



Solicitation No. - N° de l'invitation  
W168A-20MK05/A  
Client Ref. No. - N° de réf. du client  
W168A-20MK05

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-0-43069

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

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## **MOTORCOACH RENTAL WITH OPERATOR**

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 SUMMARY .....	4
1.3 DEBRIEFINGS .....	5
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	5
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS .....	5
2.3 FORMER PUBLIC SERVANT .....	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	7
2.5 APPLICABLE LAWS .....	8
2.6 BID CHALLENGE AND RECOURSE MECHANISMS .....	8
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>8</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES .....	9
4.2 BASIS OF SELECTION – MANDATORY TECHNICAL CRITERIA ONLY .....	10
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	11
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	11
<b>PART 6 - INSURANCE REQUIREMENTS .....</b>	<b>11</b>
6.1 INSURANCE REQUIREMENTS.....	11
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>12</b>
<b>A. STANDING OFFER .....</b>	<b>12</b>
7.1 OFFER .....	12
7.2 SECURITY REQUIREMENTS .....	12
7.3 STANDARD CLAUSES AND CONDITIONS.....	12
7.4 TERM OF STANDING OFFER.....	12
7.5 AUTHORITIES .....	13
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	14
7.7 IDENTIFIED USERS .....	14
7.8 CALL-UP INSTRUMENT .....	14
7.9 LIMITATION OF CALL-UPS.....	14
7.10 FINANCIAL LIMITATION .....	14
7.11 PRIORITY OF DOCUMENTS.....	15
7.12 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	15
7.13 APPLICABLE LAWS .....	15
7.14 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	15
7.15 SACC MANUAL CLAUSES .....	15
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>
7.1 STATEMENT OF WORK.....	16
7.2 STANDARD CLAUSES AND CONDITIONS.....	16
7.3 TERM OF CONTRACT .....	16
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	16
7.5 PAYMENT .....	16

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CCC No./N° CCC - FMS No./N° VME

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7.6	INVOICING INSTRUCTIONS .....	17
7.7	INSURANCE SPECIFIC REQUIREMENTS .....	17
7.8	<i>SACC MANUAL CLAUSES</i> .....	17
7.9	DISPUTE RESOLUTION .....	18
<b>ANNEX "A" .....</b>		<b>19</b>
	STATEMENT OF WORK .....	19
<b>ANNEX "B" .....</b>		<b>23</b>
	BASIS OF PAYMENT .....	23
<b>ANNEX "C" .....</b>		<b>27</b>
	INSURANCE REQUIREMENTS .....	27
<b>ANNEX "D" .....</b>		<b>29</b>
	STANDING OFFER USAGE REPORT .....	29
<b>ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS .....</b>		<b>30</b>
	ELECTRONIC PAYMENT INSTRUMENTS .....	30

## **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 | 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, and any other annexes

### **1.2 Summary**

- 1.2.1 The Department of National Defence (DND), 3 CDSB Garrison Wainwright, located in Denwood Alberta, has a requirement for a Regional Individual Standing Offer (RISO) for the rental of Highway Cruisers/Motor Coaches with Operator, on an "if and when" requested basis.

The buses are required to transport authorized regular forces personnel, militia, cadets, DND Civilian employees and/or Foreign Military personnel to/from 3 CDSB Garrison Wainwright, to/from various locations within Alberta, British Columbia, Saskatchewan, and Manitoba.

The Standing Offer period will be from date of issue for a one year period from approximately November 16, 2020 to November 15, 2021 with two(2), 1-year options to extend.

- 1.2.2 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](#) (2020-05-28) 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: 90 days

#### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Price and/or Rates

#### 2.1.2 Documents Required for Offers Evaluation Purposes

The Offeror must provide the following documents with its offer:

Permanent Public Vehicle and Extra Provincial Operating License

### 2.2 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:

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## 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

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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: 2019-01](#) 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.

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

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

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



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

## 2.5 Applicable Laws

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

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.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## 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.

#### 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.

### **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 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**

- (a) Offeror's must meet the Mandatory Specifications identified under Annex A – Statement of Work.
- (b) Provision of firm pricing for all items as identified under Annex B – Basis of Payment;
- (c) To be considered responsive, an offer must meet all of the mandatory requirements of this solicitation. Offers not meeting all of the mandatory requirements will be given no further consideration.

