



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3  
Bid Fax: (403) 292-5786

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<b>Title - Sujet</b> Light Vehicle Rentals	
<b>Solicitation No. - N° de l'invitation</b> W0142-18X006/A	<b>Date</b> 2017-09-26
<b>Client Reference No. - N° de référence du client</b> W0142-18X006	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-137-6641
<b>File No. - N° de dossier</b> CAL-7-40021 (137)	<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 2017-11-07</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Loi, Ngan	<b>Buyer Id - Id de l'acheteur</b> cal137
<b>Telephone No. - N° de téléphone</b> (403)973-2796 ( )	<b>FAX No. - N° de FAX</b> (403)292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> BASE COMMANDER CANADIAN FORCES BASE SUFFIELD ATTENTION CMTT, BLDG 322 RALSTON, AB T0J 2N0	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend 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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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS.....	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	5
2.4 APPLICABLE LAWS.....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	8
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	8
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....</b>	<b>9</b>
6.1 SECURITY REQUIREMENTS .....	9
6.2 INSURANCE REQUIREMENTS .....	9
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
<b>A. STANDING OFFER.....</b>	<b>10</b>
7.1 OFFER.....	10
7.2 SECURITY REQUIREMENTS .....	10
7.3 STANDARD CLAUSES AND CONDITIONS.....	10
7.4 TERM OF STANDING OFFER .....	11
7.5 AUTHORITIES .....	11
7.6 IDENTIFIED USERS.....	12
7.7 CALL-UP PROCEDURES .....	12
7.8 CALL-UP INSTRUMENT .....	12
7.9 LIMITATION OF CALL-UPS .....	13
7.10 FINANCIAL LIMITATION - TOTAL .....	13
7.11 PRIORITY OF DOCUMENTS .....	13
7.12 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
7.13 APPLICABLE LAWS.....	14
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>14</b>
7.1 REQUIREMENT .....	14
7.2 STANDARD CLAUSES AND CONDITIONS.....	14
7.3 TERM OF CONTRACT .....	14

Solicitation No. - N° de l'invitation  
W0142-18X006/A  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40021

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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7.4	PAYMENT .....	14
7.5	INVOICING INSTRUCTIONS .....	15
7.6	INSURANCE REQUIREMENTS .....	15
7.7	SACC MANUAL CLAUSES .....	15
7.8	SHORT TERM LEASE.....	16
<b>ANNEX "A"</b>	.....	<b>17</b>
	REQUIREMENT .....	17
<b>ANNEX "B"</b>	.....	<b>21</b>
	BASIS OF PAYMENT .....	21
<b>ANNEX "C"</b>	.....	<b>28</b>
	SECURITY REQUIREMENTS CHECK LIST .....	28
<b>ANNEX "D" TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b>	.....	<b>29</b>
	ELECTRONIC PAYMENT INSTRUMENTS .....	29
<b>ANNEX "E"</b>	.....	<b>30</b>
	INSURANCE REQUIREMENTS .....	30
<b>ANNEX "F"</b>	.....	<b>32</b>
	STANDING OFFER USAGE REPORT .....	32

## **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 Requirement, Basis of Payment, Security Requirements Checklist, Electronic Payment Instruments, Insurance Requirement, and Standing Offer Usage Report.

### **1.2 Summary**

1.2.1 For the provision of all labour, transportation, materials, tools equipment and supervision necessary to provide rental and delivery/pickup of light passenger vehicles for the Department of National Defence (DND), including the British Army Training Unit (BATUS) at Canadian Forces Base (CFB) Suffield in Ralston, Alberta on an "as and when required" basis during the Standing Offer period.

The period of Standing Offer is from Date of Issuance to February 28, 2019 with two (2) additional one (1) year option periods.

The vehicles will be requested to be delivered to or picked up from any of the following locations:

- CFB Suffield, Ralston, AB
- Trails End Camp, Cochrane, AB
- Area Support Unit, (or 41 Service Battalion), Calgary, AB
- Patterson Armories, Medicine Hat, AB

1.2.2 "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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 1.4 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: 180 days

#### 2.1.1 SACC Manual Clauses

B4024T (2017-07-01), No Substitute Products  
M0019T (2007-05-25), Firm Price and/or Rates  
M1004T (2016-01-28), Condition of Material - Offer

### 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.

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### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 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.

