



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans Canada  
301 Bishop Drive | 301 promenade Bishop  
Fredericton, NB E3C 2M6

Email - courriel: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR STANDING OFFER**

**DEMANDE D'OFFRES À COMMANDES (DOC)**

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

<b>Title – Sujet</b> Vehicle Inspection, Maintenance & Repair Services Mont-Joli Québec		<b>Date</b> 2018-09-18
<b>Solicitation No. – N° de l'invitation</b> F5211-180133		
<b>Client Reference No. - No. de référence du client</b> F3707-165037/3		
<b>Solicitation Closes – L'invitation prend fin</b> <b>At / à :</b> 2:00 PM ADT(Atlantic Daylight Time) <b>On / le :</b> October 29th 2018		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Jean-Pierre deVink <b>Email – courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## **PART 1 – General Information**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions that will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and the Insurance Requirements.

### **1.2 Summary**

1.2.1 The Department of fisheries and Oceans (DFO) has a fleet of 36 vehicles based at the Maurice-Lamontagne Institute in Mont Joli, Quebec. These vehicles, which include cars, minivans and trucks, require regular inspections and maintenance and repair services "as needed". The required services are described in the attached Statement of Work.

DFO intends to assign standing offers to suppliers who meet the requirements of the request for standing offer. The period of the Standing Offer will be the two-year period from offer award with two (2) additional options to extend the offer period by one (1) year each.

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 is no security requirements associated with this requirement.

### **1.4 Debriefing**

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 (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The following section of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Subsection 5.4 – Submission of Offers

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Offers

Offers must be submitted only to the Department of Fisheries and Oceans (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( )** **No ( )**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

**Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( )** **No ( )**

If so, the Bidder 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.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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

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

## **2.5    Applicable Laws**

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

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 by the date, time and place indicated on page 1 of the Request for Standing Offers in separately bound sections as follows.

- Section I: Technical Bid** (one soft copy in PDF format)  
**Section II: Financial Bid** (one soft copy in PDF format)  
**Section III: Certifications** (one soft copy in PDF format)

**The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.**

**For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.**

The subject line of emails must specify the following:

1. Solicitation Number: F5211-180133
2. Project Title: Vehicle Inspection, Maintenance and Repair Services Mont-Joli Quebec

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

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

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

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

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

Offerors must submit the certifications and additional information required under Part 5.

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

The Government of Canada fleet card (GCFC), also known as the Automotive Resources International (ARI) card, is a DFO tool that provides a simple goods and services purchase instrument for the day-to-day operations of its vehicle fleet, as specified in this document. It also simplifies fleet management throughout vehicles' life cycles.

DFO requires that businesses interested in bidding agree to pay bills electronically, through the ARI card. By submitting a proposal under this Request For Standing Offers, bidders who do not currently accept the ARI card undertake to enrol, as official Government of Canada suppliers, into the goods and services electronic payment program through the ARI card.



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## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Assessment**

##### **4.1.1.1. Mandatory Technical Criteria**

Please see Attachment Annex “F” for details.

#### **4.1.1 Financial Evaluation**

##### **4.1.2.1. Evaluation of Price – Offer**

The price of the offer will be evaluated in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Only the rates of technically compliant offers will be considered.

### **4.2 Basis of Selection - Mandatory Technical Criteria Only**

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



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

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue, whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

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

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

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

#### **5.1.2 Additional Certifications Required with the Offer**

##### **5.1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, Offerors acknowledge that only offers with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the services offered being treated as non-Canadian services.

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of Clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.

##### **5.1.2.2 SACC Manual, Clause [A3050T](#) (2014-11-27), Canadian Content Definition**

### **5.2 Certifications Precedent to 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 are 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 Provision

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 \(ESDC\) website, \(https://www.canada.ca/en/employment-social-development/programs/employment-equity.html\)](https://www.canada.ca/en/employment-social-development/programs/employment-equity.html).

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

### 5.2.3 Additional Certifications Precedent to Issuance of Standing Offer

#### 5.2.3.1 Status and Availability of Resources – Standing Offer

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If, for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her curriculum vitae to Canada. The Offeror must, upon request from the Standing Offer Authority, provide written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

#### 5.2.4 Insurance - Proof of Availability Prior to Contract Award

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

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



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

### **6.1     Security Requirements**

There are no security requirements for this project.

### **6.2     Insurance Requirements**

Insurance requirements described in Annex “E” apply and form part of the resulting standing offer.



## Part 7 – Standing Offer and Resulting Contract Clauses

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

- i. The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to PROTECTED or CLASSIFIED information or assets.
- ii. The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- iii. The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO sites.
- iv. Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Supplemental General Conditions

4009 (2013-06-27), Professional Services - Medium Complexity, apply to and form part of the Standing Offer.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is from December 1<sup>st</sup> 2018 to November 30<sup>th</sup> 2020.



### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year periods, 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 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:

Fisheries and Oceans Canada  
 Maurice Lamontagne Institute (MLI)  
 850, route de la Mer  
 Mont-Joli, Quebec G0J 2L0

## 7.5 Responsibilities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jean-Pierre deVink  
 Title: Contracting Officer  
 Organization: Fisheries and Oceans Canada  
 Branch: Material and Procurement Services  
 Address: 301 Bishop Drive  
 Fredericton, NB E3C 2M6  
 Telephone: 506-452-3619  
 Email: [jean-pierre.devink@dfo-mpo.gc.ca](mailto:jean-pierre.devink@dfo-mpo.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. 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: (*insert at contract award*)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Téléphone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Télécopieur: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Courriel: \_\_\_\_\_

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** (*insert at contract award*)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Téléphone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Télécopieur: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Courriel: \_\_\_\_\_

**7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:  
- [Fisheries and Oceans Canada](#)

**7.8 Call-up Procedures**

**Ranking and Methodology for Standing Offers**

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 predetermined distribution of the resulting work is to be described in the RFSO so that potential offerors are aware of these when preparing their offer. It is also known as "collective best value." The highest-ranked standing offer represents the best value for Canada, and its offeror receives the largest portion of the work. A clear advantage in terms of distribution of expected business volume should be given to the highest-ranked offeror (for example, 20 percent or more than the next offer) and the same for the others. The determination of what constitutes a clear advantage is the responsibility of the contracting officer and may vary by commodity, service or by business case. The resultant call-ups are considered competitive and the competitive call-up authorities can be used. Where individual standing offers are to be authorized based on the proportional basis approach, the contracting officer should inform the authorized user of his/her obligation to monitor call-up activities to ensure work is allocated in accordance with predetermined work distribution.