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#### **4.1.2 Financial Evaluation**

##### **4.1.2.1**

The Total Evaluated Offer will be calculated as follows:

**STEP 1:**

The Estimated Usage will be multiplied by the Firm Unit Price to determine the Extended Price for each line item

**STEP 2:**

The Extended Price for each line item will be aggregated to determine the Sub-total for each table (Tables 1, 2, and 3)

**STEP 3:**

The Sub-total for Table 1, Table 2, and Table 3 will be aggregated to determine the Total Evaluated Offer

*SACC Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price

#### **4.2 Basis of Selection – Mandatory Technical Criteria Only**

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

### **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.

## **PART 6 - 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.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

#### 7.3 Standard Clauses and Conditions

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

##### 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 10 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 and providing services against the Standing Offer is from date of Standing Offer issuance to November 15, 2021 inclusive.

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional 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.

#### 7.4.3 Delivery Points

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

#### 7.5 Authorities

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jill Aquino  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: Room 310, 269 Main Street  
Winnipeg, MB R3C 1B3

Telephone: 431-373-1718

E-mail address: [Jill.Aquino@pwgsc-tpsgc.gc.ca](mailto:Jill.Aquino@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 Project Authority

The Project Authority for the Standing Offer is: **(À insérer lors de l'émission de l'offre à commandes)**

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

##### 7.5.3 Offeror's Representative

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: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence (DND), 3 CDSB Garrison Wainwright

## 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
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.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (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 **\$(To be inserted upon Standing Offer issuance)** (*Applicable Taxes excluded*) 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 3 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 (2020-05-28), General conditions: Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Standing Offer Usage Report;
- i) 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.

## 7.13 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 Manitoba.

## 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.

## 7.15 SACC Manual Clauses

M3800C (2006-08-15), Estimates



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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 \(2020-05-28\)](#), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of [2010C \(2020-05-28\)](#), General Conditions - Services (Medium Complexity) 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 date of Contract to (**TBD**) inclusive.

#### 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: 2019-01](#) 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(s) as specified in Annex B for a cost of \$ (TBD)*. 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 Single Payment

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

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### 7.5.3 SACC Manual Clauses

[A9117C](#), (2007-11-30), T1204 - Direct Request by Customer Department  
[C0710C](#) (2007-11-30), Time and Contract Price Verification

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

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

### 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the Call-Up and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
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.

### 7.7 Insurance Specific 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.

### 7.8 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation  
W168A-20MK05/A  
Client Ref. No. - N° de réf. du client  
W168A-20MK05

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-0-43069

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

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## 7.9 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. Requirement**

The Department of National Defence (DND), 3 CDSB Garrison Wainwright, located in Denwood Alberta, has a requirement for a Regional Individual Standing Offer (RISO) for the rental of Highway Cruisers/Motor Coaches with Operator, on an "if and when" requested basis.

The buses are required to transport authorized regular forces personnel, militia, cadets, DND Civilian employees and/or Foreign Military personnel to/from 3 CDSB Garrison Wainwright, to/from various locations within Alberta, British Columbia, Saskatchewan, and Manitoba.

#### **2. Services to be Performed**

The Motor Coaches/Highway Cruisers will be used to transport regular forces personnel, militia, cadets, DND Civilian employees and/or Foreign Military personnel to various locations within Alberta, British Columbia, Saskatchewan, and Manitoba.

The Motor Coaches/Highway Cruisers will be used to supplement DND fleet during:

- Peak periods;
- Visiting unit requirements; and
- Major exercises
- Domestic Operations

Charges for travel from the Offeror's facility to Department of National Defence (DND), Garrison Wainwright, Denwood Alberta prior to the trip or from the drop-off site of the Offeror's facility after the trip will not be permitted under the Standing Offer. Mileage is to be calculated from Department of National Defence (DND), Garrison Wainwright, Denwood Alberta to the pick-up or drop-off point.

Trips normally will begin and end at the Department of National Defence (DND), Garrison Wainwright, Denwood Alberta: unless otherwise directed by the Call-Up Authority.

