



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
200 Kent Street | 200 rue Kent
Ottawa, ON K1A 0E6

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REQUEST FOR STANDING OFFER

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

Title – Sujet Vehicle Inspection, Maintenance and Repair Services		Date July 11, 2019
Solicitation No. – N° de l'invitation FP802-18310A		
Client Reference No. - No. de référence du client F3062-180023		
Solicitation Closes – L'invitation prend fin At / à : 2:00 pm Eastern Standard Time (EST) On / le : August 6, 2019		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci- inclus	Duty – Droits See herein — Voir ci- inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Stephane Julien Email – courriel: Stephane.Julien2@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée See herein — Voir ci- inclus	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

FP802-180310

Request for Standing Offers
For
Vehicle Inspection, Maintenance and Repair Services
Fisheries and Oceans Canada
Quebec

FP802-180310

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PART 1 – General Information

This bid solicitation cancels and supersedes previous bid solicitation number FP802-180310 dated April 24, 2019 with a closing of June 4, 2019 at 2:00 PM EST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

1.1 Introduction

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

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

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

1.2 Summary

- 1.2.1 The Department of fisheries and Oceans (DFO) has a fleet of forty two (42) vehicles based in Quebec City. These vehicles, which include cars, minivans and trucks, require regular inspections and maintenance and repair services "as needed". The required services are described in the attached Statement of Work.

DFO intends to assign standing offers to suppliers who meet the requirements of the request for standing offer, up to a maximum of three (3). The period of the Standing Offer will be the two-year period from offer award with two (2) additional options to extend the offer period by one (1) year each.

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1.2.2 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA); Canada-Chile Free Trade Agreement; Canada-Colombia Free Trade Agreement; Canada-Honduras Free Trade Agreement; Canada-Korea Free Trade Agreement; North American Free Trade Agreement (NAFTA) & Canada Panama Free Trade Agreement.

1.3 Security Requirements

There are no security requirements associated with this requirement.

1.4 Debriefing

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

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Part 2 – Offeror Instructions

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Subsection 5.4 – Submission of Offers

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

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

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

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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.

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, to the [Defence Services Pension Continuation Act](#), 1970, c. D-3, to the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, to the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, to 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.

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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.

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2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority **no later than ten (10) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

Part 3 – Offer Preparation Instructions

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer by the date, time and place indicated on page 1 of the Request for Standing Offers in separately bound sections as follows.

Section I: Technical Offer

Section II: Financial Offer

Section III: Certifications

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

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

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

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The subject line of emails must specify the following:

- 1. Solicitation Number: FP802-180310A**
- 2. Project Title: Vehicle Inspection, Maintenance and Repair Services Quebec City GCC Base**

Section I: Technical Offer

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

Section II: Financial Offer

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

Section III: Certifications

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

3.1.1 Electronic Payment of Invoices – Offer

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

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

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Part 4 – Evaluation Procedures and Basis of Selection

4.1 Evaluation Procedures

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

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

4.1.1 Technical Assessment

4.1.1.1. Mandatory Technical Criteria

Please see Attachment 1 to Part 4 for mandatory technical criteria.

4.1.1 Financial Evaluation

4.1.2.1. Evaluation of Price – Offer

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

Only the rates of technically compliant offers will be considered.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

SACC Manual Clause M0031T (2007-05-25) applies.

a) An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer(s), up to three (3), with the lowest evaluated price will be recommended for issuance of a standing offer.

b) Notice of assessment of results: all invited suppliers who respond to this call will be notified in writing about the results of this process. This notice will include the following information:

Solicitation number;
Name of the company(ies) the offeror(s) selected; and
Total value of standing offer(s) awarded;

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ATTACHMENT 1 TO PART 4 - MANDATORY TECHNICAL CRITERIA

The offer must meet the following mandatory technical criterias. The offerer must provide the necessary documents to prove that those criterias are met.

Offers that don't meet those mandatory criterias will not be considered and deemed irrevocable. Each mandatory technical criteria must be considered separately.

Each offer must include the following informations :

- Name of the client
- Project description
- Start and end dates
- Contact informations
- Telephone number
- E-mail address

Bidders must provide sufficiently detailed informations in order to clearly show that they meet all of the following mandatory technical criterias. Be advised that a statement regarding the criterias, (for instance, simply mentioning the experience) without accompanying documents showing the criterias are met or, using the same sentences as the present request for a Standing Offer, won't be considered proof that those mandatory criterias are fulfilled.

Number	Mandatory Technical Criteria	Meets or not the criteria	
		YES	NO
M1	The Bidder must accept electronic payments via the Government of Canada Fleet Card (CGFC) known as Automotive Resources International (ARI card). Should the offerer not be currently accepting said card, an engagement can be included in which the Bidder will commit to subscribe to ARI as an official service provider for the Government of Canada, should his standing offer be accepted.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
M2	The Bidder must be located 50 km or less from 101 Boul. Champlain (DFO/CCG Base), Québec, Qc, G1K 7Y7. Please provide Full Address. Google Maps will be used to validate this criteria.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
M3	The Bidder must have the following regular work hours: Monday to Friday from 8 h to 17 h (local time) (except holidays) and should be able to provide the required service identified in annex « B » Payment of services provided outside of regular work hours , including weekends and holidays	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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Number	Mandatory Technical Criteria	Meets or not the criteria	
M4	<u>For maintenance services, mechanical inspection, repair and tire change :</u> The Bidder must be able to provide those complete services : maintenance, inspection, mechanical repairs and tire changes.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
M5	For tire services : The bidder must be part of, or be affiliated with a supplier included in the National Standing Offer of the Government of Canada for tire purchases. The Bidder Must provide proof with his offer (document copies, letter, etc.) that he is a supplier or affiliated with one.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
M6	For tire services : The Bidder must accept to store (indoors) the tires of the government vehicles, as well as be able to clearly identify them.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
M7	The Bidder must provide a warranty of at least one year or 20,000 kms covering 100% of the costs in parts and workforce for repairs, body works and paint.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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Part 5 – Certifications and Additional Information

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Supplementary Offeror Information

1. Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

5.1.2.2. Canadian Content Certification

This procurement is conditionally limited to Canadian services.