### 2.4 Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

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

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

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

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

If Annex "D" 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**

Please see Annex "A" – Requirement

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1** The evaluated price will be established using the following calculation:

For each year, the unit price quoted for each line item will be multiplied by yearly estimated usages to obtain the extended price per line item.

The extended prices for each line item will be summed to arrive at the total price for each year (A, B, and C)

The total price for each year will be added (A+B+C).

*SACC Manual* Clause [M0222T](#) (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors

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

**4.2.1** 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.

**4.2.2** It is Canada's intention to issue up to three (3) standing offers.

In the event of three (3) Standing Offers being awarded, the lowest priced compliant Offeror will receive 50% of the work; the second lowest priced compliant Offeror will receive 30% of the work; and the third lowest priced Offeror will receive 20% of the work.

In the event of two (2) Standing Offers being awarded, the lowest priced compliant Offeror shall receive 60% of the work; the second lowest priced compliant Offeror will receive 40% of the work.

In the event of one (1) Standing Offer being awarded, the Offeror shall receive 100% of the work.

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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 Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 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 E.

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**

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

#### **7.2 Security Requirements**

**7.2.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and Security Guide (if applicable), attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

#### **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** (2017-06-21) 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 "F". 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 fifteen (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 against the Standing Offer is from Date of Issuance to February 28, 2019.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one-year option periods, from March 1, 2019 to February 28, 2020 and March 1, 2020 to February 28, 2021 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 thirty (30) 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:

Ngan Loi  
Procurement Officer  
Public Services and Procurement Canada  
Acquisitions Branch  
Directorate: Western Region  
1650, 635 8 Ave SW Calgary, AB T2P 3M3

Telephone: 403-973-2796  
Facsimile: 403-292-5786  
E-mail address: ngan.loi@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: **To be determined.**

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

## 7.5.3 Offeror's Representative

(To be completed by Offeror)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence.

## 7.7 Call-up Procedures

Proportional basis:

The call-up procedures require that call-ups be issued on a proportional basis such that the highest-ranked offeror receives the largest predetermined portion of the work; the second highest-ranked offeror receives the second largest predetermined portion of the work, etc. (for example, 50 percent to the highest-ranked offer, 30 percent to the next highest-ranked offer and 20 percent to the third highest-ranked offer). This call-up procedure will be followed, unless an Offeror did not perform satisfactorily on previous call-ups and a decision has been made not to call upon them again or if they are unable to respond within the specified response time or provide the requisite service, then another Offeror may be contacted to perform the work.

## 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### 7.9 Limitation of Call-ups

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

### 7.10 Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ **to be determined** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 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](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirement Check List;
- h) Annex E, Insurance Requirements;
- i) 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.

### 7.13 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.

## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Requirement

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

[2010A](#) (2016-04-04) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2016-04-04), General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Delivery Date

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

### 7.4 Payment

#### 7.4.1 Basis of Payment

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

#### **7.4.2 Limitation of Price**

C6000C (2017-08-17), Limitation of Price

#### **7.4.3 Single payment**

H1000C (2008-05-12), Single Payment

#### **7.4.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C2000C (2007-11-30), Taxes – Foreign-based Contractor

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

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

#### **7.5 Invoicing Instructions**

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

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

#### **7.6 Insurance Requirements**

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

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

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

#### **7.7 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations  
B7500C (2006-06-16), Excess Goods  
G6001C (2008-05-12), Vehicles - Long Term Lease

Solicitation No. - N° de l'invitation  
W0142-18X006/A  
Client Ref. No. - N° de réf. du client  
W0142-18X006

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40021

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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## **7.8 Short Term Lease**

For vehicles rented by federal government employees, while travelling on official government business, for a period of less than 31 days, the Contractor must insert as lessee, Canada, as presented by Department of National Defence.

