



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

**Contracting Authority: Jason Amyot**  
**Jason.Amyot@tpsgc-pwgsc.gc.ca**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travel Procurement Services Division/Division des services  
d'approvisionnement en voyage  
L'Esplanade Laurier, East Tower 7t  
L'Esplanade Laurier, Tour est 7e é  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> SHUTTLE BUS WITH DRIVER	
<b>Solicitation No. - N° de l'invitation</b> W5942-19TN01/A	<b>Date</b> 2019-04-15
<b>Client Reference No. - N° de référence du client</b> W5942-19TN	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-76902	
<b>File No. - N° de dossier</b> lp003.W5942-19TN01	<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 2019-04-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Amyot, Jason J.	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (873) 353-4684 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

---

**REQUEST FOR PROPOSAL  
SHUTTLE BUS SERVICE FOR CEREMONIAL GUARD  
DEPARTMENT OF NATIONAL DEFENCE (DND)**

**PART 1 - GENERAL INFORMATION**

- 1.1 Statement of Work
- 1.2 Debriefings
- 1.3 Trade Agreements

**PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws

**PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

**PART 5 - CERTIFICATIONS**

- 5.1 Mandatory Certifications Required Precedent to Contract Award
- 5.2 Additional Certifications Precedent to Contract Award

**PART 6 - RESULTING CONTRACT CLAUSES**

- 6.1 Security Requirement
- 6.2 Statement of Work
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Payment
- 6.7 Invoicing Instructions
- 6.8 Certifications
- 6.9 Applicable Laws
- 6.10 Priority of Documents
- 6.11 Insurance

**List of Annexes:**

- Annex A Statement of Work
- Annex B Information and Contacts
- Annex C Basis of Payment
- Annex D Insurance Requirement

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Department of National Defence (DND) has a requirement for the provision of five (5) buses with drivers for the Ceremonial Guard in Ottawa, Ontario, for the period of June 22, 2019 to August 24, 2019 (64 days).

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

### **1.4 Canadian Content**

The requirement is limited to Canadian goods and/or services.

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) – Attn: Jason Amyot, [Jason.Amyot@tpsgc-pwgsc.gc.ca](mailto:Jason.Amyot@tpsgc-pwgsc.gc.ca) by the date, time and place indicated on page 1 of the bid solicitation.

### **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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar day before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

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

**3.1.1.** In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements on how they will carry out the Requirement defined at Annex "A" – Statement of Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex C. The total amount of applicable taxes must be shown separately, if applicable.

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

Bidders must submit the certifications required under Part 5.

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

#### **4.1. Evaluation Procedures**

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

##### **4.1.1 Technical Evaluation**

Bidders are required to comply with all the mandatory criteria below to be considered responsive a bid must meet all of the mandatory requirements of this bid solicitation. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

**M1.** The bidder must provide a proof of a valid and current Commercial Transportation License or Certificate delivered by the Province of Ontario for the operations of the bus services mentioned in Annex A - Statement of Requirement.

**M2.** In accordance with the Ontario Highway Traffic Act and Regulations, the bidder must provide copies of Safety Standards Certificates issued by Ontario's Motor Vehicle Inspection Station, for the buses listed below.

In their technical bid, bidders must provide description of each type of buses of which they propose to offer.

Quantity: five (5)

	YEAR	MODEL	MAKE
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

### **Inspection of vehicles**

The vehicles must be made available by the successful bidder when requested by Canada for inspection and approval by Department National Defence's Representative prior to awarding of the Contract.

Any change to the above vehicles in conjunction with the awarded Contract must be approved by the Project Authority.

### **M.3 Experience**

Experience of three (3) years, within the last five (5) years, having performed this type of service specified in Annex A within Ontario and/or Quebec. Submit with bid a minimum of two (2) clients with their business name, address and contact person including dates of services for references.

#### **4.1.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, as submitted in Annex C - Basis of Payment.

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

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

Lowest evaluated price of this requirement will be based on the sum of the proposed daily prices for schedules "A", "B" and "C" times sixty-four (64) days, schedule "D" and "E" extra charges and the overtime costs, as well as all associated costs for the two option years.

