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## **PART 1 - GENERAL INFORMATION**

Public Works and Government Services Canada (PWGSC) intends to qualify suppliers for specialized trailer services through this Request for Supply Arrangement (RFSA). These services for example may include but are not limited to flatbed trailers, step deck trailers, and removable gooseneck trailers. The services will be provided in accordance to the statement of work (SOW) in Annex A. This RFSA excludes transportation brokers.

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

**The Annexes include Annex A – Statement of Work, Annex B – Basis of Payment, Annex C – Certifications, Annex D – Sample WSBL and Consolidated Statement for Department of National Defence, Annex E – Model Bid Solicitation Template.**

### **1.2 Summary**

A Supply Arrangement (SA) is a method of supply where the client, under the framework of the Arrangement, may solicit bids from a pool of pre-screened suppliers. A SA is not a contract and neither party is legally bound as a result of the signing of this document alone. The intent of the SA is to establish a framework to permit the expeditious processing of legally binding contracts for goods or services. SAs include a minimum set of terms and conditions which would apply to each contract and they are issued by Public Works and Government Services Canada (PWGSC).

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This Request for Supply Arrangement (RFSA) is an opportunity for any interested suppliers to submit an arrangement in order to become a qualified supplier and to be authorized to provide services on an "as and when requested" basis.

PWGSC intends to issue Supply Arrangements under E60LM-160029/B to provide specialized trailer services. These services may include flatbed trailers, step deck trailers, and removable gooseneck trailers etc. This RFSA excludes transportation brokers.

The estimated annual expenditure is approximately \$15,000,000.00 for E60LM-160029/B.

### **Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from the date of issuing the supply arrangement to October 25<sup>th</sup>, 2018.

Contracts awarded under the bid solicitation stage may extend past the SA expiry date or any extension thereof.

### **Options to extend the Supply Arrangement Period**

The responsive supplier(s) hereby grant(s) to Canada the irrevocable option to extend the terms of the SA for up to two (2) additional one (1) year periods, under the same terms and conditions. Canada may exercise this option at any time by written notice to the qualified supplier(s) at least 30 days prior to the SA expiry date or any extension thereof.

### **Trade Agreements**

This procurement is set aside from the North American Free Trade Agreement (NAFTA) under Annex 1001.1b-2 Services exclusion by major service category, V – Transportation, Travel and Relocation Services, World Trade Organization - Agreement on Government Procurement (WTO-AGP) under Appendix 1, annex 4 – Canada and Canadian Free Trade Agreement (CFTA) under 520.1.j.

## **1.3 Security Requirements**

The security requirement (if applicable) will only be known at the bid solicitation stage and will be identified by the Identified User.

At the bid solicitation stage, if a security requirement is needed, the Identified User will provide a Security Requirement Check List (SRCL) for the Suppliers to meet the security requirements specified. Suppliers wishing to be sponsored for security clearance through PWGSC, Canadian Industrial Security Directorate (CISD) must contact the Supply Arrangement Authority specified in this document.

For additional information on security requirements, suppliers should consult the "Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website and 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 Comprehensive Land Claims Agreement (CLCA)**

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

#### **1.5 Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2017-04-27) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete:	60 days
Insert:	90 days

#### **2.1.1 SACC Manual Clauses**

##### **2.1.1.1 Disclosure of Pricing**

The Supplier agrees to the disclosure of its Ceiling Unit Rates provided under the Supply Arrangement by Canada, and further agrees that it will have no right to claim against Canada, the client, their employees, agents or servants in relation to such disclosure.

##### **2.1.1.2 Procurement Business Number**

Suppliers are required to have a Procurement Business Number (PBN) before issuance of a Supply Arrangement. Suppliers can register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

##### **2.1.1.2 Rates - Services**

Suppliers must submit ceiling rates for any service items listed in Annex "B", Basis of Payment

### **2.2 Submission of Arrangements**

Arrangements must be submitted only to PWGSC Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

## 2.3 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than fifteen (15) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

## 2.4 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 2.5 Office of Small and Medium Enterprises (OSME)

PWGSC has established the Office of Small and Medium Enterprises (OSME) to assist suppliers in accessing and competing for opportunities in the Federal Marketplace. Its services include the Business Access Canada site found at: <https://www.achatsetventes-buyandsell.gc.ca>

For specific questions or concerns about this Supply Arrangement, please contact the Supply Arrangement Authority.

## 2.6 Sustainable Development

It is the policy of the Canadian Government to carry out its mandate in a manner consistent with the principles of sustainable development and to promote sustainable development opportunities and obligations with respect to economic growth, social well-being, and a healthy environment thereby enhancing services to Canadians.

The Supplier is encouraged to support sustainable development by:

- 1) Contributing to environmental objectives, such as:
  - \* Reducing greenhouse gas emissions and air contaminants;
  - \* Improving energy and water efficiency;
  - \* Reducing ozone depleting substances;
  - \* Reducing waste and supporting reuse and recycling;
  - \* Reducing hazardous waste; and
  - \* Reducing toxic and hazardous chemicals and substances.
- 2) Resulting in more environmentally responsible planning, acquisition, use and disposal practices in the Federal Government.

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E60LM-160029/B

Client Ref. No. - N° de réf. du client

E60LM-160029

Amd. No. - N° de la modif.

File No. - N° du dossier

Im005.E60LM-160029

Buyer ID - Id de l'acheteur

Im005

CCC No./N° CCC - FMS No./N° VME

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The Supplier is requested to provide details of its practices for sustainable development. These details will not be evaluated.

## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (one (1) hard copy)

Section II: Financial Arrangement (one (1) hard copy)

Section III: Certifications (One (1) hard copy)

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

- (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 Supply Arrangements.

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, Suppliers 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 Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Bidders Must Complete the following under Part 4

- 4.1.1.1 Mandatory Criteria:
  - 4.1.1.1 a) Supplier Profile
  - 4.1.1.1 b) Supplier Experience (Table)
  - 4.1.1.1 c) Trailer Information (Table)

#### **Section II: Financial Arrangement**

Suppliers must submit the financial arrangement in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately Bidders Must Complete the following under Part 4

- 4.1.2 Financial Evaluation
  - 4.1.2.1 Mandatory Financial Criteria - Annex B, Basis of Payment

#### **Section III: Certifications**

Suppliers must submit the certifications and additional information required under Part 5.  
Refer to section 5.2 in Part 5 and Annex C.

### **3.2 Payment by Credit Card**

Canada requests that the Offeror complete one of the following:

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E60LM-160029/B  
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E60LM-160029

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Im005.E60LM-160029

Buyer ID - Id de l'acheteur  
Im005  
CCC No./N° CCC - FMS No./N° VME

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(a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

(b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

### 4.2 Technical Evaluation

Compliance with the following Technical Mandatory Criteria will be taken into consideration in each arrangement. Arrangements failing to meet all the Mandatory Criteria will be considered non-responsive. Only arrangements which meet all the Mandatory Criteria will be further evaluated.

#### 4.2.1 Mandatory Technical Criteria

##### 4.2.1 (a) Supplier's Profile:

Note: This RFSA does not accept brokers

Based on company structure, the Supplier must provide the following:

<b>Please insert company information as requested below:</b> Full Legal Company Name:	
Full address:	
Supplier Representative:	
Email Address of Contact:	
Telephone Number:	

#### Joint Venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an arrangement together on a requirement. Suppliers who submit an arrangement as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- (a) the name of each member of the joint venture;
- (b) the Procurement Business Number of each member of the joint venture;
- (c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- (d) the name of the joint venture, if applicable.

If the information is not clearly provided in the arrangement, the Supplier must provide the

information on request from the Supply Arrangement Authority.

The arrangement must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Supply Arrangement Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFSA and any resulting supply arrangement.

**4.2.1.(b) Supplier Experience:**

In order to be considered for this supply arrangement the supplier must have completed in the past two (2) years at least three (3) shipments relevant to the provision of specialized trailer services which may include flatbed trailers, step deck trailers, and removable gooseneck trailers etc. The supplier must provide the date of service, a description of the service provided and references on the following table herein. The offeror may additional sheets as required.

PWGSC reserves the right to verify the work experience of the offeror by contacting the provided references.

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Client Ref. No. - N° de réf. du client  
E60LM-160029

Amd. No. - N° de la modif.  
Im005  
File No. - N° du dossier  
Im005.E60LM-160029

Buyer ID - Id de l'acheteur  
Im005  
CCC No./N° CCC - FMS No./N° VME

**Supplier Experience (please complete the following table)**

	Shipment 1	Shipment 2	Shipment 3
<b>A: Date of Service</b> (must be in the last two years)			
<b>B: Description of service provided</b> (ie What was shipped, Specialized Trailer Used...)			
<b>C: Client Reference</b> (Name of Client, Contact Name, Contact Phone Number)			

**4.2.1 (c) Trailer Information:**

In order to qualify for this supply arrangement, the offeror must provide of a minimum of three (3) specialized trailer types owned by the company. For each trailer the offeror must provide the Maximum Dimension of Freight (Length x Width x Height), the maximum weight in pounds and/or in kilogram as well as the Trailer's Vehicle Identification Number (VIN).

Trailer Type (ie RGN, Flatbed, Stepdeck)	Maximum Weight (lbs/Kg)	Trailer VIN Number
1.		
2.		
3.		

**4.3 Other Information**

4.3.1 (a) to 4.2.3 (c) inclusive are not mandatory however we would ask that you complete these sections with your submission)

**4.3.1 (a) Service Areas**

**Please indicate your open deck coverage services (Canada and/or the United States). As well if you are able to provide inbound and/or outbound deliveries to the respective country.**

**Please check all applicable boxes**

Within Canada	<input type="checkbox"/> Yes
Inbound to Canada	<input type="checkbox"/> Yes
Outbound from Canada	<input type="checkbox"/> Yes
Within USA	<input type="checkbox"/> Yes
Inbound to USA	<input type="checkbox"/> Yes
Outbound from USA	<input type="checkbox"/> Yes

**4.3.1 (b) Services Provided**

Confirmation as to whether the company provide the following services with regards to open deck transportation:

If responding yes **offerors are required to supply copies of applicable permits.** The permits will be required prior to issuance of a Supply Arrangement. If responding yes please identify if you provide the service in Canada and/or United States.

