

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**See herein for bid submission**

**instructions/**

**Voir la présente pour les**

## instructions sur la presentation

**d→une soumission**

NA

## NOTES

## 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 Canada/Réception  
des soumissions Travaux publics et Services  
gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

<b>Title - Sujet</b> Maintenance Light Duty Motor Vehicle	
<b>Solicitation No. - N° de l'invitation</b> W2585-200001/A	<b>Date</b> 2020-05-06
<b>Client Reference No. - N° de référence du client</b> W2585-200001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$STN-205-5300
<b>File No. - N° de dossier</b> STN-9-42119 (205)	<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 2020-06-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baessler, Nancy	<b>Buyer Id - Id de l'acheteur</b> stn205
<b>Telephone No. - N° de téléphone</b> (306)241-2826 ( )	<b>FAX No. - N° de FAX</b> (306)975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 17 WING, RSS REGINA 1600 ELPHINSTONE ST RCEME SECTION REGINA SASKATCHEWAN S4T 3N1 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
<b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (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 Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

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

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

### **1.2 Summary**

The Department of National Defence has a requirement for a Standing Offer to provide all labour, parts, consumable materials, tools and specialized equipment necessary to inspect as per DND 2027 EME Equipment Inspection Report form, and repair, or service, light duty motor vehicles as required.

The period of the Standing Offer is one year with four one-year option periods. Only one Standing Offer will be issued.

The requirement is subject to the provisions of 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.

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### **1.3 Debriefings**

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (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

#### 2.1.1 SACC Manual Clauses

M0019T Firm Price and/or Rates (2007-05-25)

### 2.2 Submission of Offers

#### Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

#### PWGSC Western Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

**Note:** Offers 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 Instruction 2006, or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must

provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

## Definitions

For the purposes of this clause,

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.5 Applicable Laws**

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

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.



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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

The Offeror must submit its offer electronically 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

Offers transmitted by facsimile or hardcopy 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>). To assist Canada in reaching its objectives, Offerors should:

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

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

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

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

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

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

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

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

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

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### 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.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Ability to provide all the products and services as described in Annex A, Statement of Work.

#### **4.1.2 Financial Evaluation**

The quantities as shown in Annex B are estimated usages and for evaluation purposes only and will not form part of the final Standing Offer.

The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year. The Total Extended Prices for each year will be added together to obtain the Total Evaluated Offer Price.

### **4.2 Basis of Selection**

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

In accordance with the 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 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>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

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

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

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## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

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

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

### **6.2 Workers Compensation Certification – Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within ten (10) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

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## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

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

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

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

##### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods 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 D. 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 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 30 calendar days after the end of the reporting period.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from **date of award** for **one year**.

#### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Nancy Baessler, Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
110, 101 22<sup>nd</sup> Street E  
Saskatoon, SK S7K 0E1

Telephone: 306 241 2826

E-mail address: [nancy.baessler@pwgsc-tpsgc.gc.ca](mailto:nancy.baessler@pwgsc-tpsgc.gc.ca)

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

##### **7.5.2 Procurement Authority**

The Procurement Authority is:

*To be determined*

##### **7.5.3 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.

##### **7.5.4 Offeror's Representative**

**(To be completed by the Offeror)**

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: 17 Wing, RS Regina, RCEME Section.

## 7.8 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

## 7.9 Limitation of Call-ups

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

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TBD** unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.



## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated \_\_\_\_\_

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

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

### 7.12.2 SACC Manual Clauses

M3000C	Price Lists	(2006-08-15)
M3800C	Estimates	(2006-08-15)

## 7.13 Applicable Laws

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

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

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

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

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

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## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

Section 13 Interest on Overdue Accounts, will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ (*fill in start date of the period*) to \_\_\_\_\_ inclusive (*fill in end date of the period*).

#### **7.3.2 Delivery Date**

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

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex "B". 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.

#### **7.5.2 Pricing – Material and Replacement Parts**

Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of \_\_\_\_\_ percent (%).

