



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

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

Title - Sujet Service and Repair of Medium and He Entretien et réparation de variantes de camions moyens et lourds	
Solicitation No. - N° de l'invitation W0142-22X010/B	Date 2022-03-08
Client Reference No. - N° de référence du client W0142-22X010	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-203-5561
File No. - N° de dossier STN-1-44028 (203)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Central Daylight Saving Time CDT on - le 2022-03-29 Heure Avancée du Centre HAC	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: McDonald, Shannon M.	Buyer Id - Id de l'acheteur stn203
Telephone No. - N° de téléphone (306)251-2684 ()	FAX No. - N° de FAX (418)566-6167
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: BASE COMMANDER CANADIAN FORCES BASE SUFFIELD ATTENTION CMTT, BLDG 322 RALSTON AB RALSTON Alberta TOJ 2NO Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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This request for standing offers (RFSO) cancels and supersedes previous RFSO number W0142-22X010/A dated January 19, 2022, with a closing of February 22, 2022 at 2:00 pm CDT.

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, the Electronic Payment Instruments, and any other annexes

1.2 Summary

- 1.2.1 The Department of National Defence (DND), Canadian Forces Base (CFB) Suffield, Medicine Hat, Alberta, has a requirement for a Regional Individual Standing Offer for the service and repair of medium and heavy duty truck variants on an as requested basis, in order to promote the expedient repair of our fleet whilst reducing the strain on the repair staff at CFB Suffield during peak periods of heightened activity.

It is anticipated that there will be two (2) standing offers issued for a period of one year, with two additional one-year option periods.

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

1.3 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

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

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Offeror must send an email requesting to open an epost Connect conversation to the following address:
roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

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

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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

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 seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Bidder is strongly encouraged to submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the 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

As per Annex G – Minimum Mandatory Performance Specifications

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Offer

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

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

It is Canada's intention to issue up to two (2) standing offers.

- ❖ If more than one (1) responsive offer has been received, the Standing Offers will be issued as follows:
 - (a) the first Standing Offer authorized for use, will be issued to the responsive Offeror whose total evaluated offer price is the lowest.
 - (b) the second Standing Offer authorized for use, will be issued to the responsive Offeror who has the second lowest evaluated offer price.
- ❖ If only one (1) responsive offer is received, one (1) standing offer will be authorized for use.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

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PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

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

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 May 1, 2022 to April 30, 2023.

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7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one-year option periods, from May 1, 2023 to April 30, 2024 and May 1, 2024 to April 30, 2025, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Shannon McDonald
Title: Supply Specialist, Pandemic Response Sector
Public Services and Procurement Canada
Acquisitions Branch
Address: Suite 110, 101-22nd St E
Saskatoon SK S7K 0E1
Telephone: 306-251-2684
E-mail address: Shannon.mcdonald@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: **(to be inserted at Standing Offer Issuance)**

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____

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CCC No./N° CCC - FMS No./N° VME

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Canadian Forces Base Suffield.

7.8 Call-up Procedures

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 the Offeror is unable to meet the requirement, the identified user will contact the next ranked Offeror. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up.

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.

If rank #1 Standing Offer 001 is able to meet the requirement, a call-up will be issued to Standing Offer 001. If that offer 001 is unable to meet the requirement, the identified user will contact rank #2 Standing Offer 002.

7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:

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

or

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

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

7.10 Limitation of Call-ups

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

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded)([to be inserted at Standing Offer issuance](#)) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Equipment Inspection Report;
- i) Annex E, Standing Offer Usage Report;

j) the Offeror's offer dated _____

7.13 Certifications and Additional Information

7.13.1 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.

7.14 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 Alberta.

7.15 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.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.5.3 SACC Manual Clauses

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

7.5.4 Electronic Payment of Invoices – Call-up

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

(to be inserted at standing offer issuance)

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to:
invoices@forces.gc.ca
or
Base Commander
Canadian Forces Base Suffield
Attention: G1 Finance, Invoice Section

PO Box 6000 Station Main
Medicine Hat AB T1A 8K8

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 SACC Manual Clauses

[B1501C](#) (2018-06-21), Electrical Equipment

7.9 Dispute Resolution

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

ANNEX "A" - STATEMENT OF WORK

Medium and Heavy Truck Repair

The Department of National Defence (DND), Canadian Forces Base (CFB) Suffield, has a requirement for a Regional Individual Standing Offer for the service and repair of medium and heavy duty truck variants on an as requested basis, in order to promote the expedient repair of our fleet whilst reducing the strain on the repair staff at CFB Suffield during peak periods of heightened activity. The period of the standing offer is for one year, with two additional option periods of one year each.

