



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR STANDING OFFER  
DEMANDE D'OFFRES À COMMANDES**

**RETURN OFFERS TO:  
RETOURNER LES OFFRES À:**

Matthew Yaraskovitch at:

[Matthew.Yaraskovitch@forces.gc.ca](mailto:Matthew.Yaraskovitch@forces.gc.ca)

**Proposal To: National Defence Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

**Solicitation Closes –  
L'invitation prend fin**

At – à : 14 :00 DST

On - le : 30 March, 2022

<b>Title/Titre:</b>	<b>Solicitation No – N° de l'invitation</b>
<b>Vehicles Repair and Maintenance</b>	<b>W6399-22LH50/A</b>
<b>Date of Solicitation – Date de l'invitation</b> 9 March 2022	
<b>Address Enquiries to – Adresser toutes questions à</b>  <a href="mailto:Matthew.Yaraskovitch@forces.gc.ca">Matthew.Yaraskovitch@forces.gc.ca</a>	
<b>Telephone No. – N° de téléphone</b>	<b>FAX No – N° de fax</b>
<b>613-945-2762</b>	<b>N / A</b>
<b>Destination</b>  Specified Herein Précisé dans les présentes	

**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.

<b>Delivery required - Livraison exigée</b> See Herein / Précisé dans les présentes	<b>Delivery offered - Livraison proposée</b>
<b>Vendor Name and Address - Raison sociale et adresse du fournisseur</b>	
<b>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)</b>	
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: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Offer Evaluation Process, Financial Offer and Insurance Requirement.

### **1.2 Summary**

The Department of National Defence (DND) has a requirement for periodic maintenance and repair of a broad and diverse commercial fleet. In order to provide a cost effective approach to maintenance and repair services, DND requires work under various services categories as outline in Annex A Statement of Work.

The DND vehicle fleet is comprised of various standard commercial makes and models including cars, pick-up style trucks, cargo vans/trucks, semi-tractors and trailers, and heavy commercial equipment.

The Standing Offer Agreement will be valid from date of issuance for a three (3) year period with the option to extend this period by one (1) additional one (1) year period under the same terms and conditions.

The requirement is subject to the following trade agreements: the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada – Ukraine Free Trade Agreement (CUFTA), the Canada-Korea Free Trade Agreement (CKFTA), the Comprehensive and Progressive Agreement for

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Trans-Pacific Partnership (CPTTP) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

### 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.

## 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) Section 20(2), Further Information is deleted in its entirety.
- c) Subsection 2.d. of Section 05, Submission of Offers, is deleted in its entirety and replaced with the following:

Send its offer only to the address specified in the offer solicitation.

- d) Section 06, Late Offers, is deleted in its entirety;
- e) The text under Section 07, Delayed Offers, is deleted in its entirety and replaced with the following:

It is the Offeror's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of offers will not be accepted.

- f) Subsection 1 of Section 08, Transmission by Facsimile or by epost Connect, is deleted in its entirety.

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

Delete: 60 days  
Insert: 90 days

### 2.2 Electronic Submission of Offers

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- a) Offers must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the offer solicitation. Offers must be received electronically as noted in subparagraph b).
- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Offeror or Contracting Authority.** Larger offers may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Offeror's responsibility to ensure that the Contracting Authority has received the entire submission. Offerors should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Offerors are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile will not be accepted.

### 2.3 Former Public Servant

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

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### 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.

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

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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 Ontario.

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

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

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Offer (1 electronic copies (PDF))

Section II: Financial Offer (1 electronic copy (PDF))

Section III: Certifications (1 electronic copy (PDF))

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

#### **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.

In addition, Offerors must complete and submit Annex B - Offer Evaluation Process as a part of their submissions.

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

Offerors must submit their financial offer as follows:

For Service Categories 1, 2, and 4 for Groups A, B, C, and D:

Offerors must submit firm labour rates and percentage markup, Delivered Duty Paid (DDP) at CFB Petawawa, Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

For Service Categories 3 and 5 for Groups A and B:

Offerors must submit firm prices, Delivered Duty Paid (DDP) at CFB Petawawa, Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

In addition, Offerors must complete and submit Annex C – Financial Offer as a part of their submissions.

Offers must be submitted in Canadian dollars.

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

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

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



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### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedure

- (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

Bidders must meet all mandatory technical evaluation criteria detailed in Annex B – Offer Evaluation Process, Commercial Vehicle Repair and Maintenance

#### 4.1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at CFB Petawawa, Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

- a) For Service Categories 1 and 2.

Service Categories 1 & 2 for each Group (A, B, C and D) will be evaluated jointly.

- i. Labour – The evaluated labour rate will be assessed as follows:

The labour rates of the two services categories will be averaged. Reference  
The Labour rate will then be assigned a score as follows:

$$\text{Offeror Labour Rate Score (Max 60)} = \text{Lowest Offeror Hourly Labour Rate} \times (60 / \text{Offeror Hourly Labour Rate})$$

- ii. Parts – The evaluated parts discount rates will be assessed as follows:

The parts discount rate (based on a discount off Manufacturer's Suggested Retail Price) per will be assessed a score as per the formula below. If the discount rate differs between service categories, the rate will be averaged.

$$\text{Offeror Parts Discount Score (Max 40)} = (\% \text{ Discount} / 100) \times 40$$

The highest evaluated score for Categories 1 & 2 for each Group will be determined as follows:

$$\text{Offeror's Score} = \text{Average Labour Rate Score} + \text{Average Offeror Discount Score}$$

#### **Example calculation of Offeror Score**

**Offeror 1**

<b>Category 1</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Option Year</b>
<b>Hourly Labour Rate</b>	\$20 / hr	\$22 / hr	\$24 / hr	\$26 / hr
<b>Parts Discount</b>	10%			14%

<b>Category 2</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Option Year</b>
<b>Hourly Labour Rate</b>	\$30 / hr	\$32 / hr	\$34 / hr	\$36 / hr
<b>Parts Discount</b>	20%			24%

**Offeror 2**

<b>Category 1</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Option Year</b>
<b>Hourly Labour Rate</b>	\$40 / hr	\$42 / hr	\$44 / hr	\$46 / hr
<b>Parts Discount</b>	30%			34%

<b>Category 2</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Option Year</b>
<b>Hourly Labour Rate</b>	\$50 / hr	\$52 / hr	\$54 / hr	\$56 / hr
<b>Parts Discount</b>	40%			44%

**Step 1:** Begin by compiling the Hourly Labour Rates and Parts Discounts for each Offeror

**Offeror 1**

	<b>Average Hourly Labour Rate</b>	<b>Parts Discount</b>
<b>Category 1</b>	$(\$20 + \$22 + \$24 + \$26) / 4$ = \$23/hr	$(10\% + 14\%) / 2$ 12%
<b>Category 2</b>	$(\$30 + \$32 + \$34 + \$36) / 4$ = \$33/hr	$(20\% + 24\%) / 2$ 22%
<b>Total Average</b>	$(\$23 + \$33) / 2$ = <b>\$28/hr</b>	$(12\% + 22\%) / 2$ = <b>17%</b>

**Offeror 2**

	<b>Average Hourly Labour Rate</b>	<b>Parts Discount</b>
<b>Category 1</b>	$(\$40 + \$42 + \$44 + \$46) / 4$ = \$43/hr	$(30\% + 34\%) / 2$ 32%
<b>Category 2</b>	$(\$50 + \$52 + \$54 + \$56) / 4$ = \$43/hr	$(40\% + 44\%) / 2$ 42%
<b>Total Average</b>	$(\$43 + \$53) / 2$ = <b>\$48/hr</b>	$(32\% + 42\%) / 2$ = <b>37%</b>

**Step 2:** Calculate the Labour Rate Score for each Offeror.

Offeror Average Labour Rate Score (Max 60) =  
Lowest Average Offeror Hourly Labour Rate x (60 / Offeror Average Hourly Labour Rate)

In this instance the Lowest Average Hourly Labour Rate was Offeror 1.