The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

### 7.5.3 Financial Limitation – Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TBD** unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 7.5.4 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

### 7.5.5 Electronic Payment of Invoices – Call-up

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

*To be determined*

## 7.6 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. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses.

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.

17 Wing, RSS Regina  
1600 Elphinstone ST  
RCME Section  
Regina, SK, S4T 3N1

## 7.7 Insurance

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

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

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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.

## 7.8 **SACC Manual Clauses**

A0285C	Workers Compensation	(2007-05-25)
A9062C	Canadian Forces Site Regulations	(2011-05-16)
B7500C	Excess Goods	(2006-06-16)

## 7.9 **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 services 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 as the sole expense of the Contractor before recommending payment.

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Maintenance Light Duty Motor Vehicles**

##### **Organization of Statement of Work**

This Statement of Work contains two sections.

Section 1 provides general information for interested bidders.

Section 2 provides details on the scope of work to be carried out and consumable materials to be supplied by the successful bidder.

##### **Section 1: General Information for Bidders**

###### **1.1 General Requirements**

To provide all labour, parts, consumable materials, tools and specialized equipment necessary to inspect as per DND 2027 EME Equipment Inspection Report form, and repair, or service, light duty motor vehicles for Department of National Defence as required during the period of the Standing Offer Agreement.

DND 2027 EME Equipment Inspection Report form will be provided to Contractor upon award.

The qualified bidder will employ licensed mechanics and maintain current liability insurance throughout the term of the Standing Offer Agreement.

Qualified will be defined as follows:

Bidders who operate an automotive service garage, with the majority of work performed by the business as service, maintenance and repairs to motor vehicles such as cars, vans, and trucks that are 3 tonnes and below.

###### **1.2 Qualifications**

Maintenance and repair work will be performed by licensed automotive mechanics or apprentice automotive mechanics under the supervision of a licensed automotive mechanic.

###### **1.3 Replacement Parts**

- 1.3.1 All replacement parts will be new. Used parts are not acceptable.
- 1.3.2 Replacement parts will be Original Equipment from Manufacturer (OEM) when and where required.
- 1.3.3 When OEM parts are not available or aftermarket parts are more reasonably priced and basically equivalent, the Contractor will price aftermarket new parts. Good quality aftermarket parts from suppliers will be acceptable.

#### 1.4 Vehicle Turn Around Time

The expected turnaround time for repairing and servicing vehicles is:

Minor repairs: 24 hours,  
Major repairs 48 hours

or as authorized by the Project Authority to the contractor.

#### 1.5 Responsibility for Vehicle Keys

The Contractor will be assigned one (1) set of clearly marked keys per vehicle to allow the Contractor to pick up vehicles for service and repairs. The key sets will be the responsibility of the Contractor, maintained at their site in a safe locking cabinet. The Project Authority will maintain a vehicle set and a spare set of keys per vehicle on site.

The Contractor will notify the Project Authority immediately if any key sets are lost or stolen from the Contractors premises.

When a vehicle is returned to the site after service or repairs, the Contractor will park the vehicle in the carport area, completely lock the vehicle and take the set of keys back to the service garage.

#### 1.6 Motor Vehicle Fleet Maintenance Records

1.6.1 The Contractor will maintain a file of all work done on each individual vehicle for the term of the Standing Offer Agreement, and will provide that report to the project authority upon request.

This file can be electronic in nature or in hard copy format.

#### 1.7 Motor Vehicle Maintenance Scheduling

1.7.1 Unless a time period or mileage interval has been indicated on the DND 2027 form, the recommended OEM maintenance schedule will be followed for each vehicle.

1.7.2 Vehicles having specialized maintenance requirements, such as diesel engine equipped pickup trucks, will be serviced and maintained as outlined by the OEM recommendations and odometer readings.

1.7.3 The Contractor will only proceed with additional work with prior written authorization by the Project Authority.

#### 1.8 Issue of Cost Quotation

1.8.1 Where a cost quotation has been submitted by the Contractor and accepted by the Project Authority, fully completed work or service will be provided at a cost no greater than 100% of quotation.