<p>a) Movement of explosives</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>b) Movement of Restricted Weapons</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>c) Movement of Dangerous Goods</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>d) Movement of Classified Material</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>e) Movement Under signature service ie that the shipment is under strict control for movement</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>f) Over Dimensional Loads</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>

<p>g) Less than Truck Load (LTL)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>h) Full Truck Load (FTL)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>i) Movement of COMSEC Materiel</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>j) Movement of Classified Materiel</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>k) PPS Protective Security Service</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>l) DDP – Dual Driver Protective Service</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>
<p>m) SNS – Satellite Monitoring</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Canada <input type="checkbox"/> US</p>	<p><input type="checkbox"/> No</p>

n) DCS – Trailer Tracking	<input type="checkbox"/> Yes <input type="checkbox"/> Canada <input type="checkbox"/> US	<input type="checkbox"/> No
o) CIS – Constant Surveillance	<input type="checkbox"/> Yes <input type="checkbox"/> Canada <input type="checkbox"/> US	<input type="checkbox"/> No

**4.3.1 (c) Indicate whether offeror is a participant in the following programs:**

FAST (Free and Secure Trade)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C-TPAT (Customs Trade Partnership Against Terrorism)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**4.4 Financial Evaluation**

Suppliers declared responsive in the Technical Evaluation will be evaluated further based on rates submitted in Annex "B" - Basis of Payment.

The Basis of Payment (bid price) is to include the furnishings of all labour, materials, equipment, permit fees, and incidental costs, necessary or proper for the completion of the work, except as may be otherwise expressly provided in the Request for Supply Arrangement. All costs for fuel surcharge, overhead, profit, financing, general requirements, contingencies, etc. are to be included in the Supply Arrangement amounts.

"Extras" will not be allowed. It is the responsibility of the Supplier to take into account traffic, weather and other common mitigating factors.

#### 4.4.1 Mandatory Financial Criteria

The Supplier must complete in each grey cell of Annex "B", Basis of Payment, ceiling unit rates, for all three years (initial period 1), first option period and second option period) in the format as specified, in Canadian dollars, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded from the Ceiling Unit Rates, if applicable. If any of the requested information is left without a rate it will be deemed that the offeror does not provide the service and therefore will not be able to quote should those services be required.

#### 4.2 Ceiling rates

The ceiling rates listed under Annex "B"- Basis of Payment, represent the maximum rates that the qualified supplier will be allowed to propose for any bid solicitation under the SA. Qualified suppliers may submit firm rates lower than their ceiling rates during the bid solicitation stage.

Ceiling rates listed under A- Ceiling rate excludes all ancillary charges as identified under B- Ancillary Changes.

#### 4.5 Basis of Selection

**4.5.1** An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all Mandatory Technical Evaluation Criteria and Mandatory Financial Evaluation Criteria to be declared responsive.

All responsive suppliers will be issued a Supply Arrangement (SA) and will become a qualified supplier under the Supply Arrangement.

The ceiling unit rates listed under the SA represent the maximum ceiling unit rates that the qualified supplier will be allowed to propose for any bid solicitation under the Supply Arrangement. Qualified suppliers may submit unit rates lower than their Ceiling Unit Rates during the bid solicitation stage.

#### 4.5.2 Financial Viability

1) Financial Viability Requirement: The Supplier must be financially viable to enter into this Supply Arrangement. To determine the Supplier's financial viability, the Supply Arrangement Authority may, by written notice to the Supplier, require the submission of some or all of the financial information detailed below during the evaluation of arrangements. The Supplier must provide the following information to the Supply Arrangement Authority within fifteen (15) working days of the request or as specified by the Supply Arrangement Authority in the notice:

- (a) Audited financial statements, if available, or the unaudited financial statements (prepared by the Supplier's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Supplier's last three fiscal years, or for the years that the Supplier has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
- (b) If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Supply Arrangement Authority, the Supplier

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must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Supply Arrangement Authority requests this information.

- (c) If the Supplier has not been in business for at least one full fiscal year, the following must be provided:
- (i) the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
  - (ii) the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Supply Arrangement Authority requests this information.
- (d) A certification from the Chief Financial Officer or an authorized signing officer of the Supplier that the financial information provided is complete and accurate.
- 2) If the Supplier is a joint venture, the financial information required by the Supply Arrangement Authority must be provided by each member of the joint venture.
- 3) If the Supplier is a subsidiary of another company, then any financial information in 4. 1) (a) to (d) above required by the Supply Arrangement Authority must be provided by the ultimate parent company.
- 4) Financial Information Already Provided to Public Works and Government Services Canada (PWGSC): The Supplier is not required to resubmit any financial information requested by the Supply Arrangement Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
- (a) the Supplier identifies to the Supply Arrangement Authority in writing the specific information that is on file and the requirement for which this information was provided; and
  - (b) the Supplier authorizes the use of the information for this requirement.
- It is the Supplier's responsibility to confirm with the Supply Arrangement Authority that this information is still on file with PWGSC.
- 5) Other Information: Canada reserves the right to request from the Supplier any other information that Canada requires to conduct a complete financial capability assessment of the Supplier. The Supplier also understands that a complete financial capability review of the Supplier may also be conducted at the time individual bid solicitations are issued under the supply arrangement.
- 6) Confidentiality: If the Supplier provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

### **5.1 Certifications Required with the Arrangement**

Suppliers must submit the following duly completed certifications as part of their arrangement.

### **5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information**

The certifications in Annex "C" should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the certifications within the time frame provided will render the arrangement non-responsive.

#### **5.2.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.2.2 Procurement Business Number**

Suppliers are required to have a Procurement Business Number (PBN) before issuance of a Supply Arrangement. Suppliers can register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **6.1 Arrangement**

The Supply Arrangement covers the Work described in the Statement of Work in Annex A.

#### **6.2 Security Requirements**

There is no security requirement applicable to this Supply Arrangement. Security requirements will be addressed in the bid solicitation stage, if necessary.

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

2020 2016-04-04 General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

#### **6.4 Term of Supply Arrangement**

##### **6.4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from the date of issuing the supply arrangement to October 25<sup>th</sup>, 2018.

