

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet RISO - Highway Tractor Rental	
Solicitation No. - N° de l'invitation W0102-21018D/A	Date 2020-12-09
Client Reference No. - N° de référence du client W0102-21-018D	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-409-11148
File No. - N° de dossier HAL-0-85149 (409)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Standard Time AST on - le 2021-01-19 Heure Normale de l'Atlantique HNA	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Taylor, Kathie	Buyer Id - Id de l'acheteur hal409
Telephone No. - N° de téléphone (902)403-4837 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD STN MAIN P.O.BOX 5000 GREENWOOD Nova Scotia B0P1N0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W0102-21018D/A
Client Ref. No. - N° de réf. du client
W0102-21-018D

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

Buyer ID - Id de l'acheteur
HAL409
CCC No./N° CCC - FMS No./N° VME

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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:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

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 Requirement, the Basis of Payment, Standing Offer Report Form and Information for Code of Conduct Certification.

1.2 Summary

DND, 14 Wing Greenwood, has a requirement for a Regional Individual Standing Offer for the rental of a Highway Tractor Trailer on an as and when requested basis. Period of the standing offer is for one year with two (2) one-year options.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and Free Trade Agreements between Canada and Chili, Columbia, Honduras, Korea and Panama.

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.

2.1.1 SACC Manual Clauses

A0220T	Evaluation of Price	2014-06-26
C9000T	Pricing	2010-08-16
M1004T	Condition of Material	2016-01-28

2.2 Submission of Offers

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:

Bid Receiving Unit
Public Works and Government Services Canada
1713 Bedford Row
Halifax, NS B3J 1T3
Facsimile number: 902-496-5016
ePost: TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@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 bidder is using its own licensing agreement for epost Connect."

Facsimile number: 902-496-5016

2.3 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.

2.4 Applicable Laws

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

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.

2.5 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

Canada requests that offerors provide their offer in separately bound sections as follows:

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

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

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

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

Section III: Certifications 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

- a. The vehicle must be the latest model from a manufacturer who has demonstrated acceptability by selling this type and size class of vehicle for at least five (5) years. **To be provided at bid closing.**
- b. The vehicle must have engineering certification available for this application from the original manufacturers of major equipment, systems and assemblies. **To be provided with proposal at bid closing.**

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the total lowest aggregate evaluated price including the option year will be recommended for issuance of a standing offer. Offeror must provide pricing on all items. Only one standing offer agreement will be issued.

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.

5.2.2 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 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in **Annex "E"**.

If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The quarterly reporting periods are defined as follows:

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a period of one (1) year from date of issue.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2), 12 month periods** under the same conditions and at the rates or prices 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Kathie Taylor
Title: A/Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Region
Address: 1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3
Telephone: 902-403-4837
Facsimile: 902-496-5016
E-mail: kathie.taylor@pwgsc.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.

6.5.2 Project Authority

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

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

6.5.3 Offeror's Representative – Bidders to Complete

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:

Procurement Business Number (PBN): _____

Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.6 Identified Users

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

Department of National Defence, TEME, 14 Wing Greenwood, Greenwood, Nova Scotia B0P 1N0 or their delegated authority.

6.7 Call-up Procedures

The identified user will issue a call-up against a standing offer each time goods/services are required.

6.8 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
- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$25,000.00** (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ To Be Determined (*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 three (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.

6.11 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 2010A (2020-05-28), Goods (Medium Complexity);
- e) Annex A, Statement of Requirement and Pricing;
- f) the Offeror's offer dated _____

6.12 Certifications

6.12.1 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.

6.13 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 Nova Scotia.

6.14 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.

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010A \(2020-05-21\)](#), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex A. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.4.2 Limitation of Price

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

6.4.3 Single Payment

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

6.4.4 Electronic Payment of Invoices – Call-up

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

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

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on the call-up document for certification and payment.

6.6 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

6.7 SACC Manual Clauses

A9062C	(2011-05-16)	Canadian Forces Site Regulations
D5328C	(2014-06-26)	Inspection and Acceptance

6.8 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 REQUIREMENT

1.0 SCOPE

1.1 Purpose

DND, 14 Wing Greenwood, has a requirement for a Regional Individual Standing Offer for the rental of a Highway Tractor Trailer on an "as and when requested" basis. Period of the standing offer is for one year with two (2) one-year options.

1.2 Background

This tractor-trailer rental agreement will be used for 14 Wing transportation requirements. The current fleet is aging and consistently under maintenance when the Transportation and Electrical & Mechanical Engineer Flight (TEME) is required to perform a National Freight Run (NFR).