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

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

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The Offeror certifies that:

The Bidder certifies that:

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

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

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

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [North American Free Trade Agreement](#) (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada." (Consult [Annex 3.6](#) (9) of the *Supply Manual*.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
 - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to separately identify each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).

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*.
6. **Other Canadian goods and services:** Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

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

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information are not completed

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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. Insurance - Proof of Availability Prior to Contract Award

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

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

5.2.2. Federal Contractors Program for Employment Equity – Standing Offer Certification

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

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

5.2.3. Additional Certifications Precedent to Issuance of Standing Offer

5.2.3.1. Status and Availability of Resources – Standing Offer

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

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

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Part 6 – Security, Financial and Insurance Requirements

6.1 Security Requirements

There are no security requirements for this project.

6.2 Insurance Requirements

Insurance requirements described in Annex C apply and form part of the resulting standing offer.

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Part 7 – Standing Offer and Resulting Contract Clauses

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

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

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7.3.1 General Conditions

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

7.3.2 Supplemental General Conditions

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

Section 12 Interest on Overdue Accounts will not apply to payments made by credit cards.

7.4 Term of Standing Offer

7.4.1 Period of Standing Offer

Two (2) years from the date of contract award.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one-year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3. Delivery Points

Delivery of the requirement will be made to:

Fisheries and Oceans Canada
Canadian Coast Guard Quebec Base
101, Champlain Boulevard
Quebec City, Qc G1K 7Y7

7.5 Responsibilities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Last name: Stephane Julien
Title: Senior Contracting Officer
Organization: Financial and Materiel Management Operations
Branch: Materiel and Procurement Services
Address: 200 Kent Street
 Ottawa, ON K1A 0E6

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Telephone: 343-548-5181
Email: Stephane.Julien2@dfo-mpo.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: to be inserted upon contract award.

Last name:
Title:
Organization:
Branch:
Address:

Telephone:
Email:

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.

7.6 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: to be inserted upon contract award

7.8 Call-up Procedures

Ranking and Methodology for Standing Offers

- i. Proportional basis:
The call-up procedures require that call-ups be issued on a proportional basis such that the highest-ranked offeror receives the largest predetermined portion of the work; the second highest-ranked offeror receives the second largest predetermined portion of the work, etc. (for example, 50 percent to the highest-ranked offer, 30 percent to the next highest-ranked offer and 20 percent to the third highest-ranked offer). This predetermined distribution of the resulting work is to be described in the RFSO so that potential offerors are aware of these when preparing their offer. It is also known as "collective best value." The highest-ranked standing offer represents the best value for Canada, and its offeror

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receives the largest portion of the work. A clear advantage in terms of distribution of expected business volume should be given to the highest-ranked offeror (for example, 20 percent or more than the next offer) and the same for the others. The determination of what constitutes a clear advantage is the responsibility of the contracting officer and may vary by commodity, service or by business case. The resultant call-ups are considered competitive and the competitive call-up authorities can be used.

Where individual standing offers are to be authorized based on the proportional basis approach, the contracting officer should inform the authorized user of his/her obligation to monitor call-up activities to ensure work is allocated in accordance with predetermined work distribution.

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

7.9 Call-up Instrument

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (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) 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.
- d) Supplemental General Conditions - 4009 (2013-06-27), Professional Services - Medium Complexity, apply to and form part of the Standing Offer;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) 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).*)

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.13 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 Quebec.

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B. Resulting Contract Clauses

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

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

7.3 Term of Contract

7.3.1 Period of Contract

Two (2) years from the date of contract award.

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 Invoicing:

The Department will settle invoices using the ARI credit card identified under the name of the Government of Canada for each vehicle.

Final invoices for work under \$100: The Contractor must send the original invoice to ARI for payment.

For Work estimated at more than \$100: with an ARI technician's prior authorization to proceed with Work required on a vehicle, the Contractor must call the ARI technician a second time to report the Work completed, at which time the invoice will automatically be paid.

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Following each service rendered and the return of the vehicle, the Contractor will provide a duplicate of the invoice to the Department Representative.

The selected Contractor agrees to provide ARI with the invoices before the end of the month in which the Work was performed.

7.5.2 Basis of Payment

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

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

7.5.3 Limitation of Expenditure

1. Canada's total liability to the Supplier under the call-up must not exceed **\$(TBD)**. Customs duties are included and applicable taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide the Contracting Authority with a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.4 Method of Payment

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

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

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- c. the Work delivered has been accepted by Canada.

7.5.5. Electronic Payment of Invoices – Call-up

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

7.6 Insurance Requirements

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

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Annex A - Statement of Work

Vehicle, truck and van maintenance and repair service (Quebec)

1.0 **Background**

The Department of Fisheries and Oceans (Quebec Region) owns a fleet of about 42 vehicles (cars, trucks and vans) for its operations in Quebec City as described herein. This Annex's attachment number 1 lists these vehicles.

2.0 **Objective**

- 2.1 This statement of work defines the scope and requirements that apply to the provision of preventive and corrective maintenance to a vehicle fleet comprised of various makes and models.
- 2.2 These services are required on request only, as and when needed. The required services are the following, among others:
- Vehicle maintenance according to manufacturer established programs and depending on use (oil changes, inspections, etc.);
 - Vehicle repairs due to mechanical breakdown;
 - Body repairs;
 - Purchase, installation and balancing of tires, storage, alignment and brakes;
 - Vehicle washing;
 - Windshield repairs and replacement;
 - Rustproofing
 - Valet and recovery (towing) service
- 2.3 This is not a comprehensive list and other minor services may be required by the department.