**ANNEX "A"**  
**REQUIREMENT**

For the provision of all labour, transportation, materials, tools equipment and supervision necessary to provide rental and delivery/pickup of light passenger vehicles for the Department of National Defence (DND), including the British Army Training Unit (BATUS) at Canadian Forces Base (CFB) Suffield in Ralston, Alberta on an "as and when required" basis during the Standing Offer period.

The period of Standing Offer is from Date of Issuance to February 28, 2019 with two (2) additional one (1) year option periods.

The vehicles will be requested to be delivered to or picked up from any of the following locations:

- CFB Suffield, Ralston, AB
- Trails End Camp, Cochrane, AB
- Area Support Unit, (or 41 Service Battalion), Calgary, AB
- Patterson Armories, Medicine Hat, AB

Any 4x4 type vehicle or cargo vehicle rented may be used for towing purposes and may be driven on gravel roads and uneven terrain.

Vehicles will be driven throughout Alberta and may be driven throughout Western Canada.

**Basic Equipment**

Rental Vehicles must have the following basic equipment as indicated:

(X=must have)	Sedans/ Minivans	SUV (all types)	Pick-up Trucks (all types)	Passenger Vans (all types)	Panel Vans ½ - 1 ton
1. Automatic transmission	X	X	X	X	X
2. Power Steering	X	X	X	X	X
3. Cruise Control	X	X	X	X	X
4. Air Conditioning	X	X	X	X	X
5. AM/FM Stereo and CD or Cassette	X	X	X	X	X
6. Towing Capacity		X	X	X	
7. One Side and One Rear loading door					X

**Additional Equipment**

The identified user may periodically require snow tires, pick-up trucks with locking canopies and/or trailer towing. These requirements will be included in individual call-ups and must be itemized on the invoice as separate charges.

**Deliverables**

The deliverables included with the services requested will be to supply the items within 48 hours of receipt of call-up or as specified on the call-up.

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## Special Conditions

1. Rates are to include unlimited kilometers.
2. DND reserves the right, with 48 hours written notice to change the rental period requested on the call-up against the Standing Offer at any time during the rental period requested. The parties agree that there will be no entitlement to compensation as a result of this change and neither party will make any claim whatsoever against the other as a result of this change. In such cases, all work/rental accepted, delivered and unpaid in accordance with the change notice shall be paid in accordance with the pricing basis established in the Standing Offer in the following manner:

If the equipment hired is on a daily, weekly or monthly payment basis and is required for a lesser period than originally hired, the fee will revert to the combined payment schedule for that revised specified time frame by use of a combination of daily, weekly or monthly fees for the specified period.

The most economical rental rate(s) will be applied for each rental period, taking into account the per kilometer rates, if applicable. Example, for a 5 day rental, if a weekly rental rate is less expensive than 5 times the daily rate, then the weekly rate will be applied.

3. For rentals in excess of 1 month, the rental rates will be pro-rated based upon the monthly rate. For example, for a 45-day rental, the rate will be the monthly rate, divided by thirty days (the accepted number of days in a month), and multiplied by 45 days (the rental period).
4. It will be accepted that the term "week" will be equal to 7 calendar days. This term will be utilized when calculating rental rates.
5. It will be accepted that term "month" will be equal to 30 calendar days, with the exception of February, which will be 28 calendar days. This term will be utilized when calculating rental rates.
6. The minimum age limit for operators driving the rental vehicles is 18 years. As CFB Suffield hosts visiting personnel from many overseas nations, it is CFB Suffield's responsibility to ensure all operators have a driver's license issued from their home country that is equivalent to an Alberta Class 5 driver's license.
7. Some vehicles may be required to enter the United States of America for undisclosed periods of time. The offeror will acknowledge and permit these vehicles to cross this international border. CFB Suffield will make every effort to notify the offeror of any cases where international travel is anticipated on a case by case basis.
8. All vehicles must be supplied as per the Government Motor Vehicle Specifications (GMV) numbers listed herein and no more than 3 years old or 60,000 km maximum. For items 1, 2, and 3, vehicles are to be equipped with off-road type tires (winter and summer). All Season radials are acceptable if off-road tires are unavailable.
9. The offeror is responsible for the cost of fuel to deliver and to pick-up the vehicle to and from CFB Suffield or any other destination as determined at the time of call-up.
10. When the offeror is notified by DND that the vehicle is not required and is available for pick-up, the offeror will cease all charges on that date.
11. Fees or claims due to operator negligence (photo radar, illegal parking, etc.) will be submitted to the call-up authority on a separate invoice. Chargeables on this invoice will only include ticket fees and administration / processing fees. The invoice will include supporting documentation including a copy of the ticket, indicating dates and times of the infraction.

