

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Truck Accessories	
Solicitation No. - N° de l'invitation W6399-20J409/A	Date 2020-02-05
Client Reference No. - N° de référence du client W6399-20J409	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-615-8037
File No. - N° de dossier KIN-9-52130 (615)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Denbeigh, Andrew	Buyer Id - Id de l'acheteur kin615
Telephone No. - N° de téléphone (613)484-1586 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Installation Facilities, the Standing Offer Reporting Form, and the Electronic Payment Instruments.

1.2 Summary

- 1.2.1 This requirement is to establish a Regional Individual Standing Offer (RISO) for the Department of National Defence (DND) for the purchase and installation of Truck Caps, Bed Slides, and Spray-on Box Liners for pick-up trucks, in accordance with Annex A - Statement of Work. There are three service Locations (where vehicles will be available for pick-up, delivery, and on-site installation): Canadian Forces Base (CFB) Trenton Location, CFB Petawawa Location, and Ashton, ON Location.

It is the intention of the Crown to issue one (1) Standing Offer for each of the Locations. Should one Offeror provide the lowest evaluated price for multiple Locations, PWGSC will issue one (1) Standing Offer to that Offeror including those Locations.

Offerors do not have to submit an offer for all Locations. However, Offerors submitting an offer for any one Location must submit an offer for all years and all items for that Location.

The period for placing call-ups against the Standing Offer(s) will be from issuance of the Standing Offer to 2022-12-31, with the irrevocable option to extend the term of the Standing Offer(s) by up to two (2) additional one-year periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2019-03-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

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

Offer Receiving Public Works and Government Services Canada
Kingston Procurement
86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Email address for epost Connect service: TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Note: Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

2.3 Enquiries - Request for Standing Offers

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

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

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eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

- If the Offeror is simultaneously providing copies of its offer 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.

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support and demonstrate compliance with the mandatory technical criteria.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

MTC #	Mandatory Technical Criteria	Instructions to Offerors
MTC 1.	Offeror Experience The Offeror must have a minimum of two (2) years of experience, from solicitation closing date, in installing high rise truck caps, bed slides, and spray-on box liners, and must have a minimum of ten (10) installations each of Truck Caps, Bed Slides, and Spray-On Box Liners during that period (minimum 5 in 2018 and 5 in 2019).	<p>The Offeror must demonstrate compliance by:</p> <ul style="list-style-type: none">a) Provide with their offer 5 invoices dated during calendar year 2018 and 5 invoices dated during calendar year 2019 for installations of Truck Caps;b) Provide with their offer 5 invoices dated during calendar year 2018 and 5 invoices dated during calendar year 2019 for installations of Bed Slides; andc) Provide with their offer 5 invoices dated during calendar year 2018 and 5 invoices dated during calendar year 2019 for installations of Spray-On Box Liners. <p>Each invoice must note the details of the work performed (i.e. cap, slide, or liner), show the customer name, and show that the invoice was issued by the Offeror.</p>

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) The Offeror must complete and submit with its offer at least one fully completed Pricing Basis (Location) in Annex "B" – Basis of Payment. Pricing must be provided for all items as listed in the Pricing Basis for an offer to be responsive to that Location. The Offeror must complete the Pricing Basis of each Location they are submitting an offer for.

- b) Offers must not contain any alteration to the Pricing Basis other than the addition of the Offeror's unit prices.
- c) Pricing must be provided for all items and all pricing periods. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- d) Offers must not contain any condition or qualification placed upon the offer.
- e) Pricing must be firm, in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

4.1.2.2 Financial Evaluation

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

Each Location will be evaluated separately.

The Evaluated Price for each Location is calculated as follows:

For each item, the sum of the pricing for all Pricing Periods will be multiplied by the corresponding Annual Estimated Usage amount to determine the Extended Price of the Item.

The Evaluated Price of the Location will be the sum of all Extended Prices for all Items.