**Offeror 1:**

Labour Rate Score:  $\$28 \times (60 / \$28) = 60$

**Offeror 2:**

Labour Rate Score:  $\$28 \times (60 / \$48) = 35$

**Step 3:** Calculate the Parts Discount Score for each Offeror.

Offeror Average Parts Discount Score (Max 40) = (Average % Discount / 100) x 40

**Offeror 1:**

Parts Discount Score:  $(17 / 100) \times 40 = 6.8$

**Offeror 2:**

Parts Discount Score:  $(37 / 100) \times 40 = 14.8$

**Step 4:** Calculate the Total Score for each Offeror for each period of the Standing Offer

**Offeror Score = Average Labour Rate Score + Average Offeror Discount Score**

	<b>Average Hourly Labour Rate</b>	<b>Average Parts Discount Score</b>	<b>Offeror Score</b>
<b>Offeror 1</b>	60	6.8	<b>66.8</b>
<b>Offeror 2</b>	35	14.8	<b>49.8</b>

In this instance, as Offeror 1 has obtained the highest Total Offeror Score, Offeror 1 would be issued a Standing Offer. The same process is used to calculate the winner for each Group.

b) For Service Categories 3

The issuance of Standing Offers for categories 3 will be based upon the total lowest average cost per vehicle for the vehicle Group, for which an offer was submitted.

$$\text{Total Lowest Average Cost} = (\text{Year 1} + \text{Year 2} + \text{Year 3} + \text{Option Year}) / 4$$

c) For Service Category 4

For Group A, Group B, and Group C.

i. Labour – The evaluated labour rate will be assessed as follows:

The yearly labour rates for the vehicle Group for which an offer was submitted, will be averaged. The Labour rate will then be assigned a score as follows:

$$\text{Offeror Labour Rate Score (Max 60)} = \text{Lowest Offeror Hourly Labour Rate} \times (60 / \text{Average Offeror Hourly Labour Rate})$$

ii. Parts – The evaluated parts discount rates will be assessed as follows:

The parts discount rate (based on a discount off Manufacturer's Suggested Retail Price) for the vehicle group, for which an offer was submitted, will be averaged:

$$\text{Offeror Parts Discount Score (Max 40)} = (\text{Average \% Discount} / 100) \times 40$$

The highest evaluated score for Categories 1 & 2 for each Group will be determined as follows:

$$\text{Offeror's Score} = \text{Average Labour Rate Score} + \text{Average Offeror Discount Score}$$

d) For Service Categories 5

The issuance of Standing Offers for categories 3 will be based upon the total lowest average cost per vehicle for both Group A & B.

$$\text{Total Lowest Average Cost} = (\text{Avg cost Year 1} + \text{Avg cost Year 2} + \text{Avg cost Year 3} + \text{Avg cost Option Year}) / 4$$

## **4.2 Basis of Selection**

**4.2.1** An Offer must comply with the requirements in Annex B, for selected Service Category(ies) of the Request for Standing Offers to be declared responsive. The Standing Offers for each category will be issued to the responsive bids as follows: Service Categories 1 & 2, highest evaluated score. Service Category 3, Total Lowest Average Cost. Service Category 4, highest evaluated score. Service Category 5, Total Lowest Average Cost.

**4.2.2** Standing Offers will be issued as follows:

- (a) Group A:
  - i. Service Categories 1 & 2 - One SOA;
  - ii. Service Category 3 - One SOA; and
  - iii. Service Category 4 - One SOA;
- (b) Group B:
  - i. Service Categories 1 & 2 - One SOA;
  - ii. Service Category 3 - One SOA; and
  - iii. Service Category 4 - One SOA;
- (c) Group C:
  - i. Service Categories 1 & 2 - One SOA;
  - ii. Service Category 4 - One SOA;
- (d) Group D:
  - i. Service Categories 1 & 2 - One SOA;
- (e) Group A & B - Service Category 5 - One SOA.

An Offeror may be issued an SOA for more than one category (up to all categories) based on the individual evaluation in each 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 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.

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with 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 with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

### 5.1.2 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 Offer" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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 Offer" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 5.1.3 Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Offeror of a time frame within which to provide the information.

Failure

to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

#### 5.1.3.1 General Environmental Criteria Certification

The Offeror must select and complete one of the following two certification statements.

A) The Offeror certifies that the Offeror is registered or meets ISO 14001.

\_\_\_\_\_  
Offerors' Authorized Representative Signature

\_\_\_\_\_  
Date

**Or**

B) The Offeror certifies that the Offeror meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Offeror must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Offerors' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs.	

All documents are printed double sided and in black and white for day today business activity unless otherwise specified by your client.	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification.	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Offerors' Authorized Representative Signature

Date

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

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

#### 6.2 Security Requirements

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

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

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

a. Definition of Minister is modified as follows:

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"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that Minister.

### **6.3.2 Standing Offers Reporting**

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

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

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is three (3) years from date of award.

### **6.4.2 Extension of Standing Offer**

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

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 60 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Matthew Yaraskovitch  
Title: DLP 8-1-3-1  
Department of National Defence/ Government of Canada  
Directorate: Land Procurement (DLP)  
Telephone: 613-945-2762  
E-mail address: [Matthew.Yaraskovitch@forces.gc.ca](mailto:Matthew.Yaraskovitch@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.

### 6.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

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

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

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

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

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

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.

### 6.5.3 Offeror's Representative

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

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

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

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

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

E-mail address:

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Identified Users

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

Department of National Defence (DND)  
Unit Z – 106, 46 Centurion Road  
PO BOX 9999, Stn Main  
Petawawa, ON K8H 2X3

### 6.8 Call-up Procedures

The following call-up process will be as follows:

For Service Categories 1, 2 & 4:

1. A \$0 Call-up is using to Contractor.

2. Contractor provides estimate
3. Call-up is amended to include firm price based estimate.

For Service Categories 3 & 5:

1. Firm price Call-up is issued to Contractor

## **6.9 Call-up Instrument**

The Work will be authorized by the Identified User(s) using form PWGSC-TPSGSC 942 Call-up Against a, Standing Offer or another Call-up form, either electronically or in hard copy as determined by the Client.

## **6.10 Limitation of Call-ups**

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

## **6.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) 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.

## **6.12 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) the general condition [2010A 09](#) (2014-09-25), Warranty apply to and form part of the Contract.
- f) Annex A, Statement of Work;
- g) Annex B Pricing Schedule;
- h) the Offeror's offer dated \_\_\_\_\_ .