- 1.8.2 Cost quotations will be submitted by the Contractor in electronic format, which will be defined as e-mail from the Contractor to the Project Authority. Faxed copies are acceptable.

1.9 Vehicle Air Conditioning System

The Contractor will annually, for each fleet vehicle, inspect and service the vehicles Air Conditioning System. The Contractor will then provide the Project Authority with a maintenance record of this specific work. Hard copy is preferred.

The Department of National Defence along with other Federal Departments are required to maintain records of all service and repairs done to any Air Conditioning or Refrigeration System owned and operated by the Federal Department.

Electronic records shall include, but are not limited to, the following information:

- 1.9.1 Whenever a motor vehicle system is inspected and leak checked or annual mandatory inspection
- 1.9.2 Contractor to attach Ozone Depleting substance Emission Control Tags where necessary and to meet any applicable code requirements.
- 1.9.3 When a system's charge is lost, the leak must be repaired, the system leak checked and the system recharged and information recorded.
- 1.9.4 When a system is taken out of service for any reason, refrigerant is to be removed and stored in appropriate cylinders for either recycling or reuse.
- 1.9.5 Always record the amount of refrigerant charge when charging a system on the maintenance record.
- 1.9.6 Air conditioning systems are not to be topped up with refrigerant, the leak is to be found and repaired before recharging the system.

1.10 Disposal of Waste Materials

Dispose of waste materials considering Good Practices and Environmental Laws governing the disposal or recycling of such waste materials.

Disposal of waste materials such as tires, antifreeze, used engine oil and filters, transmission fluid, brake fluid, differential lubricants, electronic components, batteries, scrap metals and other waste associated with motor vehicle repair and maintenance will become the property and responsibility of the Contractor.

Environmental charges will be identified as a separate line item on all quotations and invoicing records.

1.11 Insurance against Loss or Damage

The Contractor shall maintain current insurance against loss or damage to the crown owned property received into their custody or control as outlined by the Contracting Authority, Public Works and Government Services Canada (PWGSC).

1.12 Records and Quotation

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When issuing work completed records and quotations to the Project Authority all items in 1.12.1 will be shown on the electronic document in line item format complete with extended pricing.

1.12.1 One (1) hard copy document outlining the work completed by the Contractor, associated labour, parts and materials, any applicable environmental charges and taxes.

1.12.2 This hard copy document will only be used for tracing vehicle maintenance and expenses, it is not an invoice.

## **Section 2: Scope of Work**

The extent of work to be performed during the course of the Standing Offer Agreement will be determined by such factors as availability of funds, number of vehicles in the fleet requiring periodic maintenance and the number of vehicle break down. The following will form a major part of the Contractor's requirement.

### **2.1 Damage to Vehicles**

Any Damage to any part of a vehicle shall be reported to the Project Authority as soon as possible. It is suggested that the Contractor perform a vehicle walk around before leaving the site when picking up a vehicle.

### **2.2 Additional Work**

When any vehicle is in for service or during inspection, and the Contractor finds additional work that requires immediate attention, the Contractor will follow the following protocol:

2.2.1 The Contractor will notify the Project Authority before commencing work on additional repairs with a cost of \$150 plus GST or more.

2.2.2 The Contractor will provide a quotation for the additional work in electronic format or by fax.

2.2.3 The Contractor will not proceed with any additional repairs until they receive either electronic mail or fax confirmation from the Project Authority.