4.2 Basis of Selection

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

It is the intention of the Crown to issue One (1) Standing Offer for each Location listed in Annex "B" to satisfy this requirement. Should one (1) offeror provide the lowest evaluated price for multiple Locations, PWGSC will issue one (1) Standing Offer indicating all applicable Locations.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

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5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Installation Facilities

Annex "D" – Installation Facilities should be submitted with the offer but may be submitted afterwards. The address of the facility and distance from the Location(s) must be provided, and may be verified by Canada. Facility information must be provided for each Location that the Offeror is submitting a financial offer for. By submitting Annex "D" – Installation Facilities, the Offeror certifies the information provided is correct.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to 2022-12-31.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to two (2) additional periods of one (1) year, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority two (2) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Andrew Denbeigh
Title: Supply Specialist

Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence St, 2nd Floor
Kingston, Ontario, K7L 1X3

Telephone: 613-484-1586
Facsimile: 613-545-8067
E-mail address: andrew.denbeigh@pwgsc-tpsgc.gc.ca

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

6.5.2 DND Procurement Authority *[Note to Offerors: Canada will insert information at time of issuance of the Standing Offer]*

Name: _____
Title: _____

Address: _____
Telephone: _____
E-mail address: _____

The DND Procurement Authority is the representative of the department or agency whose responsibility is to process all individual call-ups against the Standing Offer and is responsible for the processing of payment of invoices for goods and /or services delivered.

6.5.3 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative *[Note to Offerors: Please fill out required information in Annex "D", Canada will insert information at time of issuance of the Standing Offer]*

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

Procurement Business Number: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence (DND).

6.7 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

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

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

6.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated _____ [Note to Offerors: Canada will insert information at time of issuance of the Standing Offer].

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 Applicable Laws

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

6.12 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the work detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.3 Term of Contract

6.3.1 Period of the Contract

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

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Call-up, the Contractor will be paid firm unit prices, as stipulated in the call-up, calculated in accordance with Annex B - Basis of Payment. Customs duties are included, and Applicable Taxes are extra.

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

6.4.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

6.4.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

6.4.4 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only);

[Note to Offerors: Canada will insert or delete text, as per the Offer (Annex F), at time of issuance]

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

6.6 Insurance Requirements

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

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

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.

6.7 Inspection and Acceptance

The Project 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 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.

6.8 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

ANNEX "A" STATEMENT OF WORK

PICK-UP TRUCK CAPS, BED SLIDES AND SPRAY-ON BOX LINERS

1.0 SCOPE

1.1 Purpose

The purpose of this Statement of Work is to define the scope and requirements that apply to the Standing Offer for the provision and installation of commercial-off-the-shelf Pick-Up Truck Caps, Bed Slides and Spray-on Box Liners to the Department of National Defence (DND).

1.2 Background

DND has a requirement for the provision and installation of various sizes of box caps, bed slides, and spray-on box liners for commercial pattern pick-up trucks. The types of vehicles to be fitted with some or all of these accessories include all North American, both domestic and imported, commercially sold pick-up trucks.

1.3 Applicable Documents

The following documents form part of this Statement of Work to the extent specified herein, and are supportive of this Statement of Work when referenced; any other documents are to be considered supplemental information only. In the event of a conflict between the documents and the contents of this Statement of Work, then the contents of this Statement of Work must take precedence.

-Canadian Motor Vehicle Safety Standards (CMVSS)
-[Motor Vehicle Safety Regulations \(C.R.C., c. 1038\) - Transport Canada](#)

1.4 Definitions

Nominal	Dimensions specified as nominal are to be treated as approximate dimensions ($\pm 5\%$). Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.
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2.0 DELIVERABLES

The Contractor must:

- (a) Provide and install:
 - i. Truck Caps in accordance with Section 3.2;
 - ii. Heavy-duty Bed Slides in accordance with Section 3.3; and
 - iii. Spray-on Box Liners in accordance with Section 3.4.
- (b) Arrange for installation with the Project Authority as follows:
 - i. Installations will either be at the Contractor's facility or on-site at a DND location where special access or clearance is not required (e.g., uncovered, paved parking lot);
 - ii. All installations must be completed within five (5) working days of the request for service, or the availability of material in the case of match-painted truck caps, unless otherwise arranged in writing with the Project Authority;
 - iii. For installations at the Contractor's facility:
 - a. The Contractor must pick-up the vehicle at the identified DND location and return it to the same location; and