#### **3. Response Time**

The Offeror must be able to provide as many as three (3) Motor Coaches/Highway Cruisers (45 passengers and above) with operators within 24 hours from the time of call-up. Notice of at least five (5) days will be given to the Offeror if more than three (3) Motor Coaches/Highway Cruisers with operators are required at once.

A minimum of eight (8) hours' notice will be provided in the event of cancellation or a change in the requirement. In the event of a cancellation, if less than three (3) hours' notice has been provided and the unit(s) has/have been dispatched, the one-time cancellation fee per unit will apply.

#### **4. Licensing**

The Offeror is responsible for making sure Motor Coaches/Highway Cruisers are properly licensed and insured by the *Public Vehicles Act* and the regulations there under, and all other acts governing the *Public Transport Act* for Motor Coaches/Highway Cruisers. Canada reserves the right to inspect and/or reject the Offeror's equipment if found to be neglected or in poor working order/unsafe condition (i.e. bald tires, in need of repair, leaky hydraulics, etc.), or does not meet applicable provincial/federal safety standards for such vehicles.

Canada also reserves the right to seek proof of applicable licensing from operators supplied and reject any operators who do not meet all applicable licensing requirements.

#### **5. Maintenance**

The Offeror is responsible for the maintenance and repairs associated with routing scheduled maintenance of all Motor Coaches/Highway Cruisers offered and will be at no extra cost to Canada.

The Offeror(s) are fully responsible for all maintenance and fuel on the Motor Coaches/Highway Cruisers. The Motor Coaches/Highway Cruisers must be equipped with proper safety devices, i.e. fire extinguishers, axes, first-aid kits, etc.

All Motor Coaches/Highway Cruisers must provide climate control inside the unit. Heat must be available during cool/cold weather and air conditioning must be available during warm/hot weather.

#### **6. Inspection**

Motor Coaches/Highway Cruisers must be clean and in good mechanical operating condition. The Offeror, in the event that the stipulated conditions defined above cannot be met, will be responsible for making the necessary arrangements for repairs and/or sending a replacement Motor Coach/Highway Cruiser that is compliant.

#### **7. Mechanical Breakdown**

In the event of a vehicle breakdown, wherein a substitute(s) Motor Coach/Highway Cruiser is required, the Offeror will be responsible for responding within eight (8) hours of notification by the operator and/or a representative of Department of National Defence (DND), Garrison Wainwright, Denwood. If it is determined that a replacement is required, the replacement must be dispatched within 6 hours. The replacement(s) is to be delivered to the location identified by Department of National Defence (DND), Garrison Wainwright, Denwood Alberta.

All expenses incurred in the event of a vehicle breakdown and/or sending a replacement(s) to the location required will be at no extra cost to Canada.

Refer to the Compliance Matrix for the complete performance specifications and instructions that must be satisfied in order for a ("bid" or "offer") to be deemed responsive.

## **COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS**

### **Instructions to Bidders**

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. 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.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
8. 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.

**COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:**

Item #	Performance Specification	Status (M) Mandatory (D) Desirable*	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents
1	Offerors must confirm that they are capable of performing the work as described above in Annex A	M		
2	Offerors must submit Permanent Public Vehicle and Extra Provincial Operating License with their offer	M		

\*Desirables will not be used as part of the evaluation.

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## ANNEX "B"

### BASIS OF PAYMENT

Rates will remain firm for the period of the Standing Offer Agreement. Rates include **ALL** costs associated with providing the service in accordance with the Statement of Work, Annex "A" attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

Fees incurred during the fulfillment of services required by the Department of National Defence (DND), Garrison Wainwright, Denwood Alberta (i.e. entrance to parks, airport charges, parking fees, etc.) will be reimbursed to the Offeror in addition to the laid-down cost, without a mark-up. Receipts **MUST** accompany the invoice unless otherwise specified in writing by the Call-Up Authority.

Charges for travel to and from the Offeror's facility to the pick-up site prior to and/or commencement of the trip will not be permitted under the Standing Offer.

Upon placement of a Call-Up, the Offeror will be responsible for advising the Department of National Defence (DND), Garrison Wainwright, Denwood Alberta whether the Motor Coaches/Highway Cruisers being provided are from the Offeror's fleet or a subcontractor's fleet.