## 12. Insurance:

12.1 The Federal Government self-insures vehicles used in its operations. The Offeror's Comprehensive Damage Waiver (i.e. in the event of fire, theft, hail, civil tumult etc.), shall be made available for purchase on an optional basis for short-term rentals when non-Government personnel are passengers in rental vehicles or as deemed necessary by the call-up authority.

### 12.2 Department of National Defence

The management of risk for mobile support equipment (MSE) hired by the Department of National Defence (DND) and operated by DND personnel shall be governed by the general principle that the Government of Canada self-underwrites these risks to which it alone is exposed and over which it generally has control. Consequently, the preferred approach when hiring MSE is for DND to assume all responsibility for loss or damage to the hired MSE, when DND and/or its personnel is at fault or negligent, and to assume all responsibility for liability to third parties (i.e. bodily injury and property damage) and all sums which DND and/or its personnel become legally obligated to pay such damages.

### 12.3 MSE hired for remote areas

Non-deductible collision coverage may be required, regardless of the period of hire, if there are offsetting administrative advantages such as ease of claim settlement. Such exceptions to the policy require prior DND approval.

## 13. Delivery Instructions (If Requested)

13.1 The offeror will provide for the delivery of the rented vehicle to DND and will provide for its pick-up at time of expiry or termination of the call-up. The offeror is to deliver the vehicle, fully serviced with a full gasoline tank. Points of delivery are listed above and will be designated at time of call-up.

13.2 DND reserves the right to return within three (3) days any vehicle supplied against this contract which after being test driven is not in acceptable condition, without payment of any fee for the period covered. The offeror is to provide a replacement vehicle or correct any unsatisfactory conditions in the vehicle.

13.3 Services will be provided Delivery at Place (DAP) to the destination as indicated at the time of call-up.

#### 14. Maintenance of Equipment

14.1 The offeror will provide a form with a schedule of maintenance to be carried out during the rental period. The offeror will be responsible for the warranty servicing which covers supply of parts normally provided by manufacturer's warranty, together with the labour necessary to install such parts. Warranty service shall be made available at any authorized Canadian dealer for the make of vehicle rented. The offeror will be responsible for pick-up and return of the vehicle for warranty service.

14.2 The offeror will be responsible for vehicle maintenance, servicing, tire replacement and tire repair. Maintenance shall include labour, parts replacement, and the servicing of all portions of the vehicle, including changing the engine oil at intervals specified in the manufacturer's manual.

The offeror will replace tires, blown or worn out through normal driving and road hazard conditions. The offeror will be responsible for the repair of flats due to normal wear and tear.

DND shall not make or cause to have made any maintenance without the consent of the offeror. The cost of replacements which are made by the DND and the cost of vehicle maintenance and servicing carried out by the DND shall be credited to DND's account by the offeror upon receipt of a paid invoice covering such replacement or servicing. DND will be responsible for the return to the offeror, all vehicle parts replaced including damaged or worn tires.

15. The offeror is responsible for all normal wear and tear including nicked or lightly scratched, stone bruises and chips to paint. The offeror is responsible for worn upholstery, salt stained carpeting and cracks to windshields. The deciding factor as to whether or not the windshield shall be replaced by the lessor shall be that replacement is mandatory when the operator's vision is impaired.

16. The offeror may be requested to supply another licensed vehicle of the same type and size to replace a specific vehicle when a unit is taken out of service for repairs for a period greater than 24 hours. Down time will be considered when computing the rental charges and subtracted from the rental period if applicable.