Identification

This Statement of Work (SOW) identifies the work to be performed in support of the medium and heavy duty truck holdings at CFB Suffield. Support includes – but is not limited to – inspections, services and repairs.

Background

CFB Suffield holds approximately 30 variants in their fleet ranging from 3 ton stake trucks, dump trucks and highway tractors to field and commercial firefighting assets, all of which require periodic and or annual inspections in accordance with their respective maintenance schedules, repairs varying in degree of difficulty to both mechanical and body. Variants include but are not limited to Sterling, International, Freightliner, Kenworth, Volvo, Titan and Thibault.

LOCATION

The services and or repairs are to be performed at the Contractors' facilities.

DELIVERABLES

The Contractor must provide repairs to both mechanical and or body on an as requested basis in support of CFB Suffield's fleet. The type of work to be conducted will be directed by the Technical Authority, in this case the Base Maintenance Officer, or Contracts Services Specialist. Tasks to include but are not limited to the following:

1. The Contractor must utilize OEM parts for all mechanical/body repairs unless otherwise approved by the Technical Authority;
2. The Contractor must perform vehicle inspections when requested by CFB Suffield and provide written certification in accordance with Departmental (as per Annex "E", Equipment Inspection Report), Provincial and or National standards where applicable. Annex "E" Equipment Inspection Report must be completed by the Contractor every time a vehicle inspection is requested by CFB Suffield on the purchase order or call up against the standing offer. For inspection purposes, adherence to the Commercial Vehicle Maintenance Standards is mandatory. All vehicle repairs will be conducted in accordance with vehicle manufacturer specifications.
3. The Contractor must perform diagnosis on the various vehicle systems and provide a written estimate for the repairs required to return the vehicle back to its original operating condition. Systems to include but are not limited to the following:
 - a. power train components/systems;
 - b. suspension components/systems;
 - c. electrical components/systems;
 - d. exhaust components/systems;
 - e. hydraulic components/systems, where applicable;
 - f. fuel system components;
 - g. wheels, tires and mounting hardware;
 - h. braking components/systems;

-
- i. air system components, where applicable;
 - j. trailer coupling devices, where applicable;
 - k. fabrication and welding of various components;
 - l. coolant system components; and
 - m. other component repair as requested such as collision damage etc.
 4. The Contractor must repair mechanical faults as diagnosed/directed by CFB Suffield technicians through the Technical Authorities;
 5. The Contractor must provide repairs to emergency essential assets such as but not limited to fire trucks manufactured by various manufactures. Repairs requested to fire trucks will be limited to the cab and chassis. These variants will be identified by the Technical Authority when the contract is let.
 6. The Contractor must supply OEM parts to CFB Suffield on an as and required basis in order to facilitate in house repairs to variants which include but are not limited to Sterling, International, Freightliner, Kenworth, Volvo, Titan and Thibault.

DND CONTRIBUTIONS

CFB Suffield will conduct its own delivery and pick up of vehicles to the Contractor for service. With limited recovery assets to achieve pick-up and delivery for servicing and repair, CFB Suffield requires all services to be available within 60 kilometres of CFB Suffield's Main Gate entrance.

CONTRACTOR'S CONTRIBUTIONS

The Contractor must provide a detailed list/breakdown of all parts, labour, materials, supplies and narrative of what work was carried out on the invoice. When a vehicle inspection is requested by CFB Suffield, the LEMS Equipment Inspection Report in Annex "E" must also be completed and provided to CFB Suffield. Where applicable and requested, written certification must be provided to support any inspections performed by the Contractor where Departmental, Provincial or National standards are required.

TIMEFRAMES AND SERVICE STANDARDS

CFB Suffield will normally deliver the vehicles to be repaired between Monday to Friday between the hours of 08:00 and 16:30 for non-urgent service requests and will request the work to be completed within 5 working days after the vehicle is delivered if at all possible, not including the date of delivery.

