



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions Travaux publics et Services  
gouvernementaux Canada**  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656

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

Regional Master Standing Offer (RMSO)  
Offre à commandes maître régionale (OCMR)

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

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

**Comments - Commentaires**

Address inquiries to the Contracting Authority at  
wayne.cook@pwgsc-tpsgc.gc.ca

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada Supply  
and Services Operation  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> MSVS Service and Repair	
<b>Solicitation No. - N° de l'invitation</b> W0107-18M003/A	<b>Date</b> 2018-11-21
<b>Client Reference No. - N° de référence du client</b> W0107-18M003	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-906-1540
<b>File No. - N° de dossier</b> PET-8-49025 (906)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-12-07</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cook, Wayne	<b>Buyer Id - Id de l'acheteur</b> pet906
<b>Telephone No. - N° de téléphone</b> (613)401-0623 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence Control Office, Bldg H-112 2 Svc Bn, Maint Coy, Garrison Petawawa Petawawa, ON, K8H 2X3	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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W0107-18M003/A  
Client Ref. No. - N° de réf. du client  
W0107-18M003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-8-49025

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

1.2.1 To establish a Regional Individual Standing Offer (RISO) for the provision of all labour, materials, tools, transportation, equipment and supervision required for the servicing and repairing of Garrison Petawawa's fleet of Medium Support Vehicle System (MSVS), Militarized 2009 International Workstar Trucks on an "as and when requested" basis, for the Department of National Defence at Garrison Petawawa.

The period for placing call-ups against the Standing Offer shall be from 01 January 2019 to 31 December 2021 (3 years).

- 1.2.2 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.3 The requirement is subject to a preference for Canadian goods and/or services.
- 1.2.4 The requirement is limited to Canadian goods and/or services.

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## 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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

### 2.3 Former Public Servant

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

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## Definitions

For the purposes of this clause,

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- 
- a. name of former public servant;
  - b. conditions of the lump sum payment incentive;
  - c. date of termination of employment;
  - d. amount of lump sum payment;
  - e. rate of pay on which lump sum payment is based;
  - f. period of lump sum payment including start date, end date and number of weeks;
  - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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

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

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**

Due to the nature of the RFSO, offers transmitted by epost Connect service will not be accepted.

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

- Section I: Technical Offer (1 hard copy)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

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

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

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

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

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

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

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

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

### 3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Should any of the Mandatory Requirements not be met, the offer will be rejected as non-compliant and shall not be given any further consideration.

- Bidders must provide prices for all items listed in Annex B
- Bidders must attend the mandatory site visit
- Bidders must provide proof that the contractor and all of his sub contractors are Controlled Goods Registered in order to procure and use CARC paint and US Mil Spec parts.
- Bidders must provide proof that the contractor is a Navistar Defense Dealership and Authorized Repair Centre Network

#### 4.1.2 Financial Evaluation

**4.1.2.1** Offers meeting the requirements of the Mandatory Technical Criteria will be assessed to arrive at an evaluated price based on the estimated usages provided herein at Annex "B".

The estimated usages provided herein are for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown.

**4.1.2.2** Offers will be evaluated based on the prices detailed in Annex B - Basis of Payment

Items 1 Through 14 will be calculated under the following definitions:

## DEFINITIONS:

Extended Price: Will be calculated by taking the offered unit prices for each of the three years multiplied by the requested Unit of Issue multiplied by the Estimated Usage. The three years will be added together to arrive at the total extended price.

Evaluated Price: Is the sum of all total extended prices

*SACC Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price

## 4.2 Basis of Selection

- 4.2.1 Basis of Selection - Mandatory Technical Criteria Only  
*SACC Manual* Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

## 5.1 Certifications Required with the Offer

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.1.2 Additional Certifications Required with the Offer

#### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

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

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

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 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 Documents requis

- Proof that the contractor and all of his sub contractors are Controlled Goods Registered in order to procure and use CARC paint and US Mil Spec parts.
- Proof that the contractor is a Navistar Defense Dealership and Authorized Repair Centre Network

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](#) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