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- b. Driver(s) must have the appropriate license, in accordance with the CMVSS, to drive the identified vehicle(s);
 - c. All logistics and transportation costs pertaining to the pick-up and return of the vehicle are the responsibility of the Contractor and are to be recovered in accordance with the terms of the Contract and Annex "B" – Basis of Payment.
 - iv. For on-site installation at a DND location, the travel costs to and from the DND location are the responsibility of the Contractor and are to be recovered in accordance with the terms of the Contract and Annex "B" – Basis of Payment.
 - (c) Upon completion of the work, notify the Project Authority that the work is ready for inspection, and arrange for an inspection date/time at their facility (unless the work was done on-site at the DND location).
 - (d) Upon completion of the inspection, rectify any flaws or omissions noted by the Project Authority. DND reserves the right to request a second inspection at their discretion in the case of any major flaws or omissions.
 - (e) Upon completion of the inspection and approval by the Project Authority, return the vehicle to the unit in the same serviceable condition on the same or following business day during the Contractor's business hours; and
 - (f) Ensure any modification performed on any vehicle does not render the vehicle illegal to operate on Canadian roadways in accordance with the CMVSS.

Note: Each request for service will include the vehicle make, model and paint code (for match-painted truck caps).

3.0 REQUIREMENTS

3.1 Contractor's Facility

The Contractor must:

- (a) Have service facilities at the following locations (where vehicles will be available for pick-up, delivery, and on-site installation):
 - a. Location 1: Within 50 km (31 miles) of Canadian Forces Base Trenton;
 - b. Location 2: Within 50 km (31 miles) of Canadian Forces Base Petawawa;
 - c. Location 3: Within 75 km (47 miles) of Ashton, ON, K0A 1B0
- (b) Have the capacity at the facility(ies) to work on two (2) or more vehicles at a time and adequate secure storage space for at least an additional two (2) vehicles at any one time.

[Note to Offerors: Applicable Location(s) for (a) will be inserted at time of Issuance of Standing Offer(s)]

3.2 Truck Caps

The Truck Caps must:

- (a) Be full length and full width of the truck bed such that the cap protects the equipment located in the truck bed from the elements when it is closed.
- (b) Be provided in the following styles:
 - i. Conventional height - level with the top of the vehicle cab;

-
- ii. Medium height - include a raised section that is higher than the top of the vehicle cab (i.e., higher than conventional height, but less than or equal to the high rise) along a portion of the length of the box;
 - iii. High Rise - have a full length height of no less than 114 cm (45 in) high from the top of the rear opening to the truck bed; and
 - iv. Space Caps - full length in the following heights:
 - a. Nominal 132 cm (52 in); and
 - b. Nominal 182 cm (72 in).
 - (c) Be available in 2 different lengths (Short box / Long Box) for all styles in (b) above.
 - (d) Have windows as follows:
 - i. One (1) front window as follows:
 - a. A fixed (non-opening) clear or 70% Visible Light Transmission (VLT) black tinted window at the front of the cap to allow the driver and the passenger to see behind the truck while in the cab;
 - b. Be no larger than the following:
 - 1. 140 cm (55 in) wide at the top;
 - 2. 165 cm (65 in) wide at the bottom; and
 - 3. 50 cm (19 in) in height;
 - c. Not reduce driver visible area by more than 60%; and
 - d. Permit the driver to see what is behind the vehicle through the rear view mirror.
 - ii. One (1) rear window as follows:
 - a. A framed flip-up glass window on the rear of the cap with a VLT tint of black 5% (tinting film may be used);
 - b. Be no smaller than the following:
 - 1. 100 cm (40 in) wide at the top;
 - 2. 150 cm (60 in) wide at the bottom; and
 - 3. 70 cm (28 in) in height;
 - c. Include double T-lock handles with matched keys; and
 - d. Include hydraulic or pneumatic assist opening mechanisms that keep the window open in the up position without any user intervention.
 - iii. Side windows as follows:
 - a. Space caps – No side windows; and
 - b. Conventional, Medium and High Rise styles - either have no windows on the left and/or right sides of the cap, or have VLT tint of black 5% side windows if side windows are standard for the model provided.
 - (e) Include a third recessed braking light at the centerline of the cap in accordance with CMVSS standard 108 as follows:
 - i. At least 86 cm (34 in) above the ground;
 - ii. Located such that it is protected from damage when loading/unloading equipment into the vehicle;
 - iii. Have wiring as follows:
 - a. Secured in protected locations such that it is protected from damage when loading/unloading equipment into the vehicle;
 - b. Have plastic wire loom on the whole length of the wiring; and
 - c. Tightly secured along the cap's rear window frame edges using appropriate fasteners (stick-on fasteners are not acceptable);
 - (f) Be manufactured from light-weight plastic or fiberglass with aluminum fittings.