17. In the event of a collision, DND will obtain a written estimate for the repairs and in consultation with the offeror, decide where the repairs are to be performed.

If the offeror decides to have the damage repaired at a place of his choice and the cost of said repairs is higher than the estimate obtained, DND will only pay the lesser amount.

If the offeror decides the collision damage is to be repaired at a place other than the place of DND's choosing, the offeror shall be responsible for all transport cost (i.e. towing charges) of said vehicle.

If the vehicle is disabled as a result of the collision, all rental rates will cease on said vehicle at the time of collision. The offeror must supply a replacement vehicle of equal or greater specifications within 24 hours. Delivery rates to one of the specified delivery points (as indicated in Annex A) will be honored. Upon delivery of the replacement vehicle, rental fees will resume at the rates specified for the original vehicle. Any towing fees associated with the disabled vehicle would be the responsibility of the offeror.

18. Each vehicle supplied must meet the provisions of the Motor Vehicle Safety Act of Canada and the regulations there under that are in force on the date of its manufacture.

19. Any conditions normally applied by the offeror and listed in the Offeror's rental agreement or acceptance form will not supersede the above listed conditions.

Solicitation No. - N° de l'invitation  
W0142-18X006/A  
Client Ref. No. - N° de réf. du client  
W0142-18X006

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40021

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "B"**

**BASIS OF PAYMENT**

GST is excluded from the prices herein.  
GST is to be added to the invoice as a separate item.

Pricing is to be inclusive of, but not limited to all fees, levies, taxes and licensing fees.

Estimated usages are for evaluation purposes only and will not form part of any resulting Standing Offer.

**Note:** Actual usages vary depending on the season and operational needs.

**The Offeror must offer all items listed at Annex B – Basis of Payment.**

**A. Standing Offer period from Date of Issuance to February 28, 2019**

Item	Vehicle Description	Yearly estimated usages	Unit price	Extended price
1.	<p><b>Pick-up truck- Crew Cab</b></p> <p>8 Cylinder, 4x4, equipped with a towing package  GMV spec. Q81</p> <p><i>(e.g. Chev/GMC 2500, Ford F250/350. Dodge 3500)</i></p>	<p>55 units at daily rate  55 units at weekly rate  55 units at monthly rate</p>	<p>\$ _____/day  \$ _____/week  \$ _____/month</p>	<p>\$ _____  \$ _____  \$ _____</p>
2.	<p><b>Personnel Carriers</b></p> <p>4x4, 5 passenger, 6 cylinder equipped with a towing package  GMV Spec. L01 or L21</p> <p><i>(e.g. Chev/GMC Traverse, GMC Terrain, Ford Explorer)</i></p>	<p>160 units at daily rate  90 units at weekly rate  40 units at monthly rate</p>	<p>\$ _____/day  \$ _____/week  \$ _____/month</p>	<p>\$ _____  \$ _____  \$ _____</p>
3.	<p><b>Utility truck</b></p> <p>4 x 4, 8 cylinder, auto-transmission, 5-7 passenger, GMV Spec L71</p> <p><i>(e.g. Chevrolet Tahoe, GMC Yukon, Dodge Durango, Ford Expedition)</i></p>	<p>90 units at daily rate  30 units at weekly rate  40 units at monthly rate</p>	<p>\$ _____/day  \$ _____/week  \$ _____/month</p>	<p>\$ _____  \$ _____  \$ _____</p>
4.	<p><b>Intermediate Sedan</b></p> <p><i>(e.g. Impala, Grand Prix, Fusion, Allure, Malibu)</i></p>	<p>10 units at daily rate  4 units at weekly rate  0 units at monthly rate</p>	<p>\$ _____/day  \$ _____/week  \$ _____/month</p>	<p>\$ _____  \$ _____  \$ _____</p>
5.	<p><b>Passenger Minivans</b></p> <p>7 or 8 passenger, auto transmission</p> <p><i>(e.g. Uplander, Montana, Caravan)</i></p>	<p>18 units at daily rate  18 units at weekly rate  8 units at monthly rate</p>	<p>\$ _____/day  \$ _____/week  \$ _____/month</p>	<p>\$ _____  \$ _____  \$ _____</p>
6.	<p><b>8-Passenger Vans</b></p> <p>4x2, 8 Cylinder, equipped with a towing package</p> <p><i>(e.g. GMC Savana, Chevrolet Express)</i></p>	<p>12 units at daily rate  12 units at weekly rate  9 units at monthly rate</p>	<p>\$ _____/day  \$ _____/week  \$ _____/month</p>	<p>\$ _____  \$ _____  \$ _____</p>