1.3 Terminology

- 1.3.1 Technical Authority (TA): point of contact who can provide required technical specifications regarding the rental of the tractor-trailer.
- 1.3.2 Contracting Authority (CA): point of contact with regards to anything related to the bidding and contract process. This authority can pass on questions and answers to/from the TA.

2.0 REQUIREMENTS

2.2. Mandatory Minimum Technical Requirements

2.2.1 Standard Design

- a. The vehicle must be the latest model from a manufacturer who has demonstrated acceptability by selling this type and size class of vehicle for at least five (5) years. **To be provided at bid closing.**
- b. The vehicle must include all components and accessories normally supplied for this application, although they may not be specifically described in this Purchase Description;

- c. The vehicle must have engineering certification available for this application from the original manufacturers of major equipment, systems and assemblies. **To be provided with proposal at bid closing.**
- d. The vehicle must conform to all applicable laws, regulations and industrial standards in effect in Canada at the time of manufacture. The regulatory areas may include but are not necessarily limited to manufacturing, health and safety, noise levels, environment and emissions; and
- e. The vehicle and accessories must operate in accordance with all original equipment manufacturers' (OEM) rated capacities and performance specifications.

2.2.2 Operating Conditions

- a. Weather: The vehicle must start and operate under the extremes of weather conditions found in Canada in temperatures ranging from -40 to 40°C; and
- b. Terrain: The vehicle must operate on highways and secondary roads in all seasons and all weather conditions.

2.2.3 Vehicle Cab requirements

Day Cab: The vehicle must be provided with an air-suspended, conventional day cab.

2.2.3.1 Mirrors

- a. A rear view mirror system must be provided on the exterior of each side of the vehicle cab providing the operator with clear visibility to the sides and rear of the vehicle;

2.2.3.2 Fender Mirrors

- a. Fender mirrors must be provided on or over the right and left hand front fenders; and

2.2.3.3 Air Conditioning

- a. The vehicle must be provided with an air conditioning system.

2.2.4 Cab Accessories

2.2.4.1 Cab/Short Sleeper

- a. The vehicle must be provided with a conventional air-suspended cab/short sleeper, in lieu of the day cab;
- b. The cab/short sleeper must be fully open from the cab into the sleeper;
- c. The short sleeper cabin must be provided with a foam mattress bed, which is at least 750 mm wide; and

2.2.4.2 Air Conditioning/Heating System

- a. The short sleeper cabin must be provided with an air conditioning/heating system with an operator control panel;
- b. The air conditioning/heating system and supplied appliances must be operable from the vehicle battery through the master disconnect switch only when the vehicle engine is operating; and
- c. When the vehicle engine is not operating, the air conditioning/heating system and supplied appliances must be operable using a plug-in to a 115 Volt AC receptacle on the power grid or from the power supplied by the auxiliary power unit (if installed).

2.2.4.3 Suspension

- a. The vehicle must be provided with a front spring suspension and a rear, highway type, air suspension;
- b. The suspension system must be provided with shock absorbers at all wheel stations;
- c. The rear suspension system must be provided with an immediate response, automatic ride height control valve;
- d. The rear suspension system must be provided with a manual control dump valve to evacuate air from the suspension system; and
- e. The control for the dump valve must be mounted in the cab within easy reach of the driver.

2.2.5 Engine Components – The vehicle must be provided with a diesel engine

2.2.5.1 Engine Coolant

- a. The engine must be provided with engine coolant suitable for temperatures down to - 40 degrees;
- b. The engine must be provided with an exhaust system that has a vertical stack that clears the cab roofline with an exhaust elbow above the roofline;
- c. The engine cooling system must be provided with a thermostatic fan; and
- d. The engine must be provided with an internal engine compression brake and an exhaust brake.

2.2.5.2 Engine Cold Weather Aids

- a. The engine must be provided with cold weather aids to enable the engine (operating with winter grade fuels/oils) to be started at temperatures down to -40° C. The engine starting aids may include but are not limited to: glow plug(s) and intake air grid heater;
- b. The engine must be provided with 110-Volt engine cold start heaters with a capacity as recommended by the engine manufacturer or conforming to SAE J1310;
- c. The battery must be provided with a 110-volt battery blanket; and
- d. The engine must be provided with a heated fuel filter/water separator to preheat diesel fuel prior to starting.