In the cases above, contracting officers should clearly state in the RFSO the expected number of standing offers that are intended to be authorized for use. If the intention is that multiple standing offers will be authorized for use, the RFSO should state the basis upon which call-ups will be issued, whether right of first refusal, proportional or another method. If call-ups must be issued against standing offers under the proportional basis approach, the breakdown must be stated (for example, 50 percent, 30 percent and 20 percent) in the RFSO.

**7.9 Call-up Instrument**





The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

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

Individual call-ups against the Standing Offer must not exceed \$8,000.00 (Applicable Taxes included).

#### **7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_\_, (*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 two (2) 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.

#### **7.12 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) Standing Offers - Goods or Services,
- d) The supplemental General Conditions 4009 (2013-06-27), Professional Services
- e) Annex A, Statement of Work;
- f) Annex B, list of vehicles;
- g) Annex C, Basis of Payment;
- h) Annex D, Photos for lettering of vehicles;
- i) Annex E, Insurance requirements;
- k) The Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

#### **7.13 Compliance**

Unless otherwise specified, 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.

#### **7.14 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 Quebec.



## **B. Resulting Contract Clauses**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2029](#) (2016-04-04), General Conditions – Goods or Services (Low Dollar Value), apply to and form part of the Standing Offer.

Section 12, Interest on Overdue Accounts, of [2029](#) (2016-04-04), General Conditions – Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of Contract**

The period of the Contract is from date of Contract award until November 30<sup>th</sup> 2020.

#### **7.3.2 Option to Extend the Standing Offer**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two(2) additional one(1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the offer, the Contractor will be paid firm unit prices, as specified in Annex B Basis of Payment. Customs duties are included and applicable taxes are extra.

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



### **7.5.2 Limitation of Price**

SACC *Manual* clause C6000C (2017-08-17) Limitation of Price

### **7.5.3 Method of Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

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

The Contractor agrees to be paid for any work completed under the terms and conditions of the Standing Offer using the ARI Credit Card identified on behalf of the Government of Canada of each vehicle.

### **7.6 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex F. 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.



## Annex « A » Statement of Work

### Vehicle, truck and van maintenance and repair service (Mont-Joli, Quebec)

#### 1.0 Background

The Department of Fisheries and Oceans (Quebec Region) owns a fleet of between 32 et 36 vehicles (cars, trucks and vans) for its operations in Mont-Jolie, based at the Maurice Lamontagne Institute in Mont-Joli as described herein. This Annex's attachment number 1 lists these vehicles.

#### 2.0 Objective

2.1 This statement of work defines the scope and requirements that apply to the provision of preventive and corrective maintenance to a vehicle fleet comprised of various makes and models.

2.2 These services are required on request only, as and when needed. The required services are the following, among others:

- Vehicle maintenance according to manufacturer established programs and depending on use (oil changes, inspections, etc.);
- Vehicle repairs due to mechanical breakdown;
- Body repairs;
- Tire purchasing, installation, balancing, alignment, brakes and tire storage;
- Vehicle washing;
- Windshield repairs and replacement;
- Rustproofing
- Valet and recovery (towing) service

2.3 This is not a comprehensive list and other minor services may be required by the department.

#### 3.0 Applicable documents

The following documents form part of this statement of work (SOW) to the extent specified and are supportive of the statement of work when referenced; all other document references are to be considered supplemental information only. In the event of a conflict between the documents referenced and the contents of this statement of work, then the contents of the statement of work takes precedence.

**For example:**

**Highway Safety Code:** <http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-24.2>

**Act Respecting Owners, Operators and Drivers Of Heavy Vehicles:**  
<http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/P-30.3>



#### 4.0 Definitions

Corrective Maintenance	Maintenance necessary to rectify mechanical or electrical failure of vehicle systems, sub-systems and components in order to return the vehicle to operational condition.
Preventive Maintenance	Periodic maintenance that is recommended (by the OEM) to reduce the likelihood of mechanical or electrical failure, that would create an unsafe or abnormal operating condition, due to component degradation and normal wear and usage.
Original Equipment Manufacturer	The manufacturer and/or integrator of the vehicle when new.
ARI Financial Services Inc. (ARI)	ARI is a vehicle fleet management company for the Government of Canada. It offers, among other services, financing via a credit card referred to as an ARI card.

#### 5.0 General Requirements

##### 5.1 Operation

ARI is a private management company authorized to manage the work performed on Department vehicles and the associated costs. Therefore, as regards Section 7 below, the Offeror must comply with the following steps when providing services:

- Advise the Work Project Lead, beforehand of any work costing less than \$100.00 and obtain the Project Authority's authorization.
- Advise the Work Project Lead, beforehand, of any work, then obtain authorization from an ARI Technician BEFORE proceeding with any work costing more than \$100.00.

##### 5.2 The Offeror must:

- a. Be located 50 km or less than from the Maurice Lamontagne Institute (MLI), which is located at 850, route de la Mer, Mont-Joli, Quebec G0J 2L0;
- b. Be open for business Monday to Friday, 8:00 a.m. to 5:00 p.m. (local time) (at least) and provide the service outside of regular hours, including weekends and public holidays;
- c. Throughout the Work, parts and components that require replacement shall be replaced by new OEM parts only, unless otherwise requested by the authorized representative of the Maurice Lamontagne Institute;
- d. According to scheduled inspections and/or as requested by the Project Manager, inspections must be done within 24 hours of the request and repairs made as soon as possible depending on the availability and extent of necessary repairs.
- e. The Offeror must provide all materials, parts, equipment and labour, in order to provide regular maintenance, mechanical repairs, body work, tire installation and balancing and vehicle washing of department vehicles, as needed.
- f. The Offeror must accept the ARI credit card.
- g. Vehicle keys, pick-up and return:
  1. The Offeror must obtain, from the authorized representative, the vehicle binder (including keys, registration certificate, ARI card, vehicle operating report form and heavy-vehicle documents when applicable).



