

REQUEST FOR A STANDING OFFER - DEMANDE D'OFFRES À COMMANDES

RETURN OFFERS TO: RETOURNER LES OFFRES À:

Director Services Contracting 4 (D Svcs C 4)
Attention: Benoit Plisson
By e-mail to:
DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca

Canada, as represented by the Minister of National
Defence, hereby requests a Standing Offer.

Le Canada, représenté par le ministre de la Défense
nationale, demande par la présente, une offre à
commandes.

Comments – Commentaires

Solicitation Closes – L'invitation prend fin

At: – à:
02:00 PM Eastern Daylight Time (EDT)
On: – le :
18 October 2021

Title – Titre Maintenance, Repairs, Paint, Bodywork and Collision Repair of DND Commercial Vehicles	Solicitation No. – N° de l'invitation W6369-21-X029
Date of Solicitation – Date de l'invitation 03 September 2021	
Address Enquiries to: – Adresser toutes questions à: Benoit Plisson by e-mail to Benoit.Plisson@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No. – N° de fax
Destination National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario K1A 0K2	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required – Livraison exigée	Delivery Offered – Livraison proposée
Vendor Name and Address – Raison sociale et adresse du fournisseur 	
Name and title of person authorized to sign on behalf of vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie) Name – Nom _____ Title – Titre _____ Signature _____ Date _____	

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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 Work, the Basis of Payment, PWGSC-TPSGC - 942 Call-up against a Standing Offer and DND 2027.

1.2 Summary

1.2.1 Requirement

The Department of National Defence (DND) has a requirement to establish up to 26 Regional Individual Standing Offers (RISO) in support of CFSG (O-G) (Ottawa-Gatineau) Maintenance Section. The standing offer requirement is for the provision of maintenance, repair, paint, bodywork and collision repair services for commercial and Standard Military Pattern (SMP) vehicles as well as supply of parts.

- 1.2.2 The period of the resulting Standing Offer will be from the date of award to five (5) years later.

As a result of the Request for Standing Offer (RFSO), it is intended to result in the award of up to two (2) Standing Offers (SO) per sub stream for various types of commercial vehicles covered under the following three (3) streams categories.

1. Stream 1: Inspection, Service and Repair of DND vehicles that are under 5 years old

- a. Sub-stream 1.A: Ford Registered Original Equipment Manufacturer (OEM);
- b. Sub-stream 1.B: General Motors Registered Original Equipment Manufacturer (OEM);
- c. Sub-stream 1.C: Hyundai Registered Original Equipment Manufacturer (OEM);
- d. Sub-stream 1.D: Toyota Registered Original Equipment Manufacturer (OEM);
- e. Sub-stream 1.E: Nissan Registered Original Equipment Manufacturer (OEM);

- f. Sub-stream 1.F: Fiat Chrysler Automobile Group (FCA) Registered Original Equipment Manufacturer (OEM);
- g. Sub-stream 1.G: Subaru Registered Original Equipment Manufacturer (OEM);
- h. Sub-stream 1.H: Kia Registered Original Equipment Manufacturer (OEM); and
- i. Sub-stream 1.I: Mitsubishi Registered Original Equipment Manufacturer (OEM).

2. Stream 2: Inspection, Service and Repair of DND vehicles that are over 5 years old

- a. Sub-stream 2.A: All DND vehicles over 5 years except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP); and
- b. Sub-stream 2.B: 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP).

3. Stream 3: Paint, Bodywork and Collision Repair of DND vehicles

- a. Sub-stream 3.A: Paint, Bodywork and Collision Repair of for all DND Vehicles except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP); and
- b. Sub-stream 3.B: 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP).

1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Colombia Free Trade Agreement (CCoFTA), Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Korea Free Trade Agreement (CKFTA), Canada-Panama Free Trade Agreement (CPAFTA), Canada-Peru Free Trade Agreement (CPFTA), Canada-Ukraine Free Trade agreement (CUFTA), and World Trade Organization-Agreement on Government Procurement (WTO-GPA).

1.3 Security Requirements

There is no security requirement applicable to the Standing Offers.

1.4 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.

1.5 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, with the following modifications:

- (a) Section 02, Procurement Business Number, is deleted in its entirety.
- (b) In section 05, Submission of offers, subsection 2.d is deleted in its entirety and replaced with the following:
 - 1. send its bid only to the Department of National Defence organization receiving the bid as specified on page 1 of the bid solicitation;
- (c) In section 05, Submission of Offers, subsection 4 is deleted in its entirety and replaced with the following:
 - Delete: 60 days
 - Insert: 180 days
- (d) Section 07, Delayed offers, is deleted in its entirety and replaced with the following:

07 Delayed Offers

It is the Offeror's responsibility to ensure that its entire submission has been received. Misrouting or other e-mail delivery issues resulting in the late submission of offers are not acceptable reasons for the offer to be accepted by the Department of National Defence.

- (e) In section 08, Transmission by facsimile or by epost Connect, subsections 1.a and 2 are deleted in their entirety.
- (f) Section 13, Communications – solicitation period, is deleted in its entirety and replaced with the following:

13 Communications – solicitation period

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only as indicated on page 1 of the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

Canada will send all significant enquiries received and their replies directly to invited suppliers by e-mail. For further information, consult subsection 3 of the Submission of bids section.

- (g) In section 20, Further information, subsection 2 is deleted in its entirety.

2.2 Submission of Offers

Unless specified otherwise in the offer or otherwise directed by the Contracting Authority, arrangements must be submitted only to the Department of National Defence organization by e-mail by the date and time indicated on page 1 of the Request for Standing Offer.

E-Mail Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger offers may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is The offeror's responsibility to ensure that its entire submission has been received. Offerors should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues to affect arrangements receipt, offerors are requested to include in the body of their e-mail(s) a list of all documents attached to the e-mail(s), and allow sufficient time before the closing date and time to confirm receipt. Canada will not accept any offers submitted after the closing date and time.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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) ten 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 resulting Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

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

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

Section I: Technical offer – one (1) soft copy submitted by e-mail;
Section II: Financial offer – one (1) soft copy submitted by e-mail;
Section III: Certifications – one (1) soft copy submitted by e-mail; and

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 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 Attachment 1 to Part 3, Pricing Schedule.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3, Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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.

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Offeror shall complete this pricing schedule and include it in its financial offer once completed. This Pricing Schedule will be used for Offer Evaluation purposes only. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data." As a minimum, the Offeror must respond to this pricing schedule by including in its financial offer for each of the stream specified below its quoted all-inclusive rate before tax (in Can \$).

During the period of the Standing Offer, the Offeror will be paid as specified below, for Work performed in accordance with the Standing Offer.

The Offeror will be paid as per the proposed rates at the time the work is authorized regardless of when it is performed. All estimates must be provided at no cost.

Stream 1: Inspection, Service and Repair of DND vehicles that are under 5 years old

By submitting its offer and completing Attachment 1 to Part 3, the Offeror certifies that it has read the Statement of Work and is willing and capable to provide parts, inspections, service and repairs to DND vehicles that are under 5 years old in accordance with section 3 para 3.1-3.3 of Appendix A to Annex A - Statement of Work.

No warranty work will be performed under the Standing Offers and that the offeror's proposed rates are for work and parts that are not covered under any warranty.

The firm, fixed all-inclusive rates must include administrative and operating costs, benefits and offeror profit, pick & delivery and the cost of shop supplies must be included in the annual inspection with the exemption of vehicle parts.

