

Request for Proposal (RFP)

TSIS211699

Demande de proposition (DP)

TSIS211699

Date May 12, 2021	Date 12 Mai, 2021
Canada Post is requesting for Proposals for the performance of the following transportation and related services:	Postes Canada sollicite des propositions pour la prestation de services de transport ainsi que pour les services connexes suivants :
Summary of Description of Service	Résumé de la description du service
Name and location of service: EDMONTON (AB) & STETTLER HS (T309/T310) AND STETTLER (AB) & ALTARIO HS (T307/T308)	Désignation et endroit du service : EDMONTON (AB) & STETTLER HS (T309/T310) ET STETTLER (AB) & ALTARIO HS (T307/T308)
Nature of Service: Transportation of mail by Highway Service between designated delivery points and designated tender points as described in the Description of Service, Schedule "A".	Nature du service : Transport du courrier pour un service routier entre les points de livraison et points de cueillette désignés tels qu'ils sont décrits dans la Description du service proposée à l'annexe A.
Type of Equipment: 1 Tractor / Trailer and 1 Straight Truck Refer to further specifications in Schedule "A" – Description of services	Genre d'équipement utilisé : 1 Camion Semi-remorque et 1 Camion Porteur Voir d'autres spécifications à l'annexe A – Description du service
Commencement date of service: July 1, 2021	Date d'entrée en vigueur du service : 1 Juillet, 2021
Duration of Agreement: UP TO 5 YEARS	Durée du contrat : JUSQU'À 5 ANS
Basis of rate to be quoted: Fixed Rate Per Annum as per Schedule «B»	Tarif de base à indiquer dans la soumission : Tarif fixe par année selon l'annexe «B»
Inquiries Necessary information respecting the RFP may be obtained by emailing the Canada Post Contracting Authority representative below at: Ilona Sauffroy Ilona.Sauffroy@canadapost.ca Proposer's must direct all questions, correspondence and communications whatsoever to the Canada Post Contracting Authority. Canada Post will only communicate with Proposers through the Canada Post Contracting Authority.	Renseignements Les renseignements nécessaires pour respecter la demande de proposition (DP) peuvent être obtenus par courriel en communiquant avec le représentant de l'autorité contractante de Postes Canada ci-dessous : Ilona Sauffroy Ilona.Sauffroy@canadapost.ca Le soumissionnaire doit envoyer l'ensemble des questions, de la correspondance et des communications quelles qu'elles soient à l'autorité contractante de Postes Canada. Postes Canada communiquera uniquement avec les soumissionnaires par l'entremise de l'autorité contractante de Postes Canada.
Deadline for Receipt of Proposals (Closing Date and Time) In accordance with Section 12.0, the Proposal must be received by Canada Post at the address below on: May 26, 2021 no later than 14:00 Ottawa Time (the "Closing Date and Time") Attention: Solicitation Control Officer RFP # TSIS211699 CANADA POST Via Secure FAX: (514) 284-0550 *** Or *** Via E-Mail: tender.control@canadapost.ca Canada Post encourages Proposer's to submit their Proposal in a timely fashion as to ensure that they are received prior to the closing date and time requirement. All Proposals received by the Solicitation Control Officer will remain in their possession unopened until the Closing Date and Time. Canada Post will only accept a single email file size of 10 MB or less. Should the Proposer's Proposal in its entirety be greater than 10 MB, the Proposer may either: <ol style="list-style-type: none">1) Separate the Proposal into individual files sizes of less than 10 MB and submit each file in a separate email, or2) Submit the Proposal by another means, as provided for above.	Heure et date limite de réception de la soumission (date et heure de clôture prescrites) Conformément à la section 12.0, la proposition doit être reçue par Postes Canada à l'adresse indiquée ci-dessous le : 26 Mai, 2021 au plus tard à 14:00 (heure d'Ottawa) (la « date et heure de clôture prescrites ») À l'attention de : l'agent de contrôle des demandes DP # TSIS211699 POSTES CANADA Par l'intermédiaire du FAX sécuritaire : (514) 284-0550 *** Ou *** Par courriel: tender.control@postescanada.ca Nous encourageons les soumissionnaires à soumettre leur proposition en temps opportun afin de s'assurer de leur réception avant la date et heure de clôture prescrite. Toute proposition reçue par l'agent de contrôle des demandes demeurera en sa possession et scellée jusqu'à la date et heure de clôture prescrite. Postes Canada n'acceptera l'envoi par courriel que d'un seul fichier, d'une taille de 10 Mo ou moins. Si l'intégralité de la proposition du soumissionnaire dépasse 10 Mo, le soumissionnaire peut prendre l'une ou l'autre des mesures suivantes : <ol style="list-style-type: none">1. Séparer la proposition en fichiers individuels dont la taille ne dépasse pas 10 Mo et soumettre chaque fichier dans un courriel distinct, ou2. Soumettre la proposition par un autre moyen, tel que prévu ci-dessus.