2.2.5.3 Engine Accessories

- a. The vehicle must be provided with a fuel-fired coolant heater;
- b. The fuel-fired coolant heater must have an output of at least 4 kW(14,000 btu/hr);
- c. The fuel-fired coolant heater must draw its fuel from the engine fuel reservoir;
- d. The fuel-fired coolant heater must be provided with a controller that is programmable for seven (7) days or more; and
- e. The exhaust from the fuel-fired coolant heater must be directed away from the vehicle.
- f. Winter-front – A removable winter-front must be provided on the vehicle.

2.2.6 Vehicle Driveline

2.2.6.1 Manual Transmission (18 Speed)

- a. The vehicle must be provided with a manual transmission;
- b. The transmission must have at least 18 forward speeds; and
- c. The throw-out bearing must be able to be lubricated without inspection cover removal.

2.2.6.2 Axels

- a. The vehicle must be provided with an I-beam front axle;
- b. The front axle must be a setback type;
- c. The vehicle must be provided with tandem rear drive axles or tridem rear drive axles; and
- d. All rear axles must be provided with driver controlled differential locks.

2.2.6.3 Vehicle Driveline Accessories

- a. The vehicle must be provided with an automated manual transmission having at least 12 forward speeds, in lieu of the manual transmission described in paragraph 2.2.7.1;
- b. The throw-out bearing must be able to be lubricated without inspection cover removal; and
- c. Automatic Transmission (5 Speed) - The vehicle must be provided with an automatic transmission having at least 5 (five) forward speeds, in lieu of the manual transmission described in paragraph 2.2.7.1.

2.2.7 Brake Systems

- a. The vehicle must be provided with full air actuated service brakes and spring actuated parking brakes;
- b. The brake system must be provided with an anti-lock brake system (ABS) suitable for the axle rating supplied. It is acceptable to provide an ABS with automatic traction control;
- c. The brake system must be provided with S-cam type air brakes with automatic slack adjusters;

2.2.8 Steering

- a. The vehicle must be provided with a power assisted steering system; and
- b. The steering system must be provided with a telescopic/tilt steering column.

2.2.9 Wheels and Tires

- a. All axles must be provided with highway tires;

2.2.10 Controls and Instruments

- a. The vehicle must be provided with a cruise control system with a fast idle feature;
- b. All dash board gauges and readouts must be in metric units; and
- c. Gauges and readouts which show both metric and English units will be accepted.

2.2.11 Lighting

- a. The vehicle must be provided with integral LED body lighting;
- b. The headlights must use halogen lamps;
- c. The lighting system must be provided with clearance lights, stop lights, turn signal lights, tail-lights and reverse movement lights;

- d. The vehicle must be provided with fog lights either inset in the bumper or mounted below the bumper;
- e. The lighting system must be provided with two amber beacon lights;

2.2.12 Lubrication Accessories

- a. The vehicle must be provided with an automatic greasing system;
- b. The system must be provided with a low grease level alarm which is audible within the vehicle cab.

2.2.13 Equipment

2.2.13.1 Fifth Wheel

- a. The vehicle must be provided with an air operated, fifth wheel assembly;

2.2.13.2 Trailer Electrical Connection

- a. The vehicle must be provided with one (1) seven (7) conductor, coil type trailer electrical cable assembly; and
- b. The cable must be provided with a receptacle that permits use with both ABS and non-ABS trailers.

2.2.13.3 Fenders

- a. The vehicle must be provided with quarter-length fenders over the front wheels of the rear tandem or tridem; and

2.2.13.4 Weatherproof Compartment

- a. The vehicle must be provided with a weatherproof compartment (storage box);

2.2.13.5 Tow Hooks

- a. The vehicle must be provided with tow hooks mounted at the front and at the rear; and
- b. Tow hooks and mountings must have sufficient strength to permit the recovery of the vehicle.

2.2.13.6 Licence Plate Holders

- a. The vehicle must be provided with front and rear license plate holders; and
- b. The rear license plate must be illuminated.

2.2.13.7 Mud Flaps

- a. The vehicle must be provided with front and rear mud flaps; and

2.2.14 Accessories

2.2.14.1 Auxiliary Power Unit

- a. The vehicle must be provided with an auxiliary power unit (APU);

2.2.14.2 Dangerous Goods Placard Holder

- a. The vehicle must be provided with one (1) aluminum dangerous goods placard holder; and
- b. The holder must be mounted on the front of the vehicle on the left side.