The list price, also known as the manufacturer's suggested retail price (MSRP), or the recommended retail price (RRP), or the suggested retail price (SRP) of a product is the price at which the manufacturer recommends that the retailer sell the product.

STREAM1: SUB-STREAMS TABLE	
Sub-stream 1.A	Ford Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.B	General Motors Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.C	Hyundai Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.D	Toyota Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.E	Nissan Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.F	Fiat Chrysler Automobile Group (FCA) Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.G	Subaru Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.H	Kia Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.I	Mitsubishi Registered Original Equipment Manufacturer (OEM)

The Offeror will be paid as per the proposed rates as follows:

PRICING FOR STREAM 1: INSPECTION, SERVICE AND REPAIR OF DND VEHICLES THAT ARE UNDER 5 YEARS OLD						
DND vehicles under 14,000 lbs Gross Vehicle Weight Rating (GVWR)						
Sub-Stream Selection	Example: Sub-stream 1.A: Ford Registered Original Equipment Manufacturer (OEM)					
	Year 1 A	Year 2 B	Year 3 C	Year 4 D	Year 5 E	Total (A+B+C +D+E) =
1. Annual Inspection (Price per Inspection before tax) multiplied by the evaluation quantity of 25 inspection per year equals: Ex: \$90.00 X 25 = \$2,250.00	\$ _____ X 25 = \$ _____	\$ _____ X 25 = \$ _____	\$ _____ X 25 = \$ _____	\$ _____ X 25 = \$ _____	\$ _____ X 25 = \$ _____	\$ _____
2. Service and Repair (Price per hour of labor before tax) multiplied by the evaluation quantity of 250 hrs. per year equals: Ex: \$85.00 X 250 = \$21,250.00	\$ _____ X 250 = \$ _____	\$ _____ X 250 = \$ _____	\$ _____ X 250 = \$ _____	\$ _____ X 250 = \$ _____	\$ _____ X 250 = \$ _____	\$ _____
3. Parts/ Material (Firm discount % on list price of material) taken off the evaluation amount of \$25,000.00 per year equals: Ex: \$25,000.00 – 20% = \$20,000.00	\$25,000 - _____% = \$ _____	\$25,000 - _____% = \$ _____	\$25,000 - _____% = \$ _____	\$25,000 - _____% = \$ _____	\$25,000 - _____% = \$ _____	\$ _____
Total Evaluated Price						\$ _____

Stream 2: Inspection, Service and Repair of DND vehicles that are over 5 years old

By submitting its offer and completing Attachment 1 to Part 3, the Offeror certifies that it has read the Statement of Work and is willing and capable to provide parts, inspections, service and repairs to DND vehicles that are over 5 years old in accordance with section 3 para 3.1-3.3 of Appendix B to Annex A - Statement of Work.

The firm, fixed all-inclusive rates must include administrative and operating costs, benefits and offeror profit, pick & delivery and the cost of shop supplies must be included in the annual inspection with the exemption of vehicle parts.

The list price, also known as the manufacturer's suggested retail price (MSRP), or the recommended retail price (RRP), or the suggested retail price (SRP) of a product is the price at which the manufacturer recommends that the retailer sell the product.

STREAM2: SUB-STREAMS TABLE	
Sub-stream 2.A	All DND vehicles over 5 years except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)
Sub-stream 2.B	2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)

The Offeror will be paid as per the proposed rates as follows:

PRICING FOR STREAM 2: INSPECTION, SERVICE AND REPAIR OF DND VEHICLES THAT ARE OVER 5 YEARS OLD						
DND vehicles under 14,000 lbs Gross Vehicle Weight Rating (GVWR)						
Sub-Stream Selection	Example: Sub-stream 2.A: All DND vehicles over 5 years except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)					
	Year 1 A	Year 2 B	Year 3 C	Year 4 D	Year 5 E	Total (A+B+C +D+E) =
1. Annual Inspection (Price per Inspection before tax) multiplied by the evaluation quantity of 25 inspection per year equals: Ex: \$90.00 X 25 = \$2,250.00	\$ _____ X 25 = \$ _____	\$ _____ X 25 = \$ _____	\$ _____ X 25 = \$ _____	\$ _____ X 25 = \$ _____	\$ _____ X 25 = \$ _____	\$ _____
2. Service and Repair (Price per hour of labor before tax) multiplied by the evaluation quantity of 250 hrs. per year equals: Ex: \$85.00 X 250 = \$21,250.00	\$ _____ X 250 = \$ _____	\$ _____ X 250 = \$ _____	\$ _____ X 250 = \$ _____	\$ _____ X 250 = \$ _____	\$ _____ X 250 = \$ _____	\$ _____
3. Parts/ Material (Firm discount % on list price of material) taken off the evaluation amount of \$25,000.00 per year equals: Ex: \$25,000.00 – 20% = \$20,000.00	\$25,000 - _____% = \$ _____	\$25,000 - _____% = \$ _____	\$25,000 - _____% = \$ _____	\$25,000 - _____% = \$ _____	\$25,000 - _____% = \$ _____	\$ _____
Total Evaluated Price						\$ _____

Stream 3: Paint, Bodywork and Collision Repair of DND Vehicles

By submitting its offer and completing Attachment 1 to Part 3, the Offeror certifies that it has read the Statement of Work and is willing and capable to provide paint, bodywork and collision repair of DND vehicles in accordance with section 3 para 3.1 of Appendix C to Annex A -Statement of Work.

The firm, fixed all-inclusive rates must include administrative and operating costs, benefits and offeror profit, pick & delivery and the cost of shop supplies must be included in the annual inspection with the exemption of vehicle parts.

The list price, also known as the manufacturer's suggested retail price (MSRP), or the recommended retail price (RRP), or the suggested retail price (SRP) of a product is the price at which the manufacturer recommends that the retailer sell the product.

STREAM3: SUB-STREAMS TABLE	
Sub-stream 3.A	Paint, Bodywork and Collision Repair of for all DND Vehicles except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)
Sub-stream 3.B	Paint, Bodywork and Collision Repair for 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)

The Offeror will be paid as per the proposed rates as follows:

PRICING FOR STREAM 3: PAINT, BODY WORK AND COLISION REPAIR OF DND VEHICLES						
DND vehicles under 14,000 lbs Gross Vehicle Weight Rating (GVWR)						
Sub-Stream Selection	Example: Sub-stream 3.A: Paint, Bodywork and Collision Repair of for all DND Vehicles except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)					
	Year 1 A	Year 2 B	Year 3 C	Year 4 D	Year 5 E	Total (A+B+C +D+E) =
1. Paint (Price per hour of labor before tax) multiplied by the evaluation quantity of 50 hrs. per year equals: Ex: \$75.00 X 50 = \$3,750.00	\$ _____ X 50 = \$ _____	\$ _____ X 50 = \$ _____	\$ _____ X 50 = \$ _____	\$ _____ X 50 = \$ _____	\$ _____ X 50 = \$ _____	\$ _____
2. Body Repairs (Price per hour of labor before tax) multiplied by the evaluation quantity of 100 hrs. per year equals: Ex: \$65.00 X 100 = \$6,500.00	\$ _____ X 100 = \$ _____	\$ _____ X 100 = \$ _____	\$ _____ X 100 = \$ _____	\$ _____ X 100 = \$ _____	\$ _____ X 100 = \$ _____	\$ _____
3. Mechanical (Price per hour of labor before tax) multiplied by the evaluation quantity of 20 hrs. per year equals: Ex: \$80.00 X 20 = 1,600.00	\$ _____ X 20 = \$ _____	\$ _____ X 20 = \$ _____	\$ _____ X 20 = \$ _____	\$ _____ X 20 = \$ _____	\$ _____ X 20 = \$ _____	\$ _____

	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	
4.						
Parts/ Material	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$ _____
(Firm discount % on list price of material) taken off the evaluation amount of \$25,000.00 per year equals:	-	-	-	-	-	
_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	
Ex: \$25,000.00 – 20% = \$20,000.00						
= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	
Total Evaluated Price						\$ _____

ATTACHMENT 2 to PART 3, ELECTRONIC PAYMENT INSTRUMENTS

The offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- ☐ Direct Deposit (Domestic and International);
- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card; and
- ☐ ARI Card. (Applicable only for **sub-stream 2.B** and **sub-stream 3.B**)

Note: ARI Financial Services Inc. is a vehicle fleet management company that offers, among other services, financing via credit card, referred to as an ARI card.

