



Fisheries and Oceans
Canada

Pêches et Océans
Canada

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOTenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR STANDING OFFER

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans 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 therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ciannexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Vehicle Inspection, Maintenance and Repair Services - Mont-Joli, Quebec		Date December 15, 2022
Solicitation No. – N° de l'invitation 30003465		
Client Reference No. - No. de référence du client 30003465		
Solicitation Closes – L'invitation prend fin At / à : 14:00 AST(Atlantic Standard Time) On / le : January 19, 2023		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ciinclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Karine Plante, Senior Contracting Officer Email – courriel: DFOTenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone télécopieur	Facsimile No. – No. de	
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 (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

Table of Contents

PART 1 – General Information	4
1.1 Introduction	4
1.2 Summary	4
1.3 Security Requirements.....	5
1.4 Debriefing	5
Part 2 – Offeror Instructions.....	6
2.1 Standard Instructions, Clauses and Conditions	6
2.2 Submission of Offers.....	6
2.3 Former Public Servant.....	6
2.4 Enquiries - Request for Standing Offers	7
2.5 Applicable Laws	8
Part 3 – Offer Preparation Instructions.....	9
3.1 Offer Preparation Instructions	9
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 Evaluation Procedures	10
4.2 Basis of Selection - Mandatory Technical Criteria Only	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 Certifications Required with the Offer.....	11
5.2 Certifications Precedent to Issuance of a Standing Offer and Additional Information.....	11
PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS.....	13
6.1 Security Requirements.....	13
6.2 Insurance Requirements	13
Part 7 – Standing Offer and Resulting Contract Clauses.....	14
7.1 Offer.....	14
7.2 Security Requirements	14
7.3 Standard Clauses and Conditions	14
7.4 Term of Standing Offer	14
7.5 Responsibilities.....	15
7.6 Proactive Disclosure of Contracts with Former Public Servants	16
7.7 Identified Users	16
7.8 Call-up Procedures.....	16
7.9 Call-up Instrument.....	17
7.10 Limitation of Call-ups.....	17

7.11 Financial Limitation 17
7.12 Priority of Documents 17
7.13 Compliance 17
7.14 Applicable Laws..... 18
 Annex « A » Statement of Work..... 20

 ANNEX « B » BASIS OF PAYMENT 27

 ANNEX « C » INSURANCE REQUIREMENTS 45

 ANNEX « D » MANDATORY CRITERIA 46



PART 1 – General Information

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions that will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and the Insurance Requirements.

1.2 Summary

- 1.2.1 The Department of fisheries and Oceans (DFO) has a fleet of approximately 50 vehicles based at the Maurice-Lamontagne Institute in Mont-Joli, Quebec. These vehicles, which include cars, minivans and trucks, require regular inspections and maintenance and repair services "as needed". The required services are described in the attached Statement of Work.

DFO intends to assign standing offers to suppliers who meet the requirements of the request for standing offer. The period of the Standing Offer will be the two-year period from offer award with two (2) additional options to extend the offer period by one (1) year each.

- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).



1.3 Security Requirements

There is no security requirements associated with this requirement.

1.4 Debriefing

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](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The following section of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Subsection 5.4 – Submission of Offers

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

Offers must be submitted only to the Department of Fisheries and Oceans (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO 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 FPSs, bidders 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 bids is completed, Canada will inform the Bidder 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 bid non-responsive.

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder 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.

Signed: _____

Date: _____

2.4 Enquiries - Request for Standing Offers

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



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

2.5 Applicable Laws

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

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.



Part 3 – Offer Preparation Instructions

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer by the date, time and place indicated on page 1 of the Request for Standing Offers in separately bound sections as follows.

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

The subject line of emails must specify the following:

1. Solicitation Number: 30003465

2. Project Title: Vehicle Inspection, Maintenance and Repair Services Mont-Joli Quebec

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B Basis of Payment. The total amount of applicable taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

3.1.1 Electronic Payment of Invoices – Offer

The Government of Canada fleet card (GCFC), also known as the Automotive Resources International (ARI) card, is a DFO tool that provides a simple goods and services purchase instrument for the day-to-day operations of its vehicle fleet, as specified in this document. It also simplifies fleet management throughout vehicles' life cycles.

DFO requires that businesses interested in bidding agree to pay bills electronically, through the ARI card. By submitting a proposal under this Request For Standing Offers, bidders who do not currently accept the ARI card undertake to enrol, as official Government of Canada suppliers, into the goods and services electronic payment program through the ARI card.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Assessment

4.1.1.1. Mandatory Technical Criteria

Please see Attachment Annex “F” for details.

4.1.1 Financial Evaluation

4.1.2.1. Evaluation of Price – Offer

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

Only the rates of technically compliant offers will be considered.