- (g) Be attached to the truck bed rail by means of bolts or similar non-permanent fasteners that ensure the cap does not move relative to the truck bed rail and permits removal of the cap by maintenance personnel.
- (h) Have an outer finish, unless otherwise indicated in the call-up, as follows:
 - i. Conventional, Medium and High Rise style caps: Match-painted to the vehicle; and
 - ii. Space Caps: White.

3.3 Bed Slides

The bed slides must:

- (a) Be sized as follows:
 - i. At least 95% of the available truck bed length and fit in the truck bed with the tailgate up; and
 - ii. No less than 90% of the available maximum width of the truck bed without interfering with the wheel wells.
- (b) Have a linear displacement as follows:
 - i. Extend such that at least 75% of the bed slide is extended past the edge of the truck bed (not the open tailgate edge) when at 100% extension; and
 - ii. Have at "lock" positions equally spaced along the full extension range of the bed as follows:
 - a. 0% extended;
 - b. 25% extended;
 - c. 50% extended;
 - d. 75% extended; and
 - e. 100% extended.
- (c) Be rated to hold at least 450 kg (1000 lbs) at 100% extension that is evenly distributed along the length of the bed slide.
- (d) Include a minimum 10 cm (6 in) high lip above the box slide surface on the front (cab end), left and right sides in order to prevent material from falling off of the slide when the vehicle is moving.
- (e) Include cargo tie-down points as follows:
 - i. Six (6) tie-down points on the bed slide, three (3) on each of the left and right sides of the slide that can be positioned along the length of the slide to suit varying load configurations; and
 - ii. Each rated to at least 150 kg (330 lbs).
- (f) Be constructed of marine grade aluminum.
- (g) Be sprayed on the upper surface with a non-slip spray-on coating same to that used for the Spray-On Box Liner.
- (h) Be attached to the truck bed by means of bolts or similar non-permanent fasteners that ensures the slide does not move relative to the truck bed and permits removal of the slide by maintenance personnel without climbing under the vehicle.

3.4 Spray-On Box Liner

The spray-on box liner must:

- (a) Consist of a commercially available non-slip spray-on coating that protects the metal surfaces below it from the elements, provides secure footing for personnel, and minimizes load shifting when the vehicle is in motion.
- (b) Cover the box (e.g., commercially known as "Over-the-Rail" spraying) as follows:
 - i. The entire truck bed;
 - ii. The sides of the truck box (front, left and right);
 - iii. The inner side of the tailgate; and
 - iv. The top of the box railings.

Note: If the vehicle has factory-mounted rail caps, the caps are not to be removed and under-the-rail spraying is acceptable.

- (c) Be black in colour.
- (d) Be repairable.

3.5 Manuals

The Contractor must provide with each truck cap, bed liner, and spray-on box liner:

- (a) One (1) hard copy (and one (1) electronic copy if available) of the installation manual in English, and French if available, for all equipment installed; and
- (b) One (1) hard copy (and one (1) electronic copy if available) of the owner's manual in English, and French if available, for all equipment installed.

3.6 Product Information

After issuance of the Standing Offer, the Contractor must provide to the Identified User, when requested and at no cost, product brochures (and pictures where available) for the Truck Caps, Bed Slides, and Spray-On Box Liner being offered. All products must meet all the requirements as detailed herein (Annex A).

ANNEX "B"

BASIS OF PAYMENT

Note to Offerors:

All text in italics will be removed from the resulting standing offer(s).

Estimated Usages:

The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.

Blank Prices

Offerors are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Location:

Offerors must complete and submit with its offer at least one fully completed Pricing Basis (Location) in Annex "B" – Basis of Payment. Pricing must be provided for all items as listed in the Pricing Basis for an offer to be responsive to that Location. The Offeror must complete the Pricing Basis of each Location they are submitting an offer for.

The resulting Standing Offer(s) will only contain the Location(s) with the lowest evaluated price.