3.0 **Applicable documents**

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

For example:

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

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

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4.0 Definitions (add as needed)

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

5.0 General Requirements**5.1 Operation**

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

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

5.2 The Offeror must:

- a. Be located 50 km or less than from the Canadian Coast Guard Base, which is located at 101, Champlain Boulevard, Quebec City, Qc G1K 7Y7;
- b. Be open for business Monday to Friday, 8:00 a.m. to 5:00 p.m. (local time) (at least) and provide the service outside of regular hours, including weekends and public holidays;
- c. Throughout the Work, parts and components that require replacement shall be replaced by new OEM parts only, unless otherwise requested by the authorized representative of the Quebec City Coast Guard base;
- d. According to scheduled inspections and/or as requested by the Project Manager, inspections must be done within 24 hours of the request and repairs made as soon as possible depending on the availability and extent of necessary repairs.
- e. The Offeror must provide all materials, parts, equipment and labour, in order to provide regular maintenance, mechanical repairs, body work, tire installation and balancing and vehicle washing of department vehicles, as needed.
- f. The Offeror must accept the ARI credit card.

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g. Vehicle keys, pick-up and return

1. The Offeror must obtain, from the authorized representative, the vehicle binder (including keys, registration certificate, ARI card, vehicle operating report form and heavy-vehicle documents when applicable).
2. Offeror employees must hold a valid driver's license issued by the province of Quebec and drivers must be covered by the Offeror's current insurance policy while operating any MLI fleet vehicle.
3. The services are **F.O.B. Destination**, i.e. the Offeror must pick up the vehicles up to 15 km from its place of business and bring them back once the work has been completed at the following location.

Fisheries and Oceans Canada
Canadian Coast Guard Base
101 Champlain Boulevard
Quebec City, Qc
G1K 7Y7

4. The Offeror must indicate the departure and arrival odometer values in the vehicle logbook. In addition, it must submit the invoice and the completed inspection sheet when applicable.
5. The Offeror's employees must perform a vehicle walk around prior to leaving the site and record any visible damage.
6. The bidder must obtain and return the keys to the department representative, or the Security Officer, Commissionaire's post, as needed.

h. Maintenance records

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

i) Heavy vehicles

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

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

6.0 Description of the Work

6.1 The Offeror shall provide duly qualified labour to perform inspections, maintenance and repairs on mechanical, electrical and electronic components, as well as original

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and/or special spare parts for the vehicles designated in attachment number 1 of this Annex.

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

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

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

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

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

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

7.0 Service categories

The types of Work to perform mainly include:

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

7.1 Vehicle maintenance and inspection program

7.1.1 The Offeror must:

1. Perform vehicle maintenance and inspection according to the **SAAQ checklist for heavy vehicles with a GVWR of 4500 kg or more**, and provide, when required, a cost estimate within 24 hours of receipt of the vehicle;
2. Perform vehicle maintenance and inspection according to the **SAAQ checklist for heavy vehicles with a GVWR of less than 4500 kg**, and provide (when required) a cost estimate within 24 hours of receipt of the vehicle;
3. Every Department vehicle must be maintained according to the standards recommended and established by the original equipment manufacturers (OEMs) and according to vehicle use.

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4. Once the work has been completed, the Offeror must properly complete a maintenance and inspection information sheet and place it in the logbook of each departmental vehicle, and attach a duplicate of this document to the duplicate invoice provided to the Project Authority.
 5. Reminder stickers, oil change stickers and next service stickers must be placed in the vehicle binder.
 6. The Offeror must keep and update a file of service performed on every vehicle entrusted to it, making it available at all times to the Project Authority; and provide the necessary reminders based on recommended maintenance programs established by the original equipment manufacturers (OEMs) and according to vehicle use.
 7. Every time a vehicle is serviced, the Offeror must check the safety equipment seal and notify the Department representative if it is broken or altered.
 8. For every vehicle, oil changes and inspections must include a written report covering as a minimum the following items:

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

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

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

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

7.2 Vehicle repairs

7.2.1 The Offeror must:

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

7.3 Body repairs

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

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

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

3. The Contractor must guarantee bodywork and painting for six months or 10,000 km (whichever comes first) as of vehicle delivery to the Department's authorized representative.

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

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

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

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

7.5 Vehicle cleaning

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

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

7.6 Windshield repairs and replacement

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

7.7 Rustproofing

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

2. The rustproofing treatment must include a paraffin pourcentage.

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7.8 Recovery and towing

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

8.0 Expected demand

a) Vehicle maintenance, repair and inspection program;	120/year
b) Body repairs	12/year
c) Purchase, installation and balancing of tires, storage, alignment and brakes;	75/year
d) Vehicle washing	100/year
e) Windshield repairs and replacement;	20/year
f) Rustproofing	
g) Recovery (towing)	20/year

9.0 Deliverables

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

10.0. Acceptance

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

11.0 Warranty

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

12.0 Language

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

13.0 Work site

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

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EXEMPLE DE FICHE D'ENTRETIEN

CAMION PORTEUR

Renseignements sur le véhicule

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marque	Modèle	Localisation du véhicule	Propriété de
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Année	Plaque	N° d'unité	
<input type="text"/>			
N.I.V.			
Type de véhicule		Entretien préventif	
<input type="radio"/> Camion porteur <input type="radio"/> Tracteur Autres : <input type="text"/>		<input type="text"/>	<input type="text"/>
		Jour/Mois/Année Date	Kilomètres Heures mécaniques
		Prochain entretien préventif	
		<input type="text"/>	<input type="text"/>
		Jour/Mois/Année Date	Kilomètres Heures mécaniques