## **6.13 Certifications and Additional Information**

### **6.13.1 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.

## **6.14 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 Ontario.

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2020-05-28), will not apply to payments made by credit cards.

[2010A 09](#) (2014-09-25), Warranty apply to and form part of the Contract.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

As specified in the call-up against the Standing Offer.

### **6.4 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.

### **6.5 Payment**

#### **6.5.1 Basis of Payment**

The Contractor will be paid firm prices as noted on the 942 Call-up, in accordance with the pricing in Annex B – Basis of Payment. Delivered Duty Paid (DDP) at CFB Petawawa, Incoterms 2010, Applicable Taxes excluded.

### **6.5.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### **6.5.3 SACC Manual Clauses**

SACC Manual Clause [H1001C](#) (2008-05-12) Multiple Payments

### **6.5.4 Electronic Payment of Invoices – Call-up**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

### **6.6 Invoicing Instructions**

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

Each invoice must be supported by:

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

### **6.7 SACC Manual Clauses**

SACC Manual Clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

SACC Manual clause [D5545C](#) (2019-05-30) ISO 9001:2008 – Quality Management Systems Requirement (Quality Assurance Code C)

### **6.8 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **6.9 Defence Contract**

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

### **6.10 Foreign Nationals**

SACC Manual clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

## ANNEX "A"



### NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods.

### AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

## STATEMENT OF WORK FOR COMMERCIAL VEHICLE REPAIR AND MAINTENANCE

### 1.0 SCOPE

#### 1.1. *Purpose*

The purpose of this statement of work is to define the scope and requirements that apply to the provision of preventive and corrective maintenance to a vehicle fleet comprised of various standard commercial makes and models including cars, pick-up style trucks, cargo vans/trucks, semi-tractors and trailers, heavy commercial equipment, off-road vehicles and light duty equipment.

#### 1.2. *Background*

The Department of National Defence (DND) has a requirement for periodic maintenance and repair of a broad and diverse commercial (i.e., non-military) vehicle fleet. In order to provide a cost effective approach to maintenance and repair services, DND requires work under various service categories as outlined in this statement of work.

#### 1.3. *Applicable Documents*

The following documents form part of this statement of work to the extent specified and are supportive of the statement of work when referenced; all other document references are to be considered supplemental information only. In the event of a conflict between the documents referenced and the contents of this statement of work, then the contents of the statement of work takes precedence.

- Chilton Labour Guide ([www.chilton.cengage.com](http://www.chilton.cengage.com))
- Apprenticeship and Certification Act of the Province of Ontario ([www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca))
- National Safety Code Standards 11 b ([www.ccmta.ca](http://www.ccmta.ca))
- Ontario Highway Traffic Act, Ontario Regulation 80/11 ([www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca))
- Ontario Ministry of the Environment, Drive Clean Program ([www.ene.gov.on.ca](http://www.ene.gov.on.ca))
- Ontario Ministry of the Environment, Environmental Protection Act, Section 9 ([www.ene.gov.on.ca](http://www.ene.gov.on.ca))
- Transport Canada, Canadian Standards Association (CSA) B620-03 Highway Tanks and Portable Tanks for the Transportation of Dangerous Goods ([www.tc.-gc-ca](http://www.tc.-gc-ca))
- ASTM B117 Standard Practice for Operating Salt Spray (Fog) Apparatus ([www.astm.org](http://www.astm.org))

#### 1.4. Definitions

The following definitions apply to this statement of work:

Corrective Maintenance	Maintenance necessary to rectify mechanical or electrical failure of vehicle systems, sub-systems and components in order to return the vehicle to an operational condition
Direction	Specific instructions from the unit representative regarding the way ahead for required repairs identified by the Offeror that are over and above that specified on the work order.
Group A Vehicles	This group of vehicles includes cars, pick-up style trucks and trailers that have a Gross Vehicle Weight Rating (GVWR) of less than 6,350 kg (14,000 lbs). The OEM vehicles in this group include: <ul style="list-style-type: none"> <li>- Ford;</li> <li>- General Motors;</li> <li>- Chrysler/Dodge/Jeep;</li> <li>- Toyota;</li> <li>- Nissan;</li> <li>- Hyundai/Kia;</li> <li>- Subaru; and</li> <li>- Honda</li> </ul>
Group B Vehicles	This group of vehicles includes cargo vans/trucks, buses, semi-tractors and trailers and other vehicles that have a GVWR greater than 6,350 kg (14,000 lbs). The OEM vehicles in this group include: <ul style="list-style-type: none"> <li>- International;</li> <li>- Freightliner;</li> <li>- Volvo;</li> <li>- Osh Kosh;</li> <li>- Sterling;</li> <li>- Ford (F350-F750);</li> <li>- Manac;</li> <li>- Hiway Cruiser Buses (Various);</li> <li>- Semi-Trailers (Various); and</li> <li>- Enclosed Cargo Trailers (Various).</li> </ul>
Group C Vehicles	This group of vehicles includes heavy commercial equipment including front end loaders, forklifts, tractors, skidsteers, and off-road equipment. The OEM vehicles in this group includes but is not limited to: <ul style="list-style-type: none"> <li>- John Deere;</li> <li>- Case;</li> <li>- Volvo;</li> <li>- Loadlifter;</li> <li>- Hyster;</li> <li>- Doosan; and</li> <li>- Komatsu.</li> </ul>
Group D Vehicles/Equipment	This group of vehicles includes ATV's, UTV's, snowmobiles, snow blowers, generators, outboard motors, small engines including but not limited to chainsaws, chop saws and pressure washers. The OEM equipment in this group include: <ul style="list-style-type: none"> <li>- Ski-Doo;</li> <li>- Arctic Cat;</li> <li>- Polaris;</li> </ul>

	<ul style="list-style-type: none"> <li>- Yamaha;</li> <li>- Stihl;</li> <li>- Husqvarna;</li> <li>- Honda; and</li> <li>- BRP.</li> </ul>
Original Equipment Manufacturer	The manufacturer and/or integrator of the vehicle when new.
Preventive Maintenance	Periodic maintenance that is recommended (by the OEM) to reduce the likelihood of mechanical or electrical failure, that would create an unsafe or abnormal operating condition, due to component degradation and normal wear and usage

**1.5. Acronyms**

ATV	All-Terrain Vehicle
DND	Department of National Defence
GVWR	Gross Vehicle Weight Rating
MOT	Ministry of Transportation (Ontario)
OEM	Original Equipment Manufacturer
PA	Procurement Authority
SOA	Standing Offer Agreement
TA	Technical Authority
UTV	Utility-Terrain Vehicle

**2.0 DELIVERABLES**

**2.1. Specific Deliverables**

The type of work to be delivered includes the following:

- (a) Group A Vehicles:
  - i. Service Category 1 - Preventive Maintenance (Inspection and Services);
  - ii. Service Category 2 - Corrective Maintenance including Ontario Ministry of Transportation (MOT) Safety Inspection;
  - iii. Service Category 3 - Ontario Ministry of the Environment (MOE) Emission Control Testing; and
  - iv. Service Category 4 - Bodywork and Paint;
- (b) Group B Vehicles:
  - i. Service Category 1 - Preventive Maintenance (Inspection and Services);
  - ii. Service Category 2 - Corrective Maintenance including MOT Safety Inspection;
  - iii. Service Category 3 - MOE Emission Control Testing; and
  - iv. Service Category 4 - Bodywork and Paint;
- (c) Group C Vehicles:
  - i. Service Category 1 - Preventive Maintenance (Inspection and Services);
  - ii. Service Category 2 - Corrective Maintenance; and
  - iii. Service Category 4 - Bodywork and Paint;
- (d) Group D Vehicles/Equipment:
  - i. Service Category 1 - Preventive Maintenance (Inspection and Services);
  - ii. Service Category 2 - Corrective Maintenance;
- (e) Group A & B Vehicles - Service Category 5 - Automotive Oil Spray Corrosion Treatment.