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

Each offer will be reviewed to determine whether it meets the mandatory requirements of the RFSO. Any element of the RFSO that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Attachment 1 to Part 4 for Stream 1: Inspection, Service and Repair of DND vehicles that are under 5 years old, Attachment 2 to Part 4 for Stream 2: Inspection, Service and Repair of DND vehicles that are over 5 years old and Attachment 3 to Part 4 for Stream 3: Paint, Bodywork and Collision Repair of DND Vehicles.

4.1.2 Financial Evaluation

For offer evaluation and offeror selection purposes only, the evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price – Offer

4.2 Basis of Selection – Mandatory Technical Criteria Only

- a. *SACC Manual* clause M0031T (2007-05-25), Basis of Selection – Mandatory Technical Criteria.
 - b. Up to two (2) standing offers per sub-stream, if awarded, will be awarded to the responsive Offeror(s) that offers quality goods and services at the Best Value to the Crown. Best Value is defined as the responsive offer with the lowest evaluated price.
1. To be declared responsive, an offer must:
 - a. Comply with the requirements of the Request for Standing Offers; and
 - b. Meet all mandatory technical evaluation criteria for at least one of the sub-streams.
 2. Offers not meeting (a) and (b) will be declared non-responsive.
 3. The responsive offer(s) with the lowest evaluated price(s) per sub-stream will be recommended for issuance of a standing offer.

ATTACHMENT 1 to PART 4, STREAM 1, INSPECTION, SERVICE AND REPAIR OF DND VEHICLES THAT ARE UNDER 5 YEARS OLD

Stream 1: Inspection, Service and Repair of DND vehicles that are under 5 years old

STREAM1: SUB-STREAMS TABLE	
Sub-stream 1.A	Ford Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.B	General Motors Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.C	Hyundai Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.D	Toyota Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.E	Nissan Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.F	Fiat Chrysler Automobile Group (FCA) Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.G	Subaru Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.H	Kia Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.I	Mitsubishi Registered Original Equipment Manufacturer (OEM)

Mandatory Technical Criteria

In order to be considered for one or more sub-stream requirement in the table above, offerors must complete the Mandatory Technical Criteria table down below for at least one of the sub-stream.

Up to two (2) standing offers per sub-stream, if awarded, will be awarded to the responsive Offeror(s) that offers quality goods and services at the Best Value to the Crown. Best Value is defined as the responsive offer with the lowest evaluated price.

The technical offers must meet the mandatory criteria specified below. The offerors must provide the necessary documentation to support compliance with this Request for Standing Offer.

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

Offerors are requested to include a narrative summary to aid in the evaluation process, and in all cases, simply referring to pages of a document is not a suitable response.

Mandatory Technical Criteria (MT)		
Number	Mandatory Technical Criteria (MT)	Bid Preparation Instructions
STREAM 1: INSPECTION, SERVICE AND REPAIR OF DND VEHICLES THAT ARE UNDER 5 YEARS OLD		
MT1.1	OEM Registration The Offeror must clearly demonstrate that it has been authorized by one of the Original Equipment Manufacturers (OEM) identified in the Stream 1 sub-streams to provide parts and services for vehicle repairs and services that are covered under the manufacturer's warranty	The Offeror must provide a copy of its valid OEM registration that includes the identity of the OEM as well as a statement from the OEM stating that the Offeror has been authorized by the OEM to provide warranty repairs and services.

MT1.2	Delivery of Service The Offeror must clearly demonstrate that its proposed facility is within a 40 km driving distance of CFSG (O-G) Maintenance, located at Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.	The Offeror must provide a Google maps screenshot that shows the driving distance between the proposed facility and Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.
MT1.3	Offerors' Facility The Offeror must clearly demonstrate that its proposed facility has a minimum of three (3) mechanical bays.	The Offeror must provide floor plans or pictures that clearly demonstrate the mandatory criterion.
MT1.4	Secure Facility or Compound The Offeror must clearly demonstrate that its proposed facility has an indoor or an outdoor secure area where the vehicles will be stored while in the custody of the Offeror.	The Offeror must provide a site plan or similar documents indicating where or how the vehicles would be secured while in custody of the Offeror. For outside compound the site plan or similar documents must clearly demonstrate that the compound is secure by the use of a fence, gate or any other means that prevents the unauthorized removal of the vehicles.
MT1.5	Certifications The Offeror must clearly demonstrate that it has a minimum of two (2) provincially licensed 310S-Automotive Service Technicians who are in possession of valid certificates issued by the Ontario College of Trades.	The Offeror must provide a copy of the valid certificates for a minimum of two (2) provincially licensed 310S-Automotive Service Technicians.

ATTACHMENT 2 to PART 4, STREAM 2, INSPECTION, SERVICE AND REPAIR OF DND VEHICLES THAT ARE OVER 5 YEARS OLD

Stream 2: Inspection, Service and Repair of DND vehicles that are over 5 years old

STREAM2: SUB-STREAMS TABLE	
Sub-stream 2.A	All DND vehicles over 5 years except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)
Sub-stream 2.B	2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)

Mandatory Technical Criteria

In order to be considered for one or more sub-stream requirement in the table above, offerors must complete the Mandatory Technical Criteria table down below for at least one of the sub-stream.

Up to two (2) standing offers per sub-stream, if awarded, will be awarded to the responsive Offeror(s) that offers quality goods and services at the Best Value to the Crown. Best Value is defined as the responsive offer with the lowest evaluated price.

The technical offers must meet the mandatory criteria specified below. The offerors must provide the necessary documentation to support compliance with this Request for Standing Offer.

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

Offerors are requested to include a narrative summary to aid in the evaluation process, and in all cases, simply referring to pages of a document is not a suitable response.

Mandatory Technical Criteria (MT)		
Number	Mandatory Technical Criteria (MT)	Bid Preparation Instructions
SUB-STREAM 2.A: ALL DND VEHICLES OVER 5 YEARS EXCEPT THE 2003 CHEVROLET SILVERADO STANDARD MILITARY PATTERN VEHICLE (SMP)		
MT2.A.1	Delivery of Service The Offeror must clearly demonstrate that its proposed facility is within a 40 km driving distance of CFSG (O-G) Maintenance, located at Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.	The Offeror must provide a Google maps screenshot that shows the driving distance between the proposed facility and Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.
MT2.A.2	Offerors' Facility The Offeror must clearly demonstrate that its proposed facility has a minimum of three (3) mechanical bays.	The Offeror must provide floor plans or pictures that clearly demonstrate the mandatory criterion.
MT2.A.3	Secure Facility or Compound	The Offeror must provide a site plan or similar documents indicating where or

	The Offeror must clearly demonstrate that its proposed facility has an indoor or an outdoor secure area where the vehicles will be stored while in the custody of the Offeror.	how the vehicles would be secured while in custody of the Offeror. For outside compound the site plan or similar documents must clearly demonstrate that the compound is secure by the use of a fence, gate or any other means that prevents the unauthorized removal of the vehicles.
MT2.A.4	Certifications The Offeror must clearly demonstrate that it has a minimum of two (2) provincially licensed 310S-Automotive Service Technicians who are in possession of valid certificates issued by the Ontario College of Trades.	The Offeror must provide a copy of the valid certificates for a minimum of two (2) provincially licensed 310S-Automotive Service Technicians.