2. Offeror employees must hold a valid driver's license issued by the province of Quebec and drivers must be covered by the Offeror's current insurance policy while operating any MLI fleet vehicle.

3. The services are **F.O.B. Destination**, i.e. the Offeror must pick up the vehicles up to 15 km from its place of business and bring them back once the work has been completed at the following location.

Fisheries and Oceans Canada  
Maurice Lamontagne Institute  
850, route de la Mer  
Mont-Joli, Quebec  
G0J 2L0

4. The Offeror must indicate the departure and arrival odometer values in the vehicle logbook. In addition, it must submit the invoice and the completed inspection sheet when applicable.

5. The Offeror's employees must perform a vehicle walk around prior to leaving the site and record any visible damage.

6. The bidder must obtain and return the keys to the department representative, or the Security Officer, Commissionaire's post, as needed.

#### **h. Maintenance records**

The Offeror will maintain a file of all work done on each vehicle for the term of the Standing Offer Agreement. The file can be in electronic or hard copy and must be made available to the Project Authority upon request.

#### **i. Heavy vehicles**

According to the Quebec automobile insurance company's definition of "heavy vehicle", we would like to disclose that some of our vehicles are considered "heavy vehicles" and you must comply with the applicable rules and requirements when you operate these vehicles in order to respect the rules.

For more information, please consult this SAAQ link:  
<https://saaq.gouv.qc.ca/en/i-drive/heavy-vehicle/>

### **6.0 Description of the Work**

6.1 The Offeror shall provide duly qualified labour to perform inspections, maintenance and repairs on mechanical, electrical and electronic components, as well as original and/or special spare parts for the vehicles designated in Annex "B".

6.2 The Offeror's personnel must include at least one licensed mechanic with provincial qualifications and one automotive mechanic or apprentice automotive mechanic under the supervision of a licensed automotive mechanics licence holder

6.3 The Offeror assumes full responsibility for each vehicle while it is at the location where the work is to be performed (garage, warehouse, etc.).

6.4 Outside regular hours of operation, the Offeror must store one of our vehicles in a secure outdoor storage area adjacent to its place of business, ideally equipped with appropriate lighting that is on day and night, or inside a locked building.

6.5 There must be less than 2% rejection or unacceptable work (includes work not found during inspection or unnecessary work requested).



6.6 Any damage to a part of a CCG vehicle by the Offeror or its employees must be reported immediately to the Project Authority.

6.7 Vehicles must be returned within estimated time for work upon receipt of all parts.

## 7.0 Service categories

The types of Work to perform mainly include:

- a) Vehicle maintenance and inspection program;
- b) Vehicle repairs;
- c) Body repairs;
- d) Purchase, installation and balancing of tires, storage, alignment and brakes;
- e) Vehicle washing;
- f) Windshield repairs and replacement;
- g) Rustproofing;
- h) Valet service and recovery (towing)

## 7.1 Vehicle maintenance and inspection program

7.1.1 The Offeror must:

1. Perform vehicle maintenance and inspection according to the **SAAQ checklist for heavy vehicles with a GVWR of 4500 kg or more**, and provide, when required, a cost estimate within 24 hours of receipt of the vehicle;
2. Perform vehicle maintenance and inspection according to the **SAAQ checklist for heavy vehicles with a GVWR of less than 4500 kg**, and provide (when required) a cost estimate within 24 hours of receipt of the vehicle;
3. Every Department vehicle must be maintained according to the standards recommended and established by the original equipment manufacturers (OEMs) and according to vehicle use.
4. Once the work has been completed, the Offeror must properly complete a maintenance and inspection information sheet and place it in the logbook of each departmental vehicle, and attach a duplicate of this document to the duplicate invoice provided to the Project Authority.
5. Reminder stickers, oil change stickers and next service stickers must be placed in the vehicle binder.
6. The Offeror must keep and update a file of service performed on every vehicle entrusted to it, making it available at all times to the Project Authority; and provide the necessary reminders based on recommended maintenance programs established by the original equipment manufacturers (OEMs) and according to vehicle use.
7. Every time a vehicle is serviced, the Offeror must check the safety equipment seal and notify the Department representative if it is broken or altered.
8. For every vehicle, oil changes and inspections must include a written report covering as a minimum the following items:

**Check the oil and fluid levels such as engine oil, windshield washer fluid, transmission fluid, brake fluid, power steering fluid and coolant; leaks; battery, tire, brake, belt, filter and windshield wiper condition and wear; and lights;**



9. The Offeror must not proceed with work for which parts and labour are under manufacturer or supplier warranty if the latter cannot apply the warranty. The contractor must notify the department representative of this situation.

**Note:** For this type of repair, the Offeror must first prepare a cost estimate based on the rates in the offer and no work can be performed before it is approved by the technical authority.

10. Provide a firm cost estimate for additional repairs identified during vehicle inspection.

## **7.2 Vehicle repairs**

7.2.1 The Offeror must:

1. Provide a written estimate to the Departmental Representative of firm costs for any additional repairs identified during the inspection or by the Department.
2. Be available to perform services outside of regular business hours, if and when required.
3. Confirm Work completion date with Department approval given that Work completion time frame is dependent on the availability of parts. The Offeror agrees to meet the deadline set by the parties.

## **7.3 Body repairs**

1. In case of accidents or body repairs, the Department reserves the right to obtain bids and award a contract to the supplier presenting the lowest bid. In such cases, the Department will not reimburse the contractor for any costs associated with repair bid preparation, if applicable.

**Note:** For this type of repair, the Offeror must first prepare a cost estimate based on the rates in the offer and no work can be performed before it is approved by the technical authority.

2. The Offeror's facility must be fitted with at least one paint booth. Paint booths must comply with the environmental standards set by Environment Canada.

3. The Contractor must guarantee bodywork and painting for one year or 20,000 km (whichever comes first) as of vehicle delivery to the Department's authorized representative.

