ _____/km	\$ _____
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km		\$ _____
3	Firm Rates per Kilometer (one Operator) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km		\$ _____
4	Additional Driver (upon written request or approval of DND) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	0	km	\$ _____/km	\$ _____
	(b) Deadhead	0	km		\$ _____
5	Waiting time after one (1) hour at no charge.	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>6A. OPTION YEAR 1 TOTAL (GST EXTRA)</b>					\$ _____

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Client Ref. No. - N° de réf. du client  
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File No. - N° du dossier  
STN-7-40012

CCC No./N° CCC - FMS No./N° VME

**7. Location: The City of Lethbridge, AB**  
**A. Option Year 1 – 01 October 2018 to 30 September 2019**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km	0	hour	\$ _____/hour	\$ _____
	(a)Loaded	0	hour	\$ _____/hour	\$ _____
	(b)Deadhead				
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km			\$ _____/km	\$ _____
	(a) Loaded	300	km	\$ _____/km	\$ _____
	(b) Deadhead	300	km		\$ _____
3	Firm Rates per Kilometer (one Operator) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	400	km	\$ _____/km	\$ _____
	(b) Deadhead	400	km		\$ _____
4	Additional Driver (upon written request or approval of DND) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	0	km	\$ _____/km	\$ _____
	(b) Deadhead	0	km		\$ _____
5	Waiting time after one (1) hour at no charge.	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>7A. Option Year 1 (GST EXTRA)</b>					\$ _____

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
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Client Ref. No. - N° de réf. du client  
W6704-17TN01

File No. - N° du dossier  
STN-7-40012

CCC No./N° CCC - FMS No./N° VME

**8. Location: The City of Medicine Hat, AB**  
**A. Option Year 1 – 01 October 2018 to 30 September 2019**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km	0	hour	\$ _____/hour	\$ _____
	(a)Loaded	0	hour	\$ _____/hour	\$ _____
	(b)Deadhead				
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km			\$ _____/km	\$ _____
	(a) Loaded	300	km	\$ _____/km	\$ _____
	(b) Deadhead	300	km		
3	Firm Rates per Kilometer (one Operator) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	400	km	\$ _____/km	\$ _____
	(b) Deadhead	400	km		
4	Additional Driver (upon written request or approval of DND) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	0	km	\$ _____/km	\$ _____
	(b) Deadhead	0	km		
5	Waiting time after one (1) hour at no charge.	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>8A. Total for Option Year 1 (GST EXTRA)</b>					\$ _____

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CCC No./N° CCC - FMS No./N° VME

**9. Location: The City of Calgary, AB**  
**A. Option Year 2 – 01 October 2019 to 30 September 2020**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km			\$ _____/hour \$ _____/hour	\$ _____ \$ _____
	(a) Loaded	300	hour		_____
	(b) Deadhead	300	hour		
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	250	km		
	(b) Deadhead	250	km		
3	Firm Rates per Kilometer (one Operator) for distances over 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	450	km		
	(b) Deadhead	450	km		
4	Additional Driver (upon written request or approval of DND) for distances over 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	450	km		
	(b) Deadhead	450	km		
5	Waiting time after one (1) hour at no charge.	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>9A. Option Year 2 (GST EXTRA)</b>					\$ _____

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CCC No./N° CCC - FMS No./N° VME

**10. Location: The City of Red Deer, AB**  
**A. Option Year 2 – 01 October 2019 to 30 September 2020**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km			\$ _____/hour	\$ _____
	(a) Loaded	0	hour	\$ _____/hour	\$ _____
	(b) Deadhead	0	hour		_____
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km			\$ _____/km	\$ _____
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km		\$ _____
3	Firm Rates per Kilometer (one Operator) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	200	km	\$ _____/km	\$ _____
	(b) Deadhead	200	km		\$ _____
4	Additional Driver (upon written request or approval of DND) for distances over 300 km			\$ _____/km	\$ _____
	(a) Loaded	0	km	\$ _____/km	\$ _____
	(b) Deadhead	0	km		\$ _____
5	Waiting time after one (1) hour at no charge.	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>10A. Standing Offer Period - Option Year 2 (GST EXTRA)</b>					\$ _____

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CCC No./N° CCC - FMS No./N° VME

**11. Location: The City of Lethbridge, AB**  
**A. Option Year 2 – 01 October 2019 to 30 September 2020**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km			\$ _____/hour \$ _____/hour	\$ _____ \$ _____
	(a) Loaded	0	hour		_____
	(b) Deadhead	0	hour		
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	300	km		
	(b) Deadhead	300	km		
3	Firm Rates per Kilometer (one Operator) for distances over 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	400	km		
	(b) Deadhead	400	km		
4	Additional Driver (upon written request or approval of DND) for distances over 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	0	km		
	(b) Deadhead	0	km		
5	Waiting time after one (1) hour at no charge.	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>11A. Option Year 2 (GST EXTRA)</b>					\$ _____

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CCC No./N° CCC - FMS No./N° VME

**12. Location: The City of Medicine Hat, AB**  
**A. Option Year 2 – 01 October 2019 to 30 September 2020**

Item	Description	Usage (estimated)	Unit	Unit Price (Firm)	Total
1	Firm Hourly Rates (one Operator) for distances less than 50 km			\$ _____/hour \$ _____/hour	\$ _____ \$ _____
	(a) Loaded	0	hour		
	(b) Deadhead	0	hour		
2	Firm Rates per Kilometer (one Operator) for distances between 50 km- 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	300	km		
	(b) Deadhead	300	km		
3	Firm Rates per Kilometer (one Operator) for distances over 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	400	km		
	(b) Deadhead	400	km		
4	Additional Driver (upon written request or approval of DND) for distances over 300 km			\$ _____/km \$ _____/km	\$ _____ \$ _____
	(a) Loaded	0	km		
	(b) Deadhead	0	km		
5	Waiting time after one (1) hour at no charge.	3	hour	\$ _____/hour	\$ _____
6	Cancellation fee with less than three (3) hours notice.	1	cancellation	\$ _____/cancellation	\$ _____
<b>12A. Total for Option Year 2 (GST EXTRA)</b>					\$ _____

**Solicitation No. - N° de l'invitation**  
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**Amd. No. - N° de la modif.**

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**ANNEX "C"**  
**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)

## ANNEX "D" 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.

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**Client Ref. No. - N° de réf. du client**  
W6704-17TN01

**File No. - N° du dossier**  
STN-7-40012

**CCC No./N° CCC - FMS No./N° VME**

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### **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.
  - e. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
  - f. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
    - 8 to 12 Passengers: \$5,000,000
    - 13 or more Passengers: \$8,000,000

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**ANNEX "E"**  
**STANDING OFFER USAGE REPORT**

Return to: PWGSC  
Acquisitions Branch  
110 – 101 22<sup>nd</sup> Street East  
Saskatoon SK S7K 0E1  
Fax: (306) 975-5397  
Email: [WST-PA-CAL@pwgsc-tpsgc.gc.ca](mailto:WST-PA-CAL@pwgsc-tpsgc.gc.ca)

Quarterly Usage Report Schedule:

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

Supplier: \_\_\_\_\_  
Standing Offer No.: \_\_\_\_\_  
Department or Agency: Department of National Defence  
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:	

**NIL REPORT:** We have not done any business with the Federal Government this period: [ ]

**PREPARED BY:**

NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_