If the Motor Coaches/Highway Cruisers are supplied from the Offeror's fleet, the terms and conditions contained herein concerning cancellation and cancellation fees will apply.

If the Motor Coaches/Highway Cruisers are acquired from a subcontractor's fleet, then the Department of National Defence (DND), Garrison Wainwright, Denwood Alberta has seven (7) calendar days prior to the requirement date to cancel the Call-Up without penalty fees being applied. If cancellation is *within* seven (7) calendar days, cancellation fees/penalties from the subcontractor will be paid by the Department of National Defence (DND), Garrison Wainwright, Denwood Alberta without additional mark-ups. Proof of charges from the subcontractor **WILL** be required.

In the event that, during the fulfillment of services required by the Department of National (DND), Garrison Wainwright, Denwood Alberta, the Offeror incurs reasonable costs associated with hotel accommodations and/or related expenses (i.e. meals) for the operator, then the Offeror will be reimbursed for said expenses, at cost, without any allowance for profit and/or administrative overhead. All reimbursement(s) for said expenses will be in accordance with the meal, private vehicle, and incidental expenses provided in Appendices B, C, and D of the *National Joint Council Travel Directive* and with the other provisions of the *Directive* referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Loaded Rates = with passengers

Deadhead Rates = without passengers

### **Instructions to Offerors:**

1. Offerors must provide pricing for the Initial Year (Table 1), Option Year 1 (Table 2), and Option Year 2 (Table 3) of the Standing Offer.
2. Pricing must be firm unit pricing, all-inclusive for the period of the Standing Offer. Rates must include all costs associated with providing the service in accordance with Annex "A" - Requirement specified herein.



3. GST/HST must be included in the firm unit prices, and must be shown as a separate line item for any resulting invoice.
4. The estimated quantities specified below are provided for evaluation purposes only, and do not represent a commitment on behalf of Canada.
5. Should there be an error in the extended pricing of the offeror's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the offeror's offer will be changed to reflect the quantities stated in the Basis of Payment

TABLE 1: Standing Offer Period: Initial Year – Date of Issuance to November 15, 2021 Firm Unit Pricing, GST Extra (if applicable)					
Item No.	Description	Unit of Issue	Estimated Usage	Firm Unit Price	Extended Price
1	Firm hourly rates (one operator) for distances less than 50 km				
a)	Loaded	Hour	75	\$ _____ /hr	\$ _____
b)	Deadhead	Hour	75	\$ _____ /hr	\$ _____
2	Waiting time after one (1) hour at no charge	Hour	250	\$ _____ /hr	\$ _____
3	Firm rates per kilometer (one (1) operator) for distances between 50 - 300 km				
a)	Loaded	Km	2,500	\$ _____ /Km	\$ _____
b)	Deadhead	Km	2,500	\$ _____ /Km	\$ _____
4	Firm rates per kilometer (one (1) operator) for distances over 300 km				
a)	Loaded	Km	250,000	\$ _____ /Km	\$ _____
b)	Deadhead	Km	250,000	\$ _____ /Km	\$ _____
5	Additional driver/operator (upon written request or approval of DND) for distances over 300 km				
a)	Loaded	Km	15,000	\$ _____ /Km	\$ _____
b)	Deadhead	Km	7,500	\$ _____ /Km	\$ _____
6	Cancellation fee with less than 8 hours notice	Each	10	\$ _____ Each	\$ _____
Initial Year Sub-Total (Excluding GST)					\$ _____

TABLE 2: Standing Offer Period: Option Year 1 – November 16, 2021 to November 15, 2022 Firm Unit Pricing, GST Extra (if applicable)					
Item No.	Description	Unit of Issue	Estimated Usage	Firm Unit Price	Extended Price
1	Firm hourly rates (one operator) for distances less than 50 km				
a)	Loaded	Hour	75	\$ _____ /hr	\$ _____

Solicitation No. - N° de l'invitation  
W168A-20MK05/A  
Client Ref. No. - N° de réf. du client  
W168A-20MK05