## **7.4 Purchase, installation and balancing of tires, alignment and brakes and storage**

1. The Offeror must be a dealer or do business with a supplier holding a national Government of Canada Standing Offer.

2. The Offeror must perform tire installation, balancing and brake checks. In addition, the Offeror must provide a wheel alignment service when required.

3. The Offeror must be able to store Department vehicle tires in accordance with industry standards.

## **7.5 Vehicle cleaning**

1. Vehicle washing is of the regular type, i.e. without protector, inside or outside.

2. The Offeror must wash vehicles mainly after 3:00 p.m. during the week or during weekends. Vehicles must be returned no later than 8:30 a.m. the following morning for weekday service, or 8:30 a.m. Monday morning for weekend service, to the address shown above, or according to any other arrangement with the representative.





### 7.6 Windshield repairs and replacement

The Offeror will perform minor windshield repairs and replace windshields in accordance with the agreement negotiated with ARI.

### 7.7 Rustproofing

1. The offering party must be able to provide full and integral rustproofing covering the body (including underneath), doors, lateral panels, hood, trunk, seals, welds of the vehicles, as well as any zones, exposed or not, that might also be susceptible to rusting. This, to prevent water, salt or mud infiltrations. The treatment must not damage the rubbers, plastics or circuitry of the vehicles.
2. The rustproofing treatment must include a paraffin pourcentage.

### 7.8 Recovery and towing

1. The Offeror must provide recovery and towing of Department vehicles.
2. The Offeror must be available to ensure the recovery and towing service 24 hours a day, 7 days a week.
3. The Offeror must provide on-call services for cases involving boosting, unlocking, fuel delivery and tire changes.
4. The Offeror must be registered as a towing business in Quebec.

### 8.0 Expected demand

Item	Demand per year*
a) Vehicle maintenance, repair and inspection program;	160/year
b) Body repairs	12/year
c) Purchase, installation and balancing of tires, storage, alignment and brakes;	75/year
d) Vehicle washing	100/year
e) Windshield repairs and replacement;	40/year
f) Rustproofing	5-10/year
g) Recovery (towing)	40/year

\* The inclusion of volumetric data does not represent a commitment by Canada.

### 9.0 Deliverables

The Offeror's invoice must provide a list/detailed breakdown of all parts, labour, materials and supplies, and a description of the Work performed. Where appropriate and upon request, written certification must be provided to support all inspections performed by the Offeror when departmental, provincial, or national standards are required.



### **10.0    Acceptance**

Invoices will be processed when the Technical Authority is satisfied that the Work was completed in accordance with the service request. This decision will be based on the Department Representative's inspection, which the Offeror may attend, as required.

### **11.0    Warranty**

The Offeror must provide a warranty of at least one year or 20,000 km covering 100% of parts and labour.

### **12.0    Language**

All work, particularly tasks and deliverables, will be carried out in oral and written French.

### **13.0    Work site**

The Work will be performed at the Offeror's facility.





- 6. spring shackles
- 7. air suspension, air springs
- 8. rubber pads
- 9. brake cylinder
- 10. slack adjuster
- 11. camshaft

**3. Under the hood**

**a. general**

- 1. air compressor
- 2. filter of air compressor
- 3. alcohol evaporator or air dryer
- 4. belts
- 5. electric pump (brakes)
- 6. engine supports
- 7. batteries
- 8. fuel system
- 9. master cylinder
- 10. fluid level
- 11. column (anchorage and safety mechanisms)
- 12. column (couplings, bearing)
- 13. power steering
- 14. steering boxes
- 15. windshield washer fluid (level)
- 16. exhaust manifold
- 17. cylinders of steering system

**4. Underneath the vehicle**

**a. steering**

- 1. lower cross tube
- 2. steering arm
- 3. pitman arm
- 4. knuckle arm
- 5. king pin (play)
- 6. tie rods
- 7. adjusting sleeve
- 8. ball joint
- 9. drag link
- 10. idler arm

**b. suspension (front and rear)**

- 1. torsion bar
- 2. stabilizer bar
- 3. suspension arm
- 4. springs
- 5. centre bolt
- 6. brackets
- 7. MacPherson struts
- 8. equalizing beams and saddles
- 9. axles
- 10. level valve

**c. chassis frame**

- 1. side rails, cross members
- 2. joists
- 3. body attachments
- 4. bumper mounts
- 5. transmission supports
- 6. muffler and shield
- 7. exhaust pipe
- 8. fasteners, brackets
- 9. clamps, flanges
- 10. catalytic converter system
- 11. drive shaft
- 12. rigid and flexible tubing (brakes)
- 13. rigid and flexible fuel lines
- 14. floor
- 15. spare wheel

**5. Braking system**

**a. components not yet inspected**

- 1. disks and drums
- 2. wheel cylinder, calipers
- 3. brake linings (measurement)
- 4. air reservoirs
- 5. distributor valves
- 6. power brakes

**6. Other**

Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.

- Defects were noted following inspection
- No defects were noted following inspection

Signature	Day/Month/Year Date

**Comments regarding components that do not comply with the regulation**

Codes	Comments	Work order No.



# SAMPLE MAINTENANCE SHEET

## VEHICLE WITH A GVWR UNDER 4,500 KG

### Description of Vehicle

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	Model	Location of vehicle	Owner
<input type="text"/>	<input type="text"/>	<b>Preventative maintenance</b>	
Year	Licence plate No.	Unit No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN	<input type="text"/>	Day/Month/Year Date	Km reading
<b>Type of vehicle</b>		<b>Next preventative maintenance</b>	
<input type="radio"/> Passenger vehicle <input type="radio"/> Pickup truck Other: <input type="text"/>		<input type="text"/>	<input type="text"/>
		Day/Month/Year Date	Labour time