2.2.14.3 Vehicle Delivery Condition

- a. The vehicle must be delivered to destination in a fully operational condition (serviced and adjusted);
- b. The vehicle must be completely cleaned;
- c. For shipment verification, items such as wheel wrenches, jacks, and all other tools, accessories, which are shipped loose, must be listed on the shipping certificate or to an attached packing note;
- d. The vehicle fuel tank(s) must be no less than half full on delivery; and
- e. Lubricants installed in the vehicle at time of delivery must be suitable for the destination and the season of delivery.

2.3 Constraints

2.3.1 Delivery should take place before date agreed upon at contract award.

2.3.2 Accessibility:

- a. In case of break down, require the nearest rental company to recover and/or replace the vehicle, without being charged for two vehicles at the same time. Require the same support within tasking to the United States.

2.3.3 Prompt Delivery:

- a. The tractor trailer must be provided to the CAF on the date set to be delivered.

2.3.4 Fuel Tax

- a. DND pays for fuel and taxes at the pump in the province or state in which it has been purchased, DND is not registered as an IFTA licensee for business purposes. DND does not file to a base jurisdiction on a quarterly bases nor is it obligated to provide

trip summaries or logs, detailing starting point end destinations detours, travel routes and number of kilometres travelled etc. as is required by IFTA licensees.

2.4 Contractor Responsibilities

- 2.4.1 Issue Identification and Resolution: The Contractor is responsible to pro-actively resolve any issues with the tractor-trailer requested and advise the CAF TA of the issue(s) and the resolution, including the resolution anticipated timings. Should resolution not be reachable, the CAF TA will refer the matter to the CAF CA for resolution; and
- 2.4.2 Quality Assurance: All deliverables outlined in the SOW must be met at all times by the Contractor.

2.5 CAF Responsibilities

- 2.5.1 Requirement Requests: The CAF will be responsible for confirming to the Contractor the quantity, the location, dates, and timings of the scheduled tractor-trailer services required at least twenty-four (24) hours before the anticipated requirement; and
- 2.5.2 CAF TA Identification: The CAF will identify at the time of call-up who the CAF TA is for the requested tractor-trailer. This designated on-site CAF TA is the CAF representative for whom the services are being carried out and is responsible for all technical matters concerning the content of the work.

3.0 DELIVERABLES

3.1 Tractor-Trailer

- 3.1.1 The Contractor shall deliver the tractor-trailer stipulated herein on the agreed upon delivery date. Any shortcomings anticipated shall be brought to the TA and CA within 14 days of the set delivery date.

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Buyer ID - Id de l'acheteur
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ANNEX B BASIS OF PAYMENT

The price of the offer will be evaluated in Canadian dollars (CAD), the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination. Canadian customs duties and excise taxes included.

NOTE: The following estimated usage figures are for evaluation purposes only. Bid will be evaluated as follows: **(AxB)+(AxC)+(AxD)=E.**

ITEM	DESCRIPTION	Unit of Issue	Est. Annual Usage (A)	Unit Price Year One (B)	Unit Price Year Two (C)	Unit Price Year Three (D)	Extended Price (E)
1.	Monthly Rental Rate, as detailed in Annex A	nth	10	\$	\$	\$	\$
2.	Mileage rate, if not included in 1 above	km	10,000	\$	\$	\$	\$
	TOTAL					\$ _____ CAD	

ANNEX C Cross Reference Grid

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

Bidders should comment /cross reference the page number and highlight the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

By submitting Annex "C" Mandatory Technical Criteria, the bidder certifies the product they are offering meets and will be built as per the Mandatory Technical Criteria.

It will be to your advantage to furnish as much detail as possible to support your comments and your claims of compliance for each specification.

NOTE: The Crown is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.

NO	MANDATORY SPECIFICATIONS	COMMENTS/PAGE REFERENCE
2.2.3	Vehicle Cab requirements Day Cab: The vehicle must be provided with an air-suspended, conventional day cab. 2.2.3.1 Mirrors A rear view mirror system must be provided on the exterior of each side of the vehicle cab providing the operator with clear visibility to the sides and rear of the vehicle 2.2.3.2 Fender Mirrors Fender mirrors must be provided on or over the right and left hand front fenders 2.2.3.3 Air Conditioning The vehicle must be provided with an air conditioning system.	
2.2.4	Cab Accessories 2.2.4.1 Cab/Short Sleeper a. The vehicle must be provided with a conventional air-suspended cab/short sleeper, in lieu of the day cab; b. The cab/short sleeper must be fully open from the cab into the sleeper; c. The short sleeper cabin must be provided with a foam mattress bed, which is at least 750 mm wide; and 2.2.4.2 Air Conditioning/Heating System a. The short sleeper cabin must be provided with an air conditioning/heating system with an operator control panel;	