4.2 Basis of Selection - Mandatory Technical Criteria Only

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



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politiquepolicyeng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, Offerors acknowledge that only offers with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the services offered being treated as non-Canadian services.

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of Clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.

5.1.2.2 SACC Manual, Clause [A3050T](#) (2020-07-01), Canadian Content Definition

5.2 Certifications Precedent to 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 are not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.



5.2.1 Integrity Provision

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

5.2.2 Federal Contractors Program for Employment Equity – Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to Issuance of Standing Offer

5.2.3.1 Status and Availability of Resources – Standing Offer

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a callup or agreed to with Canada's representatives. If, for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her curriculum vitae to Canada. The Offeror must, upon request from the Standing Offer Authority, provide written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.2.4 Insurance - Proof of Availability Prior to Contract Award

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

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



PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There are no security requirements for this project.

6.2 Insurance Requirements

Insurance requirements described in Annex “C” apply and form part of the resulting standing offer.



Part 7 – Standing Offer and Resulting Contract Clauses

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

- i. The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information or assets.
- ii. The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- iii. The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO sites.
- iv. Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Supplemental General Conditions

[4009](#) (2022-12-01), Professional Services - Medium Complexity, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is from Standing Offer award to January 31st 2025.



7.4.2 Extension of Standing Offer

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

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

7.4.3 Delivery Points

Delivery of the requirement will be made to:

Fisheries and Oceans Canada
 Maurice Lamontagne Institute (MLI)
 850, route de la Mer
 Mont-Joli, Quebec
 G0J 2L0

7.5 Responsibilities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Karine Plante
 Title: Senior Contracting Officer
 Organization: Fisheries and Oceans Canada
 Branch: Material and Procurement Services
 Address: 301 Bishop Drive
 Fredericton, NB E3C 2M6
 Telephone: 506-377-9127
 Email: Karine.Plante@dfo-mpo.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: *(insert at contract award)*

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

 Téléphone: ____ - ____ - _____
 Télécopieur: ____ - ____ - _____
 Courriel: _____



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

7.5.3 Offeror’s Representative (*insert at contract award*)

Name: _____

Title: _____

Organization: _____

Address: _____

Téléphone: ____ - ____ - _____

Télécopieur: ____ - ____ - _____

Courriel: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

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

- [Fisheries and Oceans Canada](#)

7.8 Call-up Procedures

Ranking and Methodology for Standing Offers

Proportional basis:

The call-up procedures require that call-ups be issued on a proportional basis such that the highest-ranked offeror receives the largest predetermined portion of the work; the second highest-ranked offeror receives the second largest predetermined portion of the work, etc. (for example, 50 percent to the highest-ranked offer, 30 percent to the next highest-ranked offer and 20 percent to the third highest-ranked offer). This predetermined distribution of the resulting work is to be described in the RFSO so that potential offerors are aware of these when preparing their offer. It is also known as "collective best value." The highest-ranked standing offer represents the best value for Canada, and its offeror receives the largest portion of the work. A clear advantage in terms of distribution of expected business volume should be given to the highest-ranked offeror (for example, 20 percent or more than the next offer) and the same for the others. The determination of what constitutes a clear advantage is the responsibility of the contracting officer and may vary by commodity, service or by business case. The resultant call-ups are considered competitive and the competitive call-up authorities can be used.

Where individual standing offers are to be authorized based on the proportional basis approach, the contracting officer should inform the authorized user of his/her obligation to monitor call-up activities to ensure work is allocated in accordance with predetermined work distribution.

In the cases above, contracting officers should clearly state in the RFSO the expected number of standing offers that are intended to be authorized for use. If the intention is that multiple standing offers will be authorized for use, the RFSO should state the basis upon which call-ups will be issued, whether right of



first refusal, proportional or another method. If call-ups must be issued against standing offers under the proportional basis approach, the breakdown must be stated (for example, 50 percent, 30 percent and 20 percent) in the RFSO.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Callup Against a Standing Offer.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$8,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ _____, (*Applicable Taxes excluded*) 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 two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the General Conditions [2005](#) (2022-12-01) Standing Offers - Goods or Services,
- d) The supplemental General Conditions [4009](#) (2022-12-01), Professional Services
- e) Annex A, Statement of Work;
- f) Annex B, list of vehicles;
- g) Annex C, Basis of Payment;
- h) Annex D, Photos for lettering of vehicles;
- i) Annex E, Insurance requirements;
- j) Annex F, Evaluation Criteria;
- k) The Offeror's offer dated _____ (*insert date of offer*)

7.13 Compliance

Unless otherwise specified, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.