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

### 5.2.3.1 Documents Required

- (a) Proof of DOT Ontario Safety Inspection Station for truck and trailer.
- (b) Proof of licensed 310T Ontario vehicles technicians with a minimum of 5 years' experience working on trucks with hydraulic systems.
- (c) Proof of licensed Ontario certified body technician with a minimum of 5 years' experience in fiberglass, metal repair and refinishing within the past 10 years
- (d) Proof of at least a minimum of one welder certified to CSA standard of E47.1 in Ontario for gas fusion welding with a minimum of 5 years' experience within the past 10 years
- (e) Proof of a minimum of 8 years' experience within the past 10 years in inspecting and repairing commercial heavy trucks
- (f) Proof that the contractor is capable of providing a mobile repair service capable of performing repairs insitu at Garrison Petawawa.
- (g) Proof that the contractor is registered with ARI (Automotive Resources International) Financial Services and accept the ARI Government Fleet Card for payment.
- (h) Proof of insurance coverage which meets or exceeds the coverage specified herein;
- (i) a copy of the company's Worker's Compensation certificate for all applicable employees
- (j) a copy of the company's most recent, signed Health and Safety Plan as it relates to this work.

### 5.2.3.2 Contractor's Site Requirements

The Crown will visit the Contractor's site before award of Standing Offer to confirm the following:

- (a) Must possess the proper computer diagnosis equipment and any specialized tools that may be required to perform all work as requested.
- (b) Must have a secure locked compound large enough to store up to 10 MSVS vehicles on his premises.
- (c) Must have sufficient interior work space to allow for working on up to 4 MSVS at one time.
- (d) Must be monitored by an alarm system for afterhour's security.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Insurance Requirements

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

## 7.2 Security Requirements

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

## 7.3 Standard Clauses and Conditions

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

### 7.3.1 General Conditions

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

### 7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from 01 January 2019 to 31 December 2021 inclusive.

### 7.4.2 Delivery Points

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

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Wayne Cook  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 101 Menin Rd. Bldg S-111, Rm C-114  
4 CDSG Garrison Petawawa, Petawawa ON K8H 2X3  
Telephone: 613-401-0623  
Facsimile: 613-687-6656  
E-mail address: wayne.cook@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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 (BIDDER TO COMPLETE):

Name and telephone number of the person responsible for:

General Enquiries:  
Name: \_\_\_\_\_  
Telephone No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Delivery Follow-up:  
Name: \_\_\_\_\_  
Telephone No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

2 Svc Bn Maint Coy, Garrison Petawawa.

## 7.8 Call-up Procedures

Call-ups will be issued direct to the Standing Offer holder in accordance with Annex A & B.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer

or

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

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$35,000.00 (Applicable Taxes included).

## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity)
- f) Annex A, Requirement;
- g) Annex B, Basis of Payment;
- h) Annex C, Insurance Requirements;
- i) Annex D, Periodic Usage Report Form;
- j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

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

### 7.12.2 SACC Manual Clauses

SACC Manual Clause M3060C (2008-05-12), Canadian Content Certification

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## 7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory. Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support. If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## B. RESULTING CONTRACT CLAUSES

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

## 7.1 Requirement

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

## 7.2 Standard Clauses and Conditions

### 7.2.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

***Insert the following clause when payment by credit cards is accepted by the Offeror.***

Section 13 Interest on Overdue Accounts, of [2010C](#) (2018-06-21) *Interest on overdue accounts* will not apply to payments made by credit cards.

### 7.2.2 SACC Manual Clauses

SACC Manual Clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
SACC Manual Clause [A9131C](#) (2014-11-27), Controlled Goods Program - Contract  
SACC Manual Clause [B4060C](#) (2011-05-16), Controlled Goods

## 7.3 Term of Contract

### 7.3.1 Period of the Contract

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

### 7.3.2 Delivery Date

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

## 7.4 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

1. The Basis of Payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "B", Goods and Services Tax or Harmonized Sales Tax (GST/HST) extra, if applicable.

## 7.5.2 Multiple Payments

SACC Manual Clause [H1001C](#) (2008-05-12), Multiple Payments

## 7.5.3 Electronic Payment of Invoices – Call-up

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

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

## 7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in the General Conditions - 2010C, General Conditions, Services.

### 7.6.1 Invoicing Instructions

Only one (1) copy of the invoices is required and must show:

- a) the date;
- b) name and address of the Consignee
- c) DND's purchase order number and the Standing Offer number;
- d) description of the services.