Éléments à inspecter tous les 6 mois*

1. Dans le véhicule

	Conforme	Non conforme
a. accessoires		
1. pare-brise	<input type="radio"/>	<input type="radio"/>
2. pare-soleil	<input type="radio"/>	<input type="radio"/>
3. vitres latérales, lunette arrière	<input type="radio"/>	<input type="radio"/>
4. rétroviseur intérieur	<input type="radio"/>	<input type="radio"/>
5. sièges et banquettes	<input type="radio"/>	<input type="radio"/>
6. ceinture de sécurité	<input type="radio"/>	<input type="radio"/>
7. coussins gonflables (état, témoin)	<input type="radio"/>	<input type="radio"/>
8. lampes témoins (fonctionnement)	<input type="radio"/>	<input type="radio"/>
b. moteur en marche		
1. volant (jeu)	<input type="radio"/>	<input type="radio"/>
2. démarrage au neutre	<input type="radio"/>	<input type="radio"/>
3. commande d'accélérateur	<input type="radio"/>	<input type="radio"/>
4. commande d'embrayage	<input type="radio"/>	<input type="radio"/>
5. commande de freins	<input type="radio"/>	<input type="radio"/>
6. manomètre de freins	<input type="radio"/>	<input type="radio"/>
7. compresseur à air (rendement)	<input type="radio"/>	<input type="radio"/>
8. avertisseurs sonore et lumineux	<input type="radio"/>	<input type="radio"/>
9. frein de service	<input type="radio"/>	<input type="radio"/>
10. freins d'urgence et de stationnement	<input type="radio"/>	<input type="radio"/>
11. course de la pédale de frein	<input type="radio"/>	<input type="radio"/>
12. essuie-glaces (fonctionnement)	<input type="radio"/>	<input type="radio"/>
13. lave-glace (fonctionnement)	<input type="radio"/>	<input type="radio"/>
14. chauffage, dégivrage	<input type="radio"/>	<input type="radio"/>
15. indicateur de vitesse et totalisateur	<input type="radio"/>	<input type="radio"/>
16. éclairage du tableau de bord	<input type="radio"/>	<input type="radio"/>
17. avertisseur sonore (klaxon)	<input type="radio"/>	<input type="radio"/>
18. feux de jour	<input type="radio"/>	<input type="radio"/>
19. phares de route	<input type="radio"/>	<input type="radio"/>
20. phares de croisement	<input type="radio"/>	<input type="radio"/>
21. feux de direction	<input type="radio"/>	<input type="radio"/>
22. feux d'arrêt	<input type="radio"/>	<input type="radio"/>
23. feux de position	<input type="radio"/>	<input type="radio"/>
24. feux de plaque	<input type="radio"/>	<input type="radio"/>
25. feux de détresse	<input type="radio"/>	<input type="radio"/>
26. feux de recul	<input type="radio"/>	<input type="radio"/>
27. feux de gabarit	<input type="radio"/>	<input type="radio"/>
28. feux d'identification	<input type="radio"/>	<input type="radio"/>
29. tous les réflecteurs	<input type="radio"/>	<input type="radio"/>

	Conforme	Non conforme
c. moteur arrêté		
(système de freins hydrauliques assisté)		
1. fonctionnement du système d'assistance (système de freins pneumatiques)	<input type="radio"/>	<input type="radio"/>
2. baisse de pression (une application de frein)	<input type="radio"/>	<input type="radio"/>
3. baisse de pression (frein appliqué 1 min)	<input type="radio"/>	<input type="radio"/>
2. Autour du véhicule		
a. cabine-carrosserie		
1. portières	<input type="radio"/>	<input type="radio"/>
2. rétroviseurs extérieurs	<input type="radio"/>	<input type="radio"/>
3. essuie-glaces (balais)	<input type="radio"/>	<input type="radio"/>
4. ailes, carrosserie	<input type="radio"/>	<input type="radio"/>
5. capot, crochet de sécurité	<input type="radio"/>	<input type="radio"/>
6. pare-soleil extérieur	<input type="radio"/>	<input type="radio"/>
7. pneus	<input type="radio"/>	<input type="radio"/>
8. roues, valves	<input type="radio"/>	<input type="radio"/>
9. boulons, écrous, pièces de fixation	<input type="radio"/>	<input type="radio"/>
10. roulement de roue	<input type="radio"/>	<input type="radio"/>
11. garde-boues	<input type="radio"/>	<input type="radio"/>
12. réservoir de carburant et attaches	<input type="radio"/>	<input type="radio"/>
13. portillon, bouchon	<input type="radio"/>	<input type="radio"/>
14. vignette valide (carburant gazeux)	<input type="radio"/>	<input type="radio"/>
b. dispositif d'attelage		
1. sellette d'attelage	<input type="radio"/>	<input type="radio"/>
2. mécanisme de verrouillage	<input type="radio"/>	<input type="radio"/>
3. fiche (freins de remorque)	<input type="radio"/>	<input type="radio"/>
4. fiche (éclairage de remorque)	<input type="radio"/>	<input type="radio"/>
5. câbles, chaînes, crochet	<input type="radio"/>	<input type="radio"/>
c. espace de chargement		
1. plateforme, panneaux	<input type="radio"/>	<input type="radio"/>
2. butées, fixations	<input type="radio"/>	<input type="radio"/>
3. supports, ridelles	<input type="radio"/>	<input type="radio"/>
d. suspension et freins		
1. amortisseurs	<input type="radio"/>	<input type="radio"/>
2. ancrages	<input type="radio"/>	<input type="radio"/>
3. lames maitresses	<input type="radio"/>	<input type="radio"/>
4. brides centrales	<input type="radio"/>	<input type="radio"/>
5. pièces de fixation	<input type="radio"/>	<input type="radio"/>

* L'inspection doit être effectuée conformément au Guide de vérification mécanique (normes, méthode)

* 6 mois = minimum légal; comme les véhicules doivent être constamment en bon état, la fréquence