7.14 Applicable Laws

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

B. Resulting Contract Clauses

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2029](#) (2022-12-01), General Conditions – Goods or Services (Low Dollar Value), apply to and form part of the Standing Offer.

Section 12, Interest on Overdue Accounts, of [2029](#) (2022-12-01), General Conditions – Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of Contract

The period of the Contract is from date of Standing Offer award until January 31st 2025.

7.3.2 Option to Extend the Standing Offer

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two(2) additional one(1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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



7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the offer, the Contractor will be paid firm unit prices, as specified in Annex B Basis of Payment. Customs duties are included and applicable taxes are extra.

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

7.5.2 Limitation of Price

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

7.5.3 Method of Payment

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

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

7.5.4 Electronic Payment of Invoices – Call-up

The Contractor agrees to be paid for any work completed under the terms and conditions of the Standing Offer using the ARI Credit Card identified on behalf of the Government of Canada of each vehicle.

7.6 Insurance Requirements

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

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



Annex « A » Statement of Work

Maintenance and repair service for motor vehicles, vans and light trucks (MLI)

Context

The Quebec Region Department of Fisheries and Oceans has a fleet of vehicles for its operations at the Maurice-Lamontagne Institute, which includes approximately 50 vehicles (automobiles, vans and pick-up trucks). Offerors are not required to offer all of the services mentioned below and may bid for only some of them, depending on their capabilities. However, the choice of bidders will be based, among other things, on the number of services offered.

Objective

Services are required on an as and when requested basis only. The services required are, among others:

- Vehicle maintenance according to the programs established by the manufacturers and according to use (oil changes, inspections, etc.);
- Vehicle repairs following mechanical breakdowns;
- Bodywork repairs;
- Installation and balancing of tires;
- Tire storage;
- Windshield repairs;
- Transport of vehicles (Between DFO establishments and those of the offeror) - Mandatory.

This list is not exhaustive and other minor services could be added, if required by the ministry.

Offeror Requirements

- The offeror must provide all materials, parts, equipment and labor, in order to respond as needs arise for routine maintenance, mechanical repairs, bodywork, to the installation and balancing of Ministry tires.
- The Offeror must accept the ARI-Holman credit card.
- Services are **F.O.B. Destination**, that is to say that the offeror must pick up the vehicles and bring them back once the service has been performed at the location indicated below,

Fisheries and Oceans Canada
Maurice Lamontagne Institute
850 sea road
Mont-Joli, Qc
G5H 3Z4

- The offeror must be within a maximum radius of 50km from 850 route de la Mer.

The Offeror must obtain and return the keys to the Departmental Representative or to the post of the security officer, commissionaire if necessary.

- The chosen supplier must hold all the necessary insurance to protect itself and the Department when transporting the vehicles to its place of work and back to our Department as well as for all the time during which the contractor will have in its possession said vehicles. .



Proof of insurance will be required for coverage for the following aspects:

1. civil liability;
2. collision;
3. vandalism;
4. theft;
5. windshield;
6. fire.

Orders :

- According to the scheduled inspections and/or according to the Project Manager's requests, a 24-hour deadline for a verification appointment during the requests must be respected and the repairs made as quickly as possible according to the availability and the seriousness of the repairs. required.
- Orders will be sent in writing and/or by telephone as and when required on the day agreed with the contractor's representative.
 - When ordering, the following information will be provided to the offeror:
 - the number of vehicles, their unit number;
 - the maintenance and/or repair required;
 - the time and date of the service required (return of the vehicle); and
 - the applicant's name and telephone number.

Description of the work (the offeror can apply for one, several, or all of these services)

Functioning

The management company ARI-Holman is a private management company mandated to carry out the management of work relating to expenses associated with ministerial vehicles. Therefore, for points 1 to 6 that follow, the offeror must respect the following operation for the progress of the work:

- Inform, beforehand, the Project Manager for work of less than \$100.00 and obtain his authorization in writing
- Inform, beforehand, the Project Manager for the work, then obtain the authorization of an ARI-Holman technician BEFORE proceeding with the work of more than \$100.00.

1) Vehicle maintenance program

- Each departmental vehicle must be maintained according to the standards recommended and established by the original equipment manufacturers (OEMs) and according to the use of the vehicle.
- Each Following the performance of the work, the offeror must adequately complete an information sheet on the maintenance carried out, which he will place in the logbook of each of the Department's vehicles, in addition to attaching said document to the duplicate invoice provided to the Project Manager.
- Ministry vehicles are all equipped with a telemetry box usually located under the steering wheel. If the box must be disconnected to allow connection to a vehicle analysis computer unit, it absolutely MUST be reconnected as soon as the analysis is completed.