Solicitation No. - N° de l'invitation  
W0142-18X006/A  
Client Ref. No. - N° de réf. du client  
W0142-18X006

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40021

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

7.	<b>Truck Canopy (Locking)</b>	20 units at daily rate 14 units at weekly rate 18 units at monthly rate	\$ _____ /day \$ _____ /week \$ _____ /month	\$ _____ \$ _____ \$ _____
8.	<b>Delivery fee at beginning of lease, if requested by the Site Authority to:</b> (Price is for one-way trip)			
a)	CFB Suffield, Ralston, AB	175 deliveries	\$ _____ / delivery	\$ _____
b)	Trails End Camp, Cochrane (approximately 30 minutes west of Cochrane, AB)	10 deliveries	\$ _____ / delivery	\$ _____
c)	Area Support Unit (or 41 Service Battalion), Calgary, AB	20 deliveries	\$ _____ / delivery	\$ _____
d)	Patterson Armories, Medicine Hat, AB	4 deliveries	\$ _____ / delivery	\$ _____
9.	<b>Pickup fee at end of lease, if requested by the Site Authority from:</b> (Price is for one-way trip)			
a)	CFB Suffield, Ralston, AB	175 pickups	\$ _____ / pickup	\$ _____
b)	Trails End Camp, Cochrane (approximately 30 minutes west of Cochrane, AB)	10 pickups	\$ _____ / pickup	\$ _____
c)	Area Support Unit, (or 41 Service Battalion), Calgary, AB	20 pickups	\$ _____ / pickup	\$ _____
d)	Patterson Armories, Medicine Hat, AB	4 pickups	\$ _____ / pickup	\$ _____
10.	Miscellaneous Rental: Vehicles that are rented during the period of the Standing Offer, that are not otherwise listed, will be charged in accordance with the Suppliers' Rental Fleet Standard Rate for Inventory, less the applicable discount.		_____ % discount	
<b>TOTAL (A)</b>				\$ _____
Item 1+2+3+4+5+6+7+8a)+ 8b)+ 8c)+ 8d)+ 9a)+ 9b)+ 9c)+ 9d)				

**B. Option Year 1 period from March 1, 2019 to February 28, 2020**

Item	Vehicle Description	Yearly estimated usages	Unit price	Extended price
1.	<b>Pick-up truck- Crew Cab</b> 8 Cylinder, 4x4, equipped with a towing package GMV spec. Q81  <i>(e.g. Chev/GMC 2500, Ford F250/350. Dodge 3500)</i>	55 units at daily rate 55 units at weekly rate 55 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
2.	<b>Personnel Carriers</b> 4x4, 5 passenger, 6 cylinder equipped with a towing package  GMV Spec. L01 or L21  <i>(e.g. Chev/GMC Traverse, GMC Terrain, Ford Explorer)</i>	160 units at daily rate 90 units at weekly rate 40 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
3.	<b>Utility truck</b> 4 x 4, 8 cylinder, auto-transmission, 5-7 passenger, GMV Spec L71  <i>(e.g. Chevrolet Tahoe, GMC Yukon, Dodge Durango, Ford Expedition)</i>	90 units at daily rate 30 units at weekly rate 40 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
4.	<b>Intermediate Sedan</b>  <i>(e.g. Impala, Grand Prix, Fusion, Allure, Malibu)</i>	10 units at daily rate 4 units at weekly rate 0 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
5.	<b>Passenger Minivans</b> 7 or 8 passenger, auto transmission  <i>(e.g. Uplander, Montana, Caravan)</i>	18 units at daily rate 18 units at weekly rate 8 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
6.	<b>8-Passenger Vans</b> 4x2, 8 Cylinder, equipped with a towing package  <i>(e.g. GMC Savana, Chevrolet Express)</i>	12 units at daily rate 12 units at weekly rate 9 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____