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	Conforme	Non conforme		Conforme	Non conforme
6. jumelles	<input type="radio"/>	<input type="radio"/>	b. suspension (avant et arrière)	<input type="radio"/>	<input type="radio"/>
7. suspension pneumatique, ballons	<input type="radio"/>	<input type="radio"/>	1. barre de torsion	<input type="radio"/>	<input type="radio"/>
8. coussins de caoutchouc	<input type="radio"/>	<input type="radio"/>	2. barre stabilisatrice	<input type="radio"/>	<input type="radio"/>
9. cylindre de freins	<input type="radio"/>	<input type="radio"/>	3. bras de suspension	<input type="radio"/>	<input type="radio"/>
10. levier d'ajustement	<input type="radio"/>	<input type="radio"/>	4. ressorts	<input type="radio"/>	<input type="radio"/>
11. arbre à came	<input type="radio"/>	<input type="radio"/>	5. boulon central (étoquieu)	<input type="radio"/>	<input type="radio"/>
			6. ancrage	<input type="radio"/>	<input type="radio"/>
3. Sous le capot			7. jambes de force	<input type="radio"/>	<input type="radio"/>
a. générale			8. balanciers et chaises de balancier	<input type="radio"/>	<input type="radio"/>
1. compresseur à air	<input type="radio"/>	<input type="radio"/>	9. essieux	<input type="radio"/>	<input type="radio"/>
2. filtre du compresseur	<input type="radio"/>	<input type="radio"/>	10. soupape de débattement	<input type="radio"/>	<input type="radio"/>
3. évaporateur d'alcool ou assécheur d'air	<input type="radio"/>	<input type="radio"/>	c. cadre et châssis		
4. courroies	<input type="radio"/>	<input type="radio"/>	1. longerons, traverses	<input type="radio"/>	<input type="radio"/>
5. pompe électrique (frein)	<input type="radio"/>	<input type="radio"/>	2. solives, soliveaux	<input type="radio"/>	<input type="radio"/>
6. supports de moteur	<input type="radio"/>	<input type="radio"/>	3. attaches de carrosserie	<input type="radio"/>	<input type="radio"/>
7. batteries	<input type="radio"/>	<input type="radio"/>	4. attaches de pare-chocs	<input type="radio"/>	<input type="radio"/>
8. système d'alimentation	<input type="radio"/>	<input type="radio"/>	5. supports de transmission	<input type="radio"/>	<input type="radio"/>
9. maître-cylindre	<input type="radio"/>	<input type="radio"/>	6. silencieux, protecteur de silencieux	<input type="radio"/>	<input type="radio"/>
10. liquide de frein	<input type="radio"/>	<input type="radio"/>	7. tuyau d'échappement	<input type="radio"/>	<input type="radio"/>
11. colonne (dispositif d'ancrage et de sécurité)	<input type="radio"/>	<input type="radio"/>	8. pièces de fixation	<input type="radio"/>	<input type="radio"/>
12. colonne (accouplement, roulement)	<input type="radio"/>	<input type="radio"/>	9. brides	<input type="radio"/>	<input type="radio"/>
13. servodirection	<input type="radio"/>	<input type="radio"/>	10. convertisseur catalytique	<input type="radio"/>	<input type="radio"/>
14. boîtiers de direction	<input type="radio"/>	<input type="radio"/>	11. arbre de transmission	<input type="radio"/>	<input type="radio"/>
15. lave-glace (niveau)	<input type="radio"/>	<input type="radio"/>	12. canalisation flexible et rigide de freins	<input type="radio"/>	<input type="radio"/>
16. collecteur d'échappement	<input type="radio"/>	<input type="radio"/>	13. canalisation flexible et rigide de carburant	<input type="radio"/>	<input type="radio"/>
17. cylindres de direction	<input type="radio"/>	<input type="radio"/>	14. plancher	<input type="radio"/>	<input type="radio"/>
			15. roue de secours	<input type="radio"/>	<input type="radio"/>
4. Sous le véhicule			5. Système de freins		
a. direction			a. éléments pas encore inspectés		
1. barre d'accouplement inférieure	<input type="radio"/>	<input type="radio"/>	1. disques et tambours	<input type="radio"/>	<input type="radio"/>
2. levier de commande	<input type="radio"/>	<input type="radio"/>	2. cylindre de roues, étriers	<input type="radio"/>	<input type="radio"/>
3. levier de direction	<input type="radio"/>	<input type="radio"/>	3. garnitures (mesurage)	<input type="radio"/>	<input type="radio"/>
4. levier de fusée	<input type="radio"/>	<input type="radio"/>	4. réservoirs à air	<input type="radio"/>	<input type="radio"/>
5. axe de fusée (jeu)	<input type="radio"/>	<input type="radio"/>	5. soupapes de distribution	<input type="radio"/>	<input type="radio"/>
6. embouts	<input type="radio"/>	<input type="radio"/>	6. servofrein	<input type="radio"/>	<input type="radio"/>
7. manchons	<input type="radio"/>	<input type="radio"/>	6. Autres		
8. joint à rotule	<input type="radio"/>	<input type="radio"/>	Tout autre élément à inspecter (non visé par le règlement) que le propriétaire veut ajouter à sa fiche d'entretien préventif.		
9. bielle d'accouplement	<input type="radio"/>	<input type="radio"/>			
10. bras de renvoi	<input type="radio"/>	<input type="radio"/>			

- Après inspection, j'ai décelé des défauts sur le véhicule.
- Après inspection, je n'ai décelé aucune défaut sur le véhicule.

Signature

Jour/Mois/Année
Date

Inscrire les remarques relatives aux éléments non conformes

Codes	Remarques	N° du bon de travail

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EXEMPLE DE FICHE D'ENTRETIEN

VÉHICULE DE MOINS DE 4 500 KG (PNBV)

Renseignements sur le véhicule

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marque	Modèle	Localisation du véhicule	Propriété de
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Année	Plaque	N° d'unité	
<input type="text"/>			
N.I.V.			
Entretien préventif			
<input type="text"/>		<input type="text"/>	<input type="text"/>
Jour/Mois/Année Date		Kilomètres	Heures mécaniques
Prochain entretien préventif			
<input type="text"/>		<input type="text"/>	<input type="text"/>
Jour/Mois/Année Date		Kilomètres	Heures mécaniques

Type de véhicule

Promenade Camionnette

Autres :