Fax Submission

Soumission par Télécopie

(514) 284-0550

Attention: Solicitation Control Officer
À l'attention de: l'agent de contrôle des demandes

TSIS211699
EDMONTON (AB) & STETTLER (T309/T310)
STETTLER (AB) & ALTARIO (T307/T308)

Name of Tenderer: /
Nom du Soumissionnaire: _____

Telephone: /
Téléphone: _____

Email Address: /
Adresse Courriel: _____

Receipt of fax acknowledgements will be sent by email to the Proposer. (Printing must be legible)
Confirmation de la télécopie reçue sera envoyée par email. (Votre impression doit être lisible)

The following documents must be included within this submission:
Les documents suivants doivent être inclus dans cette soumission:

Schedule "B" Rate Sheet // Annexe « B » Grille Tarifaire

Schedule "E" Letter of Offer // Annexe « E » Lettre d'offre

Schedule "F" RFP Questionnaire // Annexe « F » Questionnaire DP

Other / Autre

Specify / Spécifiez : _____

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	INFORMATION TO PROPOSERS		RENSEIGNEMENTS À L'INTENTION DES SOUMISSIONNAIRES
1.0	Objective of this Request for Proposal (RFP) The Corporation "Canada Post" has a requirement for Transportation services of mail (known as Highway Service) between Designated Tender Points, Designated Intermediate Points and Designated Delivery Points, OR other type of transportation services as described in the Description of Service, Schedule "A". This RFP sets out the process by which a Proposer or Proposers will be identified for potential Agreement Award.	1.0	Objectif de cette demande de proposition Postes Canada est à la recherche de services de tri, de livraison et de levée du courrier (connus sous le nom de services urbains fusionnés) dans une ville donnée OU à des services de transport de courrier (connus sous le nom de services routiers) entre des points de ramassage et de livraison donnés ou à d'autres types de service de transport tels que décrits dans la Description du service qui figure à l'annexe A. La Demande de Proposition établit le procédé par lequel un ou plusieurs soumissionnaires seront sélectionnés et par l'entremise duquel un ou des contrats leur seront accordés.
2.0	How to respond to this RFP The Proposer shall include in his/her Proposal the following documents: <ul style="list-style-type: none"> ▪ a completed Rate Sheet (Schedule "B") ▪ a Signed Letter of Offer (Schedule "E") ▪ a completed RFP Questionnaire (Schedule "F") Failure to provide the above, signed and dated where necessary may render the Proposal liable to rejection by the Corporation. Confidential Proposal All information regarding the terms and conditions, financial and/or technical aspects of the Proposer's Proposal, that in the Proposer's opinion, are of a proprietary or confidential nature should be clearly marked "PROPRIETARY" or "CONFIDENTIAL" at each relevant item or page or in a statement covering the entire offer(s). The Corporation or any third party acting on behalf of the Corporation will treat such information as confidential, unless disclosure is required pursuant to any legislative or other legal requirement or any order of a court or other tribunal having jurisdiction.	2.0	Comment répondre à cette demande de proposition Le soumissionnaire doit inclure les documents suivants dans sa proposition : <ul style="list-style-type: none"> ▪ Grille tarifaire remplie (annexe « B ») ▪ Lettre d'offre signée (annexe « E ») ▪ Questionnaire de la Demande de Proposition rempli (annexe « F ») Ne pas fournir tous les renseignements susmentionnés, signés et datés au besoin, peut entraîner le rejet de la proposition par la Société. Proposition confidentielle Tous les renseignements concernant les modalités et les aspects financiers ou techniques de l'offre du soumissionnaire qui, selon celui-ci, sont de nature exclusive ou confidentielle doivent clairement porter la mention « EXCLUSIF » ou « CONFIDENTIEL » à chaque page ou article pertinent. Cette mention peut également être indiquée dans un énoncé s'appliquant à l'ensemble de l'offre. La Société ainsi que toute tierce partie agissant en son nom traiteront de tels renseignements de façon confidentielle, à moins que la divulgation de ces renseignements ne soit prescrite par la loi ou toute autre exigence juridique ou sur ordonnance d'un tribunal judiciaire ou administratif compétent.