7.	<b>Truck Canopy (Locking)</b>	20 units at daily rate 14 units at weekly rate 18 units at monthly rate	\$ _____ /day \$ _____ /week \$ _____ /month	\$ _____ \$ _____ \$ _____
<b>8. Delivery fee at beginning of lease, if requested by the Site Authority to: (Price is for one-way trip)</b>				
a)	CFB Suffield, Ralston, AB	175 deliveries	\$ _____ / delivery	\$ _____
b)	Trails End Camp, Cochrane (approximately 30 minutes west of Cochrane, AB)	10 deliveries	\$ _____ / delivery	\$ _____
c)	Area Support Unit (or 41 Service Battalion), Calgary, AB	20 deliveries	\$ _____ / delivery	\$ _____
d)	Patterson Armories, Medicine Hat, AB	4 deliveries	\$ _____ / delivery	\$ _____
<b>9. Pickup fee at end of lease, if requested by the Site Authority from: (Price is for one-way trip)</b>				
a)	CFB Suffield, Ralston, AB	175 pickups	\$ _____ / pickup	\$ _____
b)	Trails End Camp, Cochrane (approximately 30 minutes west of Cochrane, AB)	10 pickups	\$ _____ / pickup	\$ _____
c)	Area Support Unit, (or 41 Service Battalion), Calgary, AB	20 pickups	\$ _____ / pickup	\$ _____
d)	Patterson Armories, Medicine Hat, AB	4 pickups	\$ _____ / pickup	\$ _____
10.	Miscellaneous Rental: Vehicles that are rented during the period of the Standing Offer, that are not otherwise listed, will be charged in accordance with the Suppliers' Rental Fleet Standard Rate for Inventory, less the applicable discount.		_____ % discount	
<b>TOTAL (B)</b> Item 1+2+3+4+5+6+7+8a)+ 8b)+ 8c)+ 8d)+ 9a)+ 9b)+ 9c)+ 9d)				

**C. Option Year 2 period from March 1, 2020 to February 28, 2021**

Item	Vehicle Description	Yearly estimated usages	Unit price	Extended price
1.	<b>Pick-up truck- Crew Cab</b> 8 Cylinder, 4x4, equipped with a towing package GMV spec. Q81  <i>(e.g. Chev/GMC 2500, Ford F250/350. Dodge 3500)</i>	55 units at daily rate 55 units at weekly rate 55 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
2.	<b>Personnel Carriers</b> 4x4, 5 passenger, 6 cylinder equipped with a towing package  GMV Spec. L01 or L21  <i>(e.g. Chev/GMC Traverse, GMC Terrain, Ford Explorer)</i>	160 units at daily rate 90 units at weekly rate 40 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
3.	<b>Utility truck</b> 4 x 4, 8 cylinder, auto-transmission, 5-7 passenger, GMV Spec L71  <i>(e.g. Chevrolet Tahoe, GMC Yukon, Dodge Durango, Ford Expedition)</i>	90 units at daily rate 30 units at weekly rate 40 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
4.	<b>Intermediate Sedan</b>  <i>(e.g. Impala, Grand Prix, Fusion, Allure, Malibu)</i>	10 units at daily rate 4 units at weekly rate 0 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
5.	<b>Passenger Minivans</b> 7 or 8 passenger, auto transmission  <i>(e.g. Uplander, Montana, Caravan)</i>	18 units at daily rate 18 units at weekly rate 8 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____
6.	<b>8-Passenger Vans</b> 4x2, 8 Cylinder, equipped with a towing package  <i>(e.g. GMC Savana, Chevrolet Express)</i>	12 units at daily rate 12 units at weekly rate 9 units at monthly rate	\$ _____/day \$ _____/week \$ _____/month	\$ _____ \$ _____ \$ _____