	<p>b. The air conditioning/heating system and supplied appliances must be operable from the vehicle battery through the master disconnect switch only when the vehicle engine is operating; and</p> <p>c. When the vehicle engine is not operating, the air conditioning/heating system and supplied appliances must be operable using a plug-in to a 115 Volt AC receptacle on the power grid or from the power supplied by the auxiliary power unit (if installed).</p> <p>2.2.4.3 Suspension</p> <p>a. The vehicle must be provided with a front spring suspension and a rear, highway type, air suspension;</p> <p>b. The suspension system must be provided with shock absorbers at all wheel stations;</p> <p>c. The rear suspension system must be provided with an immediate response, automatic ride height control valve;</p> <p>d. The rear suspension system must be provided with a manual control dump valve to evacuate air from the suspension system; and</p> <p>e. The control for the dump valve must be mounted in the cab within easy reach of the driver.</p>	
2.2.5	<p>Engine Components</p> <p>The vehicle must be provided with a diesel engine</p> <p>2.2.5.1 Engine Coolant</p> <p>a. The engine must be provided with engine coolant suitable for temperatures down to -40 degrees;</p> <p>b. The engine must be provided with an exhaust system that has a vertical stack that clears the cab roofline with an exhaust elbow above the roofline;</p> <p>c. The engine cooling system must be provided with a thermostatic fan; and</p> <p>d. The engine must be provided with an internal engine compression brake and an exhaust brake.</p> <p>2.2.5.2 Engine Cold Weather Aids</p> <p>a. The engine must be provided with cold weather aids to enable the engine (operating with winter grade fuels/oils) to be started at temperatures down to -40° C. The engine starting aids may include but are not limited to: glow plug(s) and intake air</p>	

	<p>grid heater;</p> <p>b. The engine must be provided with 110-Volt engine cold start heaters with a capacity as recommended by the engine manufacturer or conforming to SAE J1310;</p> <p>c. The battery must be provided with a 110-volt battery blanket; and</p> <p>d. The engine must be provided with a heated fuel filter/water separator to preheat diesel fuel prior to starting.</p> <p>2.2.5.3 Engine Accessories</p> <p>a. The vehicle must be provided with a fuel-fired coolant heater;</p> <p>b. The fuel-fired coolant heater must have an output of at least 4 kW(14,000 btu/hr);</p> <p>c. The fuel-fired coolant heater must draw its fuel from the engine fuel reservoir;</p> <p>d. The fuel-fired coolant heater must be provided with a controller that is programmable for seven (7) days or more; and</p> <p>e. The exhaust from the fuel-fired coolant heater must be directed away from the vehicle.</p> <p>f. Winter-front – A removable winter-front must be provided on the vehicle.</p>	
2.2.6	<p>Vehicle Driveline</p> <p>2.2.6.1 Manual Transmission (18 Speed)</p> <p>a. The vehicle must be provided with a manual transmission;</p> <p>b. The transmission must have at least 18 forward speeds; and</p> <p>c. The throw-out bearing must be able to be lubricated without inspection cover removal.</p> <p>2.2.6.2 Axels</p> <p>a. The vehicle must be provided with an I-beam front axle;</p> <p>b. The front axle must be a setback type;</p> <p>c. The vehicle must be provided with tandem rear drive axles or tridem rear drive axles; and</p>	