## **PART 5 – CERTIFICATIONS**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any

certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

## **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

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

## **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

### **5.2.1 Integrity Provisions - List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### **5.2.3 Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder 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.

### **5.2.3.1 Canadian Content Certification**

**5.2.3.1.1** SACC *Manual* clause A3050T (2014-11-27) Canadian Content Definition

**5.2.3.1.2** This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirement**

There is no security requirement associated with the requirement.

### **6.2 Statement of Requirement**

The Contractor must provide the services described at Annex A - Statement of Work.

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

All clauses and conditions identified in the Contract 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.

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of Contract**

The Period of the contract is from the date of issuance to September 30<sup>th</sup>, 2021 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods 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 sixty (60) 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.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jason Amyot  
Title: Supply Specialist  
Department: Public Services and Procurement Canada (PSPC)  
Acquisitions Branch  
Directorate: Travel Procurement Services Division - LP  
Address: Building L'Esplanade Laurier, East Tower  
140 O'Connor Street,  
Ottawa, Ontario, Canada, K1A 0R5  
  
Telephone: 873-353-4684  
Facsimile: 613-943-7967  
E-mail address: [jason.amyot@tpsgc-pwgsc.gc.ca](mailto:jason.amyot@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: ***To be added at Contract award***

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: ***To be added at Contract award***

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

## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm rates, as specified in Annex C, Basis of Payment, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### **6.6.2 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

### **6.6.3 Limitation of Price**

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

## **6.7 Invoicing Instructions**

**6.7.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

**6.7.2** Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment.

***To be inserted at Contract award.***

- b) One copy to be provided electronically to Contracting Authority.

## **6.8 Certifications**

**6.8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.8.1.1 SACC Manual Clause 2008-05-12 Active A3060C [Canadian Content Certification](#)

**6.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

**6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2010C (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments;
- (f) Annex D, Information and Contact;
- (g) the Contractor's bid dated \_\_\_\_\_.

**6.11 Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## ANNEX A – STATEMENT OF WORK

### Requirement:

For the provision of five (5) buses with drivers for The Ceremonial Guard, Department of National Defence, Ottawa, Ontario, for the period of June 22, 2019 to August 24, 2019 (64 days).

To provide the following vehicles with drivers to augment The Ceremonial Guard as follows:

A) Four (4) Activity buses with drivers required daily from 08:30 to 11:30 a.m., to transport The Ceremonial Guard from Carleton University to Cartier Square. The buses will then depart from Cartier Square between 10:30 - 10:45 a.m. with personnel and return to Carleton University.

B) One (1) Activity bus with driver will be required daily from 07:30 to 9:30 a.m. to transport members of The Ceremonial Guard from Carleton University to the Governor General's Residence - Rideau Hall.

### NOTE:

- Buses and drivers in para (A) are required to wait at Cartier Square until departure time at 10:30 a.m., in case of inclement weather in which case, The Ceremonial Guard will have to be picked up en route and bused to, or from, Parliament Hill and;

- Bus drivers are to report to the Transport Coordinator upon arrival each morning to confirm requirements (i.e.: inclement weather, changes to pick up point, etc.).

C) One (1) activity bus with driver (same bus as in "B" above) will be required to be on Standby during the day for possible inclement weather then each evening from 16:45 to 17:30 p.m. to transport members of The Ceremonial Guard from Rideau Hall back to Carleton University.

D) **1 July 2019 (CANADA DAY)** require a total of 7 Buses (includes the 5 above with 2 extra) with all being used until 1400 hrs this day (start timings as per normal only difference is all buses will work until 1400 hrs this one day).

E) **22 June 2019 – (date subject to revision) (HEGG PARADE)** require a total of 8 Buses (includes the 5 above with 3 extra) with all being used until 1230 hrs this day (start timings as per normal only difference is all buses will work until 1230 hrs this one day)

F) Awarded Company must provide ALL BUS PLATE #s AND all drivers' names and provincial driver licence #'s prior to **14 June 2019**.