Mandatory Technical Criteria (MT)

Number	Mandatory Technical Criteria (MT)	Bid Preparation Instructions
SUB-STREAM 2.B: 2003 CHEVROLET MIL COT SILVERADO STANDARD MILITARY PATTERN VEHICLE (SMP)		
MT2.B.1	Delivery of Service The Offeror must clearly demonstrate that its proposed facility is within a 40 km driving distance of CFSG (O-G) Maintenance, located at Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.	The Offeror must provide a Google maps screenshot that shows the driving distance between the proposed facility and Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.
MT2.B.2	Offerors' Facility The Offeror must clearly demonstrate that its proposed facility has a minimum of three (3) mechanical bays.	The Offeror must provide floor plans or pictures that clearly demonstrate the mandatory criterion.
MT2.B.3	Secure Facility or Compound The Offeror must clearly demonstrate that its proposed facility has an indoor or an outdoor secure area where the vehicles will be stored while in the custody of the Offeror.	The Offeror must provide a site plan or similar documents indicating where or how the vehicles would be secured while in custody of the Offeror. For outside compound the site plan or similar documents must clearly demonstrate that the compound is secure by the use of a fence, gate or any other means that prevents the unauthorized removal of the vehicles.

MT2.B.4	Certifications The Offeror must clearly demonstrate that it has a minimum of two (2) provincially licensed 310S-Automotive Service Technicians who are in possession of valid certificates issued by the Ontario College of Trades.	The Offeror must provide a copy of the valid certificates for a minimum of two (2) provincially licensed 310S-Automotive Service Technicians.
MT2.B.5	Payment Method The Offeror must clearly demonstrate that it is capable accepting payment made by ARI Financials Services Inc.	The Offeror must include in its offer written concurrence of ARI Financial Services Inc. as a payment method for goods and services provided under this sub-category

ATTACHMENT 3 to PART 4, STREAM 3, PAINT, BODYWORK AND COLLISION REPAIR OF DND VEHICLES**Stream 3: Paint, Bodywork and Collision Repair of DND Vehicles**

STREAM2: SUB-STREAMS TABLE	
Sub-stream 3.A	Paint, Bodywork and Collision Repair of for all DND Vehicles except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)
Sub-stream 3.B	Paint, Bodywork and Collision Repair for the 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)

Mandatory Technical Criteria

In order to be considered for one or more sub-stream requirement in the table above, offerors must complete the Mandatory Technical Criteria table down below for at least one of the sub-stream.

Up to two (2) standing offers per sub-stream, if awarded, will be awarded to the responsive Offeror(s) that offers quality goods and services at the Best Value to the Crown. Best Value is defined as the responsive offer with the lowest evaluated price.

The technical offers must meet the mandatory criteria specified below. The offerors must provide the necessary documentation to support compliance with this Request for Standing Offer.

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

Offerors are requested to include a narrative summary to aid in the evaluation process, and in all cases, simply referring to pages of a document is not a suitable response.

Mandatory Technical Criteria (MT)		
Number	Mandatory Technical Criteria (MT)	Bid Preparation Instructions
SUB-STREAM 3.A: PAINT, BODYWORK AND COLLISION REPAIR OF ALL DND VEHICLES EXCEPT THE 2003 CHEVROLET MIL COT SILVERADO STANDARD MILITARY PATTERN VEHICLE (SMP)		
MT3.A.1	Delivery of Service The Offeror must clearly demonstrate that its proposed facility is within a 40 km driving distance of CFSG (O-G) Maintenance, located at Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.	The Offeror must provide a Google maps screenshot that shows the driving distance between the proposed facility and Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.
MT3.A.2	Offerors' Facility The Offeror must clearly demonstrate that its proposed facility has a minimum of two (2) work bays dedicated to body repairs and mechanical work.	The Offeror must provide floor plans or pictures that clearly demonstrate the mandatory criterion.
MT3.A.3	Secure Facility or Compound The Offeror must clearly demonstrate that its proposed facility has an indoor or an outdoor secure area where the vehicles will be stored while in the custody of the Offeror.	The Offeror must provide a site plan or similar documents indicating where or how the vehicles would be secured while in custody of the Offeror. For outside compound the site plan or similar documents must clearly demonstrate that the compound is secure by the use of a fence, gate or any other means that prevents the unauthorized removal of the vehicles.
MT3.A.4	Body and Paint The Offeror must clearly demonstrate that its proposed facility has at least one (1) dedicated paint or spray booth.	The Offeror must provide floor plans or pictures that clearly demonstrate the mandatory criterion.
MT3.A.5	Certifications The Offeror must clearly demonstrate that it has a minimum of one (1) provincially licensed 310B-Auto Body and Collision Damage repair technician who is in possession of a valid certificate issued by Ontario College of Trades.	The Offeror must provide a copy of the certificate for a minimum of one (1) provincially licensed 310B-Auto Body and Collision Damage repair technician.

Mandatory Technical Criteria (MT)		
Number	Mandatory Technical Criteria (MT)	Bid Preparation Instructions
SUB-STREAM 3.B: PAINT, BODYWORK AND COLLISION REPAIR FOR THE 2003 CHEVROLET MIL COT SILVERADO STANDARD MILITARY PATTERN VEHICLE (SMP)		
MT3.B.1	Delivery of Service The offeror must clearly demonstrate that its proposed facility is within a 40 km driving distance of CFSG (O-G) Maintenance, located at Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.	The Offeror must provide a Google maps screenshot that shows the driving distance between the proposed facility and Hanger 14, 250 Convair Private, Ottawa, ON K1V 2E5.
MT3.B.2	Offerors' Facility The Offeror must clearly demonstrate that its proposed facility has a minimum of two (2) work bays dedicated to body repairs and mechanical work.	The Offeror must provide floor plans or pictures that clearly demonstrate the mandatory criterion.
MT3.B.3	Secure Facility or Compound The Offeror must clearly demonstrate that its proposed facility has an indoor or an outdoor secure area where the vehicles will be stored while in the custody of the Offeror.	The Offeror must provide a site plan or similar documents indicating where or how the vehicles would be secured while in custody of the Offeror. For outside compound the site plan or similar documents must clearly demonstrate that the compound is secure by the use of a fence, gate or any other means that prevents the unauthorized removal of the vehicles.
MT3.B.4	Body and Paint The Offeror must clearly demonstrate that its proposed facility has at least one (1) dedicated paint or spray booth.	The Offeror must provide floor plans or pictures that clearly demonstrate the mandatory criterion.
MT3.B.5	Certifications The Offeror must clearly demonstrate that it has a minimum of one (1) provincially licensed 310B-Auto Body and Collision Damage repair technician who is in possession of a valid certificate issued by Ontario College of Trades.	The Offeror must provide a copy of the certificate for a minimum of one (1) provincially licensed 310B-Auto Body and Collision Damage repair technician.
MT3.B.6	Payment Method The Offeror must clearly demonstrate that it is capable accepting payment made by ARI Financials Services Inc.	The Offeror must include in its offer written concurrence of ARI Financial Services Inc. as a payment method for goods and services provided under this sub-category

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/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare 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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

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

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 with the following modifications:

- (a) In section 01, Interpretation, the definition of "Canada", "Crown", "Her Majesty" or "the Government" is amended as follows:

Delete: Minister of Public Works and Government Services
Insert: Minister of National Defence

7.3.2 Standing Offers Reporting

The offeror must compile and maintain records, on its provision of goods or services or combination of goods and services to Authorized Users under any and all contracts resulting from the Standing Offer. This data must also include all purchases paid for by a Canada acquisition card.