- The reminder stickers, oil change stickers, of the next appointment will be placed in the upper left corner, seen from the driver's seat, from the windshield.
- The Offeror must keep and update a file of the maintenance carried out for each of the vehicles entrusted to it, make it available at all times to the Project Manager and perform the necessary reminders according to the maintenance program recommended and established by original equipment manufacturers (OEMs) and vehicle usage. The Offeror should not hesitate to contact the Department for any safety reminder not done.
- For each vehicle, oil changes and checks must contain a written report that covers at least the following elements:

Check oils and fluids such as engine, windshield washer, gearbox, brakes, power steering, cooling as well as losses as well as the condition and wear of the battery, tires, brakes, belts, filters, wipers and lights;

- The Offeror **must not carry out work** whose parts and labor are covered by a warranty offered by the manufacturers and suppliers if the latter cannot apply this said warranty. At this time, the contractor will notify the Departmental Representative.

P.S.: For this type of repair, a cost estimate must first be prepared by the offeror, which will be based on the rates indicated in the offer and no work can be done before the technical authority has gave his approval.

2) Body repairs

- In the event of an accident or bodywork repairs, the Department reserves the right to obtain bids and award the contract to the company that submitted the lowest bid. In such a case, the Department will not reimburse the costs incurred by the contractor for the preparation of repair bids, if applicable.

P.S.: For this type of repair, a cost estimate must first be prepared by the offeror, which will be based on the rates indicated in the offer and no work can be done before the technical authority has gave his approval.

3) Purchase, installation and balancing of tires

The Offeror must be a dealer or do business with a supplier who is part of the Government of Canada National Standing Offers.

- The Offeror installs and balances the tires.
- The offeror must have the capacity to store all the tires of the Department's vehicles; its storage must comply with industry standards. He must also keep and make available the tire wear history.

4) Windshield Repair

- The Offeror performs minor windshield repair and windshield replacement in accordance with the agreement negotiated with ARI-Holman.

5) Vehicle transportation costs (Valet Service)

- The Offeror must pick up the vehicles and return them to 850 rte de la Mer, Mont-Joli. The Offeror must enter, in the vehicle's logbook, the mileage at the start and at the finish.



- 6. spring shackles
- 7. air suspension, air springs
- 8. rubber pads
- 9. brake cylinder
- 10. slack adjuster
- 11. camshaft

3. Under the hood

a. general

- 1. air compressor
- 2. filter of air compressor
- 3. alcohol evaporator or air dryer
- 4. belts
- 5. electric pump (brakes)
- 6. engine supports
- 7. batteries
- 8. fuel system
- 9. master cylinder
- 10. fluid level
- 11. column (anchorage and safety mechanisms)
- 12. column (couplings, bearing)
- 13. power steering
- 14. steering boxes
- 15. windshield washer fluid (level)
- 16. exhaust manifold
- 17. cylinders of steering system

4. Underneath the vehicle

a. steering

- 1. lower cross tube
- 2. steering arm
- 3. pitman arm
- 4. knuckle arm
- 5. king pin (play)
- 6. tie rods
- 7. adjusting sleeve
- 8. ball joint
- 9. drag link
- 10. idler arm

b. suspension (front and rear)

- 1. torsion bar
- 2. stabilizer bar
- 3. suspension arm
- 4. springs
- 5. centre bolt
- 6. brackets
- 7. MacPherson struts
- 8. equalizing beams and saddles
- 9. axles
- 10. level valve

c. chassis frame

- 1. side rails, cross members
- 2. joists
- 3. body attachments
- 4. bumper mounts
- 5. transmission supports
- 6. muffler and shield
- 7. exhaust pipe
- 8. fasteners, brackets
- 9. clamps, flanges
- 10. catalytic converter system
- 11. drive shaft
- 12. rigid and flexible tubing (brakes)
- 13. rigid and flexible fuel lines
- 14. floor
- 15. spare wheel

5. Braking system

a. components not yet inspected

- 1. disks and drums
- 2. wheel cylinder, calipers
- 3. brake linings (measurement)
- 4. air reservoirs
- 5. distributor valves
- 6. power brakes

6. Other

Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.

- Defects were noted following inspection
- No defects were noted following inspection

Signature	Day/Month/Year Date

Comments regarding components that do not comply with the regulation

Codes	Comments	Work order No.