## COMPLIANCE MATRIX - MANDATORY TECHNICAL CRITERIA

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

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Item #	Performance Specification	Status (M) Mandatory	Performance Specification Met? Indicate either Yes/No	Supporting Documentation: Offerors must acknowledge and indicate how they meet each performance specification by providing information in this column and/or by cross-referencing where the performance specification is indicated in their supporting documents.
1	<p>The Offeror must operate/have access to an automotive service garage, with the majority of work performed by that business being service, maintenance and/or repairs to motor vehicles such as cars, vans, and trucks that are 3 tonnes and below.</p> <p>Please state 'yes' or 'no'.</p>	M		
2	<p>Individuals assigned by the Offeror to perform the work must be a licensed automotive mechanic OR apprentice automotive mechanic under the supervision of a licensed automotive mechanic.</p> <p>Offeror to state 'yes' that they understand and will honor this requirement and provide license or proof of apprenticeship if requested.</p>	M		

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**APPENDIX 1 TO ANNEX "A"**

**LEMS EQUIPMENT INSPECTION REPORT**

**PERSONNEL AND LOAD CARRYING WHEELED VEHICLES**



## LEMS Equipment Inspection Report Personnel and Load Carrying Wheeled Vehicles

Identifier	
System	Sub-system
Nomenclature	
CFR. No.	ECC

Note: Safety items are shaded

Unit	Date (yyyy-mm-dd)
Location	Hours of operation
Model / Type	Condition class.
Serial No.	Type of inspection
Odometer reading	Estimated labour (person hours)

**Legend:**  
√ = Serviceable  
N/A = Not applicable  
O = Operator action required  
M = Maintenance action required

1. Engine	2. Exhaust and intake system	3. Cooling system
(A) Oil level	(A) Manifolds	(A) Coolant level / strength
(B) Engine performance	(B) Air cleaner / pipes / connectors	(B) Radiator / cap
( ) Compression	(C) Heat riser	(C) Hoses / connections
(D) Head and valves	(D) Blower and drive	(D) Thermostats
(E) Timing - ignition / injector	(E) Turbo / charger	(E) Water pumps
(F) Governor operation	(F) Guards and shields	(F) Header / overflow tank
(G) Seals and gaskets	(G) Pipes / mufflers / clamps	(G) Fan and shroud
(H) Mounts	(H) Rain traps	(H) Winter front / shutters
(J) Filters - air / oil / fuel	(J) Seals / gaskets	(J) Oil coolers / lines
(K) Pollution control devices	(K) Security of components	(K) Seals and gaskets
(A) Drive belts / pulley / tensioner	(L) Exhaust brake	(L) Fan belts
(M) Oil pump	(M) Intercooler	(M) Air conditioning system
(N) Jacob's brake	(N)	(N) Pumps (aux. heater)
(O) Injector drive assembly	(O)	(O)
(P)	(P)	(P)
4. Fuel System	5. Electrical system	5. Electrical system (con't)
(A) Tank and cap	(A) Spark plugs / wiring igniters / distributor	(M) Heaters / controls
(B) Lines / connections	(B) Generator / alternator	(N) Electric motors / wiring
(C) Seals / gaskets	(C) Voltage regulator / relays	(O) Motor / speed controls
(D) Pump / vacuum / pressure test	(D) Starter / drives / solenoids	(P) Safety switches / neutral start switch
(E) Injectors / carburetors	(E) Horns / sirens / alarms	(Q) Microprocessor control unit
(F) Linkages	(F) Cables / wiring / connectors	(R) Ignition coil
(G) Filters / traps / water separators	(G) Batteries / boxes	(S) Bilge pumps
(H) Governor	(H) Receptacles - slave / trailer	(T) Modules / sensors
(J) Starting aids / pre heater	(J) Lights / switches	(U) Fuel sending unit / pick up
(K) Fuel lock	(K) Instruments / gauges	(V) Solenoids
(L) Vaporizer	(L) Circuit breakers / fuses	(W)

Item no.	Recommended action	Item no.	Recommended action

☒ The safety inspection and tests required by CFTO's and/or the provincial highway traffic act have been completed and the equipment is certified safe to operate.

☐ The equipment is **unsafe** to operate and shall be removed from service until the repairs listed below are completed.