3.0	Canada Post's Rights The Corporation without liability, cost or penalty, may in its sole discretion and at any time whether prior to, or after the Closing Time: <ul style="list-style-type: none"> ▪ Alter any dates in the RFP; ▪ Amend or supplement this RFP; ▪ Cancel this RFP and may at its sole discretion issue a new RFP for the same or similar service requirement; ▪ Disqualify any Proposal that it deems non-compliant with any Mandatory Requirement; ▪ Waive irregularities in a Proposal which do not adversely affect the integrity of the Proposal or of this RFP. ▪ Seek clarification of any matter raised in a Proposal or by the RFP in reference to a Proposal; ▪ Evaluate and score Proposals; ▪ Consider Proposer's past performance with the Corporation on this or other similar services when evaluating and scoring the Proposal; ▪ Award one or more than one Agreement or none at all; ▪ Negotiate with Proposers at any time; 	3.0	Droits de Postes Canada La Société peut, sans s'exposer à quelque obligation que ce soit ni encourir une quelconque pénalité ou devoir engager des frais, à tout moment avant ou après la date et heure de clôture prescrites : <ul style="list-style-type: none"> ▪ modifier n'importe quelle échéance indiquée dans la DEMANDE DE PROPOSITION ; ▪ modifier ou compléter le contenu de la DEMANDE DE PROPOSITION ; ▪ annuler la DEMANDE DE PROPOSITION , auquel cas la Société pourrait éventuellement, et ce, à sa discrétion, diffuser par la suite une nouvelle DEMANDE DE PROPOSITION pour des services identiques ou similaires; ▪ éliminer toute proposition qu'elle juge non conforme à n'importe quelle exigence obligatoire; ▪ passer outre à des irrégularités ou lacunes afférentes d'une proposition qui n'altèrent pas l'intégrité de la proposition ou de la présente DEMANDE DE PROPOSITION . ▪ demander des éclaircissements à propos de toute question soulevée dans une proposition ou dans la DEMANDE DE PROPOSITION , en référence à une proposition; ▪ évaluer et attribuer une note aux propositions; ▪ Considérer le rendement antérieur du soumissionnaire avec la Société sur le service actuel ou sur d'autres services similaires lorsque vient le temps d'évaluer ou d'attribuer une note à la proposition; ▪ attribuer un ou plusieurs contrats, ou aucun; ▪ négocier avec les soumissionnaires en tout temps.
4.0	Proposer's Rights <ul style="list-style-type: none"> ▪ The Proposer may amend its Proposal by submitting an Amended Proposal to the Corporation as set out on the front page of this RFP on or before the Closing Date and Time; ▪ The Proposer may withdraw its Proposal or Amended Proposal on notice in writing at any time before the Closing Date and Time; ▪ By submitting an Amended Proposal, the Proposer is deemed to have withdrawn its original Proposal. 	4.0	Droits du soumissionnaire <ul style="list-style-type: none"> ▪ Le soumissionnaire peut modifier sa proposition en soumettant une proposition modifiée à la Société stipulée sur la page couverture de cette DEMANDE DE PROPOSITION , avant les date et heure de clôture prescrites. ▪ Le soumissionnaire peut en tout temps retirer sa proposition ou sa proposition modifiée sur transmission d'un avis écrit avant les date et heure de clôture prescrites. ▪ En soumettant une proposition modifiée, le soumissionnaire est réputé avoir retiré sa proposition originale.