**2.2. Demand**

The estimated forecasted demand is as follows:

Group	Service Category	Year 1	Year 2	Year 3	Option Year
A	1	\$160k	\$160k	\$160k	\$160k
A	2	\$160k	\$160k	\$160k	\$160k
A	3	\$5k	\$5k	\$5k	\$5k
A	4	\$50k	\$50k	\$50k	\$50k
B	1	\$100k	\$100k	\$100k	\$100k
B	2	\$100k	\$100k	\$100k	\$100k
B	3	\$5k	\$5k	\$5k	\$5k
B	4	\$20k	\$20k	\$20k	\$20k
C	1	\$100k	\$100k	\$100k	\$100k
C	2	\$100k	\$100k	\$100k	\$100k
C	4	\$25k	\$25k	\$25k	\$25k
D	1	\$50k	\$50k	\$50k	\$50k
D	2	\$50k	\$50k	\$50k	\$50k



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A & B	5	\$20k	\$20k	\$20k	\$20k
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The breakdown of parts and labour, by OEM where applicable, is given in Appendix 1.

### 3.0 REQUIREMENTS

The Contractor must provide services in accordance with the work performance requirements detailed for each Service Category in the following sections.

#### 3.1. **General Requirements (Applicable to all Groups)**

The Contractor must:

- (a) Be open for business Monday to Friday, 8:00 AM to 5:00 PM Eastern Standard Time (EST) (minimum, statutory holidays exempt);
- (b) During any work activity, parts and components that require replacement must be replaced by new OEM parts only. If the new OEM part is not available, an OEM equivalent (similar fit, form and function) part may be used with prior written authorization from the authorized unit representative (to be identified at Standing Offer Award); and
- (c) Provide services in accordance with the following:
  - i. Pickup/arrival (at CFB Petawawa) must be within 24 hours of request for service;
  - ii. Repairs must be completed in accordance with estimated time as per the Chilton Labour Guide, plus six (6) hours, as per standard industry practice; and

#### 3.2. **Group A Vehicles**

##### 3.2.1. **Service Category 1 - Preventive Maintenance (Inspection and services)**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must be an OEM authorized repair establishment of the Group A vehicle to be maintained;
- (b) Individuals assigned by the Contractor to perform any preventive maintenance work activities must possess a valid Certificate of Qualification, or be registered as an apprentice under the supervision of an individual in possession of a valid Certificate of Qualification, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;
- (c) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (d) The Contractor must perform inspections in accordance with the Light Vehicles Inspection Checklist at Appendix 2;
- (e) The Contractor must provide a cost and completion date estimate for preventive maintenance work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work; and
- (f) If, while conducting approved preventive maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Contractor must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work.

---

The Contractor must not commence any additional work until receiving authorization to proceed as stated above.

**3.2.2. Service Category 2 - Corrective Maintenance including MOT Safety Inspection**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must be an OEM authorized repair establishment of the Group A vehicle to be maintained; and
- (b) Individuals assigned by the Contractor to perform any corrective maintenance work activities must possess a valid Certificate of Qualification, or be registered as an apprentice under the supervision of an individual in possession of a valid Certificate of Qualification, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;
- (c) The Contractor must conduct safety inspections on Group A vehicles in accordance with National Safety Code Standards (11 b) and the Ontario Highway Traffic Act, Ontario Regulation 80/11;
- (d) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative. The Contractor's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (e) The Contractor must have the ability to conduct mobile service calls within 200 km of the Contractor's repair facility;
- (f) The Contractor must provide a cost and completion date estimate for corrective maintenance or inspection work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Offeror must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (g) If, while conducting an inspection or approved corrective maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Contractor must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above;
- (h) The Contractor must complete repairs within seven (7) working days. Extensions must be agreed in conjunction with the unit representative;
- (i) The Contractor is authorized to test drive vehicles with a radius of 40 km of their repair facility; and
- (j) Warranty is as per Section 6.2.1 – General Conditions or 20,000 km (whichever comes first) following delivery of the vehicle back to the unit representative.

**3.2.3. Service Category 3 - MOE Emission Control Testing**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must have a MOE Drive Clean certification, stating that its facilities are accredited to perform Emission Control Testing on Group A vehicles in accordance with the MOE Drive Clean Program;
- (b) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative. The Contractor's drivers must hold a valid provincial driver's license specific to the vehicle being driven;

- 
- (c) The Contractor must provide a completion date estimate for environmental emission control testing work to the unit representative. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
  - (d) If, during the MOE Emission Control testing it is discovered that work has to be performed on the vehicle in order to repair a system(s) to bring emissions within the required limits, the Contractor must seek direction from the unit representative regarding repair; and
  - (e) If the Contractor that performed the environmental emission control test has the facility and the equipment to perform the repair work, they must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above.

#### **3.2.4. Service Category 4 - Bodywork and Paint**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must be a commercial auto body repair facility capable of handling Group A Vehicles that has been in business for no less than five (5) years;
- (b) The Contractor must have Plastic and Fiberglass repair capabilities;
- (c) Individuals assigned by the Contractor to perform any bodywork activities must be certified as either an Auto Body & Collision Damage Repairer Br.1 or an Auto Body Repairer Br.2, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;
- (d) Individuals assigned by the Contractor to perform any paint work activities must have completed a Painting Apprenticeship course at a recognized training institution;
- (e) The Contractor must have a valid certification of approval from the MOE for an automobile refinishing paint spray booth in accordance with the MOE Environmental Protection Act, Section 9;
- (f) The Contractor must pick-up and deliver the vehicle, if serviceable, at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (f) The Contractor must provide a cost and completion date estimate for bodywork and painting to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work; and
- (g) Warranty is as per Section 6.2.1 – General Conditions

### **3.3. Group B Vehicles**

#### **3.3.1. General Requirements - Group B**

The following applies to all Group B service categories:

The Contractor must perform maintenance work in accordance with Transport Canada, Canadian Standards Association (CSA) B620-03, when a Group B type of vehicle is maintained.