Urgent repairs



The above-noted repairs and tests have been completed and the equipment may be returned to service		Technician	Date
Inspector	Signature	Signature	
	Date	Maintenance officer	Date
		Signature	

6. Brake system		7. Power train		8. Hull, frame, cab and body	
(A) Master cylinder / level		(A) Transmission / gear box		(A) Frame / brakes	
(B) Air compressor - gov. settings		(B) Transfer case		(B) Cab / mounts / tilt mech.	
( ) Connections / hoses / fittings		(C) Differentials		(C) Hardware / hinges / handles / locks	
(D) Drums / discs		(D) Propeller shafts / "U" joints		(D) Windows / doors / tailgates	
(E) Shoes / bands / linings		(E) Power take-off		(E) Upholstery / mats / curtains	
(F) Caliper / piston / rotor		(F) Axles		(F) Tarps / canopy / racks / superstructure / belts	
(G) Wheel cylinders		(G) Torque converter / clutch		(G) Mirrors / reflectors / sunvisor	
(H) Brake booster / foot valve		(H) Drive chains / sprockets		(H) Safety guards / shields / brackets	
(J) Electric brake		(J) Pillow blocks		(J) Windshield / screen	
(K) Air tanks		(K) Final drives		(K) Windshield wipers / washers	
(A) Brake chamber		(L) Bevel boxes		(L) Paint	
(M) Adjusters / cam		(M) Seals / gaskets		(M) Bumpers / fender mud guards	
(N) Drain plug / tap		(N) Breathers		(N) Hull / bulkhead / access panels	
(O) Screen / filters		(O) Reduction units		(O) Seals / gaskets / drain plugs	
(P) Cables / controls		(P) Foot hand controls		(P) Fire extinguishers	
(Q) Magnet / armature		(Q) Oil levels / filters		(Q) Stowage bins	
(R) Seals / gaskets		(R) Drive belts / pulleys / couplings		(R) Counterweight / bolts	
(S) Brake pedal adjustment		(S) Air cylinders		(S) Body / cargo / dump box	
(T) Relays		(T)		(T) Fifth wheel	
(U)		(U)		(U)	
Item no.	Recommended action	Item no.	Recommended action		
9. Steering		10. Suspension and running gear		11. Hydraulic system	
(A) Gearbox		(A) Springs / shackles		(A) Oil level	
(B) Linkage / adjustments		(B) Upper / lower control arms		(B) Reservoir / tank	
(B) Power steering		(C) Shock absorbers		(C) Pressure pumps / hand pumps	
(D) Tie rods / tie rod ends		(D) Torque rods / torsion bars		(D) Valves / controls	
(E) Drag link / idle arm		(E) Wheels / rims / tires		(E) Cylinders / rams	
(F) Steering knuckles		(F) Wheel bearings		(F) Seals / gaskets	
(G) King pins / bearings / ball joints		(G) Walking beams		(G) Filter / screen / breather	
(H) Alignment		(H) Seals / gaskets		(H) Hyd. lines / connections	
(J) Steering clutches / shoes		(J) Adjustors		(J) Hydraulic cooler	
(K) Front fork / spring		(K) Track / components		(K) Hydraulic slave system	
(C) Steering controls		(L) Sprockets / idlers / rollers		(L)	
(M) Steering damper		(M) Anti-sway bars		(M)	
(N) Skis		(N) Trunnion		(N)	
(O)		(O)		(O)	
12. Recovery eqpt / mobile cranes		13. Pumpers - fuel / water		14. Motorcycles	
(A) Wire / ropes / drums		(A) Pumps / couplings / hoses		(A) Steering head bearing	
(B) Sheaves / pulleys		(B) Valves / controls		(B) Ride control	
(D) Clutches / brakes		(C) Vents / fusible plugs		(C) Fork / springs	
(D) Shafts / "U" joints		(D) Hose / nozzles / reels		(D) Stand / racks	
(E) Push frames		(E) Meters		(E) Component security	
(F) Guards / screens		(F) Pump / drives		(F) Sprockets	
(G) Chains / sprockets		(G) Tanks		(G)	
(H) Booms / beams / crane		(H) Seals / gaskets		(H)	
(J) Winches / components		(J) Grounding devices		16. Special components / attachments	
(K) Controls - hydraulic mech.		(K) Filters / screens / traps / strainers		(A) Air dryer	
(L) Ratchets - pawls		(L) Ladders / catwalks		(B) Alcohol dispensers	
(M) Safety warning devices		(M)		(C) Tanks	
(N) Outriggers		15. All equipments		(D) Air starters / motors	
(O) Forks / yokes		(A) Cleanliness		(E) Regulators / valves	
(P) Under lift / stinger		(B) Lubrication		(F)	
(Q)		(C) Component security		(G)	
Item no.	Recommended action	Item no.	Recommended action		

