



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Maintenance and Repair: Lift Trucks	
<b>Solicitation No. - N° de l'invitation</b> 45045-170112/A	<b>Date</b> 2019-07-24
<b>Client Reference No. - N° de référence du client</b> 000010145	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-649-77522	
<b>File No. - N° de dossier</b> hs649.45045-170112	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-09-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fong, Hong	<b>Buyer Id - Id de l'acheteur</b> hs649
<b>Telephone No. - N° de téléphone</b> (613) 296-1855 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Industrial Vehicles & Machinery Products Division  
LEFTD - HS Division  
140, O'Connor Street/  
140, rue O'Connor,  
East Tower, 4th Floor/  
Tour Est, 4e étage  
Ottawa  
Ontario  
K1A 0S5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Bidder Instructions: provides the instructions applicable to the clauses and conditions of the bid solicitation;
- Part 3            Bid Preparation Instructions: provides Bidders with instructions on how to prepare their Bid 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 bid, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Security and Insurance Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7            Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The attachments include Annex A – Pricing, Annex B – Statement of Work, Annex C – Task Authorization, Annex D – Security Requirements Check List (SRCL), Annex E – Planned Regular Maintenance Checks Points List (PMCPL), Annex F – Calculation of Aggregate Evaluated Price of the Bid, Annex G – Mandatory Technical Evaluation Criteria, Annex H – Electronic Payment Instruments.

### **1.2 Summary**

- 1.2.1**    Statistics Canada (StatCan) has a requirement for on-site scheduled maintenance services and “as and when required basis” services for the fleet of StatCan-owned powered lift-trucks, deployed at the Head office in Ottawa (Ontario) and warehouse in Gatineau (Quebec), in accordance with Annex B – Statement of Work, and as described at Annex A – Pricing.

The work under this requirement will be carried out for a two (2) year period from the effective date of contract, with an option to extend the contract for three (3) additional periods of one year each under the same terms and conditions.

- 1.2.2**    There are security requirements associated with this requirement. For additional information, consult Part 6 – Security, Insurance and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security

clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

**1.2.3** The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

**1.3 Debriefings**

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

**1.4 epost Connect Service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:
  - subsection 2. is deleted entirely and replaced with the following:
    2. epost Connect
      - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
        - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:  
  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)  
  
or, if applicable, the email address identified in the bid solicitation.
        - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
      - b. To submit a bid using epost Connect service, the Bidder must either:
        - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
        - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
      - c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
      - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.

- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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

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

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

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Subsection 05.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

## **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

## **2.3 Former Public Servant**

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

### ***Definitions***

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

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implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

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

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

#### **2.4 Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **2.5 Applicable Laws - Bid**

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

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

#### **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid (2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

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

### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder should include a written narrative for each mandatory criterion described in Annex G – Mandatory Technical Evaluation Criteria. Responses consisting of a simple statement of compliance or lacking narrative, should be avoided.

Bidders should submit, with their bid, the completed Mandatory Technical Evaluation Criteria.

The Bidder must provide a copy of its own Planned Regular Maintenance Checks Points List (PMCP) form with its bid. The content of the PMCP will not be evaluated as part of the evaluation process, but the Bidder agrees to incorporate into the PMCP any edits or additional language requested by Canada.

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

Bidders must submit their financial bid in accordance with the Basis of Payment and at Annex A – Pricing.

Bidders must complete Annex A – Pricing and submit it with their bid.

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

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

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

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

### **Section III: Certifications**

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

## **Section IV: Additional Information**

### **3.1.2 Supplier Contacts**

Canada requests that Bidders provide the Contractor's Representative contact information in Part 7.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Evaluation Criteria**

- a) Bidders must meet all mandatory technical evaluation criteria detailed in Annex G – Mandatory Technical Evaluation Criteria.

Bidders must demonstrate their compliance with all technical evaluation criteria detailed in Annex G – Mandatory Technical Evaluation Criteria, by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the bid solicitation is not sufficient.

- b) The Bidder must provide a copy of its own Planned Regular Maintenance Checks Points List (PMCP) form with its bid.

#### **4.1.2 Financial Evaluation**

Bidders must provide with their bid all financial information requested in the bid solicitation, at Annex A – Pricing, and in accordance with the Basis of Payment.

##### **4.1.2.1 Mandatory Financial Evaluation Criteria**

The prices of the bid must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

##### **4.1.2.2 Aggregate Price Determination**

The aggregate price of the bid will be determined in accordance with Annex F – Calculation of the Aggregate Evaluated Price of the Bid.

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated aggregate price will be recommended for award of a contract. Only one (1) contract may be awarded.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

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**5.2.3. General Environmental Criteria Certification**

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

Or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

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

### **5.2.4.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
A3005T	Status and Availability of Resources	2010-08-16
A3010T	Education and Experience	2010-08-16

## PART 6 – SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssiis.tpsgcpwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssiis.tpsgcpwgsc.gc.ca/index-eng.html>) website.

### 6.2 Insurance Requirements

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

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7 Insurance – Specific Requirements.

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work - Contract**

The Contractor must perform on-site scheduled maintenance services and "as and when required basis" services for the fleet of Statistics Canada owned powered lift-trucks, deployed at the Head office in Ottawa (Ontario) and warehouse in Gatineau (Quebec), in accordance with Annex B – Statement of Work, and as described at Annex A – Pricing.

### **7.2 Work Categories**

The work is summarized into two (2) main categories as follows:

#### **7.2.1 Category 1**

This category consists of all the tasks related to scheduled maintenance services and Initial Fleet Assessment, specified in Section 3.0 and 5.1 respectively of the Statement of Work.

#### **7.2.2 Category 2**

This category consists of the tasks, on as and when required basis, specified under Section 4.0 of the Statement of Work.

The Contractor must provide Category 1 and Category 2 of work in accordance with Annex B – Statement of Work.

### **7.3 Work Authorization**

#### **7.3.1 Category 1**

Authorization for Work described in 7.2.1 - Category 1 must be in accordance with Annex B - Statement of Work.