#### **3.3.2. Service Category 1 - Preventive Maintenance (Inspection and services)**

The Contractor must provide services in accordance with the following:

- 
- (a) Individuals assigned by the Contractor to perform any preventive maintenance work activities must possess a valid Certificate of Qualification, or be registered as an apprentice under the supervision of an individual in possession of a valid Certificate of Qualification, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;
  - (b) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative. The Offeror's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
  - (c) The Contractor must perform inspections in accordance with the Truck Inspection Checklist at Appendix 2;
  - (d) The Contractor must provide a cost and completion date estimate for preventive maintenance work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work; and
  - (e) If, while conducting approved preventive maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Contractor must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above.

### **3.3.3. Service Category 2 - Corrective Maintenance**

The Contractor must provide services in accordance with the following:

- (a) Individuals assigned by the Contractor to perform any corrective maintenance work activities must possess a valid Certificate of Qualification, or be registered as an apprentice under the supervision of an individual in possession of a valid Certificate of Qualification, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;
- (b) The Contractor must conduct safety inspections on Group B vehicles in accordance with National Safety Code Standards (11 b) and the Ontario Highway Traffic Act, Ontario Regulation 80/11;
- (c) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative. The Contractor's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (d) If Contractor must have a wrecker service capable of towing a disabled Group B vehicle within a service area of 200 km of the Contractor's repair facility;
- (e) The Contractor must provide a cost and completion date estimate for corrective maintenance or inspection work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (f) If, while conducting an inspection or approved corrective maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Contractor must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above; and
- (g) Warranty is as per Section 6.2.1 – General Conditions or 20,000 km (whichever comes first) following delivery of the vehicle back to the unit representative.

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### **3.3.4. Service Category 3 - MOE Emission Control Testing**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must have a MOE Drive Clean certification, stating that its facilities are accredited to perform Emission Control Testing on Group B vehicles in accordance with the MOE Drive Clean Program;
- (b) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative. The Contractor's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (c) The Contractor must a completion date estimate for environmental emission control testing work to the unit representative. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (d) If, during the MOE Emission Control testing it is discovered that work has to be performed on the vehicle in order to repair a system(s) to bring emissions within the required limits, the Contractor must seek direction from the unit representative regarding repair; and
- (e) If the Contractor that performed the environmental emission control test has the facility and the equipment to perform the repair work, they must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above.

### **3.3.5. Service Category 4 - Bodywork and Paint**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must have Plastic and Fiberglass repair capabilities;
- (b) Individuals assigned by the Contractor to perform any bodywork activities must be certified as either an Auto Body & Collision Damage Repairer Br.1 or an Auto Body Repairer Br.2, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;
- (c) Individuals assigned by the Contractor to perform any paint work activities must have completed a Painting Apprenticeship course at a recognized training institution;
- (d) The Contractor must have a valid certification of approval from the MOE for an automobile refinishing paint spray booth in accordance with the MOE Environmental Protection Act, Section 9;
- (e) The Contractor must pick-up and deliver the vehicle, if serviceable, at times arranged with the unit representative. The Contractor's drivers must hold a valid provincial driver's license specific to the vehicle being driven;
- (f) The Contractor must provide a cost and completion date estimate for bodywork and painting to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (g) Warranty is as per Section 6.2.1 – General Conditions

## **3.4. Group C Vehicles**

### **3.4.1. Service Category 1 - Preventive Maintenance (Inspection and services)**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative; Vehicles must be towed or moved by flatbed truck as applicable;
- (b) The Contractor must provide a cost and completion date estimate for preventive maintenance work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, while conducting approved preventive maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Contractor must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above.

#### **3.4.2. Service Category 2 - Corrective Maintenance**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative; Vehicles must be towed or moved by flatbed truck as applicable;
- (b) The Contractor must provide a cost and completion date estimate for corrective maintenance or inspection work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, while conducting an inspection or approved corrective maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Contractor must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above; and
- (d) Warranty is as per Section 6.2.1 – General Conditions or 20,000 km (whichever comes first) following delivery of the vehicle back to the unit representative.

#### **3.4.3. Service Category 4 - Bodywork and Paint**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative; Vehicles must be towed or moved by flatbed truck as applicable;
- (b) The Contractor must provide a cost and completion date estimate for bodywork and painting to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) Warranty is as per Section 6.2.1 – General Conditions

### **3.5. Group D Vehicles/Equipment**

#### **3.5.1. Service Category 1 - Preventive Maintenance (Inspection and services)**

The Contractor must provide services in accordance with the following:

- 
- (a) The Contractor must pick-up and deliver the vehicle/equipment at times arranged with the unit representative; Vehicles must be towed or moved by flatbed truck as applicable;
  - (b) The Contractor must provide a cost and completion date estimate for preventive maintenance work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
  - (c) If, while conducting approved preventive maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Contractor must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above.

### **3.5.2. Service Category 2 - Corrective Maintenance**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must pick-up and deliver the vehicle/equipment at times arranged with the unit representative; Vehicles must be towed or moved by flatbed truck as applicable;
- (b) The Contractor must provide a cost and completion date estimate for corrective maintenance or inspection work to the unit representative. Estimates that exceed \$1000 (HST not included) must be written. The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;
- (c) If, while conducting an inspection or approved corrective maintenance, it is discovered that additional unforeseen work has to be performed on the vehicle, the Contractor must provide the unit representative with a written description of the work, and a cost and completion date estimate for the additional work. The Contractor must not commence any additional work until receiving authorization to proceed as stated above; and
- (d) Warranty is as per Section 6.2.1 – General Conditions or 20,000 km (whichever comes first) following delivery of the vehicle back to the unit representative.

## **3.6. Group A & B Vehicles**

### **3.6.1. Service Category 5 - Automotive Oil Spray Corrosion Treatment**

The Contractor must provide services in accordance with the following:

- (a) The Contractor must be capable of applying corrosion treatment that meets the ASTM B117 twelve (12) hour salt spray treatment standard;
- (b) The Contractor must pick-up and deliver the vehicle at times arranged with the unit representative. The Contractor's drivers must hold a valid provincial driver's license specific to the vehicle being driven; and
- (c) The Contractor must receive written authorization to proceed, in the form of a call-up, prior to commencing any work;

**APPENDIX 1 FORECASTED DEMAND BREAKDOWN**

The forecasted demand per year (by OEM where applicable) is given in the following table:

<b>Group A</b>							
	Category 1		Category 2		Category 3	Category 4	
OEM	Labour (\$K)	Parts (\$K)	Labour (\$K)	Parts (\$K)	N/A (\$K)	Labour (\$K)	Parts (\$K)
Ford	\$25	\$15	\$25	\$15	\$5	\$30	\$20
General Motors	\$25	\$15	\$25	\$15			
Crysler/Dodge/Jeep	\$20	\$10	\$20	\$10			
Toyota	\$5	\$5	\$5	\$5			
Nissan	\$5	\$5	\$5	\$5			
Hyundai/Kia	\$5	\$5	\$5	\$5			
Subaru	\$5	\$5	\$5	\$5			
Honda	\$5	\$5	\$5	\$5			
<b>Group B</b>							
	Category 1		Category 2		Category 3	Category V4	
OEM	Labour (\$K)	Parts (\$K)	Labour (\$K)	Parts (\$K)	N/A	Labour (\$K)	Parts (\$K)
All	\$40	\$60	\$40	\$60	\$5	\$10	\$10
<b>Group C</b>							
	Category 1		Category 2		Category 4		
OEM	Labour (\$K)	Parts (\$K)	Labour (\$K)	Parts (\$K)	Labour (\$K)	Parts (\$K)	
All	\$40	\$60	\$40	\$60	\$15	\$10	
<b>Group D</b>							
	Category 1		Category 2		N/A		
OEM	Labour (\$K)	Parts (\$K)	Labour (\$K)	Parts (\$K)			
All	\$25	\$25	\$25	\$25			
<b>Group A &amp; B</b>							
OEM	Category 5						
All	\$20K						