For emergency essential assets such as but not limited to fire trucks, and other repairs identified as urgent, repairs required are to be initiated within 24 hours of delivery of the affected asset and are requested to be completed within 3 working days after the vehicle is delivered if at all possible, not including the date of delivery.

If the Contractor is not able to meet the service completion date requested on the purchase order/call up against the standing offer, the Contractor must contact the CFB Suffield G4 Maintenance Officer as soon as possible after receiving the purchase order/call up against the standing offer.

For either non-urgent or urgent service requests, if the Contractor requires the work to be performed outside regular working hours (see Annex "B" Basis of Payment for defined hours) to complete the service request, the required overtime hours that will be billed need to be pre-approved by the CFB Suffield G4 Maintenance Officer or Contract Service Specialist.

CFB Suffield may drop off a vehicle for repair at the Contractor's site outside regular working hours (see Annex "B" Basis of Payment for defined hours) including on a weekend or statutory holiday, for example

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when an urgent service request is required, and in accordance with the availability and policies of the Contractor for vehicle drop off outside of regular working hours.

LANGUAGE

All work including tasks and deliverables will be completed in the English language, spoken and written.

ACCEPTANCE OF WORK

The technical authority for the requested work is the Base Maintenance Officer, or the Contract Services Specialist. Only those two positions have the authority to enter into an agreement/arrangement or provide information in accordance with budgetary requirements. The above positions are also the specialists in providing the acceptance for the work that was carried out and can certify payment for services rendered.

DAMAGE AND LIABILITY

The Contractor will be liable for any damage done to the vehicles while in their possession.

WARRANTY

The Contractor must provide at a minimum, of 90 days on all parts and labour at 100%.

MANDATORY TECHNICAL CRITERIA

[To be inserted from Annex "D" Compliance Matrix at award of standing offer]

ANNEX "B" - BASIS OF PAYMENT

- Offerors must fill in each blank in each of the tables below. Failure to fill in any blank will deem the bid non-responsive.
- Prices and percentages quoted must include all costs associated with providing the service (including freight charges) in accordance with Annex "A" Statement of Work and must remain firm for the period of the standing offer.
- In exceptional circumstances where CFB Suffield specifically requests product or material that will have additional freight charges e.g. due to the short timeframe that the part is required within, then the additional freight charges must be pre-approved by CFB Suffield. In this situation, freight charges must be listed as a separate line item on the invoice.
- GST/HST is excluded from the prices below. GST/HST, if applicable, is to be shown as a separate line item on invoices for the contract.
- The standing offer will be issued in Canadian dollars.
- Estimated usages on the following tables are for evaluation purposes only, and do not guarantee any amount of actual usage. They will not form part of the final Standing Offer. Actual usages may vary from the estimated usages recorded in the following tables.

Year 1 May 1, 2022 to April 30, 2023

Table 1: Labour (direct or productive) for personnel used exclusively in work

Item	Description	Estimated Yearly Usage	Firm Unit Price (CAD)
1	Mechanical – Regular Working hours From 8:00 am to 4:30 pm	70 hours	\$ _____/hr
2	Mechanical – Outside Regular Working Hours	10 hours	\$ _____/hr
3	Commercial Vehicle Inspection fee (flat rate)	10 service calls/year	\$ _____/call

Table 2: Parts, Materials and Fees

Item	Description	Estimated Usage	Percentage
1	Material and replacement parts (this is to include in house repair requests)	Estimated material and replacement parts expenditure = \$12,000.00/year	Shop price of material and replacement parts less discount of _____%
2	Shop Supply Fee – Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line on the invoice. Shop Supply Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer	70 hours	_____ % levy of the labour charge as shown in Table 1 Item 1
3	Shop Supply Fee – Outside Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line on the invoice. Shop Supply Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer	10 hours	_____ % levy of the labour charge as shown in Table 1 Item 2
4	Environmental/Disposal Fees – Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line item on the invoice. Environmental/Disposal Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer.	70 hours	_____ % levy of the labour charge as shown in Table 1 Item 1
5	Environmental/Disposal Fees – Outside Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line item on the invoice.	10 hours	_____ % levy of the labour charge as shown in Table 1 Item 2

	Environmental/Disposal Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer.		
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Option Year 1 May 1, 2023 to April 30, 2024