### Components to be Inspected every 6 months\*

	Complies Does not comply		Complies Does not comply
<b>1. Inside the vehicle</b>		<b>2. Around the vehicle</b>	
<b>a. accessories</b>		<b>a. cab-body</b>	
1. windshield	<input type="radio"/> <input type="radio"/>	1. doors	<input type="radio"/> <input type="radio"/>
2. inside sun visor	<input type="radio"/> <input type="radio"/>	2. outside rearview mirrors	<input type="radio"/> <input type="radio"/>
3. side windows, rear window	<input type="radio"/> <input type="radio"/>	3. windshield wipers (blades)	<input type="radio"/> <input type="radio"/>
4. inside rearview mirror	<input type="radio"/> <input type="radio"/>	4. fenders, body	<input type="radio"/> <input type="radio"/>
5. seats and benches	<input type="radio"/> <input type="radio"/>	5. hood, safety latch	<input type="radio"/> <input type="radio"/>
6. seat belt	<input type="radio"/> <input type="radio"/>	6. outside sun visor	<input type="radio"/> <input type="radio"/>
7. air bags (condition, indicator light)	<input type="radio"/> <input type="radio"/>	7. tires	<input type="radio"/> <input type="radio"/>
8. indicator lights (working order)	<input type="radio"/> <input type="radio"/>	8. wheels, valves	<input type="radio"/> <input type="radio"/>
<b>b. with engine running</b>		9. bolts, nuts, fasteners	<input type="radio"/> <input type="radio"/>
1. steering wheel (play)	<input type="radio"/> <input type="radio"/>	10. wheel bearing	<input type="radio"/> <input type="radio"/>
2. engine start out of gear	<input type="radio"/> <input type="radio"/>	11. fuel tank panel, filler cap	<input type="radio"/> <input type="radio"/>
3. accelerator control	<input type="radio"/> <input type="radio"/>	12. valid sticker (LPG engine)	<input type="radio"/> <input type="radio"/>
4. clutch control	<input type="radio"/> <input type="radio"/>	<b>b. coupling device</b>	
5. braking control	<input type="radio"/> <input type="radio"/>	1. fifth wheel	<input type="radio"/> <input type="radio"/>
6. service brake	<input type="radio"/> <input type="radio"/>	2. locking device	<input type="radio"/> <input type="radio"/>
7. parking brakes	<input type="radio"/> <input type="radio"/>	3. plug (trailer brakes)	<input type="radio"/> <input type="radio"/>
8. travel of brake pedal	<input type="radio"/> <input type="radio"/>	4. plug (trailer lights)	<input type="radio"/> <input type="radio"/>
9. windshield wipers (working order)	<input type="radio"/> <input type="radio"/>	5. cables, chains, pintle hook	<input type="radio"/> <input type="radio"/>
10. windshield washer (working order)	<input type="radio"/> <input type="radio"/>	6. tow bars	<input type="radio"/> <input type="radio"/>
11. heater system, defroster	<input type="radio"/> <input type="radio"/>	<b>c. load space</b>	
12. speedometer, odometer	<input type="radio"/> <input type="radio"/>	1. platform	<input type="radio"/> <input type="radio"/>
13. instrument panel lighting	<input type="radio"/> <input type="radio"/>	2. panels	<input type="radio"/> <input type="radio"/>
14. horn	<input type="radio"/> <input type="radio"/>	3. hold-down devices	<input type="radio"/> <input type="radio"/>
15. daytime running lights	<input type="radio"/> <input type="radio"/>	4. side boards	<input type="radio"/> <input type="radio"/>
16. high beams	<input type="radio"/> <input type="radio"/>	<b>d. suspension and brakes</b>	
17. low beams	<input type="radio"/> <input type="radio"/>	1. shock absorbers	<input type="radio"/> <input type="radio"/>
18. turn signal lights	<input type="radio"/> <input type="radio"/>	2. brackets	<input type="radio"/> <input type="radio"/>
19. brake lights	<input type="radio"/> <input type="radio"/>	3. master spring leaf	<input type="radio"/> <input type="radio"/>
20. parking lights	<input type="radio"/> <input type="radio"/>	4. U-bolt clamp	<input type="radio"/> <input type="radio"/>
21. licence plate lights	<input type="radio"/> <input type="radio"/>	5. clamps, fasteners	<input type="radio"/> <input type="radio"/>
22. hazard warning lights	<input type="radio"/> <input type="radio"/>	6. spring shackles	<input type="radio"/> <input type="radio"/>
23. backup lights	<input type="radio"/> <input type="radio"/>		
24. all reflectors	<input type="radio"/> <input type="radio"/>		
<b>c. with engine off</b>			
(power-assisted hydraulic brake system)			
1. working order of power-assisted system	<input type="radio"/> <input type="radio"/>		

\* Mechanical inspection must be carried out in accordance with the *Road Vehicle Mechanical Inspection Guide* (standards, procedure).

\* 6 months = Minimum by law. As it is important that vehicles be in proper running order at all times, the frequency of maintenance should be in keeping with vehicle use.



**3. Under the hood**

**a. general**

- 1. belts
- 2. engine supports
- 3. batteries
- 4. fuel system
- 5. master cylinder
- 6. column (anchorage and safety mechanisms)
- 7. column (couplings, bearing)
- 8. power steering
- 9. steering boxes
- 10. windshield washer fluid (level)
- 11. exhaust manifold
- 12. cylinders of steering system
- 13. rack and pinion

Complies  
Does not  
comply

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○ ○  
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**4. Underneath the vehicle**

**a. steering**

- 1. cross tube
- 2. pitman arm
- 3. knuckle arm
- 4. tie rods
- 5. adjusting sleeve
- 6. ball joint
- 7. drag link
- 8. idler arm

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○ ○  
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**b. suspension (front and rear)**

- 1. torsion bar
- 2. stabilizer bar
- 3. suspension arm
- 4. springs
- 5. centre bolt
- 6. brackets
- 7. MacPherson struts
- 8. axles

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**c. chassis frame**

- 1. side rails, cross members
- 2. body attachments
- 3. bumper mounts
- 4. transmission supports
- 5. muffler and shield
- 6. exhaust pipe
- 7. fasteners, brackets
- 8. clamps, flanges
- 9. catalytic converter system
- 10. rigid and flexible tubing (brakes)
- 11. fuel tank, attachments
- 12. rigid and flexible fuel lines
- 13. floor
- 14. spare wheel

Complies  
Does not  
comply

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**5. Braking system**

**a. components not yet inspected**

- 1. disks and drums
- 2. wheel cylinder, calipers
- 3. brake linings (measurement)
- 4. power brakes

○ ○  
○ ○  
○ ○  
○ ○

**6. Other**

Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.