Contracts awarded under the bid solicitation stage may extend past the supply arrangement expiry date or any extension thereof.

##### **6.4.2 Options to extend the Supply Arrangement Period**

The responsive supplier hereby grants to Canada the irrevocable option to extend the terms of the Supply Arrangement for up to two (2) additional one (1) year periods, under the same terms and conditions. Canada may exercise this option at any time by written notice to the qualified supplier at least 30 days prior to the SA expiry date or any extension thereof.

##### **6.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

## 6.5 Authorities

### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Robert Gorman  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Traffic Management Directorate  
Address: 11, rue Laurier , Portage III, 7B3-3  
Gatineau, QC, K1A 0S5  
Telephone: (819) 420-0731  
Facsimile: (819) 956-4944  
E-mail address: robert.gorman@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### 6.5.2 Offeror's Contacts

The Offeror must provide names of contact authorized to receive requests from Identified Users on its behalf for the following services:

- General information request,
- Delivery follow-up.
- submitting quarterly reports
- Invoicing/Accounts Payable

During the Supply Arrangement period, if any of the Offeror's contacts changes, the Offeror must inform the Supply Arrangement Authority in writing within ten (10) working days.

Names and contact information are as follows:

#### General Information Request

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Facsimile number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### Delivery/Pick-up Contact

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Facsimile number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### Submitting Quarterly Report

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Facsimile number: \_\_\_\_\_

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E-mail: \_\_\_\_\_

**Invoicing/Accounts Payable**

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Facsimile number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**6.6 Identified Users (Shippers)**

The Identified Users (Shippers) authorized to make call-ups against the Standing Offer include any Federal Government Department, Agency or Crown Corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S.C. 1985, c. F-11.

**6.7 On-going Opportunity for Qualification**

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

**6.8 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 articles of the Supply Arrangement;
- (b) the general conditions 2020 (2017-07-01), General Conditions - Supply Arrangement – Goods or Services
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “C”, Certifications;
- (f) Annex “E”, Model Bid Solicitation Form and Resulting Contract Clauses;
- (g) the Supplier's arrangement dated \_\_\_\_\_
- (h) Annex “D”, Sample Consolidated Statement and WSBL for DND

**6.9 Certifications and Additional Information**

**6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

## 6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. *(Insert the name of the province or territory as specified by the Supplier in the arrangement, if applicable).*

## 6.11 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 6.12 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

The data must be submitted on a quarterly basis to the Supply Arrangement 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 Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

Please use the following example as a template for the quarterly reporting:

Identified User/Shipper	Origin of shipment	Destination of Shipment	Total Weight Shipped	Total Cost (excluding taxes)	# of truck Loads
Public Works	Gatineau, QC (J8X 4A6)	Winnipeg, MB (R3H 1H5)	9,000 Lb	2300	2
	NCR (K1A 0H8)	St. Hubert QC (J3Y 8Y9)	4,200 lb	850	1
	Fredricton NB (E3B 6Z3)	Gatineau QC (J8X 4A6)	15,000 Lb	4800	3
<b>Subtotal</b>			<b>28,200 LB</b>	<b>7950</b>	<b>6</b>
Department of Justice	Edmonton, AB (T5A 0A1)	Charlottetown, PEI (C1A 1B6)	7100	5200	2
<b>Subtotal</b>			<b>7100</b>	<b>5200</b>	<b>2</b>

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## **B. BID SOLICITATION**

### **6.1 Bid Solicitation Documents**

Canada will use the bid solicitation templates 2T-MED1 for medium complexity requirements, available in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/ach-eng.jsp>) based on the estimated dollar value and complexity of the requirement.

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) web site.

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (if applicable);
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements; or The 2004 Standard Instructions - Goods or Services – Non-Competitive Requirements
- (c) a complete description of the Work to be performed;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) conditions of the resulting contract.

### **6.2 Bid Solicitation Process**

**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2** The bid solicitation will be sent directly to Suppliers. The bid solicitation prepared by the Identified User will not be published on the Government Electronic Tendering System (GETS).

**6.2.3** The Identified User will be responsible for the bid solicitation process and the award of the contract.

- It is mandatory that a bid solicitation of \$25,000 or over be solicited from all qualified suppliers on the SA.
- It is strongly recommended that a bid solicitation under \$25,000 be solicited from all qualified suppliers on the SA.

**6.2.4** Contracts awarded under the bid solicitation may extend past the SA expiry date or any extension thereof.

**6.2.5** Individual contracts issued against the SA shall not exceed \$400,000.00 including amendments and GST/HST.

**6.2.6** Attached Annex "E", Model Bid Solicitation Template and Resulting Contract Clauses must be used in the preparation of the bid solicitation/contract by the Identified User.

## C. RESULTING CONTRACT CLAUSES

### 6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation in Annex "E".

For any contract to be awarded General Conditions 2010C (2016-04-04) apply.

The above templates are set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) issued by Public Works and Government Services Canada

### 6.2 DND Specific Invoicing instructions

Normally, invoices are processed through DND Verification and Payment Office. Invoicing address will be provided in Block 9 of the WSBL when invoice process will not be through the verification and payment cell.

The WSBL number must be annotated on all carrier invoices/statements.

The format of a typical WSBL number is as follows:

Example: 1B 07 12345  
1B: the Transport Agent (TA) code;  
07: the year; and  
12345: the sequence number.