The offeror must provide this data, in electronic format (Excel spreadsheet format), in accordance with the reporting requirements detailed below. 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 data must be submitted electronically on a quarterly basis to the Standing Offer Authority.

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.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from SO award to five years later. **(to be specified in the resulting SO).**

7.4.2 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: Benoît Plisson

Title: Senior Procurement Officer, D Svcs C 4-3-2

Directorate: Department of National Defence, Director Services Contracting 4 (D Svcs C 4)

Address: National Defence Headquarters

Attention: D Svcs C 4-3-2

101 Colonel By Drive

Ottawa, Ontario

K1A 0K2

E-mail address: Benoit.Plisson@forces.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 Technical Authority

The Technical Authority for the Standing Offer is: **(to be specified in the resulting SO).**

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

The Technical 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

The Offeror's Representative for the Standing Offer is: **(to be specified in the resulting SO).**

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: **(to be specified in the resulting SO).**

7.8 Call-up Procedures

- 7.8.1 Call-ups which are estimated to be valued up to \$25,000.00, including Applicable Taxes, will be issued and approved by authorized Identified Users using the PWGSC-TPSGC 942 Call-up Against a Standing Offer form. A sample call up form is attached at Annex C.
- 7.8.2 All Call-ups against this Standing Offer may only be approved by the Identified Users designated as authorized to sign and approve the 942 Call-up form.
- 7.8.3 For all Call-ups from the Identified Users, the Offeror will be provided with a description of the work to be performed on a 942 Call-up form based on rates from the Offeror's proposal. Call-ups can be paper-based, hard copy versions of the 942 Call-up form OR may be sent to the Offeror via email, with the 942 Call-up form included as attachments. If Call-ups are handled by email a hard copy if the 942 form will also be printed and placed on the procurement file.
- 7.8.4 A DND 2027 form, found at Annex "D", will accompany all 942 Call-up forms issued for the provision of inspection services. The Offer will be required to complete the DND 2027 form during the provision of inspection services.
- 7.8.5 Offeror Acceptance: Upon receipt of a 942 Call-up form, the Offeror will acknowledge the 942 Call-up form. The acknowledgement can be in hard copy or by email, but must contain the following: "(Name of Offeror) has received and acknowledges Call-up No. and agrees with the cost and time estimated stated in the Call-up".
- 7.8.6 In the event the Offeror does not agree with the cost or time estimate in the Call-up, the Offeror shall contact the Call-up originator (Identified User) to notify its concerns. The parties shall work together to come to an agreement. The D Svcs C Standing Offer Authority can be consulted when agreements are not forthcoming.
- 7.8.7 Upon receipt of the Call-up acknowledgement from the Offeror, the Call-up originator (Identified User) shall place the acknowledgement on the Call-up Contract file.

7.9 Right of first refusal basis

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

Note: The highest ranked offeror is defined as the offeror that submitted a responsive bid with the lowest evaluated price.

7.10 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms, as listed below in paragraph 2, or their equivalents in accordance with paragraph 3 below, or by using ARI card **Applicable only for sub-stream 2.B and sub-stream 3.B** for low dollar value requirements.

1. Call-ups must be made by Federal Identified Users' authorized representatives under the Standing Offer 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)
3. Where an equivalent form or electronic call-up document is used, it must contain at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer, and acceptance of those terms;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation of the Federal Identified User's authority to enter in to a Contract; and
 - acceptance of the terms and conditions of the Standing Offer.
 - confirmation that funds are available under section 32 of the Financial Administration Act
 - allows for collection of the data identified at Annex "B" – Standing Offer Reporting, Article B1, Collection of Data

7.11 Limitation of Call-ups

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

7.12 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ **(to be specified in the resulting SO)** (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 four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.13 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list below, 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 to the extent necessary to resolve such discrepancy.

- 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) Annex A, Statement of Work;
 - I. Appendix A to Annex A for the information specific to the Inspection, Service and Repair of DND vehicles that are under 5 years old.
 - II. Appendix B to Annex A for the information specific to the Inspection, Service and Repair of DND vehicles that are over 5 years old.
 - III. Appendix C to Annex A for the information specific to the Paint, Bodywork and Collision Repair of DND vehicles.
- e) Annex B, Basis of Payment;
- f) Annex C, PWGSC-TPSGC - 942 Call-up Against a Standing Offer;
- g) Annex D, DND 2027; and
- i) The offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" **or** "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).

7.14 Certifications and Additional Information

7.14.1 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.

7.15 Applicable Laws

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

7.16 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer as per the Statement of Work, Annex A.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2029](#) (2020-05-28), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed in accordance with the Call-up against the Standing Offer.

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

The Offeror will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure to be specified in each call-up. Custom duties are included and Applicable Taxes are extra

Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ **(to be specified in the resulting SO)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.2 SACC Manual Clauses

C0705C, (2010-01-11), Discretionary Audit, apply to and form part of the Contract.

7.5.3 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);
- b. Visa Acquisition Card;
- c. MasterCard Acquisition Card; and
- d. ARI card (Applicable only for **sub-stream 2.B** and **sub-stream 3.B**)

Note: ARI Financial Services Inc. means a vehicle fleet management company that offers, among other services, financing via credit card, referred to as an ARI card.

7.6 Invoicing Instructions

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.

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 SO for certification and payment.
- b. One (1) copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the SO.

7.7 Insurance – Specific Requirements

1. The Contractor must obtain Garage Automobile Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).
 - c. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy

SACC Manual Clause [G6002C](#) (2018-06-21), Garage Automobile Liability Insurance

7.8 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](#)".

7.9 Defence Contract

[A9006C](#) (2012-07016), Defence Contract

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

ANNEX A, STATEMENT OF WORK

Request for Standing Offer for Canadian Forces Support Group Ottawa –Gatineau (CFSG (O-G))

See Appendix A to Annex A for the information specific to the Inspection, Service and Repair of DND vehicles that are under 5 years old.

See Appendix B to Annex A for the information specific to the Inspection, Service and Repair of DND vehicles that are over 5 years old.

See Appendix C to Annex A for the information specific to the Paint, Bodywork and Collision Repair of DND vehicles

1. Background

The Department of National Defence (DND), CFSG (O-G) (Ottawa-Gatineau) Maintenance Section is responsible for the maintenance and repairs of a fleet of over 600 commercial and SMP (Standard Military Pattern) vehicles within the National Capital Region (NCR). These vehicles are required to have a minimum of one (1) annual inspection per year.

2. Objective

DND, CFSG (O-G) Maintenance Section is looking for suppliers to perform maintenance and repairs as well as paint, bodywork and collision repair on DND vehicles that cannot be supported internally due to back log or infrastructure.