### 7.6.2 2 ASG Garrison Petawawa Invoices shall be submitted to:

Department of National Defence  
Control Office, Bldg H-112  
2 Svc Bn Maint Coy  
2 ASG Garrison Petawawa, Ontario K8H 2X3

## 7.7 Insurance Requirements

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

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

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

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than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **ANNEX "A"**

### **REQUIREMENT**

#### **MSVS (Medium Support Vehicle System)**

1 - This Standing Offer is for the inspection, maintenance, repair and recovery of all MSVS vehicles under the direct of responsibility of Garrison which may at times include vehicles belonging to visiting units. The basic fleet under Garrison Petawawa responsibility is approx. 95 vehicles in total being a mixture of 3 different variants, as detailed in Para 2.

2 - A - The first variant is a basic 2009 International 7400 Work Star Cargo with modifications, and upgrades thru Navistar Defense. All variants have a common power train which include; a 310HP International Max Force 910 motor, with an Allison Series 3000, transmission.

B - The second variant is the artillery variant which has a PTO (Power Take Off) with hydraulic connections at the rear of the vehicle that allow for the connection of specialized equipment's.

C - The third variant is the engineering variant which has a PTO (Power Take Off) with a hydraulic crane, and hydraulic power auger and other tooling.

3 - For the entire duration of this SOA the contractor shall be responsible to perform all inspections, servicing, repairs (both body and mechanical), and when requested by the DND Project Authority recovery services. When requested to do so by the Project Authority the contractor will provide the Project Authority with completed inspection forms, and reports as detailed in this Statement of Work.

4 - The contractor shall be fully responsible to supply all parts, lubricants, oils, paint, materials, labor, shop supplies, inspection forms, except the DND 2027 which shall be supplied by DND when required. The use of jobber parts is not authorized for the repair and or the replacement of any Mil Spec parts; however jobber parts may be used to replace any standard commercial part used on these vehicles. All jobber parts used must meet and or exceed all OEM (Original Equipment Manufacturer) specifications for that part.

5 - The contractor shall be solely responsible to dispose of any and all hazardous materials resulting from any requested repair in a safe, legal manner fully meeting all applicable environmental regulations.

6 - All requested work must be performed by the appropriate licensed technician as indicated below:

A - All mechanical repairs must be performed by a 310T On licensed technician

B - All welding must be performed by a welder certified in Ontario for Gas Fusion Welding.

C - All body / paint must be performed by an Ontario Certified body technician, and if sub contracted the sub-contractor must be a certified and licensed Ontario facility.

7 - Under normal conditions DND will deliver the vehicle to and pick it up from the contractor's premises. Due to operational commitments and lack of personal there will be times when as part of the Call-Up the contractor will have to pick up and return the vehicle to and from different areas of Garrison Petawawa.

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When requested to pick up / return a vehicle from Garrison Petawawa the vehicle shall always be towed using the appropriate recovery vehicle. From the time the vehicle is delivered to until pick up, or from the time the contractor picks the vehicle up and returns it to Garrison Petawawa the contractor shall be fully responsible for all and or any damage that may occur while it is his possession.

8 - When requested to do so the contractor shall be responsible to provide a Mobile Repair Team to perform minor repairs in situ at various locations thru out Garrison Petawawa, on an as required basis. These repairs may be required to be performed indoors or outdoors, Garrison Petawawa will not be responsible to provide any form of assistance for these repairs. The contractor will only respond to In Situ Repair requests directly from the Project Authority.

9 - It shall be the responsibility of the contractor to provide a 24Hr per day, 7 days a week on call recovery service. He must provide the service within the following geographic boundaries from Garrison Petawawa:

- A - South to Kinburn Side Road south of Arnprior.
- B - East to the Ottawa River.
- C - West to Bancroft and the West gate of the Park.
- D - North to the East side of North Bay.

10 - When requested to do so the contractor shall be responsible to supply (except where noted) and properly complete the following forms:

- A - DOT Ontario Safety Inspection Certificate
- B - 83 Point Inspection known as the International B/B+ On Command Preventative Report. (copy attached)
- C - A modified DND 2027 Inspection Report which will be known as the enhanced B / B+ Inspection. Form supplied by DND. (Copy attached)

On all forms all boxes will be checked, all notes must be legible and clearly written, detailing all required information.