	<p>d. All rear axles must be provided with driver controlled differential locks.</p> <p>2.2.6.3 Vehicle Driveline Accessories</p> <p>a. The vehicle must be provided with an automated manual transmission having at least 12 forward speeds, in lieu of the manual transmission described in paragraph 2.2.7.1;</p> <p>b. The throw-out bearing must be able to be lubricated without inspection cover removal; and</p> <p>c. Automatic Transmission (5 Speed) - The vehicle may be provided with an automatic transmission having at least 5 (five) forward speeds, in lieu of the manual transmission described in paragraph 2.2.6.1.</p>	
2.2.7	<p>Brake Systems</p> <p>a. The vehicle must be provided with full air actuated service brakes and spring actuated parking brakes;</p> <p>b. The brake system must be provided with an anti-lock brake system (ABS) suitable for the axle rating supplied. It is acceptable to provide an ABS with automatic traction control;</p> <p>c. The brake system must be provided with S-cam type air brakes with automatic slack adjusters;</p>	
2.2.8	<p>Steering</p> <p>a. The vehicle must be provided with a power assisted steering system; and</p> <p>b. The steering system must be provided with a telescopic/tilt steering column.</p>	
2.2.9	<p>Wheels and Tires</p> <p>a. All axles must be provided with highway tires;</p>	
2.2.10	<p>Controls and Instruments</p> <p>a. The vehicle must be provided with a cruise control system with a fast idle feature;</p> <p>b. All dash board gauges and readouts must be in metric units;</p> <p>c. Gauges and readouts which show both metric and English units will be accepted.</p>	
2.2.11	<p>Lighting</p> <p>a. The vehicle must be provided with integral LED body lighting;</p> <p>b. The headlights must use halogen lamps;</p> <p>c. The lighting system must be provided with clearance lights, stop lights, turn signal lights, tail-lights and reverse</p>	

	<p>movement lights;</p> <p>d. The vehicle must be provided with fog lights either inset in the bumper or mounted below the bumper;</p> <p>e. The lighting system must be provided with two amber beacon lights;</p>	
2.2.12	<p>Lubrication Accessories</p> <p>a. The vehicle must be provided with an automatic greasing system;</p> <p>b. The system must be provided with a low grease level alarm which is audible within the vehicle cab.</p>	
2.2.13	<p>Equipment</p> <p>2.2.13.1 Fifth Wheel</p> <p>a. The vehicle must be provided with an air operated, fifth wheel assembly;</p> <p>2.2.13.2 Trailer Electrical Connection</p> <p>a. The vehicle must be provided with one (1) seven (7) conductor, coil type trailer electrical cable assembly; and</p> <p>b. The cable must be provided with a receptacle that permits use with both ABS and non-ABS trailers.</p> <p>2.2.13.3 Fenders</p> <p>a. The vehicle must be provided with quarter-length fenders over the front wheels of the rear tandem or tridem; and</p> <p>2.2.13.4 Weatherproof Compartment</p> <p>a. The vehicle must be provided with a weatherproof compartment (storage box);</p> <p>2.2.13.5 Tow Hooks</p> <p>a. The vehicle must be provided with tow hooks mounted at the front and at the rear; and</p> <p>b. Tow hooks and mountings must have sufficient strength to permit the recovery of the vehicle.</p> <p>2.2.13.6 Licence Plate Holders</p> <p>a. The vehicle must be provided with front and rear license plate holders; and</p> <p>b. The rear license plate must be illuminated.</p> <p>2.2.13.7 Mud Flaps</p> <p>a. The vehicle must be provided with front and rear mud flaps; and</p>	
2.2.14	<p>Accessories</p> <p>2.2.14.1 Auxiliary Power Unit</p> <p>a. The vehicle must be provided with an auxiliary power</p>	

	<p>unit (APU);</p> <p>2.2.14.2 Dangerous Goods Placard Holder</p> <p>a. The vehicle must be provided with one (1) aluminum dangerous goods placard holder; and</p> <p>b. The holder must be mounted on the front of the vehicle on the left side.</p> <p>2.2.14.3 Vehicle Delivery Condition</p> <p>a. The vehicle must be delivered to destination in a fully operational condition (serviced and adjusted);</p> <p>b. The vehicle must be completely cleaned;</p> <p>c. For shipment verification, items such as wheel wrenches, jacks, and all other tools, accessories, which are shipped loose, must be listed on the shipping certificate or to an attached packing note;</p> <p>d. The vehicle fuel tank(s) must be no less than half full on delivery; and</p> <p>e. Lubricants installed in the vehicle at time of delivery must be suitable for the destination and the season of delivery.</p>	
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W0102-21-018D

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

Buyer ID - Id de l'acheteur
HAL409
CCC No./N° CCC - FMS No./N° VME

ANNEX D 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)

Solicitation No. - N° de l'invitation
W0102-21018D/A
Client Ref. No. - N° de réf. du client
W0102-21-018D

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File No. - N° du dossier

Buyer ID - Id de l'acheteur
HAL409
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ANNEX "E"

Dollar Value Usage Report

Company Name:	Usage This Quarter: \$
Date:	Usage To Date: \$
Reporting Period:	Standing Offer #:

<u>Call-Up Number</u>	<u>Date of Call- Up</u>	<u>Ordering Office/Ship</u>	<u>Call-Up Value</u>