### BUS SPECIFICATIONS:

- 47 to 49 passenger capacity with tinted windows and under baggage compartments.

- The lower luggage compartment must have mattresses inside to avoid damage on the equipment and maintain them clean.

- The overhead rack must have a solid flat base, not the standard chrome bar type.

- A chrome rack covered with rubber matting is acceptable.

- Individual seats of cloth material are required to aid in eliminating any marks/creases or wrinkles forming on uniforms.

Solicitation No. - N° de l'invitation  
W5942-19TN01/A  
Client Ref. No. - N° de réf. du client  
W5942-19TN01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003 W5942-19TN01

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

Since the buses are used for extremely high profile public events on Parliament Hill, Rideau Hall and other locations. Under no circumstances are the standard white or yellow school buses acceptable. Outside appearance is to be of neutral color.

Buses are to be maintained in a serviceable and presentable condition at all times.

If the conditions of this requirement are not met (i.e.: supplier provides unsatisfactory services), the contract will be terminated.

**PICK-UP AND DELIVERY:**

The drivers shall pick-up all personnel at the specified area of departure and transport them to the designated drop-off destinations.

Drivers will be briefed daily on their requirements.

Whenever a bus is out of service for repairs due to normal wear and tear or accidental damage, the supplier will replace this bus with another one of the same type.

**INVOICING INSTRUCTIONS:**

Invoices are to be submitted monthly to the following address:

Department of National Defence  
Transport Section - I/C GPV  
CFSU Ottawa  
Uplands Site, Hgr. #14  
Transportation  
Ottawa, Ontario  
K1A 0K5

Solicitation No. - N° de l'invitation  
W5942-19TN01/A  
Client Ref. No. - N° de réf. du client  
W5942-19TN01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003 W5942-19TN01

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

## ANNEX B – INFORMATION AND CONTACTS

<b>1. Bidder Information</b>	
Name:	
Position/Title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
<b>2. Company Information</b>	
Name:	
Legal Name:	
Street Address:	
City:	
Province:	
Postal Code:	
Direct Phone Number:	
Fax Number:	
Toll Free Number:	
Website Address:	
PBN:	

### **Note: Procurement Business Number (PBN) for Canadians Bidders only**

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

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.

### ANNEX C – BASIS OF PAYMENT

Schedule	Firm Daily Rate for Bus with Driver (a)	# of Buses (b)	Number of Days (c)	Total (a*b*c)
<b>Schedule "A"</b> 08:30 a.m. to 11:30 a.m.	\$ _____	4	64	\$ _____
<b>Schedule "B" and "C"</b> 7:30 a.m. to 9:30 a.m. & 4:45 p.m. to 5:30 p.m.; & standby between timings.	\$ _____	1	64	\$ _____
<b>Supplemental Charges</b>				
<b>Schedule "D": Extra charges for July 1<sup>st</sup>. 2019 – Canada Day</b>				
Extra charge for regular bus: If no additional charge, indicate "No Charge".	\$ _____	5	1	\$ _____
Fee for additional buses:	\$ _____	2	1	\$ _____
<b>Schedule "E": Extra charges for June 22<sup>nd</sup> (date subject to revision) – HEGG Parade</b>				
Extra charge for regular bus: If no additional charge, indicate "No Charge".	\$ _____	5	1	\$ _____
Fee for additional buses:	\$ _____	3	1	\$ _____
<b>Overtime (estimated)</b>				
In case of unexpected events, a firm hourly rate per bus with driver is required:	\$ _____ per hour	1	13	\$ _____
Note: Please indicate the rate per hour for overtime. Penalties with a pre-determined minimum number of hours will not be permitted. For evaluation purposes, thirteen (13) overtime hours will be calculated in each bid.				
Sub-Total :				\$ _____
Applicable taxes ( _____ %) :				\$ _____
Total :				\$ _____

Note: The sub-totals of all three (3) years will be used for the financial evaluation.