Table 1: Labour (direct or productive) for personnel used exclusively in work

Item	Description	Estimated Yearly Usage	Firm Unit Price (CAD)
1	Mechanical – Regular Working hours From 8:00 am to 4:30 pm	70 hours	\$_____/hr
2	Mechanical – Outside Regular Working Hours	10 hours	\$_____/hr
3	Commercial Vehicle Inspection fee (flat rate)	10 service calls/year	\$_____/call

Table 2: Parts, Materials and Fees

Item	Description	Estimated Usage	Percentage
1	Material and replacement parts (this is to include in house repair requests)	Estimated material and replacement parts expenditure = \$12,000.00/year	Shop price of material and replacement parts less discount of _____%
2	Shop Supply Fee – Regular Working Hours Must be directly associated with	70 hours	_____% levy of the labour charge as shown in Table 1 Item 1

	work as per the call up against the standing offer, and identified as a separate line on the invoice. Shop Supply Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer		
3	Shop Supply Fee – Outside Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line on the invoice. Shop Supply Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer	10 hours	_____ % levy of the labour charge as shown in Table 1 Item 2
4	Environmental/Disposal Fees – Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line item on the invoice. Environmental/Disposal Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer.	70 hours	_____ % levy of the labour charge as shown in Table 1 Item 1
5	Environmental/Disposal Fees – Outside Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line item on the invoice. Environmental/Disposal Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer.	10 hours	_____ % levy of the labour charge as shown in Table 1 Item 2

Option Year 2 May 1, 2024 to April 30, 2025

Table 1: Labour (direct or productive) for personnel used exclusively in work

Item	Description	Estimated Yearly Usage	Firm Unit Price (CAD)
1	Mechanical – Regular Working hours From 8:00 am to 4:30 pm	70 hours	\$ _____/hr
2	Mechanical – Outside Regular Working Hours	10 hours	\$ _____/hr
3	Commercial Vehicle Inspection fee (flat rate)	10 service calls/year	\$ _____/call

Table 2: Parts, Materials and Fees

Item	Description	Estimated Usage	Percentage
1	Material and replacement parts (this is to include in house repair requests)	Estimated material and replacement parts expenditure = \$12,000.00/year	Shop price of material and replacement parts less discount of _____%
2	Shop Supply Fee – Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line on the invoice. Shop Supply Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$ _____ [Bidder please fill this blank in] per call up against the standing offer	70 hours	_____ % levy of the labour charge as shown in Table 1 Item 1
3	Shop Supply Fee – Outside Regular Working Hours Must be directly associated with work as per the call up against the	10 hours	_____ % levy of the labour charge as shown in Table 1 Item 2

	standing offer, and identified as a separate line on the invoice. Shop Supply Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer		
4	Environmental/Disposal Fees – Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line item on the invoice. Environmental/Disposal Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer.	70 hours	_____ % levy of the labour charge as shown in Table 1 Item 1
5	Environmental/Disposal Fees – Outside Regular Working Hours Must be directly associated with work as per the call up against the standing offer, and identified as a separate line item on the invoice. Environmental/Disposal Fee is equal to a percentage of labour charge in Table 1 Item 1 to a maximum of \$_____ [Bidder please fill this blank in] per call up against the standing offer.	10 hours	_____ % levy of the labour charge as shown in Table 1 Item 2

ANNEX "C" – INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

Garage Automobile Liability Insurance

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

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stn203
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- d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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W0142-22X010/B
Client Ref. No. - N° de réf. du client
W0142-22X010

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File No. - N° du dossier
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ANNEX E- STANDING OFFER USAGE REPORT

Return to: Public Works and Government Services Canada
Facsimile: (306) 975-5397
Email: TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

Quarterly Usage Report Schedule:

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

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

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

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

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

PREPARED BY:

NAME:
TELEPHONE NO.:

SIGNATURE:

DATE

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ANNEX "F" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

Annex G - COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

Instructions to Bidders

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
8. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Item #	Performance Specification	Status (M) Mandatory	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents
1	Contractor must be a Licensed Alberta CVIP location. The Contractor must provide evidence of an Alberta inspection licence.	M		
2	Vendor must have equipment capable of interfacing with diagnostic systems installed on the brands of equipment listed in section 1.1 of the Statement of Work. Contractor to list diagnostic systems in their shop and brands supported.	M		
3	Supplier's location where services will be provided must be within 60 kilometres of CFB Suffield's Main Gate entrance. Supplier to provide address.	M		