#### **7.3.2 Category 2 – Task Authorization**

Category 2 Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **7.3.2.1 Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

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3. The Contractor must provide the Technical Authority, within 48 hours or (2) two calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
  4. The Contractor must not commence work until a TA authorized by the *Technical Authority*) has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### **7.3.2.2 Task Pricing**

Pricing for each task must be established as follows:

#### **7.3.2.2.1 Firm Lot Price**

Where a firm lot price has been established, the Contractor must complete the work in accordance with the specified firm lot price. The firm lot price represents the total amount payable under the Task Authorization.

#### **7.3.2.2.2 Not to Exceed**

A not to exceed is normally established when a requirement is not well defined or is of high risk and it is not practical to utilize a firm price or a ceiling price. The authorized amount in the Task Authorization represents the amount up to which the Contractor will be paid. The Contractor must not perform any work or services which would cause the total liability of Canada to exceed the authorized amount unless an increase is authorized by Canada.

#### **7.3.2.2.3 Ceiling Price**

Where a ceiling price has been established, the Contractor must complete the work and the ceiling price represents the maximum amount payable under the Task Authorization. The ceiling price is subject to downward adjustment based on the actual cost reasonably incurred in the performance of the work.

#### **7.3.2.3 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$5,000.00 Applicable Taxes included, inclusive of any revisions. Copies of all approved task authorizations and relevant documents must be sent to the Contracting Authority.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **7.3.2.4 Task Authorization Limitations**

All the Work to be performed under the Contract will be on and "as and when requested basis" using a Task Authorization Form, specified in Annex C – Task Authorization, only. The work described in the task authorization must be in accordance with the scope of the contract.

#### **7.3.2.5 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

### ***Reporting Requirement- Details***

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task: the authorized task number or task revision number(s);**

- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

#### **7.3.2.6 Task Authorization – Statistics Canada**

The administration of the Task Authorization process will be carried out by **(to be inserted by PWGSC)**. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

#### **7.4 Technical Changes, Substitutes and Alternatives after Contract Award**

During the performance of the Contract, any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function and performance.

Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as a Technical Authority Approved Equivalent.

Should the Technical Authority not accept the substitute or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for Default in accordance with Section 20(1) of the 2010C (2018-06-21) General Conditions.

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## 7.5 Standard Clauses and Conditions

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

### 7.5.1 General Conditions

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

## 7.6 Security Requirements

**7.6.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC);
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC;
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC;
4. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex ;
  2. Industrial Security Manual (Latest Edition).

## 7.7 Term of Contract

### 7.7.1 Period of the Contract

The period of the contract is from the effective date of the contract to **(to be inserted by PWGSC)** inclusive. The contractor must complete any vehicle maintenance and repair services which was requested before the contract expiry date.

### 7.7.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional periods of one (1) year under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment and at Annex A – Pricing.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.8 Authorities**

### **7.8.1 Contracting Authority**

The Contracting Authority for the Contract is:

Hong Fong  
Supply Officer  
Public Services and Procurement Canada  
Acquisitions Branch  
LEFTD - HS Division  
Place du Portage, Phase III, 7B1  
Gatineau, Quebec K1A 0S5  
Telephone: 613-296-1855  
E-mail address: Hong.Fong@pwgsc-tpsgc.gc.ca

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

### **7.8.2 Procurement Authority**

The Procurement Authority for the contract is:

**(To be inserted by PWGSC)**

Name:  
Telephone:  
Facsimile:  
E-mail address:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority; however, the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.8.3 Technical Authority**

The Technical Authority for the Contract is:

**(To be inserted by PWGSC)**

Name:  
Telephone:  
Facsimile:  
E-mail address:

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

#### **7.8.4 Contractor's Representative**

##### **General enquiries**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

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

##### **Delivery follow-up**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

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

#### **7.9 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.

#### **7.10 Payment**

##### **7.10.1 Basis of Payment**

###### **7.10.1.1 Basis of Payment - Firm Price**

For the Work described in 3.0 and 5.1 of Annex B – Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm all-inclusive prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra, as specified in Annex A – Pricing.

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

###### **7.10.1.2 Basis of payment: Individual task authorizations**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment detailed below.

**a) Firm Lot Price Task Authorization:**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized task authorization, the Contractor will be paid firm lot price, based on the firm all-inclusive hourly rates for the work performed and at the Contractor's laid-down cost plus a firm markup for the Contractor's furnished material, spares and parts, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, as specified in Annex A – Pricing and in the authorized task authorization (TA). Customs Duties are included where applicable and the Applicable Taxes are extra.

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

**b) Not-to Exceed Task Authorization:**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the firm all-inclusive hourly rates for labour, the actual laid down cost plus the firm markup for contractor furnished material and spare parts, as detailed in Annex A – Pricing, to the limitation of expenditure specified in the authorized Task Authorization.

Canada's liability to the Contractor under the authorized Task Authorization must not exceed the limitation of expenditure specified in the authorized Task Authorization. Customs duties are included where applicable and the Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized Task Authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

**c) Ceiling Price Task Authorization:**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the firm all-inclusive hourly rates for labour, the actual laid down cost plus the firm markup for contractor furnished material and spare parts, as detailed in Annex A – Pricing, to the ceiling price specified in the authorized Task Authorization. Customs duties are included where applicable and the Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

**7.10.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **(To be inserted by PWGSC)**. Customs duties are included and Applicable Taxes are extra.

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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 to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.10.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **7.10.4 Electronic Payment of Invoices – Contract**

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

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

#### **7.10.5 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
C0710C	Time and Contract Price Verification	2007-11-30
C0711C	Time Verification	2008-05-12
H1001C	Multiple Payments	2008-05-12

#### **7.11 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

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2. Invoices cannot be submitted before delivery, inspection and acceptance of the vehicle/equipment/service.