Pricing:

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination (Applicable Location), Canadian customs duties and excise taxes included. HST is not included in the unit prices but will be added as a separate item to any invoice issued against the Standing Offer.

Pricing Periods:

Year 1: Issuance of Standing Offer to 2020-12-31;
Year 2: 2021-01-01 to 2021-12-31;
Year 3: 2022-01-01 to 2022-12-31;
Year 4 (Option): 2023-01-01 to 2023-12-31;
Year 5 (Option): 2024-01-01 to 2024-12-31.

Pricing Basis A

Location 1: Within 50 km (31 miles) of Canadian Forces Base Trenton

Truck Caps (Provide and Install)	Annual Estimated Usage (Each)	Firm Unit Price (Each) Year 1	Firm Unit Price (Each) Year 2	Firm Unit Price (Each) Year 3	Firm Unit Price (Each) Year 4 (Option)	Firm Unit Price (Each) Year 5 (Option)
Conventional Short Box	10	\$	\$	\$	\$	\$
Conventional Long box	10	\$	\$	\$	\$	\$
Medium Short Box	10	\$	\$	\$	\$	\$
Medium Long box	10	\$	\$	\$	\$	\$
High Rise Short Box	10	\$	\$	\$	\$	\$
High Rise Long box	10	\$	\$	\$	\$	\$
Space Cap Short Box (132 cm (52 in) tall	5	\$	\$	\$	\$	\$
Space Cap Long box (132 cm (52 in) tall	5	\$	\$	\$	\$	\$
Space Cap Short Box (182 cm (72 in) tall	5	\$	\$	\$	\$	\$
Space Cap Long box (182 cm (72 in) tall	5	\$	\$	\$	\$	\$
Bed Slides (Provide and Install)						
198 cm Short Box	30	\$	\$	\$	\$	\$
244 cm Long box	30	\$	\$	\$	\$	\$
Spray-On Box Liners (Provide and Install)						
198 cm Short Box	40	\$	\$	\$	\$	\$
244 cm Long box	40	\$	\$	\$	\$	\$
Transportation						
On-Site Installation Services at the identified DND Facility (per trip).	40	\$	\$	\$	\$	\$
The Contractor must Pick up the Vehicle at DND location and perform all installation services at the Contractor facility.	40	\$	\$	\$	\$	\$
The Contractor must Drop off Vehicle at DND location once installation has been inspected and approved.	40	\$	\$	\$	\$	\$

Pricing Basis B
Location 2: Within 50 km (31 miles) of Canadian Forces Base Petawawa

Truck Caps (Provide and Install)	Annual Estimated Usage (Each)	Firm Unit Price (Each) Year 1	Firm Unit Price (Each) Year 2	Firm Unit Price (Each) Year 3	Firm Unit Price (Each) Year 4 (Option)	Firm Unit Price (Each) Year 5 (Option)
Conventional Short Box	10	\$	\$	\$	\$	\$
Conventional Long box	10	\$	\$	\$	\$	\$
Medium Short Box	10	\$	\$	\$	\$	\$
Medium Long box	10	\$	\$	\$	\$	\$
High Rise Short Box	10	\$	\$	\$	\$	\$
High Rise Long Box	10	\$	\$	\$	\$	\$
Space Cap Short Box (132 cm (52 in) tall	5	\$	\$	\$	\$	\$
Space Cap Long box (132 cm (52 in) tall	5	\$	\$	\$	\$	\$
Space Cap Short Box (182 cm (72 in) tall	5	\$	\$	\$	\$	\$
Space Cap Long box (182 cm (72 in) tall	5	\$	\$	\$	\$	\$
Bed Slides (Provide and Install)						
198 cm Short Box	30	\$	\$	\$	\$	\$
244 cm Long box	30	\$	\$	\$	\$	\$
Spray-On Box Liners (Provide and Install)						
198 cm Short Box	40	\$	\$	\$	\$	\$
244 cm Long box	40	\$	\$	\$	\$	\$
Transportation						
On-Site Installation Services at the identified DND Facility (per trip).	40	\$	\$	\$	\$	\$
The Contractor must Pick up the Vehicle at DND location and perform all installation services at the Contractor facility.	40	\$	\$	\$	\$	\$
The Contractor must Drop off Vehicle at DND location once installation has been inspected and approved.	40	\$	\$	\$	\$	\$