**Option Year 1 – Summer 2020 (Approx. 64 days)**

Schedule	Firm Daily Rate for Bus with Driver (a)	# of Buses (b)	Number of Days (c)	Total (a*b*c)
<b>Schedule "A"</b> 08:30 a.m. to 11:30 a.m.	\$ _____	4	64	\$ _____
<b>Schedule "B" and "C"</b> 7:30 a.m. to 9:30 a.m. & 4:45 p.m. to 5:30 p.m.; & standby between timings.	\$ _____	1	64	\$ _____
<b>Supplemental Charges</b>				
<b>Schedule "D": Extra charges for July 1<sup>st</sup>. 2020 – Canada Day</b>				
Extra charge for regular bus: If no additional charge, indicate "No Charge".	\$ _____	5	1	\$ _____
Fee for additional buses:	\$ _____	2	1	\$ _____
<b>Schedule "E": Extra charges for June 20<sup>th</sup> (date subject to revision) – HEGG Parade</b>				
Extra charge for regular bus: If no additional charge, indicate "No Charge".	\$ _____	5	1	\$ _____
Fee for additional buses:	\$ _____	3	1	\$ _____
<b>Overtime (estimated)</b>				
In case of unexpected events, a firm hourly rate per bus with driver is required:	\$ _____ per hour	1	13	\$ _____
Note: Please indicate the rate per hour for overtime. Penalties with a pre-determined minimum number of hours will not be permitted. For evaluation purposes, thirteen (13) overtime hours will be calculated in each bid.				
Sub-Total :				\$ _____
Applicable taxes ( _____ %) :				\$ _____
Total :				\$ _____

**Option Year 2 – Summer 2021 (Approx. 64 days)**

Schedule	Firm Daily Rate for Bus with Driver (a)	# of Buses (b)	Number of Days (c)	Total (a*b*c)
<b>Schedule "A"</b> 08:30 a.m. to 11:30 a.m.	\$ _____	4	64	\$ _____
<b>Schedule "B" and "C"</b> 7:30 a.m. to 9:30 a.m. & 4:45 p.m. to 5:30 p.m.; & standby between timings.	\$ _____	1	64	\$ _____
<b>Supplemental Charges</b>				
<b>Schedule "D": Extra charges for July 1<sup>st</sup>. 2021 – Canada Day</b>				
Extra charge for regular bus: If no additional charge, indicate "No Charge".	\$ _____	5	1	\$ _____
Fee for additional buses:	\$ _____	2	1	\$ _____
<b>Schedule "E": Extra charges for June 26<sup>th</sup> 2021 (date subject to revision) – HEGG Parade</b>				
Extra charge for regular bus: If no additional charge, indicate "No Charge".	\$ _____	5	1	\$ _____
Fee for additional buses:	\$ _____	3	1	\$ _____
<b>Overtime (estimated)</b>				
In case of unexpected events, a firm hourly rate per bus with driver is required:	\$ _____ per hour	1	13	\$ _____
Note: Please indicate the rate per hour for overtime. Penalties with a pre-determined minimum number of hours will not be permitted. For evaluation purposes, thirteen (13) overtime hours will be calculated in each bid.				
Sub-Total :				\$ _____
Applicable taxes ( _____ %) :				\$ _____
Total :				\$ _____

---

## **ANNEX D – INSURANCE REQUIREMENT**

### **1. COMMERCIAL GENERAL LIABILITY INSURANCE**

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
- a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

### **2. AUTOMOBILE LIABILITY INSURANCE**

- 2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 2.2 The policy must include the following:
- a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b) Accident Benefits - all jurisdictional statutes
  - c) Uninsured Motorist Protection
  - d) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e) Permission to Carry Passengers for Compensation or Hire
  - f) Public Passenger Vehicles Endorsement
  - g) OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
    - 8 to 12 Passengers: \$5,000,000
    - 13 or more Passengers: \$8,000,000
  - h) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27