Note: Each invoice per task must include the following information:

- (a) Date;
  - (b) Name and address of the consignee(s);
  - (c) Contract number, serial number, and StatCan financial coding;
  - (d) Task Authorization Number;
  - (e) Hourly Rate applicable to the labour hours;
  - (f) Type of ``as and when requested`` services;
  - (g) Labour hours per labour category;
  - (h) Cost of materials related to the task;
  - (j) Applicable taxes;
  - (h) Supporting documentation such as, but not limited to, detailed copies of material/parts invoices, receipts, vouchers for all direct expenses, and any credit notes (spares, scrap material, reimbursement) with supporting documentation must be shown as a credit on the invoice.
3. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
4. Invoices must be distributed as follows:
- (a) The original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.
  - (b) One (1) copy must be forwarded or emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - (c) One (1) copy must be forwarded to the consignee.

## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 7.12.1.1 SACC Manual Clauses

SACC Reference	Title	Date
A7017C	Replacement of Specific Individuals	2008-05-12

### 7.12.1.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.13 Applicable Laws - Contract

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

### 7.14 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the 2010C (2018-06-21) General conditions – Services (medium Complexity);
- (c) Annex B – Statement of Work;
- (d) Annex A – Pricing;
- (e) Annex C – Task Authorization Form (signed);
- (f) Annex D – Security Requirements Check List;
- (g) the Contractor's bid dated **(to be inserted by PWGSC)**, as amended on **(to be inserted by PWGSC)**.

### 7.15 SACC Manual Clauses

SACC Reference	Title	Date
A1009C	Work Site Access	2008-05-12
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A9016C	Hazardous Waste Disposal – Specific Requirements	2014-06-26
A9049C	Vehicle Safety	2011-05-16
A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30

### 7.16 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as

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submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

#### **7.17 Preparation for Delivery**

The Contractor must prepare all items for delivery in accordance with Annex B – Statement of Work. All Equipment must be delivered in a fully serviceable condition.

#### **7.18 Shipping Instructions - Delivery at Destination**

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (...named place of destination). Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

- a) Statistics Canada – Head Office  
170 Tunney's Pasture  
Ottawa, Ontario K1A 0T6

The contact person at the destination is: **(to be inserted by PWGSC)**.

- b) Statistics Canada – Warehouse  
200 boulevard de la Technologie  
Gatineau, Québec J8Z 3H8

The contact person at the destination is: **(to be inserted by PWGSC)**.

#### **7.19 Post – Contract Award Meeting**

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, Statistics Canada and Public Works and Government Services Canada.

#### **7.20 Insurance – Specific Requirements**

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

#### **7.20.1 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

#### **7.20.2 Bailee's Customer's Goods Insurance**

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of *the Contract*, in an amount of not less than \$ 30,000.00 . Government Property must be insured on a Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
  - a. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Statistics Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

## **ANNEX A – PRICING**

### **Initial Period**

Year 1: The first year of the Contract is the period from the date of the contract to **(to be inserted by PWGSC)** inclusive.

Year 2: The second year of the Contract is from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

### **Extended Periods**

The first extended period of the contract is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

The second extended period of the contract is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

The third extended period of the contract is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

### **Firm All-inclusive Price**

This firm price must include all parts and labor to perform the work within the scope of Initial Fleet Assessment, Quarterly Preventive Maintenance Services, Lift Devices Inspections Services, save and except for any deficiencies and recommended repairs reported by the Contractor to address these deficiencies, in accordance with Annex B – Statement of Work.

### **Firm All Inclusive Hourly Labour Rate**

Firm all-inclusive hourly labour rate means a firm all-inclusive hourly rate to be charged for each hour worked and prorated for any period less than an hour. This does not include the removal and return of the vehicle/equipment and or repairs.

### **Laid-Down Cost**

Laid-down cost is the cost incurred by a Contractor to acquire a specific product or service for resale to the government. This includes the Contractor's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, and customs duty and brokerage, but excludes applicable taxes, general administrative overhead, and handling and profit. Acceptable evidence would be a paid invoice or paid receipt from a third party. The actual laid-down cost must include the removal and return of the vehicle/equipment and or repairs. The Contractor must ensure the reimbursement credit is applied against the replacement cost of the batteries, where applicable.

### **Mark-up**

The mark-up includes applicable purchasing expense, internal handling and general and administrative expenses plus profit.

**ITEM 001 – Firm all-inclusive price for Initial Fleet Assessment**

The Contractor will be paid firm all-inclusive price of \$ \_\_\_\_\_, in accordance with Part 7 Basis of Payment – Firm Price.

**ITEM 002 – Firm all-inclusive price for Quarterly Preventive Maintenance Services**

The Contractor will be paid the firm all-inclusive prices per quarter, in accordance with Part 7 Basis of Payment – Firm Price, as follows:

	Initial Period		Extended Periods		
	Year 1	Year 2	Year 1	Year 2	Year 3
Firm Price (\$) Per Quarter					

**ITEM 003 – Firm all-inclusive price for Lift Devices Inspections Services**

The Contractor will be paid firm all-inclusive prices per year, in accordance with Part 7 Basis of Payment – Firm Price, as follows:

	Initial Period		Extended Periods		
	Year 1	Year 2	Year 1	Year 2	Year 3
Firm Price (\$)					

**ITEM 004 -- Firm all-inclusive hourly rate**

The Contractor will be paid firm all-inclusive hourly labour rates for the work performed, in accordance with Part 7 Basis of payment: Individual task authorizations, as follows:

	Initial Period		Extended Periods		
	Year 1	Year 2	Year 1	Year 2	Year 3
Firm Hourly Rate (\$/hr)					

The Contractor will be paid the firm all-inclusive hourly rate at the time the work is authorized regardless of when it is performed.

**ITEM 005 -- Furnished Material and Spare Parts - Markup**

The Contractor will be paid at the Contractor’s actual laid-down cost plus a firm mark-up \_\_\_\_\_%, in accordance with Part 7 Basis of payment: Individual task authorizations. This mark-up will apply to all initial and extended periods of the contract.

**ANNEX B**  
**STATEMENT OF WORK**

## STATEMENT OF WORK

### 1.0 SCOPE

Statistics Canada (StatCan) has a requirement for a Contractor to provide on-site scheduled maintenance services and “as and when requested” services for the fleet of StatCan-owned powered lift-trucks.

### 1.1 Objective

This Statement of Work (SOW) is to outline the work required by StatCan.