The documentation required to process a payment is a consolidated statement. The consolidated statement is to be submitted electronically via e-mail to: [verificationandpayment@forces.gc.ca](mailto:verificationandpayment@forces.gc.ca).

Statements can also be mailed, however the preferred method is via e-mail.

Mailing address for statement is as follows:

National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

ATTN: CMSG/J4 TN  
Verification and Payment

Questions related to the payment procedures can be directed to the verification and payment section at [verificationandpayment@forces.gc.ca](mailto:verificationandpayment@forces.gc.ca)

A sample Consolidated Statement and WSBL have been provided in Annex "D" for reference.

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Requirement**

The Government of Canada on behalf of its Departments, Agencies and Crown Corporations, as listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S.C. 1985, c. F-11, hereinafter referred to as the Identified User (Shipper), is seeking contractors for the provision of Specialized Trailer Services. This requirement may include flatbed trailers, step deck trailers, and removable gooseneck trailers etc owned by the company on an "as and when requested basis". Origin and Destination of Freight will be located across Canada and throughout the United States including locations within Comprehensive Land Claims Settlement Areas.

#### **Responsibility of the contractor**

1. The contractor must submit rates in Canadian dollars
2. The contractor must supply drivers and vehicles for the delivery of freight to and from destinations as defined at the bid solicitation stage.
3. The contractor must supply all necessary equipment required to protect freight from damage as indicated in the bid solicitation documents. This may include but is not limited to roll tight systems, stretch wrap, tarping.
4. The contractor must supply all necessary material to ensure the freight is secure for transport. This may include but is not limited to strapping and/or chains.
5. The contractor must hold and maintain valid insurance coverage for both their equipment and the cargo that is being moved. The proof of insurance must be provided to the identified user should it be requested at any time during the bid solicitation phase and/or throughout the duration of the contract.
6. The contractor must hold and maintain valid federal, provincial, territorial and/or state permits, licencing and any other documentation to legally perform the work described in the bid solicitation.
7. The contractor must ensure that all necessary permits and special arrangements are obtained to complete the contract. This may include but not limited to pace cars (escort), oversized load permits, oversized weight permits, transportation of explosives, and transportation of restricted weapons. All permits required to carry out the contract must be available for inspection by the identified user.
8. Upon request by the identified user (Shipper), the contractor may be requested to:
  - o coordinate and confirm pick up timing with the identified user prior to dispatching transport;
  - o provide GPS tracking ability as required by the identified user;
  - o coordinate and confirm delivery timing prior to arrival at destination;
  - o ensure the most direct route from origin to destination is taken;

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- obtain authorization from the identified user (Shipper) in order to pick up or drop-off other shipments en route to final destination unless specified otherwise;
  - ensure that drivers do not leave the freight unattended at any time;
  - provide multiple drivers;
  - carry a valid company personal identification that must be produced as required by the client;
  - meet all security requirements;
  - obtain legible signatures for pickups and deliveries by the driver;
  - notify the Shipper immediately of any problems with drivers and/or vehicles or any other issue in relation to the services requested.
9. Upon request, the contractor may be requested to provide services with the following proof of training, certificates, and/or permits):
- PSS: Protective Security Services
  - DDP: Dual Driver Protective Service
  - SNS: Satellite Monitoring
  - DCS: Trailer Tracking
  - CIS: Constant Surveillance
  - Drivers Dangerous Goods Certification
10. The Offeror shall be responsible for the safety of persons while in departmental premises and shall be responsible for the security of departmental property while in its possession.
11. The contractor will not use any freight brokerage services to complete contracts awarded within this supply arrangement.
12. The contractor may use sub-contractor(s) provided they seek approval from the identified user prior to the submission of their quotation. Multi-level sub-contracting is not permitted.
13. The contractor is responsible to verify the weight and dimensions.
14. If the offeror provides cross border services they must have and maintain the following:
- CCTC (Canada Customs Transport Code)
  - US SCAC (Standard Carrier Alpha Code)
15. The contractor is responsible for gas, oil, insurance, parking charges and all other costs related to this service.
16. The contractor must be responsible for any costs incurred by Canada for delivery made by a 3rd party.
17. There may be requirements in which an employee(s) of the identified user will escort the shipment. This will defined at the bid solicitation stage.
18. All fines and or penalties incurred by the contractor are the complete responsibility of the contractor. Costs associated with any fines and or penalties will not be transferred to the identified users. Examples of such fines and or penalties may include but are not limited to the list below:
- Traffic infractions
  - Weigh scale violations

- Transport inspections

19. The supplier must provide proof of authorization for any additional charges not included in the original contract. This includes all ancillary charges not originally included in the original contract.

### Vehicle Requirements

20. Trailers used may include but are not limited to the following:
- Removable Gooseneck
  - Double dropdeck
  - Flatbed
  - Step deck
  - Lowboy
21. Vehicles may be required to have the necessary equipment for loading and unloading of freight as defined in the bid solicitation. This may include but is not limited to forklifts, boom trucks, tailgates, and ramps.
22. Air Ride Truck may be required as indicated in the bid solicitation documents
23. Trailer requirements are determined by the dimensions and weight of the freight. Supplier is responsible to provide a trailer that meets or exceeds the requirement to ensure safe transportation of freight.
24. The contractor is entirely responsible for and must have the appropriate means and ability to load and unload the shipment.
25. The contractor may be required to provide trailer(s) capable of allowing freight to be driven on and/or off for loading and unloading.
26. The Crown reserves the right to inspect and/or reject the Contractors' equipment if found to be neglected or in poor working condition (i.e. bald tires, in need of repair, leaky hydraulics etc.)
27. If the Contractor is subleasing a piece of equipment, the Contractor must first notify the Project Authority.