- Defects were noted following inspection
- No defects were noted following inspection

Signature	Day/Month/Year Date

**Comments regarding components that do not comply with the regulation**

Codes	Comments	Work order No.



**ANNEX « B » VEHICLE LIST**

Maurice Lamontagne Institute Vehicles				
unit	brand	model	year	Hvy Veh *
09-500	CHEVROLET	SILVERADO 1500 2x4	2008	
09-501	FORD	F450 4X4	2008	<b>HV</b>
09-511	FORD	E450 Cube	2009	<b>HV</b>
09-516	CHEVROLET	SILVERADO 2500 4X4	2009	
09-517	FORD	F250 4X4	2009	
09-518	FORD	RANGER 2x4	2009	
10-500	DODGE	RAM 3500 PICKUP 4X4	2009	<b>HV</b>
10-518	FORD	RANGER 4x4	2010	
10-519	FORD	F250 4X4	2010	
10-520	FORD	RANGER 4x4	2010	
10-521	FORD	F250 4X4	2010	
11-515	DODGE	RAM PICKUP 4x4	2011	
11-516	DODGE	RAM PICKUP 4x4	2011	
11-517	FORD	F150 4X4	2010	
11-518	FORD	F150 4X4	2010	
11-519	FORD	RANGER 2x4	2011	
11-524	DODGE	RAM PICKUP 4X4	2011	
11-525	DODGE	RAM PICKUP 4X4	2011	
15-500	DODGE	GRAND CARAVAN	2015	
15-501	DODGE	GRAND CARAVAN	2015	
15-502	DODGE	GRAND CARAVAN	2015	
15-503	FORD	FOCUS	2015	
16-501	FORD	FUSION HYBRID	2016	
17-500	FORD	FLEX AWD	2016	
17-501	HYUNDAI	SONATA HYBRID	2017	
17-502	NISSAN	ALTIMA	2017	
17-503	NISSAN	ALTIMA	2017	
17-504	NISSAN	ALTIMA	2017	
17-509	CHEVROLET	SILVERADO 2500 hd 4X4	2017	
17-510	MITSUBISHI	OUTLANDER AWD	2017	
17-511	NISSAN	ROGUE AWD	2017	
17-512	NISSAN	ROGUE AWD	2017	
17-513	DODGE	GRAND CARAVAN	2017	
17-514	DODGE	GRAND CARAVAN	2017	
17-515	TOYOTA	PRIUS C	2017	
17-516	NISSAN	ROGUE AWD	2017	
17-517	CHEVROLET	SILVERADO 2500 hd 4X4	2017	
<b>* Heavy vehicle with a GVWR of more than 4500 kg</b>				



**ANNEX « C » BASIS OF PAYMENT**

**Offerors can bid on this project in whole or in part, that is, for a vehicle type (heavy vehicle or other), for given services, or for all vehicles and services. Just clearly specify on this list of rates and services, to be returned to us, whether your bid is complete or partial and what vehicles and/or services it covers. The Department will evaluate bids based on this information.**

Offerors MUST provide all-inclusive firm hourly rates/firm unit prices/firm % discounts for the delivery of the services described in Annex A, FOB consignee, including vehicle inspection, updating of maintenance records and materials, for maintenance and repair of cars, vans, pickup trucks and heavy vehicles for **the firm period of two (2) years and the two (2) one (1) year optional periods each.**

Applicable taxes must be excluded from the prices proposed in this document

Applicable taxes will be listed separately on the invoice, where applicable.

Initial period: December 1 <sup>st</sup> 2018 to November 30 <sup>th</sup> 2020			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. a) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles with a Gross Vehicle Weight Rating (GVWR) <b>less than</b> 4500 kg (see Annex A).	Using mineral oil  Includes service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b> 4 L automobile included
			\$ <b>Firm Unit Price</b> 5 L Minivan/Van
			\$ <b>Firm Unit Price</b> 6 L Pickup truck
			\$ <b>Firm Unit Price</b> Surcharge / litres of oil
	Using synthetic oil  Includes service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b> 4 L automobile included
			\$ <b>Firm Unit Price</b> 5 L Minivan/Van
			\$ <b>Firm Unit Price</b> 6 L Pickup truck
			\$





<b>Initial period: December 1<sup>st</sup> 2018 to November 30<sup>th</sup> 2020</b>			
<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
			<b>Firm Unit Price Surcharge / litres of oil</b>
1. b) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles with a Gross Vehicle Weight Rating (GVWR) <b>more than</b> 4500 kg (see Annex A).	Using mineral <b>diesel</b> oil  Includes up to 12 L, service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$ Firm Unit Price</b>
	Using synthetic <b>diesel</b> oil  Includes up to 12 L, service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$ Firm Unit Price</b>
2. Vehicle repair	Mechanic and/or apprentice service	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Hourly Rate</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$ Firm Hourly Rate</b>
3. Vehicle body repairs	Mechanic and/or apprentice service	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Hourly Rate</b>
<b>4) Parts discount (for all services) based on Suggested Retail Price (MSRP)</b>	For repairs and body	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>% Firm discount percentage based on MSRP</b>



<b>Initial period: December 1<sup>st</sup> 2018 to November 30<sup>th</sup> 2020</b>			
<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
5. Tires: install, balance, brake check, storage, wheel alignment.	i) Install tires, including balancing and brake check	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  <b>Surcharge for mags Car/truck/etc.</b>
	ii) Tire storage (for one year)	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  <b>Surcharge for mags</b>
	iii) Wheel alignment	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>
6. A) Interior cleaning only (including vacuum)	Washing	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Hourly Rate</b>  <b>Car/truck/etc.</b>
6. b) Vehicle cleaning (without protector, interior and exterior, including vacuuming)	Vehicle cleaning	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b> <b>Car/truck/etc.</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ <b>Firm Unit Price</b>  <b>Car/truck/etc.</b>
7. Rustproofing	Car/Minivan/Pick up truck	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  <b>Car/truck/etc.</b>
8a). Windshield repairs	Repairs	<b>Regular working hours:</b> Monday to Friday - 8:00 am to	\$ <b>Firm Unit Price</b>