### 1.2 Instructions

The following definitions **must** be applied to the interpretation of this Statement of Work:

- a) Mandatory requirements are identified by the word “**must**”. Deviations will not be permitted;
- b) **Original Equipment Manufacturer (OEM)**: The manufacturer and /or integrator of the vehicle when new.
- b) **Preventive Maintenance**: Periodic maintenance that is recommended by the OEM to reduce the likelihood of mechanical or electrical failure that would create an unsafe and or abnormal operating condition, due to component degradation and normal wear and usage.
- c) **Remedial (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 conditions;
- d) **Inter-changeability**: Following repair, the item must remain fully interchangeable (form, fit and function) with articles catalogued under the same reference number, part number and of the same modification status. This concept of interchangeability must be extended to include internal characteristics such as wave forms and components layout in order to ensure full compatibility with automatic test equipment software and automatic probing;
- e) **Repair**: The identification and correction of those specific defects which degrade the performance of an item causing it to function below the specifications.

### 1.3 StatCan Fleet

StatCan currently has fifteen (15) powered lift-trucks deployed at the Head office in Ottawa (Ontario) and warehouse in Gatineau (Quebec).

These powered lift-trucks are categorized into the following types; Sit-down Counterbalance forklift, Walk behind pallet truck stackers, Walk behind pallet truck and Pallet Trucks. These four (4) types of powered lift-trucks vary by manufacturer and model as listed below:

**Table 1 – Powerlift Trucks****Location: 170 Tunney's Pasture, Ottawa, Ontario, K1A 0T6**

MANUFACTURER	MODEL	SERIAL #	DESCRIPTION	TRUCK #
Still	RS0-15	515044023505	Counterbalance Forklift	71
Still	R20-18	512011012956	Counterbalance Forklift	61
Still	EGV-14	710244006874	Walk behind pallet truck stacker	7
Still	EGV-14	710244006869	Walk behind pallet truck stacker	6
Still	EGU-20	710119023735	Walk behind pallet truck	9
Hyster	BE80ZHD	A244N01984P	Pallet Truck	01-16
Crown	RT 4020-45	5A619265	Pallet Truck	30
Crown	RT 4020-45	5A619366	Pallet Truck	31
Crown	RT 4020-45	5A619367	Pallet Truck	32
Crown	RT 4020-45	5A619368	Pallet Truck	33
Crown	RT 4020-45	5A619369	Pallet Truck	34
Crown	RT 4020-45	5A622198	Pallet Truck	35
Crown	RT 4020-45	5A622199	Pallet Truck	36

**Table 2 – Powerlift Trucks****Location: 200 boulevard de la Technologie, Gatineau, Québec J8Z 3H8**

MANUFACTURER	MODEL	SERIAL #	DESCRIPTION	TRUCK #
Still	R20-18	512011012718	Counterbalance Forklift	51
Hyster	BE80ZHD	A244N01985P	Pallet Truck	02-16

## 2.0 REQUIREMENT

### 2.1 General

The Contractor must provide the following services for all powered lift-trucks listed in Section 1.3 StatCan Fleet:

1. Scheduled Maintenance Services:

- a) Quarterly Preventative Maintenance Services (as further described in Section 3.2);

- b) Lift Devices Inspections Service (as further described in Section 3.3).
2. "As and When Requested" Services:
- a) Remedial Services (as further described in Section 4.1);
  - b) Replacement Parts (as further described in Section 4.2).
3. In addition to the services listed above, the Contractor must also provide the following services:
- a) Initial Fleet Assessment (as further described in Section 5.1);
  - b) Battery Recycling & Disposal Services (as further described in Section 5.2);
  - c) Reports (as further described in Section 5.3).

## **2.2 Scope of General Requirements**

As part of the maintenance and repair services, the Contractor must provide the following:

2.2.1 The Contractor must conduct a fleet assessment as part of the first annual maintenance service, as defined in Section 5.1.

2.2.2 The Contractor must provide services during the business hours of 07:00 to 15:30 local time.

2.2.3 The Contractor must perform maintenance and repair services in accordance with the OEM's guidelines/instructions.

2.2.4 The Contractor must obtain approval from the Technical Authority prior to work being performed.

2.2.5 The Contractor must sign in with the Technical Authority upon arriving and prior to departing the StatCan site.

2.2.6 The Contractor must secure and pay for all permits and licenses necessary for the execution of the work.

2.2.7 The Contractor must present a summary report of the work performed and obtain the Technical Authority's signature thereon.

2.2.8 The Contractor must provide all product information (including, but not limited to, owner/operator manuals, product packaging and product labelling), in both official languages of Canada (English and French).

2.2.9 The Contractor must provide all reports and all services (including, but not limited to, customer services) in the chosen official language of the Technical Authority, as applicable.

2.2.10 The Contractor must supply all required chemicals, tools, and accessories (including but not limited to Battery Rollers) to perform all services.

2.2.11 The Contractor must hold and maintain proper certification for all technicians as stated in CSA B335-04 Safety Standard for Lift Trucks Section 9, and the Transportation of Dangerous Goods Act.

2.2.12 Any repair(s) involving hazardous material(s) must be made off site.

2.2.13 All technicians must have at least five (5) years of verifiable experience working with equivalent STILL, HYSTER, and CROWN forklifts and pallet truck equipment.

### 3.0 SCHEDULED MAINTENANCE SERVICES

#### 3.1 QUARTERLY PREVENTIVE MAINTENANCE SERVICES

Table 3 and Table 4 below detail the minimum quarterly preventive maintenance services, including but not limited to a full inspection of the powered lift-truck and the battery that the contractor must perform for the StatCan fleet specified in Section 1.3. The attached Annex E – Planned Regular Maintenance Check Points List (PM CPL) format in the solicitation is used as an example to demonstrate the various inspections and adjustments required. The use of the Contractor’s own PM CPL must be pre-approved by the Technical Authority and must include the minimum quarterly preventive maintenance services described in Table 3 and 4.

The Contractor must schedule with the StatCan Technical Authority the first preventative maintenance service of all powered lift-trucks, and must be conducted within 90 days of the contract award date. As part of the first preventive maintenance service, the Contractor must provide the StatCan with a fleet assessment report following the Initial Fleet Assessment as detailed in Section 5.1.