SAMPLE MAINTENANCE SHEET

VEHICLE WITH A GVWR UNDER 4,500 KG

Description of Vehicle

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	Model	Location of vehicle	Owner
<input type="text"/>	<input type="text"/>	Preventative maintenance	
Year	Licence plate No.	Unit No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN	<input type="text"/>	Day/Month/Year Date	Km reading
Type of vehicle		Next preventative maintenance	
<input type="radio"/> Passenger vehicle <input type="radio"/> Pickup truck Other: <input type="text"/>		<input type="text"/>	<input type="text"/>
		Day/Month/Year Date	Labour time

Components to be Inspected every 6 months*

	Complies Does not comply		Complies Does not comply
1. Inside the vehicle		2. Around the vehicle	
a. accessories		a. cab-body	
1. windshield	<input type="radio"/>	1. doors	<input type="radio"/>
2. inside sun visor	<input type="radio"/>	2. outside rearview mirrors	<input type="radio"/>
3. side windows, rear window	<input type="radio"/>	3. windshield wipers (blades)	<input type="radio"/>
4. inside rearview mirror	<input type="radio"/>	4. fenders, body	<input type="radio"/>
5. seats and benches	<input type="radio"/>	5. hood, safety latch	<input type="radio"/>
6. seat belt	<input type="radio"/>	6. outside sun visor	<input type="radio"/>
7. air bags (condition, indicator light)	<input type="radio"/>	7. tires	<input type="radio"/>
8. indicator lights (working order)	<input type="radio"/>	8. wheels, valves	<input type="radio"/>
b. with engine running		9. bolts, nuts, fasteners	<input type="radio"/>
1. steering wheel (play)	<input type="radio"/>	10. wheel bearing	<input type="radio"/>
2. engine start out of gear	<input type="radio"/>	11. fuel tank panel, filler cap	<input type="radio"/>
3. accelerator control	<input type="radio"/>	12. valid sticker (LPG engine)	<input type="radio"/>
4. clutch control	<input type="radio"/>	b. coupling device	
5. braking control	<input type="radio"/>	1. fifth wheel	<input type="radio"/>
6. service brake	<input type="radio"/>	2. locking device	<input type="radio"/>
7. parking brakes	<input type="radio"/>	3. plug (trailer brakes)	<input type="radio"/>
8. travel of brake pedal	<input type="radio"/>	4. plug (trailer lights)	<input type="radio"/>
9. windshield wipers (working order)	<input type="radio"/>	5. cables, chains, pintle hook	<input type="radio"/>
10. windshield washer (working order)	<input type="radio"/>	6. tow bars	<input type="radio"/>
11. heater system, defroster	<input type="radio"/>	c. load space	
12. speedometer, odometer	<input type="radio"/>	1. platform	<input type="radio"/>
13. instrument panel lighting	<input type="radio"/>	2. panels	<input type="radio"/>
14. horn	<input type="radio"/>	3. hold-down devices	<input type="radio"/>
15. daytime running lights	<input type="radio"/>	4. side boards	<input type="radio"/>
16. high beams	<input type="radio"/>	d. suspension and brakes	
17. low beams	<input type="radio"/>	1. shock absorbers	<input type="radio"/>
18. turn signal lights	<input type="radio"/>	2. brackets	<input type="radio"/>
19. brake lights	<input type="radio"/>	3. master spring leaf	<input type="radio"/>
20. parking lights	<input type="radio"/>	4. U-bolt clamp	<input type="radio"/>
21. licence plate lights	<input type="radio"/>	5. clamps, fasteners	<input type="radio"/>
22. hazard warning lights	<input type="radio"/>	6. spring shackles	<input type="radio"/>
23. backup lights	<input type="radio"/>		
24. all reflectors	<input type="radio"/>		
c. with engine off			
(power-assisted hydraulic brake system)			
1. working order of power-assisted system	<input type="radio"/>		

* Mechanical inspection must be carried out in accordance with the *Road Vehicle Mechanical Inspection Guide* (standards, procedure).

* 6 months = Minimum by law. As it is important that vehicles be in proper running order at all times, the frequency of maintenance should be in keeping with vehicle use.



ANNEX « B » BASIS OF PAYMENT

Offerors can bid on this project in whole or in part, that is, for a vehicle type (heavy vehicle or other), for given services, or for all vehicles and services. Just clearly specify on this list of rates and services, to be returned to us, whether your bid is complete or partial and what vehicles and/or services it covers. The Department will evaluate bids based on this information.

Offerors MUST provide all-inclusive firm hourly rates/firm unit prices/firm % discounts for the delivery of the services described in Annex A, FOB consignee, including vehicle inspection, updating of maintenance records and materials, for maintenance and repair of cars, vans, pickup trucks and heavy vehicles for **the firm period of two (2) years and the two (2) one (1) year optional periods each.**

Applicable taxes must be excluded from the prices proposed in this document

Applicable taxes will be listed separately on the invoice, where applicable.