Éléments à inspecter tous les 6 mois*

1. Dans le véhicule

- | | Conforme | Non conforme |
|---|-----------------------|-----------------------|
| a. accessoires | | |
| 1. pare-brise | <input type="radio"/> | <input type="radio"/> |
| 2. pare-soleil intérieur | <input type="radio"/> | <input type="radio"/> |
| 3. vitres latérales, lunette arrière | <input type="radio"/> | <input type="radio"/> |
| 4. rétroviseur intérieur | <input type="radio"/> | <input type="radio"/> |
| 5. sièges et banquettes | <input type="radio"/> | <input type="radio"/> |
| 6. ceinture de sécurité | <input type="radio"/> | <input type="radio"/> |
| 7. coussins gonflables (état, témoin) | <input type="radio"/> | <input type="radio"/> |
| 8. lampes témoins (fonctionnement) | <input type="radio"/> | <input type="radio"/> |
| b. moteur en marche | | |
| 1. volant (jeu) | <input type="radio"/> | <input type="radio"/> |
| 2. démarrage au neutre | <input type="radio"/> | <input type="radio"/> |
| 3. commande d'accélérateur | <input type="radio"/> | <input type="radio"/> |
| 4. commande d'embrayage | <input type="radio"/> | <input type="radio"/> |
| 5. commande de freins | <input type="radio"/> | <input type="radio"/> |
| 6. frein de service | <input type="radio"/> | <input type="radio"/> |
| 7. freins de stationnement | <input type="radio"/> | <input type="radio"/> |
| 8. course de la pédale de frein | <input type="radio"/> | <input type="radio"/> |
| 9. essuie-glaces (fonctionnement) | <input type="radio"/> | <input type="radio"/> |
| 10. lave-glace (fonctionnement) | <input type="radio"/> | <input type="radio"/> |
| 11. chauffage, dégivrage | <input type="radio"/> | <input type="radio"/> |
| 12. indicateur de vitesse et totalisateur | <input type="radio"/> | <input type="radio"/> |
| 13. éclairage du tableau de bord | <input type="radio"/> | <input type="radio"/> |
| 14. avertisseur sonore (klaxon) | <input type="radio"/> | <input type="radio"/> |
| 15. feux de jour | <input type="radio"/> | <input type="radio"/> |
| 16. phares de route | <input type="radio"/> | <input type="radio"/> |
| 17. phares de croisement | <input type="radio"/> | <input type="radio"/> |
| 18. feux de direction | <input type="radio"/> | <input type="radio"/> |
| 19. feux d'arrêt | <input type="radio"/> | <input type="radio"/> |
| 20. feux de position | <input type="radio"/> | <input type="radio"/> |
| 21. feux de plaque | <input type="radio"/> | <input type="radio"/> |
| 22. feux de détresse | <input type="radio"/> | <input type="radio"/> |
| 23. feux de recul | <input type="radio"/> | <input type="radio"/> |
| 24. tous les réflecteurs | <input type="radio"/> | <input type="radio"/> |
| c. moteur arrêté | | |
| (système de freins hydrauliques assisté) | | |
| 1. fonctionnement du système d'assistance | <input type="radio"/> | <input type="radio"/> |

2. Autour du véhicule

- | | Conforme | Non conforme |
|--|-----------------------|-----------------------|
| a. cabine-carrosserie | | |
| 1. portières | <input type="radio"/> | <input type="radio"/> |
| 2. rétroviseurs extérieurs | <input type="radio"/> | <input type="radio"/> |
| 3. essuie-glaces (baleis) | <input type="radio"/> | <input type="radio"/> |
| 4. ailes, carrosserie | <input type="radio"/> | <input type="radio"/> |
| 5. capot, crochet de sécurité | <input type="radio"/> | <input type="radio"/> |
| 6. pare-soleil extérieur | <input type="radio"/> | <input type="radio"/> |
| 7. pneus | <input type="radio"/> | <input type="radio"/> |
| 8. roues, valves | <input type="radio"/> | <input type="radio"/> |
| 9. boulons, écrous, pièces de fixation | <input type="radio"/> | <input type="radio"/> |
| 10. roulement de roue | <input type="radio"/> | <input type="radio"/> |
| 11. portillon, bouchon | <input type="radio"/> | <input type="radio"/> |
| 12. vignette valide (carburant gazeux) | <input type="radio"/> | <input type="radio"/> |
| b. dispositif d'attelage | | |
| 1. sellette d'attelage | <input type="radio"/> | <input type="radio"/> |
| 2. mécanisme de verrouillage | <input type="radio"/> | <input type="radio"/> |
| 3. fiche (freins de remorque) | <input type="radio"/> | <input type="radio"/> |
| 4. fiche (éclairage de remorque) | <input type="radio"/> | <input type="radio"/> |
| 5. câbles, chaînes, crochet | <input type="radio"/> | <input type="radio"/> |
| 6. barres d'attelage | <input type="radio"/> | <input type="radio"/> |
| c. espace de chargement | | |
| 1. plateforme | <input type="radio"/> | <input type="radio"/> |
| 2. panneaux | <input type="radio"/> | <input type="radio"/> |
| 3. fixations | <input type="radio"/> | <input type="radio"/> |
| 4. ridelles | <input type="radio"/> | <input type="radio"/> |
| d. suspension et freins | | |
| 1. amortisseurs | <input type="radio"/> | <input type="radio"/> |
| 2. ancrages | <input type="radio"/> | <input type="radio"/> |
| 3. lames maitresses | <input type="radio"/> | <input type="radio"/> |
| 4. brides centrales | <input type="radio"/> | <input type="radio"/> |
| 5. pièces de fixation | <input type="radio"/> | <input type="radio"/> |
| 6. jumelles | <input type="radio"/> | <input type="radio"/> |

* L'inspection doit être effectuée conformément au Guide de vérification mécanique (normes, méthode)

* 6 mois = minimum légal; comme les véhicules doivent être constamment en bon état, la fréquence doit être adaptée à l'utilisation du véhicule.

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3. Sous le capot

a. générale

- 1. courroies
- 2. supports de moteur
- 3. batteries
- 4. système d'alimentation
- 5. maître-cylindre
- 6. colonne (dispositif d'ancrage et de sécurité)
- 7. colonne (accouplement, roulement)
- 8. servodirection
- 9. boîtiers de direction
- 10. lave-glace (niveau)
- 11. collecteur d'échappement
- 12. cylindres de direction
- 13. crémaillère

Conforme	Non conforme
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

4. Sous le véhicule

a. direction

- 1. barre d'accouplement
- 2. levier de commande
- 3. levier de fusée
- 4. embouts
- 5. manchons
- 6. joint à rotule
- 7. bielle d'accouplement
- 8. bras de renvoi

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

b. suspension (avant et arrière)

- 1. barre de torsion
- 2. barre stabilisatrice
- 3. bras de suspension
- 4. ressorts
- 5. boulon central (étoquiau)
- 6. ancrage
- 7. jambes de force
- 8. essieux

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

c. cadre et châssis

- 1. longerons, traverses
- 2. attaches de carrosserie
- 3. attaches de pare-chocs
- 4. supports de transmission
- 5. silencieux, protecteur de silencieux
- 6. tuyau d'échappement
- 7. pièces de fixation
- 8. brides
- 9. convertisseur catalytique
- 10. canalisation flexible et rigide de freins
- 11. réservoir de carburant et attaches
- 12. canalisation flexible et rigide de carburant
- 13. plancher
- 14. roue de secours

Conforme	Non conforme
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

5. Système de freins

a. éléments pas encore inspectés

- 1. disques et tambours
- 2. cylindre de roues, étriers
- 3. garnitures (mesurage)
- 4. servofrein

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

6. Autres

Tout autre élément à inspecter (non visé par le règlement) que le propriétaire veut ajouter à sa fiche d'entretien préventif.