11 - The contractor will be expected to deal with 2 types of Call-Ups as detailed below:

Standard Call-Up - The Call-up will be delivered to the contractor by the Project Authority, and he will be expected to accept the vehicle at his premises or pick up the vehicle within 48Hrs of the call-Up being delivered to the contractor. If required he will have 2 working days to provide a total cost estimate to the Project Authority. No work will be performed by the contractor without the Project Authority's written approval which will indicate the maximum allow funding for the repair or requested service.

Priority Call-Up - The Project Authority will contact the contractor by phone and inform him that a priority repair is requested. The contractor will be expected to accept the vehicle at his premises or pick the vehicle up within 2 Hrs. of receiving the call. The contractor must within 4 Hrs. contact the Project Authority providing him with a full cost estimate for the requested repair. If required overtime work will be authorized by the Project Authority at his discretion as required to meet operational timelines. No work will be performed without the prior approval of the Project Authority.

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12 – All inspections, servicing and repairs both mechanical and body must at a minimum meet trade accepted repair times for similar work on vehicles of the same class unless agreed to by the Project Authority due to unforeseen problems. When any repair is completed it is must meet or exceed OEM specifications and be completed to the full satisfaction of the Project Authority.

13 – For all service and or inspection Call-Ups the contractor when requested shall perform servicing / inspections as detailed on each Call-Up, no repairs will be done with either the annual servicing and or inspections without the prior written approval of the Project Authority, unless it is authorized with the Call-Up. Detailed requirements for the servicing / inspections are as listed below:

A – Annual Service – The contractor will drain and replace the engine oil, oil filter, fuel filters, all other filters as required, and authorized, and replace both of the windshield wiper blades.. All hinges, pins, and chassis will be lubricated. The dates when the oil and fuel filters are changed will be written on each new filter installed with a permanent marker.

B – B Inspection – Will be performed on the cargo variants. The contractor will inspect the vehicle as per the On Command Inspection form. He will top up all fluids, check the tire pressures and lug nut torque and adjust if required. If the vehicle is found to require repairs the contractor will submit a full cost estimate to the Project Authority for approval prior to beginning the repairs.

C – B+ Inspection – Will be performed on the engineering and artillery variants. The contractor will perform all of the inspection as detailed in Para B, plus they will inspect the hydraulic system and when required replace the hydraulic filter.

D – Enhanced 83 Point Inspection – When requested this inspection will be performed on all variants of the MSVS. Using the supplied DND 2027 form the contractor will complete a B or B+ inspection depending on the variant, plus he will remove all wheels inspect and service the brake system. He will remove the vehicles DPF (Diesel Particulate Filter) send it out for cleaning to a qualified cleaning service and when cleaned reinstall it on the vehicle.

E – DOT Ontario Safety Inspection – When requested the contractor will perform a DOT Ontario Safety Inspection as per Provincial guidelines.

Upon completion and acceptance of any of the above inspections the contractor shall supply the Project Authority with 2 completed inspection forms with the invoice.

14 – For all Call-Ups for mechanical and or body repairs except in the case of recovery and fixed price repairs the contractor shall be responsible to provide the Project Authority with a written total cost estimate, clearly detailing all parts and labor that may be required. No repairs are to proceed until the Project Authority has reviewed the estimate and has given his authorization in writing to proceed.

15 – The contractor shall be responsible to provide a no cost parts and labor warranty on all work performed within this Standing Offer using the below listed guidelines. As DND cannot be directly reimbursed for any warranty costs it will be the responsibility of the contractor to either recovery the vehicle back to his premises or to have it repaired at his cost at the nearest dealer to the vehicle breakdown.

A – Minor Repairs – all minor repairs such as, replacement components such as brake chambers, air valves, and lights etc. must carry a 6 month 30,000 Km warranty against any defects in parts and or workmanship.

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B – Major Repair – all major repairs such as engine rebuild / replacement, transmission rebuild / replacement, major brake repair, rebuild / replacement of major components such as air compressors, Power Take offs, injectors (complete set) must carry a 12 month 120Km warranty against any defects in parts and or workmanship.

C – Body / Paint Repairs must carry a 12 month no mileage warranty against any defects in materials used and or workmanship.

16 - No vehicles repaired under this Standing Offer will be returned to Garrison Petawawa, or picked up on behalf of until it has been inspected and accepted by the Project Authority.