Initial period: Standing Offer award to January 31st 2025			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. a) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles with a Gross Vehicle Weight Rating (GVWR) less than 4500 kg (see Annex A).	Using mineral oil Includes service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price 4 L automobile included
			\$ Firm Unit Price 5 L Minivan/Van
			\$ Firm Unit Price 6 L Pickup truck
			\$ Firm Unit Price Surcharge / litres of oil
	Using synthetic oil Includes service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price 4 L automobile included
			\$ Firm Unit Price 5 L Minivan/Van
			\$ Firm Unit Price 6 L Pickup truck
			\$ Firm Unit Price 6 L Pickup truck



			\$
--	--	--	----

Initial period: Standing Offer award to January 31st 2025

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount	
			Firm Unit Price Surcharge / litres of oil	
1. b) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles with a Gross Vehicle Weight Rating (GVWR) more than 4500 kg (see Annex A).	Using mineral diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price	
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price	
	Using synthetic diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price	
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price	
	2. Vehicle repair	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate
			Outside of regular working hours, including weekends and public holidays	\$ Firm Hourly Rate
3. Vehicle body repairs	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate	



4) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	% Firm discount percentage based on MSRP

Initial period: Standing Offer award to January 31st 2025			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
5. Tires: install, balance, brake check, storage, wheel alignment.	i) Install tires, including balancing and brake check	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags Car/truck/etc.
	ii) Tire storage (for one year)	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags
	iii) Wheel alignment	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
6. A) Interior cleaning only (including vacuum)	Washing	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate Car/truck/etc.
6. b) Vehicle cleaning (without protector,	Vehicle cleaning	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.



interior and exterior, including vacuuming)		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price Car/truck/etc.
7. Rustproofing	Car/Minivan/Pick up truck	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.
8a). Windshield repairs	Repairs	Regular working hours: Monday to Friday - 8:00 am to	\$ Firm Unit Price

Initial period: Standing Offer award to January 31st 2025

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
8b). Windshield replacement	Replacement	5:00 pm	Price based on negotiated agreement with ARI <input type="text"/>
9a). Valet service Pick up the vehicle with a driver and return it to MLI	Up to 15 km from MLI, the service is free	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Including 15 km \$ Surcharge/km (if applicable) \$ Surcharge (if applicable) / Hour of waiting
9b) Valet service – delivery of vehicles to a car dealership (round trip)	Vehicle delivery for parts and labour under manufacturer or supplier warranty. Up to 15 km from MLI, the service is free	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Surcharge/km (if applicable) \$ Surcharge (if applicable) / Hour of waiting



10a). Local recovery (towing) (within 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
10b). Local recovery (towing) (within 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
Initial period Standing Offer award to January 31st 2025			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
10c). Out-of-town recovery (towing) (outside 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$/km
		Outside of regular working hours, including weekends and public holidays	\$/km
	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$/km
		Outside of regular working hours, including weekends and public holidays	\$/km



11. Lettering	Vehicle lettering*	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
---------------	--------------------	---	-------------------------------

* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.

First optional period: February 1st 2025 to January 31st 2026			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. a) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles less than 4500 kg (see Annex A).	Using mineral oil	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price 4 L Cars included
	Includes service, filters, etc.		\$ Firm Unit Price 5 L Minivan/Van included
			\$ Firm Unit Price 6 L Pickup truck included
			\$ Firm Unit Price Surcharge/litres of oil
	Using synthetic oil Includes service, filters, etc.		\$ Firm Unit Price 4 L Cars included



			<p style="text-align: center;">\$ Firm Unit Price</p> <p style="text-align: center;">5 L Minivan/Van included</p>
			<p style="text-align: center;">\$ Firm Unit Price</p> <p style="text-align: center;">6 L Pickup truck included</p>
			<p style="text-align: center;">\$ Firm Unit Price</p> <p style="text-align: center;">Surcharge/litres of oil</p>

First optional period: February 1 st 2025 to January 31 st 2026			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. b) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles more than 4500 kg (see Annex A).	Using mineral diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
	Using synthetic diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price



2. Vehicle repair	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate
		Outside of regular working hours, including weekends and public holidays	\$ Firm Hourly Rate

First optional period: February 1st 2025 to January 31st 2026

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
3a) Body repairs	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate
4) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	% Firm discount percentage based on MSRP
	i) Tire installation, including balancing	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags Car/truck/etc.