<b>Initial period: December 1<sup>st</sup> 2018 to November 30<sup>th</sup> 2020</b>			
<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
8b). Windshield replacement	Replacement	5:00 pm	Price based on negotiated agreement with ARI <input type="checkbox"/>
9a). Valet service Pick up the vehicle with a driver and return it to MLI	Up to 15 km from MLI, the service is free	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price Including 15 km</b>  \$ <b>Surcharge/km (if applicable)</b>  \$ <b>Surcharge (if applicable) / Hour of waiting</b>
9b) Valet service – delivery of vehicles to a car dealership (round trip)	Vehicle delivery for parts and labour under manufacturer or supplier warranty.  Up to 15 km from MLI, the service is free	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Surcharge/km (if applicable)</b>  \$ <b>Surcharge (if applicable) / Hour of waiting</b>
10a). <b>Local</b> recovery (towing) (within 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ <b>Firm Unit Price</b>
10b). <b>Local</b> recovery (towing) (within 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Vehicles – light	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>



<b>Initial period: December 1<sup>st</sup> 2018 to November 30<sup>th</sup> 2020</b>			
<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$ Firm Unit Price</b>
10c). <b>Out-of-town</b> recovery (towing) (outside 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$/km</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$/km</b>
	Vehicles – light	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$/km</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$/km</b>
11. Lettering	Vehicle lettering*	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>

\* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. (See template in Annex D) In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.



First optional period: December 1 <sup>st</sup> 2020 to November 30 <sup>th</sup> 2021			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. a) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles <b>less than</b> 4500 kg (see Annex A).	Using mineral oil  Includes service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  4 L Cars included
			\$ <b>Firm Unit Price</b>  5 L Minivan/Van included
			\$ <b>Firm Unit Price</b>  6 L Pickup truck included
			\$ <b>Firm Unit Price</b>  Surcharge/litres of oil
			\$ <b>Firm Unit Price</b>  4 L Cars included
	Using synthetic oil  Includes service, filters, etc.		\$ <b>Firm Unit Price</b>  5 L Minivan/Van included
			\$ <b>Firm Unit Price</b>  6 L Pickup truck included
			\$ <b>Firm Unit Price</b>  Surcharge/litres of oil



**First optional period: December 1<sup>st</sup> 2020 to November 30<sup>th</sup> 2021**

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. b) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles <b>more than</b> 4500 kg (see Annex A).	Using mineral <b>diesel</b> oil  Includes up to 12 L, service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ <b>Firm Unit Price</b>
	Using synthetic <b>diesel</b> oil  Includes up to 12 L, service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ <b>Firm Unit Price</b>
2. Vehicle repair	Mechanic and/or apprentice service	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Hourly Rate</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ <b>Firm Hourly Rate</b>



**First optional period: December 1<sup>st</sup> 2020 to November 30<sup>th</sup> 2021**

<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
3a) Body repairs	Mechanic and/or apprentice service	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Hourly Rate</b>
<b>4) Parts discount (for all services) based on Suggested Retail Price (MSRP)</b>	For repairs and body	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	% <b>Firm discount percentage based on MSRP</b>
5. <b>Tires:</b> installation, balancing, storage, wheel alignment and brakes ( <b>heavy vehicles</b> ).	i) Tire installation, including balancing	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  Surcharge for mags Car/truck/etc.
	ii) Tire storage (for one year)	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  Surcharge for mags
	iii) Wheel alignment	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>



**First optional period: December 1<sup>st</sup> 2020 to November 30<sup>th</sup> 2021**

<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
6a) Vehicle cleaning Interior only and interior vacuuming	Vehicle cleaning	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>  Car/truck/etc.
6b) Vehicle cleaning (without protector, interior and exterior, and vacuuming)	Vehicle cleaning	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>  Car/truck/etc.
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$ Firm Unit Price</b>  Car/truck/etc.
7. Rustproofing	Car/Minivan/Pickup truck	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>  Car/truck/etc.
8a. Windshield repairs	Repairs	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>
8b). Windshield replacement	Replacement		<b>Price based on negotiated agreement with the firm ARI</b>
9a). Valet service: Pick up the vehicle with a driver and return it to MLI	Up to 15 km from MLI, the service is free	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price Including 15 km</b>  <b>\$ Surcharge/km</b>





**First optional period: December 1<sup>st</sup> 2020 to November 30<sup>th</sup> 2021**

<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
			(if applicable) \$ Surcharge (if applicable) / Hour of waiting
9b) Valet service – delivery of vehicles to a car dealership (round trip)	Vehicle delivery for parts and labour under manufacturer or supplier warranty.  Up to 15 km from MLI, the service is free.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ Surcharge/km (if applicable)  \$ Surcharge (if applicable) / Hour of waiting
10a). <b>Local</b> recovery (towing) (within 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ Firm Unit Price
	Vehicles – light	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ Firm Unit Price



**First optional period: December 1<sup>st</sup> 2020 to November 30<sup>th</sup> 2021**

<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
10b). <b>Out-of-town</b> recovery (towing) (outside 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Price/km</b>
		<b>Outside of regular working hours, including weekends and public holidays</b>	<b>\$ Price/km</b>
	Vehicles – light	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Price/km</b>
		<b>Outside of regular working hours, including weekends and public holidays</b>	<b>\$ Price/km</b>
11. Lettering	Vehicle lettering*	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>

\* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. (See template in Annex D below) In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.