3. Scope

DND has a requirement for the provision of maintenance, repair, paint, bodywork and collision repair services for commercial and SMP vehicles as well as supply of parts. The current fleet of vehicles requiring the services are mainly comprised of but not limited to GM, Ford, Fiat Chrysler Automobile Group (FCA), Nissan, Hyundai, Subaru, Toyota automobiles and trucks up to 1 ton; however, fleet composition is constantly changing due to a 5-7 year replacement policy.

4. Constraints

The Offeror must meet the following performance criteria during the period of the contract:

- a. No warranty repairs will be performed under any standing offer.
- b. Pickup must be within 24 hours of request for service;
- c. There must be less than 2% rejection or unacceptable work (includes work not found during inspection or unnecessary work requested);
- d. Vehicles must be returned within estimated time for work plus 24 hours, upon receipt of all parts;
- e. Estimated based on the rates and discounts identified in the Standing Offer must be produced must be produced within 24 hours of the inspections;
- f. A DND 2027 form must be filled out as required;
- g. The Offeror must provide a cost and completion date estimate for the services to the unit representative. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing work;
- h. If, while conducting approved services, it is discovered that additional unforeseen work has to be performed on the vehicle, the Offeror must provide the unit representative with a written description of the work and a cost and completion date estimate for the additional work. The Offeror must not commence any additional work until receiving authorization to proceed as

stated above, the authorization would be provided by way of an approved call-up amendment; and

- i. The Offeror proposed facility must be within a driving distance of 40 km of CFSG (O-G) Maintenance section currently located at 250 Convair Pvt., and the Offeror must be willing to pick up and drop off vehicles from an alternate location within a 20 km driving distance from 250 Convair Pvt.

5. Tasks and Deliverables Specific to each Stream

5.1 Inspection, Service and Repair of DND vehicles that are under 5 years old: See Appendix A to Annex A

5.2 Inspection, Service and Repair of DND vehicles that are over 5 years old: See Appendix B to Annex A

5.3 Paint, Bodywork and Collision Repair of all DND vehicles: See Appendix C to Annex A

6. Tasks and Deliverables that are Common for all Streams

- a. The Offeror must immediately notify the CFSG (O-G) Maintenance Section if any DND or Military items are found in the vehicles;
- b. DND will perform any inspection thought necessary to ensure that installation, repairs, or services meet the industry and safety standards as well as the work described in section 3.1- 3.3 of Appendix A to Annex A, section 3.1-3.3 Appendix B to Annex A and section 3.1 of Appendix C to Annex A. The Offeror will be notified when these requirements have not been met;
- c. The Offeror must immediately notify the CFSG (O-G) Maintenance Section of any vehicle or equipment that is lost or damaged;
- d. The Offeror work and parts provided by the offeror must meet or exceed manufacturer original equipment and specifications;
- e. The Offeror must bring back all vehicles with no additional damages to interior, exterior and mechanical components.
- f. The Offeror must return all vehicles to CFSG(O-G) Maintenance section with paper copy of the invoice and 2027 form when required if electronic copy is not available at the time of delivery.
- g. All vehicles will be inspected for quality control purposes as well as all reports, deliverables, documentation, and services rendered by the Offeror will be subject to review and acceptance by the TA. The TA will review receipt of deliverables within ten (10) business days. Should any report, deliverable, document or service not be in accordance with the requirements of the SOW, the Offeror must complete all corrective actions requested by the TA within ten (10) business days. Acceptance is at the sole discretion of the TA.

7. DND Support to the Offeror

7.1 To aid the Offeror in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by DND:

- a. On-site work area(s) including required shop floor space for estimates, service or repairs;

-
- b. Relevant materials, equipment, and parts required to perform repairs, maintenance and service that are unable to be procured by the Offeror deemed appropriate by the TA; and
 - c. Electronic or paper copies of DND 2027 forms will be supplied to the Offeror to be completed during their inspections.

8. Location of Work

- 8.1** All work will be performed at the Offeror repair facility unless otherwise indicated at the time of the Call-Up.
- 8.2** The Offeror will be responsible for the pick-up and delivery of the vehicles from and to CFSG (O-G) Maintenance section currently located at 250 Convair pvt. and alternate locations within a driving distance of 20 km from 250 Convair pvt.
- 8.3** The Offeror will be required to inspect vehicles at CFSG (O-G) Maintenance section to provide estimates for Paint, Bodywork and Collision Repair.

Appendix A to Annex A for the information specific to the Inspection, Service and Repair of DND vehicles that are under 5 years old.

1. SCOPE

The Department of National Defence (DND), CFSG (O-G) Maintenance Section is looking for suppliers to perform inspections, maintenance and repairs to DND vehicles under 5 years old that cannot be supported internally due to back log or infrastructure.

2. OBJECTIVE

The objective of Appendix A to Annex A is to identify the tasks and deliverables specific to the Inspection, Service and Repair of DND vehicles that are under 5 years old.

3. TASKS

3.1 The Offeror must provide parts, inspections, service and repairs to DND vehicles as follows:

- a. No warranty repairs will be performed under any standing offer.
- b. Pick-up and delivery must be carried out by qualified drivers. Qualified drivers must hold appropriate provincial licensing specific to the vehicle being driven;
- c. All replacement parts will be new, used parts are not acceptable unless authorised or provided by the Department of National Defence.
- d. When the Original Equipment Manufacturers (OEM) parts are not available or aftermarket parts are more reasonably priced and equivalent in quality, the Offeror will price aftermarket new parts. Good quality that meet or exceed OEM standards will be acceptable; and
- e. The vehicles must be stored inside a secure facility or a compound while in the custody of the Supplier. A secure compound is a compound that is protected by the use of a fence, a gate or any other means that prevents the unauthorized removal of the vehicles.

3.2 Type of Inspections

- a. "Annual" inspection on car and light duty truck up to 14,000 lbs Gross vehicle weight rating (GVWR).

3.2.1 Annual inspection includes the following:

- a. Lubricate chassis, suspension and steering components;
- b. Ministry of Transportation (MOT) equivalent safety inspection (wheels pulled);
- c. Inspect brake pads, shoes, rotors, drums, brake lines, emergency brake;
- d. Drive train performance/serviceability Check;
- e. Electrical component performance serviceability check;
- f. Check all fluid levels;
- g. Body and glass inspection;
- h. Inspect exhaust system for leaks, damage or loose parts;
- i. Inspect steering linkage, suspension, drive shafts and ball joints;
- j. Inspect tires for wear, correct pressure and rotate;
- k. Clean & secure battery terminals;
- l. Inspect air cleaner filter and cabin filter;

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- m. Inspect accessory drive belts;
 - n. Lubricate hinges latches and locks;
 - o. Pressure test cooling system; and
 - p. Inspect fuel system.

3.3 Vehicle Repairs

The Offeror must provide vehicle repair services for DND vehicles as follow:

- a. Pick-up and delivery must be carried out by qualified drivers. Qualified drivers are drivers who hold the appropriate provincial licensing specific to the vehicle being driven;
- b. The Offeror must supply labor, parts, material and equipment necessary for diagnostics, service and repairs of, but not limited to drive train, electrical and chassis. Services will be performed on various types of vehicles such as, but not limited to, passenger cars, vans and pick-up trucks; and
- c. The vehicles must be stored inside a secure facility or a compound while in the custody of Supplier. A secure compound is a compound that is protected by the use of a fence, a gate or any other means that prevents the unauthorized removal of the vehicles.

Appendix B to Annex A for the information specific to the Inspection, Service and Repair of DND vehicles that are over 5 years old.