**Table 3 – Quarterly Preventive Maintenance Services – Powered Lift-Trucks**

Accelerator Pedal(s)	The Contractor must inspect and, where necessary, adjust the accelerator pedal(s) to ensure that travel function is smooth and responsive through full range of acceleration.
Brakes	The Contractor must check the brakes for fluid leaks. The Contractor must report any deficiencies in stopping distance and any fluid leaks to StatCan, along with any recommended repairs to address the deficiencies and any fluid leaks.
Contactors	The Contractor must inspect the contactor tips and replace any burnt or pitted contactor tips. With the key switch OFF and the battery disconnected, the Contractor must inspect and, where necessary, adjust the plunger to ensure smooth operation with no binding.

Drive Units	The Contractor must inspect the Drive Unit to ensure no leaks exist. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies. The Contractor must change the Drive Unit fluid. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Electrical Cables	The Contractor must inspect all power cables to ensure they are free of nicks or cuts. The Contractor must report any cable damages or deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Forks	The Contractor must examine the forks for excessive wear, bends, cracks, welding arcs, excessive heat, or unauthorized modifications and note any concerns. The Contractor must report damages or deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Chassis	The Contractor must perform a general visual inspection of structural members for cracks. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Hardware	The Contractor must inspect bolt torque of major components (including motors, pumps, brakes, drive units, manifolds, and mast-to-chassis mounting bolts). The Contractor must tighten any loose hardware and replace any broken or missing hardware.
Horn	The Contractor must inspect the horn to ensure that it sounds correctly when activated. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Hydraulic Hoses	The Contractor must inspect all hydraulic hoses for leaks, nicks, cuts, chafing, and bulges. The Contractor must report any hoses that have deficiencies or damages to StatCan, along with any recommended repairs to address the deficiencies. The Contractor must inspect all fittings for leaks and repair any leaks immediately. The Contractor must inspect over-the-mast hoses for correct tension and must ensure that over-the-mast pulleys spin freely and shows no signs of wear.
Hydraulic Reservoir	The Contractor must change the Hydraulic Reservoir fluid and filter.

	The Contractor must ensure the Hydraulic Reservoir fluid level is sufficient, and refill if required.
Lift Chains	The Contractor must inspect the Lift Chains adjustment for excessive stretch or wear. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies. The Contractor must lubricate the Lift Chains.
Lift Pump	The Contractor must separate the lift pump and motor and apply anti-seize compound to the splines.
Lights	The Contractor must inspect the lights to ensure they are operating correctly. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Lubrication	The Contractor must apply grease to all fittings and coat all chains with film of spray lubricant.
Mast	The Contractor must wipe old grease off mast uprights and apply new grease. The Contractor must examine mast bearings and inspect rails for abnormal wear, metal flakes, or shavings. The Contractor must repair any grooves worn in the mast deeper than 3 mm. The Contractor must report any damages or deficiencies to the StatCan along with any recommended repairs to address the deficiencies.
Motors	The Contractor must inspect and adjust cable lugs where necessary to ensure that they are tight to the terminal studs. The Contractor must replace any cable that shows signs of excessive heat. The Contractor must inspect and adjust sensor wires to ensure sound connection and condition. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Power Amplifier(s)	The Contractor must inspect and adjust cable lugs where necessary to make sure they are tight. The Contractor must replace any cable that shows signs of excessive heat. The Contractor must inspect the cooling fan to ensure it works correctly. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.

Seat Safety Switch	The Contractor must inspect and adjust the Seat Safety Switch to ensure correct activation and deactivation of the seat switch.
Steering	The Contractor must inspect hoses and cylinder for leaks. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Switches	The Contractor must inspect and verify all switches for correct operation and adjust as needed.
Ventilation Slots	The Contractor must inspect the ventilation slots in the chassis to ensure they are clear of obstructions and debris. The contractor must clean the fan filter.
Warning Decals	The Contractor must replace missing, illegible, or damaged warning decals.
Wheels/Tires	The Contractor must examine for bond failure, chunking, and excessive or uneven wear. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Battery	The Contractor must inspect for any damage and ensure the batteries and cables, connectors, and contacts are in working order.
Battery Charger	The Contractor must inspect for any damage and ensure the battery chargers are in working order.

**Table 4 - Quarterly Preventive Maintenance Services - Sit-down Counterbalance Forklift as applicable**

Overhead Guard	The Contractor must inspect the Overhead Guard for physical damage. If structurally damaged, the Contractor must replace the guard. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.
Shorts to Frame	The Contractor must inspect for electrical shorts to frame. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.

The maintenance services must proactively identify any problems or issues as soon as possible. The maintenance services must be performed in accordance with the OEM instructions/guidelines for each make and model of lift-truck and must ensure that each lift-truck is restored to fully functional operation.

The PMCPL approved for use by the Technical Authority must be used to identify any deficiencies and recommend repairs. A copy of the PMCPL must be completed and forwarded by the Contractor and signed off by Statistics Canada's Technical Authority. These remedial maintenance services and all vehicle/equipment repairs that falls outside the scope of Section 3.0 must be only performed through the issuance of Task Authorization.

The quarterly preventative maintenance cycle will be determined, in writing, with the contractor and will be based on the Government of Canada's fiscal year. The four (4) quarters in the fiscal year are:

Q1 – April 1 to June 30

Q2 – July 1 to September 30

Q3 – October 1 to December 31

Q4 – January 1 to March 31

Please note, the list and locations of vehicles/equipment may be updated from time to time and will be evidenced through an amendment to the contract. The number of vehicles remains unchanged.

### **3.3 Lift Devices Inspections Service**

Lift device inspections (LDI) must be completed on all vehicles/equipment listed in Section 1.3 of this Statement of Work and must be scheduled for completion with the quarterly preventative maintenance service taking place in Q4 (between January and March).

### **4.0 "AS AND WHEN REQUESTED" SERVICES**

All vehicle/equipment repairs that falls outside the scope of work mentioned in Section 3.0 must be identified by the contractor and a repair report identifying the costs for the parts and labor must submitted to the Statistic Canada Technical Authority for approval. Repairs outside the scope of work mentioned above will be requested via a Task Authorization.