**APPENDIX 2 INSPECTION CHECKLISTS**

<b><i>GROUP A VEHICLES INSPECTION CHECKLIST</i></b>		
DATE:	VEH MAKE/MODEL/YEAR:	
PLATE#:	KM/HRS:	VIN#:
<b>ROAD TEST/COMMENTS</b>		
<b>CAB INTERIOR</b>		
	<b>CHECK</b>	
Lights/radio/horn		
Heating/AC/cabin air filter		
Seat belts		
Fire suppression system/fire extinguisher		
Cleanliness		
<b>ENGINE COMPARTMENT</b>		
Engine oil level/condition		
Air filter		
Fuel filters		
Battery (clean & load test)/cable connections		
Brake fluid level/condition		
Steering fluid level/condition		
Transmission level/condition		
Belts/hoses		
Radiator/cap/AC condenser		
Coolant level/condition/test		_____ degC
Windshield washer fluid		
<b>CAB EXTERIOR</b>		
Lights		
Wiper blades/arms		
Fuel cap/DEF cap		
Winch		
Electrical trailer connector/power plugs		
Lube locks/hinges/latches		
Side & rear view mirrors		
Windshield/doors & rear glass condition		
Body damage		
<b>DRIVETRAIN/UNDERCARRIAGE</b>		
Suspension		
Steering components		
CV shafts / solid axles		
Wheel rotation (yes/no)		<b><u>PULL WHEELS ON ONE SIDE EVERY 5000km</u></b>
Wheel bearings/ball joints		
Brake pads/shoes thickness remaining		frt% _____ rr% _____
Tire wear		frt _____ /32" rr _____ /32"
Tire pressure		frt: _____ psi rr: _____ psi spare: _____ psi
Tire pressure monitor system		
Lube/check drive shafts & u-joints		
Differentials levels/condition		frt: _____ rr: _____
T-Case level(s)/condition		
Exhaust system		
Safety inspection sticker up-to date		
<b>DATE COMPLETED:</b>	<b>NEXT SERVICE:</b>	<b>TECHNICIAN:</b>

<b>GROUP B VEHICLES INSPECTION CHECKLIST</b>		
DATE:	VEH MAKE/MODEL/YEAR:	
PLATE#:	KM/HRS:	VIN#:
<b>ROAD TEST/COMMENTS</b>		
<b>CAB INTERIOR</b>		
	<b>CHECK</b>	
Lights/headlamps/markers/license plate		
Horn/other safety warning devices		
Radio/CB		
Heating/AC/cabin air filter		
Seat system/ belts		
Fire suppression system/fire extinguisher		
Cleanliness		
<b>ENGINE COMPARTMENT</b>		
Engine oil level/condition		
Air filter		
Fuel filters		
Battery (clean & load test)/cable connections		
Brake fluid level/condition		
Steering fluid level/condition		
Transmission level/condition		
Belts/hoses		
Radiator/cap/AC condenser		
Coolant level/condition/test		_____ degC
Cold start ether injection system/level/function		
Windshield washer fluid		
<b>CAB EXTERIOR</b>		
Lights/Reflective marking tape condition		
Wiper blades/arms		
Fuel cap/DEF cap		
Winch		
Electrical trailer connector/power plugs		
Lube locks/hinges/latches		
Fuel pre-heater		
Generator (service due/general status)		
Side & rear view mirrors		
Windshield/rear glass condition		
Doors (including roll-up)		
Body damage		
Fifth wheel trailer attachment (service/repair/function)		
<b>DRIVETRAIN/UNDERCARRIAGE</b>		
Suspension (springs/air bags, etc.)		
Steering components		
CV shafts / solid axles		
Wheel rotation (yes/no)		<b><u>PULL WHEELS ON ONE SIDE EVERY 5000km</u></b>
Wheel bearings/ball joints		
Brake slack adjusters (condition/adjustment)		

Air brake chambers/air tanks/glad hands/air dryer		
Air brake methyl hydrate level/function		
Test air brake system (fan down)		
Brake pads/shoes thickness remaining		frt% _____ rr% _____
Tire wear		frt _____ /32" rr _____ /32"
Tire pressure		frt: _____ psi rr: _____ psi spare: _____ psi
Tire pressure monitor system		
Lube/check drive shafts & u-joints		
Differentials levels/condition		frt: _____ rr: _____
T-Case level(s)/PTO/condition		
Exhaust system		
Safety inspection sticker up-to date		
<b>DATE COMPLETED:</b>	<b>NEXT SERVICE:</b>	<b>TECHNICIAN:</b>

## ANNEX "B"



### NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods.

### AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

## OFFER EVALUATION PROCESS COMMERCIAL VEHICLE REPAIR AND MAINTENANCE

### GENERAL

#### Purpose

This document outlines the offer evaluation process for the commercial vehicle repair and maintenance Standing Offer Agreement (SOA).

### INSTRUCTIONS TO OFFERORS

Offerors may submit under any or all of the service categories defined in Annex A – Statement of Work; however, Service Categories 1 & 2 will be evaluated jointly, the remaining categories will be evaluated separately. Standing Offers will be awarded as follows:

- (a) Group A:
  - i. Service Categories 1 & 2 - One SOA;
  - ii. Service Category 3 - One SOA; and
  - iii. Service Category 4 - One SOA;
- (b) Group B:
  - i. Service Categories 1 & 2 - One SOA;
  - ii. Service Category 3 - One SOA; and
  - iii. Service Category 4 - One SOA;
- (c) Group C:
  - i. Service Categories 1 & 2 - One SOA;
  - ii. Service Category 4 - One SOA;
- (e) Group D:
  - i. Service Categories 1 & 2 - One SOA;
- (e) Group A & B - Service Category 5 - One SOA.

A Offeror may be awarded an SOA for more than one category (up to all categories) based on the individual evaluation in each category.

## DOCUMENTATION REQUIREMENTS

### **Documentation**

The Offeror must provide documentation with full explanation and facility certification(s) in order to show that every aspect of the proposed solution is in compliance with the RFP. Documentation may include brochures, copies of OEM certifications, signed attestations, etc. Signed attestations must be on company letterhead signed by a person authorized to provide certification as it relates to the specific requirement (e.g., president, service manager, contract manager, etc.).

## EVALUATION

### **Assessment Approach**

To determine the most suitable contending service providers within the competitive bidding process, the evaluation team will follow a "low cost compliant" approach to determine the service providers that provide the best value to DND within each service category. The approach methodology is detailed in the following sections.