1. SCOPE

The Department of National Defence (DND), CFSG (O-G) Maintenance Section is looking for suppliers to perform inspections, maintenance and repairs to DND vehicles over 5 years old that cannot be supported internally due to back log or infrastructure.

2. Objective

The objective of Appendix B to Annex A is to identify the tasks and deliverables specific to the Inspection, Service and Repair of DND vehicles that are over 5 years old.

3. TASKS

3.1 The Offeror must provide parts, inspections, service and repairs to DND vehicles as follow:

- a. No warranty repairs will be performed under any standing offer.
- b. Pick-up and delivery must be carried out by qualified drivers. Qualified drivers must hold appropriate provincial licensing specific to the vehicle being driven;
- c. All replacement parts will be new, used parts are not acceptable unless authorised or provided by the Department of National Defence.
- d. When the Original Equipment Manufacturers (OEM) parts are not available or aftermarket parts are more reasonably priced and equivalent in quality, the Offeror will price aftermarket new parts. Good quality that meet or exceed OEM standards will be acceptable; and
- e. The vehicles must be stored inside a secure facility or a compound while in the custody of Supplier. A secure compound is a compound that is protected by the use of a fence, a gate or any other means that prevents the unauthorized removal of the vehicles.

3.2 Type of Inspections

- a. "Annual" inspection on car and light duty truck up to 14,000 lbs Gross vehicle weight rating (GVWR).

3.2.1 Annual inspection includes the following:

- a. Lubricate chassis, suspension and steering components;
- b. Ministry of Transportation (MOT) equivalent safety inspection (wheels pulled);
- c. Inspect brake pads, shoes, rotors, drums, brake lines, emergency brake;
- d. Drive train performance/serviceability Check;
- e. Electrical component performance serviceability check;
- f. Check all fluid levels;
- g. Body and glass inspection;
- h. Inspect exhaust system for leaks, damage or loose parts;
- i. Inspect steering linkage, suspension, drive shafts and ball joints;
- j. Inspect tires for wear, correct pressure and rotate;
- k. Clean & secure battery terminals;
- l. Inspect air cleaner filter and cabin filter;

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- m. Inspect accessory drive belts;
 - n. Lubricate hinges latches and locks;
 - o. Pressure test cooling system; and
 - p. Inspect fuel system.

3.3. Vehicle Repairs

The Offeror must provide vehicle repair services for DND vehicles as follow:

- a. Pick-up and delivery must be carried out by qualified drivers. Qualified drivers are drivers who hold the appropriate provincial licensing specific to the vehicle being driven;
- b. The Offeror must supply labor, parts, materiel and equipment necessary for diagnostics, service and repairs of, but not limited to drive train, electrical and chassis. Services will be performed on various types of vehicles such as, but not limited to, passenger cars, vans and pick-up trucks; and
- c. The vehicles must be stored inside a secure facility or a compound while in the custody of Supplier. A secure compound is a compound that is protected by the use of a fence, a gate or any other means that prevents the unauthorized removal of the vehicles.

Appendix C to Annex A for the information specific to the Paint, Bodywork and Collision Repair of DND vehicles.

1. SCOPE

The Department of National Defence (DND), CFSG (O-G) Maintenance Section is looking for suppliers to perform paint, body work and collision repair to DND vehicles that cannot be supported internally due to back log or the infrastructure.

2. Objective

The objective of Appendix C to Annex A is to identify the tasks and deliverables specific to the Paint, Bodywork and Collision Repair of DND vehicles.

3. TASKS

3.1 The Offeror must provide parts, body repair, paint services and collision repairs for DND vehicles as follow:

- a. No warranty repairs will be performed under any standing offer.
- b. Pick-up and delivery must be carried out by qualified drivers. Qualified drivers must hold appropriate provincial licensing specific to the vehicle being driven;
- c. Must be able to inspect vehicles at CFSG (O-G) Maintenance section to provide estimates for repairs.
- d. All replacement parts will be new, used parts are not acceptable unless authorised or provided by the Department of National Defence.
- e. When the Original Equipment Manufacturers (OEM) parts are not available or aftermarket parts are more reasonably priced and equivalent in quality, the Offeror will price aftermarket new parts. Good quality that meet or exceed OEM standards will be acceptable;
- f. The vehicles must be stored inside a secure facility or a compound while in the custody of Supplier. A secure compound is a compound that is protected by the use of a fence, a gate or any other means that prevents the unauthorized removal of the vehicles; and
- g. The Offeror must follow safety and environmental guidelines for the use and disposal of specialized military paint or hazardous materials.

ANNEX B, BASIS OF PAYMENT

During the period of the Standing Offer, the Offeror will be paid as specified below, for Work performed in accordance with the Standing Offer.

The Offeror will be paid as per the proposed rates at the time the work is authorized regardless of when it is performed. All estimates must be provided at no cost.

Stream 1: Inspection, Service and Repair of DND vehicles that are under 5 years old

STREAM1: SUB-STREAMS TABLE	
Sub-stream 1.A	Ford Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.B	General Motors Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.C	Hyundai Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.D	Toyota Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.E	Nissan Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.F	Fiat Chrysler Automobile Group (FCA) Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.G	Subaru Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.H	Kia Registered Original Equipment Manufacturer (OEM)
Sub-stream 1.I	Mitsubishi Registered Original Equipment Manufacturer (OEM)

No warranty work will be performed under the Standing Offers and that the offeror's proposed rates are for work and parts that are not covered under any warranty.

The firm, fixed all-inclusive rates must include administrative and operating costs, benefits and offeror profit, pick & delivery and the cost of shop supplies must be included in the annual inspection with the exemption of vehicle parts.

The list price, also known as the manufacturer's suggested retail price (MSRP), or the recommended retail price (RRP), or the suggested retail price (SRP) of a product is the price at which the manufacturer recommends that the retailer sell the product.

The Offeror will be paid as per the proposed rates as follows:

PRICING FOR STREAM 1: INSPECTION, SERVICE AND REPAIR OF DND VEHICLES THAT ARE UNDER 5 YEARS OLD					
DND vehicles under 14,000 lbs Gross Vehicle Weight Rating (GVWR)					
Sub-Stream Selection	Example: Sub-stream 1.A: Ford Registered Original Equipment Manufacturer (OEM)				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Annual Inspection (Price per Inspection before tax)	\$_____	\$_____	\$_____	\$_____	\$_____
2. Service and Repair (Price per hour of labor before tax)	\$_____	\$_____	\$_____	\$_____	\$_____

Solicitation No. - N° de l'invitation

W6369-21-X029

Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

3. Parts/ Material (Firm discount % on list price of material)	%_____	%_____	%_____	%_____	%_____
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Stream 2: Inspection, Service and Repair of DND vehicles that are over 5 years old

STREAM2: SUB-STREAMS TABLE	
Sub-stream 2.A	All DND vehicles over 5 years except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)
Sub-stream 2.B	2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)

No warranty work will be performed under the Standing Offers and that the offeror's proposed rates are for work and parts that are not covered under any warranty.

The firm, fixed all-inclusive rates must include administrative and operating costs, benefits and offeror profit, pick & delivery and the cost of shop supplies must be included in the annual inspection with the exemption of vehicle parts.

The list price, also known as the manufacturer's suggested retail price (MSRP), or the recommended retail price (RRP), or the suggested retail price (SRP) of a product is the price at which the manufacturer recommends that the retailer sell the product.