17 – All payments for work performed under this SOA will be made as detailed below:

A – All recovery, servicing, inspections, mechanical and body repairs, except as noted in sub para – B below will be paid using the ARI Fleet Service card.

B – All required repairs resulting from accidents and or abuse as designated by the Project Authority will be paid using a DND Purchase Order.

18 – All invoices must be clearly written detailing all parts, labor, core charges, and credit. Environmental and sales taxes are to be shown separately.

**The following is a copy of the 2027 Inspection form**





**ANNEX "B"**

**BASIS OF PAYMENT**

The format of the Pricing shall not be altered except for the provision of the bid price for each item and each year. All prices are to be net prices in Canadian funds including all labour, equipment, materials, Canadian Customs duties, excise taxes and transportation as indicated. HST shall not be included in the pricing and shall be shown as a separate item on invoices.

Estimated usages: as set out in the RFSO are to allow Canada to evaluate the Offers and are only estimates. No estimate contained in this RFSO represents a commitment on behalf of Canada.

Pricing Period:

Year 1 – 01 January 2019 to 31 December 2019

Year 2 – 01 January 2020 to 31 December 2020

Year 3 – 01 January 2021 to 31 December 2021

Item	Description	Unit of Issue	Est. Qty. Per Year	Unit price Year 1	Unit price Year 2	Unit price Year 3
1	Firm price - for annual service to include new oil filter, oil, fuel filters, wiper blades, air filter, lubrication of chassis ,hinges, and pins, labor and any disposal fees	Each	95			
2	Firm price for B inspection to include all labor, shop supplies, and normal fluid top up	Each	70			
3	Firm price for enhanced 2027 inspection to include all labor, shop supplies, and lubricants	Each	20			
4	Firm price for a B+ inspection to include all lubricants, hydraulic filters, labor, shop supplies	Each	5			
5	Firm price to remove clean and reinstall the DPF (diesel particulate filter) to include all labor and shop supplies	Each	20			
6	Firm price for a DOT Ontario Safety Inspection to include all labor and sticker	Each	10			
7	Firm price if the contractor must pick up and deliver the vehicle to and from Garrison Petawawa	Each	30			
8	Firm price to a service call to anywhere within Garrisons unit lines	Each	25			
9	Firm price for hourly rate for regular work hours and hourly rate for after hours work which would include stat holidays and weekends, expected usage	Hour	1920			

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	for regular hours					
10	Firm minimum recovery charge if there is a minimum	Each	20			
11	Recovery flat rate per Kilometer	Km	10,000			
12	Firm price if there is a charge for creating a full cost estimate for a repair when the vehicle is not repaired (accident / body damage)	Each	15			
13	Firm price to repair 1 tire to include all labor for the removal, repair, and reinstallation of the wheel assembly on the vehicle	Each	30			
14	Firm price to repair 1 mounted tire off vehicle	Each	70			

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## ANNEX "C"

### INSURANCE REQUIREMENTS

#### 1. Commerical General Liability Insurance

1.1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

1.1.2 The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. 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:**

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

**For other provinces and territories, send to:**

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

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

**2. Automobile Liability Insurance (required when driving DND owned vehicles)**

- 2.1.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 2.1.2 The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

### **3. Garage Automobile Liability Insurance**

- 3.1.1 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.
- 3.1.2 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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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**ANNEX "D"**

**PERIODIC USAGE REPORT FORM**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 687-6656	<a href="mailto:wayne.cook@pwgsc-tpsgc.gc.ca">wayne.cook@pwgsc-tpsgc.gc.ca</a>
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada  
Acquisitions Branch Ontario Region  
101 Menin Rd. Garrison Petawawa  
Building S-111, Rm C-114  
Petawawa, Ontario  
K8H 2X3

**REPORT ON THE VOLUME OF BUSINESS**

CONTRACTOR:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call up #	Total Billing

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

**PREPARED BY:**

*NAME:*

*SIGNATURE:*

*TELEPHONE NO.:*

Solicitation No. - N° de l'invitation  
W0107-18M003/A  
Client Ref. No. - N° de réf. du client  
W0107-18M003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-8-49025

Buyer ID - Id de l'acheteur  
PET906  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS

*(insert if applicable)*

### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

**ANNEX “F”**

**ADDITIONAL CERTIFICATION INFORMATION**

**1. Board of Directors**

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

**2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may 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.