5. Tires: installation, balancing, storage, wheel alignment and brakes (heavy vehicles).	ii) Tire storage (for one year)	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags
	iii) Wheel alignment	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price

First optional period: February 1st 2025 to January 31st 2026			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
6a) Vehicle cleaning Interior only and interior vacuuming	Vehicle cleaning	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price <i>Car/truck/etc.</i>
6b) Vehicle cleaning (without protector, interior and exterior, and vacuuming)	Vehicle cleaning	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price <i>Car/truck/etc.</i>
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price <i>Car/truck/etc.</i>



7. Rustproofing	Car/Minivan/Pickup truck	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.
8a. Windshield repairs	Repairs	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
8b). Windshield replacement	Replacement		Price based on negotiated agreement with the firm ARI
9a). Valet service: Pick up the vehicle with a driver and return it to MLI	Up to 15 km from MLI, the service is free	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Including 15 km \$ Surcharge/km

First optional period: February 1st 2025 to January 31st 2026

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
			(if applicable) \$ Surcharge (if applicable) / Hour of waiting
9b) Valet service – delivery of vehicles to a car dealership (round trip)	Vehicle delivery for parts and labour under manufacturer or supplier warranty. Up to 15 km from MLI, the service is free.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Surcharge/km (if applicable) \$ Surcharge (if applicable) / Hour of waiting



10a). Local recovery (towing) (within 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
First optional period: February 1st 2025 to January 31st 2026			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
10b). Out-of-town recovery (towing) (outside 80 km range of Maurice)	Heavy vehicles	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Price/km
		Outside of regular working hours, including weekends and public holidays	\$ Price/km



Lamontagne Institute in Mont-Joli)	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Price/km
		Outside of regular working hours, including weekends and public holidays	\$ Price/km
11. Lettering	Vehicle lettering*	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price

* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.

Second optional period: February 1st 2026 to January 31st 2027

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. a) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles less than 4500 kg (see Annex A).	Using mineral oil Includes service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price 4 L Cars included
			\$ Firm Unit Price 5 L Minivan/Van included
			\$ Firm Unit Price 6 L Pickup truck included



			<p>\$ Firm Unit Price</p> <p>Surcharge/litres of oil</p>
	Using synthetic oil		<p>\$ Firm Unit Price</p> <p>4 L Cars included</p>
	Includes service, filters, etc.		<p>\$ Firm Unit Price</p> <p>5 L Minivan/Van included</p>
			<p>\$ Firm Unit Price</p> <p>6 L Pickup truck included</p>
			<p>\$ Firm Unit Price</p> <p>Surcharge/litres of oil</p>

Second optional period: February 1st 2026 to January 31st 2027

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
1. b) Vehicle maintenance and inspection program as described in the maintenance sheet examples for vehicles	Using mineral diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
			\$ Surcharge / litres of oil
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price



more than 4500 kg (see Annex A).	Using synthetic diesel oil Includes up to 12 L, service, filters, etc.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
			\$ Surcharge / litres of oil
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price
2. Vehicle repair	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate
		Outside of regular working hours, including weekends and public holidays	\$ Firm Hourly Rate

Second optional period: February 1st 2026 to January 31st 2027			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
3a) Body repairs	Mechanic and/or apprentice service	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Hourly Rate



4) Parts discount (for all services) based on Suggested Retail Price (MSRP)	For repairs and body	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	% Firm discount percentage based on MSRP
5.a)Tires: Purchasing	Purchase	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	Yes <input type="checkbox"/> No <input type="checkbox"/> The Offeror must dealer or do bus with a supplier ho a national Govern of Canada Standii Offer
5. b)Tires: installation, balancing, storage, wheel alignment and brakes (heavy vehicles).	i) Tire installation, including balancing	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags Car/truck/etc.
	ii) Tire storage (for one year)	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Surcharge for mags
	iii) Wheel alignment	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price

Second optional period: February 1st 2026 to January 31st 2027

Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount



6a) Vehicle cleaning Interior only and interior vacuuming	Vehicle cleaning	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.
6b) Vehicle interior and exterior cleaning (without protector, interior and exterior, including vacuuming)	Vehicle cleaning	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.
		Outside of regular working hours, including weekends and public holidays	\$ Firm Unit Price Car/truck/etc.
7. Rustproofing	Car/Minivan/ Pickup truck	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price Car/truck/etc.
			Truck \$ Firm Unit Price
			Other \$ Firm Unit Price
8a. Windshield repairs	Repairs	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price
8b). Windshield replacement	Replacement		Price based on negotiated agreement with the firm ARI
9a). Valet service: Pick up the vehicle with a driver and return it to MLI	Up to 15 km from MLI, the service is free.	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Surcharge/km (if applicable)