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**STN205**

CCC No./N° CCC - FMS No./N° VME

## ANNEX "B"

### BASIS OF PAYMENT

- 1 All-inclusive FOB Destination price for the provision of all, but not limited to, labor, material, equipment, supervision and expertise to perform the work in accordance with Annex "A" – Statement of Work:
- 2 Applicable taxes are to be excluded from the prices quoted herein. If applicable, taxes will be added as a separate line item on the invoice.

#### A. Year One - Date of issuance to June 30, 2021

Item	Description	Estimated Quantity	Unit of measure	Firm Unit Pricing	Extended Total
1	Labour, during regular working hours (Monday to Friday)	200	Hours		
2	Material & Replacement Parts (except free issue) at Manufacturer' list prices less a discount of: (not included in evaluation)	Discount from Manufacturer's List Price			%

#### B. Option Year One - July 1, 2021 to June 30, 2022

Item	Description	Estimated Quantity	Unit of measure	Firm Unit Pricing	Extended Total
1	Labour, during regular working hours (Monday to Friday)	200	Hours		
2	Material & Replacement Parts (except free issue) at Manufacturer' list prices less a discount of: (not included in evaluation)	Discount from Manufacturer's List Price			%

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**C. Option Year Two - July 1, 2022 to June 30, 2023**

Item	Description	Estimated Quantity	Unit of measure	Firm Unit Pricing	Extended Total
1	Labour, during regular working hours (Monday to Friday)	200	Hours		
2	Material & Replacement Parts (except free issue) at Manufacturer' list prices less a discount of: <b>(not included in evaluation)</b>	Discount from Manufacturer's List Price			%

**D. Option Year Three - July 1, 2023 to June 30, 2024**

Item	Description	Estimated Quantity	Unit of measure	Firm Unit Pricing	Extended Total
1	Labour, during regular working hours (Monday to Friday)	200	Hours		
2	Material & Replacement Parts (except free issue) at Manufacturer' list prices less a discount of: <b>(not included in evaluation)</b>	Discount from Manufacturer's List Price			%

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**E. Option Year four - July 1, 2024 to June 30, 2025**

Item	Description	Estimated Quantity	Unit of measure	Firm Unit Pricing	Extended Total
1	Labour, during regular working hours (Monday to Friday)	200	Hours		
2	Material & Replacement Parts (except free issue) at Manufacturer' list prices less a discount of: (not included in evaluation)	Discount from Manufacturer's List Price			%

Total Evaluated Price		
Item	Year	Annual Evaluated Price
1	Initial Year	
2	Option Year One	
3	Option Year Two	
4	Option Year Three	
5	Option Year Four	
6	Total Evaluated Price	



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## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

#### **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.

#### **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.

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## ANNEX "D"

### STANDING OFFER USAGE REPORT

Return to: **Nancy Baessler**  
Public Works and Government Services Canada  
Acquisition Branch  
Facsimile: (306) 975-5397  
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

#### Quarterly Usage Report Schedule:

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

#### REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:  
STANDING OFFER NO: W2585-200001  
DEPARTMENT OR AGENCY:

Reporting Period:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

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

#### PREPARED BY:

NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## **ANNEX "E" 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):

- ☐ 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)