Pricing Basis 3

Location 3: Within 75 km (47 miles) Ashton, ON, K0A 1B0

Truck Caps (Provide and Install)	Annual Estimated Usage (Each)	Firm Unit Price (Each) Year 1	Firm Unit Price (Each) Year 2	Firm Unit Price (Each) Year 3	Firm Unit Price (Each) Year 4 (Option)	Firm Unit Price (Each) Year 5 (Option)
Conventional Short Box	10	\$	\$	\$	\$	\$
Conventional Long box	10	\$	\$	\$	\$	\$
Medium Short Box	10	\$	\$	\$	\$	\$
Medium Long box	10	\$	\$	\$	\$	\$
High Rise Short Box	10	\$	\$	\$	\$	\$
High Rise Long box	10	\$	\$	\$	\$	\$
Space Cap Short Box (132 cm (52 in) tall	5	\$	\$	\$	\$	\$
Space Cap Long box (132 cm (52 in) tall	5	\$	\$	\$	\$	\$
Space Cap Short Box (182 cm (72 in) tall	5	\$	\$	\$	\$	\$
Space Cap Long box (182 cm (72 in) tall	5	\$	\$	\$	\$	\$
Bed Slides (Provide and Install)						
198 cm Short Box	30	\$	\$	\$	\$	\$
244 cm Long box	30	\$	\$	\$	\$	\$
Spray-On Box Liners (Provide and Install)						
198 cm Short Box	40	\$	\$	\$	\$	\$
244 cm Long box	40	\$	\$	\$	\$	\$
Transportation						
On-Site Installation Services at the identified DND Facility (per trip).	40	\$	\$	\$	\$	\$
The Contractor must Pick up the Vehicle at DND location and perform all installation services at the Contractor facility.	40	\$	\$	\$	\$	\$
The Contractor must Drop off Vehicle at DND location once installation has been inspected and approved.	40	\$	\$	\$	\$	\$

ANNEX "C"

INSURANCE REQUIREMENTS

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. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - e. OPCF/ SEF/ QEF #3 - Drive Government Automobiles Endorsement
 - f. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

3. Garage Automobile Liability Insurance

1. The Contractor must obtain Garage Automobile Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).

Solicitation No. - N° de l'invitation
W6399-20J409/A
Client Ref. No. - N° de réf. du client
W6399-20-J409

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-9-52130

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

-
- c. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

Solicitation No. - N° de l'invitation
W6399-20J409/A
Client Ref. No. - N° de réf. du client
W6399-20-J409

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-9-52130

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

INSTALLATION FACILITIES

Location 1 – Canadian Forces Base Trenton

Distance from Base: _____ km (cannot be greater than 50km)
Facility Space: Can work on _____ vehicles at a time (minimum 2)
Secure storage space for _____ vehicles (minimum 4)

Business Name: _____
Business Address: _____
Contact Name: _____
Telephone #: _____
Fax #: _____
E-mail: _____
Procurement Business Number: _____

Location 2 – Canadian Forces Base Petawawa

Distance from Base: _____ km (cannot be greater than 50km)
Facility Space: Can work on _____ vehicles at a time (minimum 2)
Secure storage space for _____ vehicles (minimum 4)

Business Name: _____
Business Address: _____
Contact Name: _____
Telephone #: _____
Fax #: _____
E-mail: _____
Procurement Business Number: _____

Location 3 – Ashton, ON, K0A 1B0

Distance from Address: _____ km (cannot be greater than 75km)
Facility Space: Can work on _____ vehicles at a time (minimum 2)
Secure storage space for _____ vehicles (minimum 4)

Business Name: _____
Business Address: _____
Contact Name: _____
Telephone #: _____
Fax #: _____
E-mail: _____
Procurement Business Number: _____

ANNEX "E"

STANDING OFFER REPORTING REQUIREMENTS

Send to the Standing Offer authority named herein.

Use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer Title		Standing Offer #	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description (Item # ,Quantity)	Date of Order	Date of Delivery	Value of Order (not including HST)

Solicitation No. - N° de l'invitation
W6399-20J409/A
Client Ref. No. - N° de réf. du client
W6399-20-J409

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-9-52130

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

ANNEX “F” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ Direct Deposit (Domestic)
- ☐ Wire Transfer (International Only)