7.	<b>Truck Canopy (Locking)</b>	20 units at daily rate 14 units at weekly rate 18 units at monthly rate	\$ _____ /day \$ _____ /week \$ _____ /month	\$ _____ \$ _____ \$ _____
8.	<b>Delivery fee at beginning of lease, if requested by the Site Authority to:</b> (Price is for one-way trip)			
a)	CFB Suffield, Ralston, AB	175 deliveries	\$ _____ / delivery	\$ _____
b)	Trails End Camp, Cochrane (approximately 30 minutes west of Cochrane, AB)	10 deliveries	\$ _____ / delivery	\$ _____
c)	Area Support Unit (or 41 Service Battalion), Calgary, AB	20 deliveries	\$ _____ / delivery	\$ _____
d)	Patterson Armories, Medicine Hat, AB	4 deliveries	\$ _____ / delivery	\$ _____
9.	<b>Pickup fee at end of lease, if requested by the Site Authority from:</b> (Price is for one-way trip)			
a)	CFB Suffield, Ralston, AB	175 pickups	\$ _____ / pickup	\$ _____
b)	Trails End Camp, Cochrane (approximately 30 minutes west of Cochrane, AB)	10 pickups	\$ _____ / pickup	\$ _____
c)	Area Support Unit, (or 41 Service Battalion), Calgary, AB	20 pickups	\$ _____ / pickup	\$ _____
d)	Patterson Armories, Medicine Hat, AB	4 pickups	\$ _____ / pickup	\$ _____
10.	Miscellaneous Rental: Vehicles that are rented during the period of the Standing Offer, that are not otherwise listed, will be charged in accordance with the Suppliers' Rental Fleet Standard Rate for Inventory, less the applicable discount.		_____ % discount	
<b>TOTAL (C)</b>				
Item 1+2+3+4+5+6+7+8a)+ 8b)+ 8c)+ 8d)+ 9a)+ 9b)+ 9c)+ 9d)				

Solicitation No. - N° de l'invitation  
W0142-18X006/A  
Client Ref. No. - N° de réf. du client  
W0142-18X006

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40021

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

*(Please see attached)*

Solicitation No. - N° de l'invitation  
W0142-18X006/A  
Client Ref. No. - N° de réf. du client  
W0142-18X006

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40021

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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**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)

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**ANNEX "E"**

**INSURANCE REQUIREMENTS**

**1. Commercial General Liability Insurance**

- 1.1 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.
- 1.2 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.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**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.

## **2. Automobile Liability Insurance**

2.1 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.

2.2 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.

Solicitation No. - N° de l'invitation  
W0142-18X006/A  
Client Ref. No. - N° de réf. du client  
W0142-18X006

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40021

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "F"**

**STANDING OFFER USAGE REPORT**

**Return to:**

Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: (403) 292-5786  
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

**Quarterly Usage Report Schedule:**

- ( ) 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.

SUPPLIER: \_\_\_\_\_  
STANDING OFFER NO: \_\_\_\_\_  
DEPARTMENT OR AGENCY: \_\_\_\_\_

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

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

**PREPARED BY:**

NAME: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

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



Government of Canada

Gouvernement du Canada

Rec'd  
MAY 09 2017  
CISO

Contract Number / Numéro du contrat  
W0142-18X006  
Security Classification / Classification de sécurité  
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND, CFB SUFFIELD		G4 Transport
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Light passenger vehicles are required to supplement the operational fleet on an as and when required basis. The rentals are intended to increase the fleet size at times of increased staffing and operational requirements. The successful contractor will be required to deliver and pick up vehicles at various locations to be determined at the time of rental. This SRCL is being submitted as the contractor may require unescorted access to a controlled Access Zone/Area.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		
		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		
		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		
		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat <b>W0142-18x006</b>
Security Classification / Classification de sécurité <b>Unclassified</b>

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux: This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscrained personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC							
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET		
											A	B	C					
Information / Assets / Renseignements / Biens / Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).