- Après inspection, j'ai décelé des déficiences sur le véhicule.
- Après inspection, je n'ai décelé aucune déficience sur le véhicule.

Signature

Jour/Mois/Année
Date

Inscrire les remarques relatives aux éléments non conformes

Codes	Remarques	N° du bon de travail

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Annex A – Attachment Number 1 - VEHICLE LIST

Numéro d'unité	Marque	Modèle	Année
15-505	DODGE	GRAND CARAVAN	2015
17-519	NISSAN	ALTIMA	2017
18-507	CHEVROLET	MALIBU	2018
18-510	CHEVROLET	MALIBU	2018
12-517	DODGE	GRAND CARAVAN	2012
18-505	DODGE	GRAND CARAVAN	2017
18-506	DODGE	GRAND CARAVAN	2017
18-521	DODGE	GRAND CARAVAN	2018
18-520	MITSUBISHI	OUTLANDER PHEV	2018
18-529	CHRYSLER	PACIFICA	2018
18-523	CHRYSLER	PACIFICA	2018
18-524	CHRYSLER	PACIFICA	2018
18-530	CHRYSLER	PACIFICA	2018
18-533	NISSAN	ROGUE	2018
18-534	NISSAN	ROGUE	2018
18-531	HYUNDAI	SONATA HYBRID	2018
18-504	DODGE	GRAND CARAVAN	2017
12-504	DODGE	1500	2012
18-514	CHEVROLET	SILVERADO	2018
18-517	CHEVROLET	SILVERADO	2018
10-507	FORD	ECONOLINE	2010
11-514	CHEVROLET	SILVERADO	2011
12-502	CHEVROLET	SUBURBAN	2012
09-503	FORD	F-350	2009
10-501	FORD	F-350	2010
10-509	FORD	ECONOLINE	2010
11-510	FORD	F-150	2010
18-501	KENWORTH	T800	2018
18-516	CHEVROLET	EXPRESS	2017
17-523	CHEVROLET	SUBURBAN	2017
17-524	DODGE	GRAND CARAVAN	2017
18-528	CHRYSLER	PACIFICA	2018
18-527	CHRYSLER	PACIFICA	2018
18-526	CHRYSLER	PACIFICA	2018
11-508	DODGE	GRAND CARAVAN	2010
17-520	CHEVROLET	SILVERADO	2017
18-525	CHRYSLER	PACIFICA	2018
10-517	CHEVROLET	SILVERADO	2010
11-501	FORD	F-350	2011
11-502	DODGE	RAM PICKUP	2011
09-509	FORD	F-250	2009
18-532	NISSAN	ROGUE	2018

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Annex B - BASIS OF PAYMENT

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

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

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

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

Initial period: Two (2) years from the date of award.			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. a) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles with a Gross Vehicle Weight Rating (GVWR) less than 4500 kg (see Annex A).	Using mineral oil Includes service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price 4 L automobile included
			\$ Firm Unit Price 5 L Minivan/Van
			\$ Firm Unit Price 6 L Pickup truck
			\$ Firm Unit Price Surcharge / litres of oil
	Using synthetic oil Includes service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price 4 L automobile included
			\$ Firm Unit Price

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Initial period: Two (2) years from the date of award.			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
			5 L Minivan/Van
			\$ Firm Unit Price 6 L Pickup truck
			\$ Firm Unit Price Surcharge / litres of oil
1. b) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles with a Gross Vehicle Weight Rating (GVWR) more than 4500 kg (see Annex A).	Using mineral diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
			\$ Surcharge / litres of oil
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
	Using synthetic diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
			\$ Surcharge / litres of oil
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
2a. Vehicle repair	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate
		Outside of regular working hours, including weekends	\$ Firm Hourly Rate

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Initial period: Two (2) years from the date of award.			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
		and public holidays	
2b) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	% Firm discount percentage based on MSRP
3a. Vehicle body repairs	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate
3b) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	% Firm discount percentage based on MSRP
4. Tires: Purchasing	Purchase	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	Yes <input type="checkbox"/> No <input type="checkbox"/> The Offeror must be a dealer or do business with a supplier holding a national Government of Canada Standing Offer
5. Tires: install, balance, brake check, storage, wheel alignment.	i) Install tires, including balancing and brake check	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags Car/truck/etc.
	ii) Tire storage (for one year)	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags
	iii) Wheel alignment	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
6. A) Interior cleaning only (including vacuum)	Washing	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate Car/truck/etc.