### **4.1 Remedial Maintenance Services**

The Contractor must provide remedial services for all StatCan owned powered lifts on an "as and when requested" basis.

The Contractor must respond to service calls with an Initial Response, followed by an On-Site Response. The Initial Response will serve as an acknowledgement and acceptance of the problem.

Upon arrival on-site, the Technician must continue the diagnostic and repair activities and remain working on-site until the problem is resolved and the service restored, unless the problem cannot be resolved by the Technician due to the availability of

Replacement Parts. In the event that Replacement Parts are not available, the Contractor must develop a problem resolution plan clearly identifying any actions required to be performed by StatCan. The Contractor must present the problem resolution plan to the Technical Authority for approval.

The Contractor must respond within twenty-four (24) hours from a StatCan service request at all time except during the peak period of March 1 to March 31, where the response time must be less than four (4) hours. The work is to be performed during regular business hours 07:00 to 15:30 (local time).

#### **4.2 Replacements Parts**

In the event that a part, including but not limited to batteries, is deemed defective the Contractor will use the StatCan provided Replacement Parts to restore service to the lift-truck. If a Replacement Part is not available, StatCan will then purchase new or refurbished parts, either from the Contractor or from another source to replenish the spares, at StatCan's sole discretion.

It is anticipated that some of the existing lift-trucks may be retired during the Contract period and any parts from these retired machines will be reused as Replacement Parts for the remaining sites. Additionally StatCan may move Replacement Parts between sites.

Prior to the Contractor installing Replacement Parts provided by StatCan, the Contractor must inspect the Replacement Parts and identify any compatibility issues or problems which would prohibit the powered lift-truck from operating correctly. These replacement parts must be able to serve with respect to fit, form, and function.

StatCan reserves the right to purchase Replacement Parts (which may include either new or refurbished equipment) from vendors other than the Contractor, and to have the Contractor install, maintain, and support these Replacement Parts.

All Replacement Parts purchased by StatCan from the Contractor, either new or refurbished, to repair any StatCan lift-truck, must provide a minimum of the same functionality and interchangeability as the original part.

#### **5.0 ADDITIONAL SERVICES**

The Contractor must provide the following services:

##### **5.1 Initial Fleet Assessment**

The Contractor must conduct a fleet assessment of StatCan's powered lift-truck. As part of the fleet assessment, the Contractor must visit each StatCan site and provide a report which includes, at a minimum:

- a) A complete inventory of StatCan's powered lift-trucks by make, model, year, type, location, serial number, current usage hours, battery type and associated charger;

- b) A list of deficiencies and recommended repairs for each lift-truck (NIL report if that is the assessment); and
- c) A recommended maintenance plan for each powered lift-truck. Each plan is subject to the approval of the StatCan Technical Authority. Each plan must meet all requirements of the OEM's recommended maintenance instructions.

The Initial Fleet Assessment Report must be completed and delivered to the Technical Authority within 120 days of Contract Award.

## **5.2 Battery Recycling Disposal Services**

All batteries must be disposed by the Contractor and must be recycled and disposed of in an environmentally safe manner and in accordance with Transportation of Dangerous Goods (TDG) regulations. The battery recycling and disposal services to be provided must include transportation, handling, recycling and disposal of batteries.

## **5.3 REPORTING**

The Contractor must provide StatCan with ad-hoc reports as requested by StatCan, in addition to the scheduled reports listed below. The following reports must be provided by the Contractor:

### **5.3.1 Inspection Report**

An Inspection Report must be provided to the Technical Authority after each inspection and quarterly maintenance, and the "as and when requested" maintenance services.

Each Inspection Report must include, at a minimum:

- a) A complete listing of the work performed, by lift-truck and by date;
- b) The reason for the work being performed;
- c) The time required to complete the work, along with a listing of any noted deficiencies and the Contractor's recommended repairs to correct the deficiencies;
- d) Clear indication if machine remains safely operable, or needs to be removed from service. If the Contractor deems the machine to be unsafe to operate or should be removed from service contractor must indicate on the report.

Inspection Reports must be provided to the Technical Authority within two (2) days of the work being completed.

### **5.3.2 Maintenance Service History Report**

The Contractor must maintain a Maintenance Service History Report for each piece of equipment covered under this agreement. The Maintenance Service History Report is to identify each piece of equipment, including serial number, location of equipment, and

the date of each maintenance or repair completed - including a detailed description of the problem, the parts replaced (if any) and cost of the repair.

The Maintenance Service History Report must be provided to the Technical Authority annually and at any time a request is made by StatCan.

## **6.0 OTHER TERMS AND CONDITIONS OF THE STATEMENT OF WORK**

### **6.1 Statistics Canada Obligations**

Statistics Canada will ensure the following:

- a) Access to facilities and equipment;
- b) Access to a staff member who will be available to coordinate activities.

### **6.2 Locations of Work**

The work location will be at the locations of the StatCan fleet vehicles indicated in Section 1.3 of the Statement of Work.

### **6.3 Language of Work**

All written documentation/correspondence must be provided in English. The client reserves the right to request certain documentation in both official languages as required.