### Freight

28. Freight is defined as any material requiring the use of an open deck trailer. These materials may include but is not limited to the following:
- Military Vehicles (tanks, trucks)
  - Passenger vehicles
  - Helicopters
  - Airplanes
  - Sea Vessels
  - Farm and/or Construction Equipment (ie tractors, plows)
  - Large items such as vehicle parts, engines, propellers, generators, trailers.

The dimensions and weight of freight will be provided by the identified user at the bid solicitation stage.

29. Upon request by the identified user (Shipper), the contractor may be requested to transport oversized loads as defined by the dimensions provided by the Shipper.
30. As defined at the solicitation stage, loading and unloading of freight by the contractor may or may not be allowed by the shipper.
31. The contractor may also be required to transport the following (required permit and/or certifications will be requested prior to issuance of a Supply Arrangement and at the bid solicitation stage):
  - Movement of Explosive
  - Movement of Restricted Weapons
  - Movement of Dangerous Goods
  - Movement of Classified Material
  - Movement Under signature service
  - Over Dimensional loads
32. The contractor may be required to transport weapons in Canada and United-States. In order for the contractor to carry weapons they must be licensed to carry weapons, be part of the Canadian firearms programs and their company must be listed on the RCMP list of licensed carrier's website. In addition, offerors may be required to provide signature service and proof of delivery.

### **Customs Services**

33. Government Departments, excluding DND, may require customs services. The carrier is responsible to communicate with the consignee to determine how and by whom customs services are to be provided.

### **Cutoms Services Specific to DND**

31. Customs services are not required for shipments inbound to Canada, nor for shipments outbound to the Department of National Defence (DND) Contractors, DND Facilities, and DND operational destinations. Should DND request door-to-door service including customs clearance; costs shall not include duties or taxes for which Canada is exempt.

The Department of National Defence (DND) will act as the importer of record for shipments inbound to Canada and will self-clear inbound shipments with Canada Border Services Agency (CBSA). The carrier will be held responsible to coordinate all carrier related customs submissions with national customs agencies.

Outbound shipments consigned to DND Contractors, DND Facilities and DND operational destination do not require customs services; however, the inbound customs services into the United States will be coordinated by DND Customs directly with United States Customs and Border Protection. The carrier is responsible for all carrier related notifications with national customs agencies.

The carrier will be responsible to provide DND with advance arrival notification between the hours or 07:00 and 15:00 EST (Monday to Friday). Notifications shall include the carrier's carrier manifest with carrier code and a copy of supporting documents for the shipment. Notifications will be provided to Canadian Materiel Support Group (CMSG) – J4 Distribution – CUSTOMS (DND

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Customs). E-mail: [DCBSCustoms@forces.gc.ca](mailto:DCBSCustoms@forces.gc.ca) ; Phone: 855-210-5149 ; Facsimile: 800-306-1811.

### Other Requirements

32. Upon request, the contractor may be required to ship COMSEC and classified material. This will require the contractor to provide the following:
- Continuous chain of accountability and custody for the material while in transit;
  - The carrier will be required to provide door-to-door service and guarantee delivery within a reasonable number of days based on the distance to be travelled;
  - Provide a means of tracking individual packages within its system (i.e. manual or electronic). Should a package become lost, the tracking system must be able to provide information regarding the last know location within 24 hours from being notified of the lost package;
  - Carrier must guarantee the integrity of the vehicle's contents at all times;
  - Guarantees the integrity of package contents, including protection against tampering and theft. Should it become necessary for the carrier to make a prolonged stop at a carrier terminal (i.e. during overnight stopovers the shipment of COMSEC package(s) will be stored in-transit in a securely locked facility (security cage) that is accessible solely to authorized carrier personnel);
  - The carrier must have the ability to provide manual or electronic signatures, whenever a shipment changes hands within the carrier company; and
  - The carrier must be able to provide date-timed signatures upon pickup and delivery.
33. Upon request, the Identified User may conduct a credit check and/or security checks of the company and its Principals.

### Future Requirements

In the future it is our intent to use the TMS (Transportation Management System spot bidding tool) to execute bid solicitations. Contractors will be required to work with the TMS system and set-up their account in order to receive opportunities and to respond to tender invitations.

**ANNEX "B"**

**BASIS OF PAYMENT**

The Supplier must complete the table below, ceiling unit rates for all three years (initial period 1), first option period and second option period) in the format as specified, in canadian dollars, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded from the Ceiling Unit Rates, if applicable.

The ceiling rates listed under Annex "B"- Basis of Payment, represent the maximum rates that the qualified supplier will be allowed to propose for any bid solicitation under the SA.

Qualified suppliers may submit firm rates lower than their ceiling rates during the bid solicitation stage.

Ceiling rates under A- Ceiling rate exclude all ancillary charges as identified under B- Ancillary Changes.