Second optional period: December 1 <sup>st</sup> 2021 to November 30 <sup>th</sup> 2022			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. a) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles <b>less than</b> 4500 kg (see Annex A).	Using mineral oil  Includes service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  4 L Cars included
			\$ <b>Firm Unit Price</b>  5 L Minivan/Van included
			\$ <b>Firm Unit Price</b>  6 L Pickup truck included
			\$ <b>Firm Unit Price</b>  Surcharge/litres of oil
			\$ <b>Firm Unit Price</b>  4 L Cars included
	Using synthetic oil  Includes service, filters, etc.		\$ <b>Firm Unit Price</b>  5 L Minivan/Van included
			\$ <b>Firm Unit Price</b>  6 L Pickup truck included
			\$ <b>Firm Unit Price</b>  Surcharge/litres of oil



**Second optional period: December 1<sup>st</sup> 2021 to November 30<sup>th</sup> 2022**

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. b) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles <b>more than</b> 4500 kg (see Annex A).	Using mineral <b>diesel</b> oil  Includes up to 12 L, service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>
			\$ <b>Surcharge / litres of oil</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ <b>Firm Unit Price</b>
	Using synthetic <b>diesel</b> oil  Includes up to 12 L, service, filters, etc.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>
			\$ <b>Surcharge / litres of oil</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ <b>Firm Unit Price</b>
2. Vehicle repair	Mechanic and/or apprentice service	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Hourly Rate</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	\$ <b>Firm Hourly Rate</b>



<b>Second optional period: December 1<sup>st</sup> 2021 to November 30<sup>th</sup> 2022</b>			
<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
3a) Body repairs	Mechanic and/or apprentice service	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Hourly Rate</b>
4) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	% <b>Firm discount percentage based on MSRP</b>
5.a)Tires: Purchasing	Purchase	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>The Offeror must be a dealer or do business with a supplier holding a national Government of Canada Standing Offer</b>
5. b)Tires: installation, balancing, storage, wheel alignment and brakes ( <b>heavy vehicles</b> ).	i) Tire installation, including balancing	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  Surcharge for mags Car/truck/etc.
	ii) Tire storage (for one year)	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>  Surcharge for mags
	iii) Wheel alignment	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	\$ <b>Firm Unit Price</b>



<b>Second optional period: December 1<sup>st</sup> 2021 to November 30<sup>th</sup> 2022</b>			
<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
6a) Vehicle cleaning Interior only and interior vacuuming	Vehicle cleaning	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$</b> <b>Firm Unit Price</b>  Car/truck/etc.
6b) Vehicle interior and exterior cleaning (without protector, interior and exterior, including vacuuming)	Vehicle cleaning	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$</b> <b>Firm Unit Price</b>  Car/truck/etc.
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$</b> <b>Firm Unit Price</b>  Car/truck/etc.
7. Rustproofing	Car/Minivan/ Pickup truck	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$</b> <b>Firm Unit Price</b>  Car/truck/etc.
			<b>Truck</b> <b>\$</b> <b>Firm Unit Price</b>
			<b>Other</b> <b>\$</b> <b>Firm Unit Price</b>
8a. Windshield repairs	Repairs	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$</b> <b>Firm Unit Price</b>
8b). Windshield replacement	Replacement		<b>Price based on negotiated agreement with the firm ARI</b>
9a). Valet service: Pick up the vehicle with a driver and return it to MLI	Up to 15 km from MLI, the service is free.	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$</b>  <b>Surcharge/km (if applicable)</b>



<b>Second optional period: December 1<sup>st</sup> 2021 to November 30<sup>th</sup> 2022</b>			
<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
			<b>\$</b> <b>Surcharge (if applicable) / Hour of waiting</b>
9b) Valet service – delivery of vehicles to a car dealership (round trip)	Vehicle delivery for parts and labour under manufacturer or mandated SAAQ supplier	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$</b> <b>Firm Unit Price Including 15 km</b>  <b>\$</b> <b>Surcharge/km (if applicable)</b>  <b>\$</b> <b>Surcharge (if applicable) / Hour of waiting</b>
10a). <b>Local</b> recovery (towing) (within 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$</b> <b>Firm Unit Price</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$</b> <b>Firm Unit Price</b>
	Vehicles – light	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$</b> <b>Firm Unit Price</b>
		<b>Outside of regular working hours,</b> including weekends and public holidays	<b>\$</b> <b>Firm Unit Price</b>
		<b>Regular working hours:</b>	<b>\$</b>



<b>Second optional period: December 1<sup>st</sup> 2021 to November 30<sup>th</sup> 2022</b>			
<b>Category</b>	<b>Type of service required</b>	<b>Working hours (local time)</b>	<b>Firm hourly rate/Firm unit price/Firm % discount</b>
10b). <b>Out-of-town</b> recovery (towing) (outside 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	Monday to Friday - 8:00 am to 5:00 pm	<b>Price/km</b>
		<b>Outside of regular working hours</b> , including weekends and public holidays	<b>\$ Price/km</b>
	Vehicles – light	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Price/km</b>
		<b>Outside of regular working hours</b> , including weekends and public holidays	<b>\$ Price/km</b>
11. Lettering	Vehicle lettering*	<b>Regular working hours:</b> Monday to Friday - 8:00 am to 5:00 pm	<b>\$ Firm Unit Price</b>

\* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. (See template in Annex D) In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.





**ANNEX « D » PHOTOS FOR LETTERING OF VEHICLES**





## ANNEX « E » INSURANCE REQUIREMENTS

### GARAGE AUTOMOBILE LIABILITY INSURANCE

1. The Contractor must obtain Garage 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 and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).
  - c. 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - e. 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*

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.



**ANNEX « F » MANDATORY CRITERIA**

<b>Mandatory Technical Criteria (MT)</b>			
<b>Mandatory Technical Criterion</b>		<b>MET</b>	<b>NOT MET</b>
<b>MT1</b>	The Offeror must be located 50 km or less than from the Maurice Lamontagne Institute (MLI), which is located at 850, route de la Mer, Mont-Joli, Quebec G0J 2L0;		
<b>MT2</b>	The Offeror must be open for business Monday to Friday, 8:00 a.m. to 5:00 p.m. (local time) (at least) and provide the service outside of regular hours, including weekends and public holidays;		
<b>MT3</b>	The Offeror must accept the <u><b>ARI credit card</b></u> .		
<b>MT4</b>	Offeror employees must hold a valid driver's license issued by the province of Quebec and drivers must be covered by the Offeror's current insurance policy while operating any MLI fleet vehicle.		
<b>MT5</b>	The Offeror's personnel must include at least one licensed mechanic with provincial qualifications and one automotive mechanic or apprentice automotive mechanic under the supervision of a licensed automotive mechanics licence holder.		