Second optional period: February 1st 2026 to January 31st 2027



Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
			<p align="center">\$ Surcharge (if applicable) / Hour of waiting</p>
<p>9b) Valet service – delivery of vehicles to a car dealership (round trip)</p>	<p>Vehicle delivery for parts and labour under manufacturer or mandated SAAQ supplier</p>	<p>Regular working hours: Monday to Friday - 8:00 am to 5:00 pm</p>	<p align="center">\$ Firm Unit Price Including 15 km</p> <p align="center">\$ Surcharge/km (if applicable)</p> <p align="center">\$ Surcharge (if applicable) / Hour of waiting</p>
<p>10a). Local recovery (towing) (within 80 km range of Maurice Lamontagne Institute in Mont-Joli)</p>	<p>Heavy vehicles</p>	<p>Regular working hours: Monday to Friday - 8:00 am to 5:00 pm</p>	<p align="center">\$ Firm Unit Price</p>
		<p>Outside of regular working hours, including weekends and public holidays</p>	<p align="center">\$ Firm Unit Price</p>
	<p>Vehicles – light</p>	<p>Regular working hours: Monday to Friday - 8:00 am to 5:00 pm</p>	<p align="center">\$ Firm Unit Price</p>
		<p>Outside of regular working hours, including weekends and public holidays</p>	<p align="center">\$ Firm Unit Price</p>



		Regular working hours:	\$
Second optional period: February 1st 2026 to January 31st 2027			
Category	Type of service required	Working hours (local time)	Firm hourly rate/Firm unit price/Firm % discount
10b). Out-of-town recovery (towing) (outside 80 km range of Maurice Lamontagne Institute in Mont-Joli)	Heavy vehicles	Monday to Friday - 8:00 am to 5:00 pm	Price/km
		Outside of regular working hours , including weekends and public holidays	\$ Price/km
	Vehicles – light	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Price/km
		Outside of regular working hours , including weekends and public holidays	\$ Price/km
11. Lettering	Vehicle lettering*	Regular working hours: Monday to Friday - 8:00 am to 5:00 pm	\$ Firm Unit Price

* The letters and symbols (flag) to be affixed on the doors will be provided by the Department and must be displayed according to the rules set out in the Federal Identity Program policy. In addition to doors, the Offeror may also be asked to affix the 5-character vehicle ID number, on the front and back of the vehicle.



ANNEX « C » INSURANCE REQUIREMENTS

GARAGE AUTOMOBILE LIABILITY INSURANCE

1. The Contractor must obtain Garage Automobile Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).
 - c. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - e. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



ANNEX « D » MANDATORY CRITERIA

The bid must meet the mandatory technical criteria set out below. The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

Offerors who fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be considered separately.

Each project recommendation letter should include the following information:

- Client name
- Project description
- Start date and end date
- Customer contact details
- Phone number
- E-mail

Offerors must provide information in sufficient detail to clearly demonstrate how they meet the mandatory requirements listed below, based on the service(s) for which they wish to bid. Offerors are advised that a simple listing of experience, not accompanied by supporting data on responsibilities, functions and relevance to requirements, or which uses the same wording as that of the RFP, will not be considered as “proof” of this experience for the purposes of this assessment.

Mandatory Technical Criteria (MT)			
Mandatory Technical Criterion		MET	NOT MET
M1	The Contractor must accept payment of invoices electronically, through the Canadian Government Fleet Card (CFGF) known as Automotive Resources International (ARI-Holman Card). In the event that the contractor does not presently accept the ARI-Holman card, the latter, by submitting a proposal to this request for standing offer, undertakes to enlist, as an official supplier of the Government of Canada, to the electronic payment program for goods and services through the ARI-Holman card.		
M2	The contractor must be located 50 km or less than 50 km from 850 rte de la Mer (Maurice-Lamontagne Institute), Mont-Joli, Qc, G5H 3Z4		
M3	The Contractor must have the following regular working hours: Monday to Friday 8:00 a.m. to 4:00 p.m. (local time) (at a minimum, excluding statutory holidays) and must deliver as per the requirement identified in Annex “B” Basis of payment for services outside of regular working hours, including weekends and holidays.		
M4	<u>For maintenance, inspection and mechanical repairs as well as bodywork:</u> The contractor must have among his staff at least one mechanic holding a provincial qualification as well as a mechanic or an apprentice in automobile		



	mechanics, under the supervision a holder of a provincial qualification in automobile mechanics. The contractor must provide with its technical offer a copy of the provincial qualification for each proposed mechanic.		
M5	For maintenance, inspection, repair and tire service: The contractor must be able to offer the range of services gathered, namely maintenance, inspection, mechanical repair and tire service.		
M6	For tire service: The contractor must be a dealer or do business with a supplier who is part of the Government of Canada's national standing offers for the purchase of tires. The contractor must provide with his technical offer proof (copy of documentation, letter, etc.) that he is a depository or does business with such supplier.		
M7	For tire service: The contractor must have the capacity to store the tires of the Department's vehicles indoors.		
M8	The contractor must provide a warranty of at least one year or 20,000 kms covering 100% of parts and labor for repairs and body and paint work.		