<b>A: Ceiling Rate</b>			
	Initial Period	1 <sup>st</sup> Option Year	2 <sup>nd</sup> Option Year
<b>Regular Shipment</b> Maximum price for a shipment with standard dimensions and maximum weight that the offerors trailer is legally capable of carrying.	/KM (single driver)	/KM (single driver)	/KM (single driver)
	/Km (Team)	/Km (Team)	/Km (Team)
<b>Oversized Shipment</b> Maximum price for a shipment with a maximum oversized load and maximum weight that the offerors trailer is legally capable of carrying.	/KM (single driver)	/KM (single driver)	/KM (single driver)
	/Km (Team)	/Km (Team)	/Km (Team)
<b>Special Services as indicated in 4.3.1 (b)</b> Maximum price for a shipment requiring the services the offeror has indicated they provide in 5.2.4. ie protective, gps,....	/KM (single driver)	/KM (single driver)	/KM (single driver)
	/Km (Team)	/Km (Team)	/Km (Team)

<b>B – Ancillary Charges</b>	<b>Initial Period</b>	<b>1<sup>st</sup> Option Period</b>	<b>2<sup>nd</sup> Option Period</b>
Pace Car/Escort /per hour			
Extra Labour /per hour			
Crane/Boom/Rigging Charge(flat rate)			
Tarp (cost per trailer or part thereof)			
Waiting Charge (per hour for single driver) <i>Please indicate free time after which waiting charge will be applied_____</i>			
Waiting Charge (per hour for team) <i>Please indicate free time after which waiting charge will be applied_____</i>			
Cancelation Charge (flat rate)			
Dead Freight * (flat rate)			
Diversion/Re-consignment (flat rate)			

\*Dead Freight: shipment is not available for loading or off loading, must be picked up at another address or must be rescheduled after dispatch.

\*\*Crane Rental: rate only needs to be provided if the supplier wishes to offer a full service. Full service will include all loading, offloading, and transportation of freight versus only providing transportation service.

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## ANNEX "C"

### CERTIFICATIONS

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.

#### 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

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of

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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.

#### Certification

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

\_\_\_\_\_  
Signature of authorized Representative

\_\_\_\_\_  
Date

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File No. - N° du dossier  
Im005.E60LM-160029

Buyer ID - Id de l'acheteur  
Im005  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "D"**

**SAMPLE DND CONOSLIDATED STATEMENT AND WAYBILL/STRAIGHT BILL OF LADING (WSBL)**

Please see the attachment



ISSUED AND RECEIVED, SUBJECT TO ALL THE TERMS, CONDITIONS AND LIMITATIONS INCORPORATED BY REFERENCE  
ÉMIS ET REÇU, SOUS RÉSERVE DES CLAUSES, CONDITIONS, ET LIMITATIONS CITÉES EN RÉFÉRENCE

PAGE OF DE

CODING BLOCK FOR 13 - CODES POUR BLOC 13													1. W/SBL NO. - N° FEUILLE DU FECS			
TYPE GENRE	AIR SHIPMENT CONTAINER RÉCÉPIENT AÉRIEN	BALE BALLE	BUND-LE BALLOT	CAR-TON CAISSE	CASE BOÎTE	CONTAI-NER RÉCÉPIENT	CRATE CAISSE CLAIRE/VOIE	ENVELOPE ENVELOP-PE	PALLET PALET-TE	SEA CONTAINER RÉCÉPIENT MARITIME	TRAILER REMORQUE ROULOTTE	TRI-WALL CAISSE CARTON TRIPLE	OTHER AUTRE	TA CODE AT CODE	YEAR ANNÉE	YEAR SEQUENCE NUMBER ORDER DE N° DE L'ANNÉE
CODE	ASC	BAL	BUN	CTN	CSE	CTR	CRT	ENV	PAL	SCT	TRL	T/W	OTH			
2. DATE OPENED DATE D'OUVERTURE (JULIAN - JULIEN)		3. MPC - CPM					4. RDD - DLD (JULIAN - JULIEN)			6. DDR - DRD (JULIAN - JULIEN)			CARRIER CODE/CODE DU TRANSPORTEUR			
7. FROM / CONSIGNOR - DE / EXPÉDITEUR						7A. UIC / SCA / SN - CIU / CCA / NS			8. TO / CONSIGNEE - À / DESTINATAIRE				8A. UIC / SCA / SN - CIU / CCA / NS			
9. TRANSPORTATION AGENT APPOINTMENT - POSITION DE L'AGENT DE TRANSPORT (SEND INVOICES TO / ENVOYER LES FACTURES À)									9A. TA SIGNATURE - SIGNATURE DU AT			10. PAYMENT - PAIEMENT PREPAID <input type="checkbox"/> ACCOUNT NO. - N° DE COMPTE PORT PAYE <input type="checkbox"/> COLLECT <input type="checkbox"/> PORT DO <input type="checkbox"/>				
11. COMMON CARRIER BILL OF LADING NO. TRANSPORTEUR N° DU CONNAISSEMENT FLIGHT #/ DE VOL									12. COMMON CARRIER SELECTED AND TYPE OF SERVICE TRANSPORTEUR CHOISI ET GENRE DE SERVICE  CARRIER SIGNATURE SIGNATURE DU TRANSPORTEUR							