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-0-43069

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

b)	Deadhead	Hour	75	\$ _____ /hr	\$ _____
2	Waiting time after one (1) hour at no charge	Hour	250	\$ _____ /hr	\$ _____
3	Firm rates per kilometer (one (1) operator) for distances between 50 - 300 km				
a)	Loaded	Km	2,500	\$ _____ /Km	\$ _____
b)	Deadhead	Km	2,500	\$ _____ /Km	\$ _____
4	Firm rates per kilometer (one (1) operator) for distances over 300 km				
a)	Loaded	Km	250,000	\$ _____ /Km	\$ _____
b)	Deadhead	Km	250,000	\$ _____ /Km	\$ _____
5	Additional driver/operator (upon written request or approval of DND) for distances over 300 km				
a)	Loaded	Km	15,000	\$ _____ /Km	\$ _____
b)	Deadhead	Km	7,500	\$ _____ /Km	\$ _____
6	Cancellation fee with less than 8 hours notice	Each	10	\$ _____ Each	\$ _____
Option Year 1 Sub-Total (Excluding GST)					\$ _____

TABLE 3: Standing Offer Period: Option Year 1 – November 16, 2022 to November 15, 2023 Firm Unit Pricing, GST Extra (if applicable)					
Item No.	Description	Unit of Issue	Estimated Usage	Firm Unit Price	Extended Price
1	Firm hourly rates (one operator) for distances less than 50 km				
a)	Loaded	Hour	75	\$ _____ /hr	\$ _____
b)	Deadhead	Hour	75	\$ _____ /hr	\$ _____
2	Waiting time after one (1) hour at no charge	Hour	250	\$ _____ /hr	\$ _____
3	Firm rates per kilometer (one (1) operator) for distances between 50 - 300 km				
a)	Loaded	Km	2,500	\$ _____ /Km	\$ _____
b)	Deadhead	Km	2,500	\$ _____ /Km	\$ _____
4	Firm rates per kilometer (one (1) operator) for distances over 300 km				
a)	Loaded	Km	250,000	\$ _____ /Km	\$ _____
b)	Deadhead	Km	250,000	\$ _____ /Km	\$ _____
5	Additional driver/operator (upon written request or approval of DND) for distances over 300 km				
a)	Loaded	Km	15,000	\$ _____ /Km	\$ _____
b)	Deadhead	Km	7,500	\$ _____ /Km	\$ _____
6	Cancellation fee with less	Each	10	\$ _____	\$ _____

Solicitation No. - N° de l'invitation  
W168A-20MK05/A  
Client Ref. No. - N° de réf. du client  
W168A-20MK05

Amd. No. - N° de la modif.  
  
File No. - N° du dossier  
WPG-0-43069

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

	than 8 hours notice			Each	
Option Year 2 Sub-Total (Excluding GST)					\$ _____

Total Evaluated Offer	
TABLE 1: Initial Year Sub-Total	\$ _____
TABLE 2: Option Year 1 Sub-Total	\$ _____
TABLE 3: Option Year 2 Sub-Total	\$ _____
<b>Total Evaluated Offered (Excluding GST)</b>	<b>\$ _____</b>

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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.
  - 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. 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.

**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.

Solicitation No. - N° de l'invitation  
W168A-20MK05/A  
Client Ref. No. - N° de réf. du client  
W168A-20MK05

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-0-43069

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "D"

### STANDING OFFER USAGE REPORT

Return to:

ATTN.: Jill Aquino  
Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: 204-983-7796  
Telephone: 431-373-1718  
Email: [jill.aquino@pwgsc-tpsgc.gc.ca](mailto:jill.aquino@pwgsc-tpsgc.gc.ca)

#### Quarterly Usage Report Schedule:

- 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

#### Report on the Volume of Business with Federal Government Departments and Agencies

SUPPLIER:  
STANDING OFFER NO.:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/Contract No. Description	Value of the Call-Up/Contract	GST/HST
1			
2			
3			
4			
A. Value of Call-Ups for this reporting period			
B. Value of accumulated call-ups to date			
Total of accumulated call-ups (A + B)			

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

PREPARED BY:

NAME:  
TELEPHONE NO.:

SIGNATURE:

DATE:

Solicitation No. - N° de l'invitation  
W168A-20MK05/A  
Client Ref. No. - N° de réf. du client  
W168A-20MK05

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-0-43069

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

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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)