The Offeror will be paid as per the proposed rates as follows:

PRICING FOR STREAM 2: INSPECTION, SERVICE AND REPAIR OF DND VEHICLES THAT ARE OVER 5 YEARS OLD					
DND vehicles under 14,000 lbs Gross Vehicle Weight Rating (GVWR)					
Sub-Stream Selection	Example: Sub-stream 2.A: All DND vehicles over 5 years except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Annual Inspection (Price per Inspection before tax)	\$_____	\$_____	\$_____	\$_____	\$_____
2. Service and Repair (Price per hour of labor before tax)	\$_____	\$_____	\$_____	\$_____	\$_____
3. Parts/ Material (Firm discount % on list price of material)	%_____	%_____	%_____	%_____	%_____

Stream 3: Paint, Bodywork and Collision Repair of DND Vehicles

STREAM3: SUB-STREAMS TABLE	
Sub-stream 3.A	Paint, Bodywork and Collision Repair of all DND Vehicles except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)
Sub-stream 3.B	Paint, Bodywork and Collision Repair for 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)

No warranty work will be performed under the Standing Offers and that the offeror's proposed rates are for work and parts that are not covered under any warranty.

The firm, fixed all-inclusive rates must include administrative and operating costs, benefits and offeror profit, pick & delivery and the cost of shop supplies must be included in the annual inspection with the exemption of vehicle parts.

The list price, also known as the manufacturer's suggested retail price (MSRP), or the recommended retail price (RRP), or the suggested retail price (SRP) of a product is the price at which the manufacturer recommends that the retailer sell the product.

The Offeror will be paid as per the proposed rates as follows:

PRICING FOR STREAM 3: PAINT, BODY WORK AND COLISION REPAIR OF DND VEHICLES					
DND vehicles under 14,000 lbs Gross Vehicle Weight Rating (GVWR)					
Sub-Stream Selection	Example: Sub-stream 3.A: Paint, Bodywork and Collision Repair of for all DND Vehicles except 2003 Chevrolet MIL COT Silverado Standard Military Pattern Vehicle (SMP)				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Paint (Price per hour of labor before tax)	\$_____	\$_____	\$_____	\$_____	\$_____
2. Body Repairs (Price per hour of labor before tax)	\$_____	\$_____	\$_____	\$_____	\$_____
3. Mechanical (Price per hour of labor before tax)	\$_____	\$_____	\$_____	\$_____	\$_____

Solicitation No. - N° de l'invitation

W6369-21-X029

Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

4. Parts/ Material (Firm discount % on list price of material)	%_____	%_____	%_____	%_____	%_____
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ANNEX D, DND 2027



LEMS Equipment Inspection Report Personnel and Load Carrying Wheeled Vehicles

Identifier	
System	Sub-system
Nomenclature	
CFR. No.	ECC

Note: Safety items are shaded

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

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

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

Item no.	Recommended action	Item no.	Recommended action

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

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

Urgent repairs

➡

The above-noted repairs and tests have been completed and the equipment may be returned to service		Technician	Date (yyyy-mm-dd)
Inspector	Date (yyyy-mm-dd)	Maintenance officer	Date (yyyy-mm-dd)

6. Brake system		7. Power train		8. Hull, frame, oab and body	
(A) Master cylinder / level		(A) Transmission / gear box		(A) Frame / brakes	
(B) Air compressor - gov. settings		(B) Transfer case		(B) Cab / mounts / tilt mech.	
(C) Connections / hoses / fittings		(C) Differentials		(C) Hardware / hinges / handles / locks	
(D) Drums / discs		(D) Propeller shafts / "U" joints		(D) Windows / doors / tailgates	
(E) Shoes / bands / linings		(E) Power take-off		(E) Upholstery / mats / curtains	
(F) Caliper / piston / rotor		(F) Axles		(F) Taps / canopy / racks / superstructure / belts	
(G) Wheel cylinders		(G) Torque converter / clutch		(G) Mirrors / reflectors / sunvisor	
(H) Brake booster / foot valve		(H) Drive chains / sprockets		(H) Safety guards / shields / brackets	
(J) Electric brake		(J) Pillow blocks		(J) Windshield / screen	
(K) Air tanks		(K) Final drives		(K) Windshield wipers / washers	
(L) Brake chamber		(L) Bevel boxes		(L) Paint	
(M) Adjusters / cam		(M) Seals / gaskets		(M) Bumpers / fender mud guards	
(N) Drain plug / tap		(N) Breathers		(N) Hull / bulkhead / access panels	
(O) Screen / filters		(O) Reduction units		(O) Seals / gaskets / drain plugs	
(P) Cables / controls		(P) Foot hand controls		(P) Fire extinguishers	
(Q) Magnet / armature		(Q) Oil levels / filters		(Q) Storage bins	
(R) Seals / gaskets		(R) Drive belts / pulleys / couplings		(R) Counterweight / bolts	
(S) Brake pedal adjustment		(S) Air cylinders		(S) Body / cargo / dump box	
(T) Relays		(T)		(T) Fifth wheel	
(U)		(U)		(U) Seat belts	

Item no.	Recommended action	Item no.	Recommended action

9. Steering		10. Suspension and running gear		11. Hydraulic system	
(A) Gearbox		(A) Springs / shackles		(A) Oil level	
(B) Linkage / adjustments		(B) Upper / lower control arms		(B) Reservoir / tank	
(C) Power steering		(C) Shock absorbers		(C) Pressure pumps / hand pumps	
(D) Tie rods / tie rod ends		(D) Torque rods / torsion bars		(D) Valves / controls	
(E) Drag link / idler arm		(E) Wheels / rims / tires		(E) Cylinders / rams	
(F) Steering knuckles		(F) Wheel bearings		(F) Seals / gaskets	
(G) King pins / bearings / ball joints		(G) Walking beams		(G) Filter / screen / breather	
(H) Alignment		(H) Seals / gaskets		(H) Hyd. lines / connections	
(J) Steering clutches / shoes		(J) Adjusters		(J) Hydraulic cooler	
(K) Front fork / spring		(K) Track / components		(K) Hydraulic slave system	
(L) Steering controls		(L) Sprockets / idlers / rollers		(L)	
(M) Steering damper		(M) Anti-sway bars		(M)	
(N) Skis		(N) Trunnion		(N)	
(O)		(O)		(O)	

12. Recovery eqpt / mobile cranes		13. Pumps - fuel / water		14. Motorcycles	
(A) Wire / ropes / drums		(A) Pumps / couplings / hoses		(A) Steering head bearing	
(B) Sheaves / pulleys		(B) Valves / controls		(B) Ride control	
(C) Clutches / brakes		(C) Vents / fusible plugs		(C) Fork / springs	
(D) Shafts / "U" joints		(D) Hose / nozzles / reels		(D) Stand / racks	
(E) Push frames		(E) Meters		(E) Component security	
(F) Guards / screens		(F) Pump / drives		(F) Sprockets	
(G) Chains / sprockets		(G) Tanks		(G)	
(H) Booms / beams / crane		(H) Seals / gaskets		(H)	
(J) Winches / components		(J) Grounding devices		18. Special components / attachments	
(K) Controls - hydraulic mech.		(K) Filters / screens / traps / strainers		(A) Air dryer	
(L) Ratchets - pawls		(L) Ladders / catwalks		(B) Alcohol dispensers	
(M) Safety warning devices		(M)		(C) Tanks	
(N) Outriggers		15. All equipments		(D) Air starters / motors	
(O) Forks / yokes		(A) Cleanliness		(E) Regulators / valves	
(P) Under lift / slinger		(B) Lubrication		(F)	
(Q)		(C) Component security		(G)	

Item no.	Recommended action	Item no.	Recommended action