## **ANNEX C - TASK AUTHORIZATION**

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

**A. Description de tâche des travaux requis :**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX D**  
**SECURITY REQUIREMENTS CHECK LIST (SRCL)**



Contract Number / Numéro du contrat 45045-170112
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Statistics Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>CSSD</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Forklift Maintenance		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat 45045-170112
Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non     Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non     Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat 45045-170112
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Patrick Leonard	Title - Titre Warehouse Coordinator	Signature <i>Patrick Leonard</i>
Telephone No. - N° de téléphone 613-314-4706	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel patrick.leonard@canada.ca
		Date

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) <i>Benny Benjamin</i>	Title - Titre <i>Head of Personnel</i>	Signature <i>Benny Benjamin</i>
Telephone No. - N° de téléphone <i>613-878-9671</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <i>Benny.Benjamin@canada.ca</i>
		Date <i>2017-05-17</i>

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non     Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

**ANNEX E**  
**PLANNED REGULAR MAINTENANCE**  
**CHECK POINT LIST (PMCPL)**

**Planned Maintenance Inspection  
Counterbalance Forklift**

<p><b>1. Visual Inspection</b>  Sheet Metal Condition  Decals-Missing/Condition  Capacity Plate  Overhead Guard  Load Back Rest  Fork Stop Pins</p>	<p><b>11. Hydraulic Pump Motor</b>  Mounting Secure  Brush Wear/Condition  Armature Condition</p>
<p><b>2. Upright Assembly</b>  Condition/Damage  Chain Condition  Lift Cylinder Leaks  Lift Cylinder Mounting  Tilt Cylinder Leaks  Tilt Cylinder Mounting  Hydraulic Hose Condition  Fork Condition  Fork Latch Pins  Drift (Down/Tilt)  Mounting Secure</p>	<p><b>12. Power Steering Motor</b>  Mounting Secure  Brush Wear Condition  Armature Condition</p>
<p><b>3. Hydraulic system</b>  Oil Level  Oil Condition  Leaks  Pump Condition  Hosing Condition  Breather Cap Condition  Lever Mounting  Lever Operations</p>	<p><b>13. Drive Motor</b>  Mounting Secure  Brush Wear Condition  Armature Condition  Cable Condition  Cable Connection  Cable Routing  Wiring condition  Wiring Connections  Wire Routing</p>
<p><b>4. Seat</b>  Condition/Mounting Secure  Switch Operation</p>	<p><b>14. Drive Axle</b>  Mounting Secure  Fluid Level  Leaks  Drive Wheel Bearing Adjustments  Noises</p>
<p><b>5. Brakes</b>  Fluid level/Condition  Leaks  Pedal Mounting  Pedal Adjustment  Brake Lines  Brake Operation</p>	<p><b>15. Contractor Panel</b>  Contact Tip Condition  Contact Tip Adjustment  Switch Operation</p>
<p><b>6. Steering</b>  Steering wheel  Linkage Condition  Torque Generator  Steer Wheel Bearings  Axle Condition  Linkage Adjustments</p>	<p><b>16. Accelerator Control</b>  Mounting Secure  Switch Operation  Potentiometer Operation</p>

<p><b>7. Wheels / tires</b>  Condition / Wear  Lug Nuts  Rim Condition  Pneumatic Tire Pressure</p>	<p><b>17. Electrical System</b>  Ground Test  Horn Mounting/Operation  Hour Meter Operation  Battery Discharge Indicator  Light/Operation/Mounting</p>
<p><b>8. Parking Brake</b>  Lever Condition  Linkage/Cable Condition  Linkage/Cable Adjustment  Operations</p>	<p><b>18. Lubrication</b>  Air Clean Truck  Air Clean Motors  Air Clean SCR/Contactor  Grease all fittings  Lubricate Lift chains  Lubricate Linkages</p>
<p><b>9. Directional Control</b>  Lever Mounting  Linkage Adjustment  Switch Adjustment</p>	<p><b>19. Torque Checks</b>  Lift Chains Anchors  Tilt Rod End Yokes  Counterweight Mounting  Overhead Guard Mounting</p>
<p><b>10. Battery</b>  Battery Condition  Fluid level  Cable Condition  Receptacle Condition  Specific Gravity</p>	<p><b>20. Attachments</b>  Mounting Secure  Leaks  Operations</p>
	<p><b>21. Wipe Down Truck and Clean work Area</b></p>

**Planned Maintenance Inspection  
Pallet truck**

<p><b>1. Visual &amp; Fastener Inspections</b>  Oil Leaks  Overhead Guard  Mast Assembly  Forks  Load Backrest  Operator Compartment Pads  Brake Pedal  Floor Board  Steering Tiller  Battery Retainers  Tire &amp; Wheel Condition  - Drive Tire L.H.  - Drive Tire R.H  - Steer Tires  Lift chain  Hoses  Control Cables  Limit Switches  Bent or Damages Parts  Safety Labels/Decals  Capacity &amp; Data Plates in place</p>	<p><b>8. Steering</b>  Power Steering Operation  Torque Generator  Pump &amp; Motor secure  Brush &amp; Armature condition  Adjustment of roller chain  Both u-joints secure</p>
<p><b>2. Battery &amp; Cables</b>  Battery Condition  Electrolyte level  Water added  Battery Retainer  Cable Condition  Wiring Harness Connections</p>	<p><b>9. Brakes</b>  Fluid Level &amp; condition  Pedal Operation  Brake Switch Adjustment  Adjustment of brakes  Slave Cylinder leaks  Master Cylinder Leaks  Brake Lines  Brake pads  Brake rotors  Brake Fluid Reservoir</p>
<p><b>3. Clean &amp; Lubricate</b>  Blow off Truck  Blow Low Pressure Air over all electrical Panels  Lubricate All Zerk Fittings  Brake Linkages  Steer Shafts, Universals, Gears &amp; chains  Lubricate Misc. Linkages  Gears &amp; Linkages of Multi-Function control  Mast Channel, Mast Rollers &amp; side Thrust Roller  Brake Pedal Pivot  Floorboard Pivot  Battery Rollers  Lift Cylinder Guide (TT)  Mast Free Lift Stud (TL)  Lubricate Lift Chains  Attachments  Lubricate Door Hinges and latches</p>	<p><b>10. Hydraulic Pump Motor</b>  Oil level &amp; condition  Leaks  Breather cap  Hoses &amp; fittings  Filters</p>

<p><b>4. Hydraulic Pump(s) &amp; Motor(s)</b>  Mounting Secure  Hose &amp; fitting Conditions  Leaks  Brush &amp; Mature Conditions  Blow Brush Dust from Motor  Cable Connection  Guard to mast Cables &amp; Hoses  Apply Armor all or Clear</p>	<p><b>11. Freezer Condition Trucks</b>  Heater Operation  Wiring Condition</p>
<p><b>5. Drive Unit</b>  Lubricant level  Leaks  Motor Mounting Secure  Brush &amp; Armature Condition  Wheel Lug Bolts  Blow brush dust from Motor</p>	<p><b>12. Mast Assembly</b>  Roller &amp; tracking – wear or damage  Lift chain condition – wear  Lift chain adjustment  Lift, tilt cylinder &amp; mount condition  Check &amp; lubricate mast pivot  Check mast lower mounting clamp bolts  Control cables  Limit switch(es)  Overhead guard bolts</p>