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Initial period: Two (2) years from the date of award.			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
6. b) Vehicle interior and exterior cleaning (without protector, interior and exterior, including vacuuming)	Vehicle cleaning	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price Car/truck/etc.
7. Rustproofing	Car/Minivan/Pick up truck	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	Car \$ Firm Unit Price
			Truck \$ Firm Unit Price
			Other \$ Firm Unit Price
8a). Windshield repairs	Repairs	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
8b). Windshield replacement	Replacement		Price based on negotiated agreement with ARI <input type="checkbox"/>

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Initial period: Two (2) years from the date of award.			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
9a). Valet service Pick up the vehicle with a driver and return it to the Coast Guard Base	Up to 15 km from Quebec City, the service is free	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Including 15 km \$ Surcharge/km (if applicable) \$ Surcharge (if applicable) / Hour of waiting
9b) Valet service – delivery of vehicles to a car dealership (round trip)	Vehicle delivery for parts and labour under manufacturer or mandated SAAQ supplier	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Surcharge (if applicable) / Hour of waiting
10a). Local recovery (towing) (within 80 km range of Quebec City Coast Guard Base)	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
10b). Local recovery (towing) (within 80 km range of Quebec City Coast Guard Base)	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours,	\$

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Initial period: Two (2) years from the date of award.			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
		including weekends and public holidays	Firm Unit Price
10c). Out-of-town recovery (towing) (outside 80 km range of Canadian Coast Guard Base)	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$/km
		Outside of regular working hours, including weekends and public holidays	\$/km
	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$/km
		Outside of regular working hours, including weekends and public holidays	\$/km
11. Lettering	Vehicle lettering*	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price

* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. (See template in Annex B-1) In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.

First optional period: one (1) year
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Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. a) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles less than 4500 kg (see Annex A).	Using mineral oil Includes service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price 4 L Cars included
			\$ Firm Unit Price 5 L Minivan/Van included
			\$ Firm Unit Price 6 L Pickup truck included
			\$ Firm Unit Price Surcharge/litres of oil
	Using synthetic oil Includes service, filters, etc.		\$ Firm Unit Price 4 L Cars included
			\$ Firm Unit Price 5 L Minivan/Van included
			\$ Firm Unit Price 6 L Pickup truck included
			\$ Firm Unit Price Surcharge/litres of oil
1. b) Vehicle maintenance and inspection program as described in the	Using mineral diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
			\$ Surcharge / litres of oil

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

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First optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
2b) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	% Firm discount percentage based on MSRP
3a) Body repairs	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate
3b) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	% Firm discount percentage based on MSRP
4. Tires: Purchasing	Purchase	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	Yes <input type="checkbox"/> No <input type="checkbox"/> The Offeror must be a dealer or do business with a supplier holding a national Government of Canada Standing Offer
	i) Tire installation, including balancing	Regular working hours: Monday to Friday - 8:00 am	\$ Firm Unit Price Surcharge for mags Car/truck/etc.

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First optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
5. Tires: installation, balancing, storage, wheel alignment and brakes (heavy vehicles).		to 5:00 pm	
	ii) Tire storage (for one year)	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags
	iii) Wheel alignment	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
6a) Vehicle cleaning Interior only and interior vacuuming	Vehicle cleaning	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.
6b) Vehicle interior and exterior cleaning (without protector, interior and exterior, and vacuuming)	Vehicle cleaning	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price Car/truck/etc.
7. Rustproofing	Car/Minivan/Pickup truck	Regular	Car \$

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First optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
		working hours: Monday to Friday - 8:00 am to 5:00 pm	Firm Unit Price
			Truck \$ Firm Unit Price
			Other \$ Firm Unit Price
8a. Windshield repairs	Repairs	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
8b). Windshield replacement	Replacement		Price based on negotiated agreement with the firm ARI
9a). Valet service: Pick up the vehicle with a driver and return it to the Canadian Coast Guard Base	Up to 15 km from Quebec City, the service is free	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Including 15 km
			\$ Surcharge/km (if applicable) \$ Surcharge (if applicable) / Hour of waiting
9b) Valet service – delivery of vehicles to a car dealership (round trip)	Vehicle delivery for parts and labour under manufacturer or mandated SAAQ supplier	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Surcharge (if applicable) / Hour of waiting
			\$ Firm Unit Price
	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am	\$ Firm Unit Price

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First optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
10a). Local recovery (towing) (within 80 km range of Quebec City Coast Guard Base)		to 5:00 pm	
		Outside of regular working hours , including weekends and public holidays	\$ Firm Unit Price
		Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
	Vehicles – light	Outside of regular working hours , including weekends and public holidays	\$ Firm Unit Price
		Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Price/km
		Outside of regular working hours , including weekends and public holidays	\$ Price/km
10b). Out-of-town recovery (towing) (outside 80 km range of Quebec City Coast Guard Base)	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Price/km
		Outside of regular working hours , including weekends and public holidays	\$ Price/km
	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Price/km

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First optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
		Outside of regular working hours, including weekends and public holidays	\$ Price/km
11. Lettering	Vehicle lettering*	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price

* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. (See template in Annex B-1 below) In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.

Second optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
			\$ Firm Unit Price 4 L Cars included
	Using mineral oil Includes service, filters, etc.		\$ Firm Unit Price 5 L Minivan/Van included

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

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Second optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
examples for vehicles more than 4500 kg (see Annex A).			
	Using synthetic diesel oil	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
	Includes up to 12 L, service, filters, etc.		\$ Surcharge / litres of oil
		Outside of regular working hours , including weekends and public holidays	\$ Firm Unit Price
2a. Vehicle repair	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate
		Outside of regular working hours , including weekends and public holidays	\$ Firm Hourly Rate
2b) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	% Firm discount percentage based on MSRP

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

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

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Second optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
			\$ Surcharge (if applicable) / Hour of waiting
9b) Valet service – delivery of vehicles to a car dealership (round trip)	Vehicle delivery for parts and labour under manufacturer or mandated SAAQ supplier	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Surcharge (if applicable) / Hour of waiting
10a). Local recovery (towing) (within 80 km range of the Quebec City Coast Guard Base)	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Price/km

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Second optional period: one (1) year			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
10b). Out-of-town recovery (towing) (outside 80 km range of the Quebec City Coast Guard Base)		Outside of regular working hours , including weekends and public holidays	\$ Price/km
	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Price/km
		Outside of regular working hours , including weekends and public holidays	\$ Price/km
11. Lettering	Vehicle lettering*	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price

* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. (See template in Annex B-1) In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.

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Annex C - INSURANCE REQUIREMENTS

Garage Automobile Liability Insurance

The Contractor must forward to the Contracting Authority a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based bidders, 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.

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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
 - a. Third Party Liability - \$1,000,000 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 insurance: 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 an additional insured should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - d. Cancellation notice: the Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

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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.