SHIPMENT DESCRIPTION - DESCRIPTION D'EXPÉDITION

13. TYPE GENRE CODE	14. TCN / PD NCT / IDP	DTA ATD	DG/ MD	16. DESCRIPTION OF ARTICLES AND SPECIAL MARKINGS DESCRIPTION DES ARTICLES ET MARQUAGES PARTICULIERS	16. WEIGHT POIDS		17. CUBE VOLUME			
					LBS	KG	CU FT/PI CU	M3		
TOTAL PIECES				CONSIGNOR'S 24HR EMERGENCY PHONE: NUMERO D'URGENCE 24 HRS DE L'EXPÉDITEUR:		TOTAL		TOTAL		
18. CUSTOMS INFORMATION RENSEIGNEMENTS DOUANIERS  WSBL DISPATCH DATE				19. CUSTOMS DOCUMENTS ATTACHED DOCUMENTS DOUANES ATTACHES  TOTAL NUMBER NOMBRE TOTAL		20. TOTAL CHARGES - FRAIS TOTAUX		21. DANGEROUS GOODS MARCHANDISES DANGEREUSES		
22. SPECIAL INSTRUCTIONS (CAR / TRL / SERIAL NO. / AUTHORITY IF REQUIRED) INSTRUCTIONS SPÉCIALES (WAGON / REMORQUE / N° DE SÉRIE / AUTORITE SI REQUIS)										
24. TN LEG NO. ÉTAPE DE TRANSPORT	24A. CARRIER / MODE / ROUTING TRANSPORTEUR / MODE / ACHÈMÈNEMENT	24B. ROUTING / REVISION REMARKS ACHÈMÈNEMENT / RÉVISION - REMARQUES	24C. DELIVER TO UNIT - LOCATION LIVRAISON À L'UNITÉ - ENDROIT	24D. DISPATCH - EXPÉDITION CARRIER SIGNATURE SIGNATURE DU TRANSPORTEUR	DATE (JULIAN) (JULIEN)	24E. RECEIPT - REÇU ITA / DTA SIGNATURE ATR / ATD  DATE (JULIAN) (JULIEN)				
25. CF AC COMD'S / COMMON CARRIER / MSE DRIVER'S SIGNATURE FOR DANGEROUS / SPECIAL CARGO SIGNATURE DU COMMANDANT D'AÉRONEF FC / TRANSPORTEUR COMMERCIAL / CHAUFFEUR MMS POUR LES ENVOIS DE MATIÈRES DANGEREUSES				LEG NO. - ÉTAPE N°  SIGNATURE		LEG NO. - ÉTAPE N°  SIGNATURE		LEG NO. - ÉTAPE N°  SIGNATURE		

# COMPANY NAME:

Company Address:

Phone:  
Fax:

## BILLING SUMMARY

**CUSTOMER:** National Defence Headquarter  
Major General Pearkes Bldg  
101 Colonel by Drive, ATTN: CMSG J4/TN  
Ottawa, ON  
K1A 0K2

STATEMENT NO:  
DATE:  
ACCOUNT NO:  
GST/HST REGN:  
QST REGN:

INVOICE	WSBL	YOUR PRO NO	CONSIGNOR	CONSIGNEE	BILLED WEIGHT	CHARGE AMOUNT	FSC %	ACCESSORIAL CHARGES	GST HST	TOTAL CHARGES
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Totals

Notes:

1. The full address of the consignor and consignee is required.
2. The above is a sample format only. Modifications and lines spacing can be altered to incorporate your requirement.
3. Type of accessorial charges must be identified

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File No. - N° du dossier  
Im005. E60LM-160029

Id de l'acheteur - Buyer ID  
Im005  
N° CCC / CCC No./ N° VME - FMS

**ANNEX "E"**

**MODEL BID SOLICITATION TEMPLATE  
(To be completed by the Identified User)**

**Security - This contract includes security provisions.** The applicable security requirement(s) is(are) set out in the Security Requirement Check List attached as Annex C of this Contract. (IU to attach the applicable SRCL as Annex C to this template). The Contractor must fulfill the security requirements by meeting the terms in the checked box below:

Yes   
No

**Standard Instructions (identified user to select which standard instruction apply):**

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003 \(2017-04-27\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The [2004 \(2017-04-04\)](#) Standard Instructions - Goods or Services – Non-Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Required Delivery Date:	
Origin (Include address and contact information):	Destination (Include address and contact information):

**Defence Contract**

This provision applies if the box below is checked.

The Contract is a defence contract within the meaning of the [Defence Production Act](#), R.S.C. 1985, c. D-1, and must be governed accordingly.

**Statement of Work**

**Material to be shipped**

QTY	DESCRIPTION	APPROXIMATE WEIGHT (LBS/KGS)	VOLUME Cu Ft/Load

**Special Requirements (required certifications, tarping, GPS, dangerous goods)**

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Id de l'acheteur - Buyer ID  
Im005  
N° CCC / CCC No./ N° VME - FMS

**BID SUBMISSION**  
**(To be completed by the bidder)**  
**This will form part of the resulting contract with the successful bidder**

**Bid preparation instructions:**

The bidder must complete the information below and submit per the instructions indicated on the Bid Solicitation cover sheet.

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Company Name	Company Representative	Phone Number	Email Address

Trailer Type (ie RGN, Step Deck)	Price per load (CAN \$)	Number of Loads	Sub Total (CAN \$)
1.			
2.			
Total Price (CAN \$)	<i>Written</i>		<i>Numeric</i>

**MOVEMENT PLAN**

Provide movement particulars/concepts. At minimum, provide routing between origin and final destination including all modes of transportation (road, rail and sea) to be used and all locations where changes in modes of transportation are to occur. Information may be submitted here or attached on a separate sheet.

**Insert Movement Plan**

By submitting a bid, the Bidder unequivocally agrees to be bound by all instructions, terms and conditions of the Request for Proposal (RFP). All terms and conditions of the Original Solicitation E60LM-160029/A and representing the resulting Supply Arrangement issued apply & shall be incorporated into any resulting contract.

<i>Signature of Company Representative</i>	<i>Print Name</i>	<i>Date</i>
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For any contract to be awarded General Conditions [2010C](#) (2016-04-04) apply.