### **Compliance Screening**

In this phase, a paper-based evaluation of the proposals will be conducted to determine if all requirements have been addressed, as detailed in the SOW, as follows:

- (a) Mandatory requirements include both the General requirements, which must be met for all Offerors, and the mandatory requirements within each service category for which the Offeror is providing an offer. All mandatory requirements will be evaluated based upon information provided by the Offeror in the offer package. If a proposal does not meet all mandatory criteria, the reasons will be documented and the proposal deemed non-compliant. Even if an Offeror's offer fails to meet as few as one mandatory criterion that offer will be rendered non-compliant and will be given no further consideration; and

### **Certification of Compliance**

Offerors must indicate yes or no in the 'comply' column and provide all required information and/or certification to justify compliance with the requirements.

Item #	Work Performance Requirements	Proof of Compliance	Compliant (Y/N)
3.0	REQUIREMENTS		
3.1	<b>General Requirements</b> The following requirements are mandatory for all Offerors:		
	(a) The Offeror's facility must be located within a 2 hrs driving distance from Canadian Forces Base (CFB) Petawawa, Petawawa, Ontario	The offeror must provide written confirmation of their location to CFB Petawawa, Petawawa, Ontario.	
3.2	<b>Group A Vehicles</b>		
3.2.1	<b>Service Category 1</b> - Preventive Maintenance (Inspection and services)		

Item #	Work Performance Requirements	Proof of Compliance	Compliant (Y/N)
	Mandatory requirements are as follows:		
	(a) The Offeror must be an OEM authorized repair establishment of the Group A vehicle to be maintained;	The Offeror must provide copies of OEM authorizations.	
	(b) Individuals assigned by the Offeror to perform any preventive maintenance work activities must possess a valid Certificate of Qualification, or be registered as an apprentice under the supervision of an individual in possession of a valid Certificate of Qualification, in accordance with the Apprenticeship and Certification Act of the Province of Ontario.	The Offeror must provide copies of Certificates of Qualification for the personnel that will be conducting repairs under the terms of the contract.	
3.2.2	<b>Service Category 2</b> - Corrective Maintenance including MOT Safety Inspection		
	Mandatory requirements are as follows:		
	(a) The Offeror must be an OEM authorized repair establishment of the Group A vehicle to be maintained;	The Offeror must provide copies of OEM authorizations.	
	(b) Individuals assigned by the Offeror to perform any corrective maintenance work activities must possess a valid Certificate of Qualification, or be registered as an apprentice under the supervision of an individual in possession of a valid Certificate of Qualification, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;	The Offeror must provide copies of Certificates of Qualification for the personnel that will be conducting repairs under the terms of the contract.	
3.2.3	<b>Service Category 3</b> - MOE Emission Control Testing		
	Mandatory requirements are as follows:		
	(a) The Offeror must have a MOE Drive Clean certification, stating that its facilities are accredited to perform Emission Control Testing on Group I vehicles in accordance with the MOE Drive Clean Program; and	The Offeror must provide a copy of their valid MOE Drive Clean certification.	
3.2.4	<b>Service Category 4</b> - Bodywork and Paint		
	Mandatory requirements are as follows:		
	(a) The Offeror must be a commercial auto body repair facility capable of handling Group A Vehicles that has been in business for no less than five (5) years;	The Offeror must provide written confirmation that they are a commercial auto body repair facility capable of handling Group A Vehicles that has been in business for no less than five (5) years.	
	(b) The Offeror must have Plastic and Fiberglass repair capabilities;	The Offeror must provide written confirmation that they have Plastic and Fiberglass repair capabilities.	
	(c) Individuals assigned by the Offeror to	The Offeror must provide copies of	

Item #	Work Performance Requirements	Proof of Compliance	Compliant (Y/N)
	perform any bodywork activities must be certified as either an Auto Body & Collision Damage Repairer Br.1 or an Auto Body Repairer Br.2, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;	Auto Body & Collision Damage Repairer Br.1 or Auto Body Repairer Br.2 certifications for the personnel that will be conducting repairs under the terms of the contract.	
	(d) Individuals assigned by the Offeror to perform any paint work activities must have completed a Painting Apprenticeship course at a recognized training institution;	The Offeror must provide copies of certifications of completion of a Painting Apprenticeship course for the personnel that will be conducting repairs under the terms of the contract.	
	(e) The Offeror must have a valid certification of approval from the MOE for an automobile refinishing paint spray booth in accordance with the MOE Environmental Protection Act, Section 9.	The Offeror must provide a copy of a valid certification of approval for their automobile refinishing paint spray booth.	
3.3	<b><u>Group B Vehicles</u></b>		
3.3.1	<b><u>General Requirements - Group B</u></b> - The following applies to all Group B service categories:		
	(a) The Offeror must be a repair facility capable of repairing Group B Vehicles that has been in business for no less than five (5) years; and	The Offeror must provide written confirmation that they are a repair facility capable of repairing Group B Vehicles that has been in business for no less than five (5) years.	
3.3.2	<b><u>Service Category 1</u></b> - Preventive Maintenance (Inspection and services) Mandatory requirements are as follows:		
	(a) Individuals assigned by the Offeror to perform any preventive maintenance work activities must possess a valid Certificate of Qualification, or be registered as an apprentice under the supervision of an individual in possession of a valid Certificate of Qualification, in accordance with the Apprenticeship and Certification Act of the Province of Ontario.	The Offeror must provide copies of Certificates of Qualification for the personnel that will be conducting repairs under the terms of the contract.	
3.3.3	<b><u>Service Category 2</u></b> - Corrective Maintenance Mandatory requirements are as follows:		
	(a) Individuals assigned by the Offeror to perform any corrective maintenance work activities must possess a valid Certificate of Qualification, or be registered as an apprentice under the supervision of an individual in possession of a valid Certificate of Qualification, in accordance with the	The Offeror must provide copies of Certificates of Qualification for the personnel that will be conducting repairs under the terms of the contract.	

Item #	Work Performance Requirements	Proof of Compliance	Compliant (Y/N)
	Apprenticeship and Certification Act of the Province of Ontario.		
3.3.4	<b>Service Category 3</b> - MOE Emission Control Testing		
	Mandatory requirements are as follows:		
	(a) The Offeror must have a MOE Drive Clean certification, stating that its facilities are accredited to perform Emission Control Testing on Group II vehicles in accordance with the MOE Drive Clean Program; and	The Offeror must provide a copy of their valid MOE Drive Clean certification.	
3.3.5	<b>Service Category 4</b> - Bodywork and Paint		
	Mandatory requirements are as follows:		
	(a) The Offeror must be a commercial auto body repair facility capable of handling Group B Vehicles that has been in business for no less than five (5) years;	The Offeror must provide written confirmation that they are a commercial auto body repair facility capable of handling Group II Vehicles that has been in business for no less than five (5) years.	
	(b) The Offeror must have Plastic and Fiberglass repair capabilities;	The Offeror must provide written confirmation that they have Plastic and Fiberglass repair capabilities.	
	(c) Individuals assigned by the Offeror to perform any bodywork activities must be certified as either an Auto Body & Collision Damage Repairer Br.1 or an Auto Body Repairer Br.2, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;	The Offeror must provide copies of Auto Body & Collision Damage Repairer Br.1 or Auto Body Repairer Br.2 certifications for the personnel that will be conducting repairs under the terms of the contract.	
	(d) Individuals assigned by the Offeror to perform any paint work activities must have completed a Painting Apprenticeship course at a recognized training institution; and	The Offeror must provide copies of certifications of completion of a Painting Apprenticeship course for the personnel that will be conducting repairs under the terms of the contract.	
	(e) The Offeror must have a valid certification of approval from the MOE for an automobile refinishing paint spray booth in accordance with the MOE Environmental Protection Act, Section 9.	The Offeror must provide a copy of a valid certification of approval for their automobile refinishing paint spray booth.	
3.4	<b>Group C Vehicles</b>		
3.4.1	<b>Service Category 1</b> - Preventive Maintenance (Inspection and services)		
	Mandatory requirements are as follows:		
	(a) The Offeror must be a repair facility capable of completing preventive maintenance on Group C Vehicles that has been in business for no less than five (5) years;	The Offeror must provide written confirmation that they are a repair facility capable of completing preventive maintenance on Group C Vehicles that has been in business	