**Planned Maintenance Inspection  
Walk behind pallet truck and  
Walk behind pallet truck stacker**

<p><b>1. Visual &amp; Fastener Inspections</b> Oil leaks Tires and Wheel Condition</p> <ul style="list-style-type: none"> <li>- Drive tire</li> <li>- R.H. Caster</li> <li>- L.H. Caster</li> <li>- R.H. Load Wheels</li> <li>- L.H. Load Wheels</li> </ul>	<p><b>7. Power Cables</b> Power cable condition Power cable connections secure Resistor Connections</p>
<p><b>2. Battery and Cables</b> Battery Condition Water Level Clean Corrosion from battery Cable Condition Receptacle Condition</p>	<p><b>8. Contractor Panel</b> Power cable conditions 2<sup>nd</sup>/3<sup>rd</sup> speed contact tip condition Time delay relay</p>
<p><b>3. Clean and Lubricate</b> Air clean truck Lubricate all Zerk Fittings Lubricate brake Linkages Lubricate Door hinges Lubricate Miscellaneous linkages</p>	<p><b>9. Brakes</b> Linkage Adjustment</p>
<p><b>4. Hydraulic System</b> Pump and Motor Mounting Secure Oil Level and Condition Leaks-Cylinder and Hydraulic Unit Hose and Fittings Condition Motor Armature &amp; Brush Condition</p>	<p><b>10. Steering</b> Drive unit turntable Rollers Turntable Mounting Secure</p>
<p><b>5. Drive Unit</b> Fluid Level Check for leaks Pump and Motor Mounting Secure Motor Armature &amp; brush condition</p>	<p><b>11. Operational Check and Test Drive</b> Horn Brake Switch Braking (appx 5') Safety Reverse Switch operation (Belly button) Lift – Lower Operation Lift Limit Switch All Travels speeds functional</p>
<p><b>6. Control Wiring and Switches</b> Wire Conditions Wiring connections secure Control Switches in handle Lift limit switch Solenoid Pump Brake Switch</p>	<p><b>12. Wipe down Truck and Clean work area</b></p>

**ANNEX F – CALCULATION OF AGGREGATE EVALUATED PRICE OF THE BID**

The estimated hours and values reflected herein are only an approximation of requirements given in good faith for evaluation purposes only and do not represent Canada’s actual requirement.

For evaluation purpose, all offers are evaluated with the firm prices and rates offered in Annex A – Pricing.

The aggregate evaluated price of the bid will be determined as follows:

**Firm all-inclusive price Evaluation - Initial Fleet Assessment**

The firm all-inclusive price evaluation for Initial Fleet Assessment is the firm price proposed by the bidder.

**Firm All-Inclusive Price Evaluation - Quarterly Preventive Maintenance Services**

The firm all-inclusive price per quarter proposed by the bidder will be multiplied by the number of quarters per year, as detailed in the table below, to determine the evaluated price per year. The sum of all evaluated price per year will determine the evaluated price for the Quarterly Preventive Maintenance Services.

	Initial Period		Extended Periods		
	Year 1	Year 2	Year 1	Year 2	Year 3
Firm Price Offered Per Quarter					
Number of Quarters	4	4	4	4	4
Evaluated Price per Year					

**Firm All-Inclusive Price Evaluation – Lift Devices Inspections Services**

The sum of the firm all-inclusive price per year proposed by the bidder will determine the evaluated price for the Lift Devices Inspections Service.

**Firm All Inclusive Labour Rate Evaluation**

The firm all-inclusive hourly labour rate proposed by the bidder for all years will be multiplied by the estimated number of hours, as detailed in the table below, to determine the evaluated labour price per year. The sum of all evaluated price per year will determine the evaluated price for the labour.

	Initial Period		Extended Periods		
	Year 1	Year 2	Year 1	Year 2	Year 3
Firm Hourly Rate offered					
Estimated number of hours	100	100	100	100	100
Evaluated Price per Year					

**Furnished Material and Spare Parts Evaluation**

The firm mark-up proposed by the bidder will be multiplied by the estimated amount per year, as detailed in the table below, to determine the evaluated furnished material and spare parts price per year. The sum of all evaluated price per year will determine the evaluated price for furnished material and spare parts.

	Initial Period		Extended Periods		
	Year 1	Year 2	Year 1	Year 2	Year 3
Firm mark-up offered					
Estimated Cost of Furnished Material and Spare Parts	\$5000.00	\$5000.00	\$5000.00	\$5000.00	\$5000.00
Evaluated Price per Year					

The aggregate evaluated price of the bid will be the sum of the evaluated firm prices for Initial Fleet Assessment, Quarterly Preventive Maintenance Services, Lift Devices Inspections Service, Labour, and Furnished Material and Spare Parts.

**ANNEX G – MANDATORY TECHNICAL EVALUATION CRITERIA**

<b>Criteria Number</b>	<b>Mandatory Technical Criteria</b>	<b>The bidder must identify substantive information in the bid: document title and/or page number in bid.</b>
M1	The bidder must propose one (1) technician and one (1) back-up technician to provide the services described in Annex B – Statement of Work. The proposed technicians must have at least five (5) years of verifiable experience working with equivalent STILL, HYSTER, and CROWN forklifts and pallet truck equipment. A resume outlining the proposed technicians experience must be submitted as part of the bid.	
M2	The bidder must confirm they have the capacity to provide a 24 hour response time, except during peak usage time from March 1st to March 31st, each year, must be four (4) hour response time.	
M3	The bidder must demonstrate its experience in delivering on-site scheduled maintenance and remedial maintenance services by providing two (2) different examples. Each of the two (2) different examples must have been completed within the last three (3) years from bid closing and should contact elements described in Annex B – Statement of Work.	

## **ANNEX H – ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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