Item #	Work Performance Requirements	Proof of Compliance	Compliant (Y/N)
		for no less than five (5) years.	
3.4.2	<b>Service Category 2 - Corrective Maintenance</b>		
	Mandatory requirements are as follows:		
	(a) The Offeror must be a repair facility capable of completing corrective maintenance on Group C Vehicles that has been in business for no less than five (5) years;	The Offeror must provide written confirmation that they are a repair facility capable of completing corrective maintenance on Group C Vehicles that has been in business for no less than five (5) years.	
3.4.3	<b>Service Category 4 - Bodywork and Paint</b>		
	Mandatory requirements are as follows:		
	(a) The Offeror must be a commercial auto body repair facility capable of handling Group III Vehicles that has been in business for no less than five (5) years;	The Offeror must provide written confirmation that they are a commercial auto body repair facility capable of handling Group III Vehicles that has been in business for no less than five (5) years.	
	(b) The Offeror must have Plastic and Fiberglass repair capabilities;	The Offeror must provide written confirmation that they have Plastic and Fiberglass repair capabilities.	
	(c) Individuals assigned by the Offeror to perform any bodywork activities must be certified as either an Auto Body & Collision Damage Repairer Br.1 or an Auto Body Repairer Br.2, in accordance with the Apprenticeship and Certification Act of the Province of Ontario;	The Offeror must provide copies of Auto Body & Collision Damage Repairer Br.1 or Auto Body Repairer Br.2 certifications for the personnel that will be conducting repairs under the terms of the contract.	
	(d) Individuals assigned by the Offeror to perform any paint work activities must have completed a Painting Apprenticeship course at a recognized training institution; and	The Offeror must provide copies of certifications of completion of a Painting Apprenticeship course for the personnel that will be conducting repairs under the terms of the contract.	
	(e) The Offeror must have a valid certification of approval from the MOE for an automobile refinishing paint spray booth in accordance with the MOE Environmental Protection Act, Section 9.	The Offeror must provide a copy of a valid certification of approval for their automobile refinishing paint spray booth.	
3.4	<b>Group D Vehicles</b>		
3.4.1	<b>Service Category 1 - Preventive Maintenance (Inspection and services)</b>		
	Mandatory requirements are as follows:		
	(a) The Offeror must be a repair facility capable of completing preventive maintenance on Group D Vehicles that has been in business for no less than five (5) years;	The Offeror must provide written confirmation that they are a repair facility capable of completing preventive maintenance on Group D Vehicles that has been in business	

Item #	Work Performance Requirements	Proof of Compliance	Compliant (Y/N)
		for no less than five (5) years.	
3.5.2	<b>Service Category 2 - Corrective Maintenance</b>		
	Mandatory requirements are as follows:		
	(a) The Offeror must be a repair facility capable of completing corrective maintenance on Group D Vehicles that has been in business for no less than five (5) years;	The Offeror must provide written confirmation that they are a repair facility capable of completing corrective maintenance on Group D Vehicles that has been in business for no less than five (5) years.	
3.6	<b>Group A &amp; B Vehicles</b>		
3.6.1	<b>Service Category 5 - Automotive Oil Spray Corrosion Treatment</b>		
	Mandatory requirements are as follows:		
	(a) The Offeror must be capable of applying corrosion treatment that meets the ASTM B117 twelve (12) hour salt spray treatment standard.	The Offeror must provide written confirmation that they are capable of applying corrosion treatment as specified.	

**ANNEX "C" FINANCIAL OFFER**

**Instructions:**

Only fill out the categories for which you wish to submit an offer.

Categories 1 & 2 for each group will be evaluated jointly and therefore must both be filled out for an offer within these categories to be considered valid. All other Categories will be evaluated individually. Refer to Part 4 Section 2 of the RFSO document for more details.

<b>Group A</b>												
	<b>Category 1 - Preventive Maintenance</b>						<b>Category 2 - Corrective Maintenance</b>					
	Labour Hourly Rate (\$)				Parts Discount (% off list price)		Labour Hourly Rate (\$)				Parts Discount (% off list price)	
	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year
<b>Group A Vehicles</b>												

<b>Group B</b>												
	<b>Category 1 - Preventive Maintenance</b>						<b>Category 2 - Corrective Maintenance</b>					
	Labour Hourly Rate (\$)				Parts Discount (% off list price)		Labour Hourly Rate (\$)				Parts Discount (% off list price)	
	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year
<b>Group B Vehicles</b>												

<b>Group C</b>												
	<b>Category 1 - Preventive Maintenance</b>						<b>Category 2 - Corrective Maintenance</b>					
	Labour Hourly Rate (\$)				Parts Discount (% off list price)		Labour Hourly Rate (\$)				Parts Discount (% off list price)	
	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year
<b>Group C Vehicles</b>												

<b>Group D</b>												
	<b>Category 1 - Preventive Maintenance</b>						<b>Category 2 - Corrective Maintenance</b>					
	Labour Hourly Rate (\$)				Parts Discount (% off list price)		Labour Hourly Rate (\$)				Parts Discount (% off list price)	
	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year
<b>Group D Vehicles</b>												

<b>Group A &amp; B</b>				
	<b>Category 3 - MOE Emission Control Testing</b>			
	Cost per vehicle (\$)			
	Initial Year 1	Initial Year 2	Initial Year 3	Option Year
<b>Group A</b>				
<b>Group B</b>				

<b>Group A, B &amp; C</b>						
	<b>Category 4 - Bodywork and Paint</b>					
	Labour Hourly Rate (\$)				Parts Discount (% off list price)	
	Year 1	Year 2	Year 3	Option Year	Initial SO	Option Year
<b>Group A Vehicles</b>						
<b>Group B Vehicles</b>						
<b>Group C Vehicles</b>						

<b>Group A &amp; B</b>				
	<b>Category 5 - Oil Spray Corrosion Treatment</b>			
	Cost per vehicle (\$)			
	Initial Year 1	Initial Year 2	Initial Year 3	Option Year
<b>Group A</b>				
<b>Group B</b>				

## **ANNEX “D” 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);