<p>5.0 Right to Clarify Proposal</p> <p>The Corporation may, in its sole discretion and without liability, cost or penalty at any time seek clarification about a Proposal from the Proposer either in writing or verbally. Without limitation, the Corporation may in its sole discretion request a Proposer to confirm in writing any statement made by the Proposer in its Proposal or otherwise verbally or in writing. Clarifications and such confirmations may impact a Proposal's score.</p> <p>The Corporation may, in its sole discretion, visit the Proposer's premises for purposes of clarification or verification. Such a visit will take place at a date mandated by the Corporation, acting reasonably.</p>		<p>5.0 Droit de clarifier la proposition</p> <p>La Société peut, à sa seule et entière discrétion et sans s'exposer à quelque obligation que ce soit ni devoir engager des frais ou encourir une quelconque pénalité, demander en tout temps des précisions au sujet de la proposition du soumissionnaire, soit par écrit ou verbalement. Sans toutefois s'y limiter, la Société peut, à sa seule et entière discrétion, demander au soumissionnaire de confirmer par écrit toute déclaration qu'il aura faite dans sa proposition ou autrement, de façon verbale ou par écrit. Les précisions et les confirmations demandées pourraient avoir une incidence sur la note de la proposition.</p> <p>À sa seule et entière discrétion, la Société peut se rendre dans les installations du soumissionnaire pour inspecter les lieux aux fins d'éclaircissement et de vérification. Une telle visite se tiendra à une date déterminée par la Société, dans les limites du raisonnable.</p>																																	
<p>6.0 Discretionary Rights</p>	<p>The Corporation will exercise its discretionary rights under this RFP in a reasonable manner.</p>	<p>6.0 Pouvoir discrétionnaire</p>	<p>La Société s'engage à exercer de manière raisonnable les pouvoirs discrétionnaires qui lui sont dévolus aux termes de la DEMANDE DE PROPOSITION.</p>																																
<p>7.0 Evaluation Process</p> <p>Stage 1 - Review of Mandatory Requirements, which are:</p> <ul style="list-style-type: none"> (i) Proposals received at the address indicated on the front page by the Closing Date and Time; and (ii) The signed Letter of Offer submitted with the Proposal <p>Stage 2 - Review of Rated Requirements: The Proposer's responses to the RFP Questionnaire (Schedule "F") will be evaluated using pre-determined criteria and to the extent the response meets the rated requirements.</p> <p>The Proposer's Proposal should contain detailed responses and reference to any attached substantiating documentation.</p> <p>Proposer's must attain at least 70% of the points available at Stage 2 to move on to Stage 3. All other Proposals will be eliminated from further consideration in this RFP process.</p> <p>In the event no Proposals or less than five Proposals meet or exceed the minimum threshold of 70%, the Corporation reserves the right to qualify up to the top five scored Proposals.</p> <p>Stage 3 - Review of Pricing: For each Proposal that has progressed to Stage 3, the Corporation will enter the Combined Annual Rate associated with the payment term option, which provides Canada Post with the best overall value for the term of the Agreement as described in Schedule "B", which will be divided by the cumulative number of points awarded to the Proposal at the end of Stage 2. The result will generate the Price (\$) Per Point ratio.</p> <p>Stage 4 - Overall Ranking and Final Selection The Proposer with the lowest Price per Point will be recommended for Agreement award.</p> <p>However, the selection committee may, at its sole discretion, recommend another Proposer for Agreement award if the Price Per Point of that Proposer's Proposal is within 5 % of the lowest price per point Proposal and has an overall lower cost solution for the Corporation. See example below:</p> <table border="1" data-bbox="181 2206 695 2352"> <thead> <tr> <th>Proposer</th> <th>Price per point</th> <th>variance %</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>\$100.</td> <td>-</td> <td>\$1000.</td> </tr> <tr> <td>B</td> <td>\$102.</td> <td>2%</td> <td>\$1020.</td> </tr> <tr> <td>C</td> <td>\$104.</td> <td>4%</td> <td>\$990.</td> </tr> </tbody> </table> <p>Proposer "A" would be initially recommended. However, the Corporation may, at its sole discretion, recommend Proposer "C" on the basis of being within 5% of the lowest Price Per Point score and the total price is lower than that of Proposer "A".</p>	Proposer	Price per point	variance %	Total Price	A	\$100.	-	\$1000.	B	\$102.	2%	\$1020.	C	\$104.	4%	\$990.		<p>7.0 Processus d'évaluation</p> <p>1^{re} étape : Examen des exigences obligatoires, soit :</p> <ul style="list-style-type: none"> (i) Les propositions reçues à l'adresse indiquée sur la page de couverture avant les date et heure de clôture prescrites; (ii) La lettre d'offre signée soumise avec la proposition. <p>2^e étape : Examen des exigences cotées : Les réponses du soumissionnaire au questionnaire de la DEMANDE DE PROPOSITION (annexe « F ») seront évaluées selon des critères ayant été établis au préalable dans la mesure où elles répondent aux exigences cotées.</p> <p>La proposition du soumissionnaire doit contenir des réponses détaillées et, le cas échéant, renvoyer aux documents de soutien pertinents qui y sont joints.</p> <p>Les soumissionnaires doivent obtenir une note correspondant à au moins 70 % des points disponibles à l'étape 2 pour passer à la 3^e étape. Toutes les autres propositions seront éliminées de ce procédé de DEMANDE DE PROPOSITION.</p> <p>Dans le cas où aucune proposition ou moins de cinq propositions respectent ou dépassent le seuil minimal de 70 %, la Société réserve le droit de se qualifier jusqu'à cinq propositions a marqué dessus.</p> <p>3^e étape – Examen de la tarification : Pour chacune des propositions ayant passé à la 3^e étape, la Société inscrira le Tarif Annuel Combiné associé à l'option de paiement fournissant à Postes Canada la meilleure valeur globale tel qu'indiqué à l'Annexe «B», pour la durée de la convention, divisé par le nombre cumulatif de points remis à la proposition à la fin de la 2^e étape. Le résultat générera le tarif (\$) par point.</p> <p>4^e étape – Classement général et sélection finale : Le soumissionnaire offrant le tarif le plus bas par point sera recommandé pour l'attribution du contrat.</p> <p>Toutefois, le comité de sélection peut recommander un autre soumissionnaire pour l'attribution du contrat si le tarif par point de sa proposition se situe à 5 % de la proposition la moins-disante et s'il offre la solution la plus économique pour la Société. Voir l'exemple ci-dessous :</p> <table border="1" data-bbox="841 2096 1469 2241"> <thead> <tr> <th>Soumissionnaire</th> <th>Coût par point</th> <th>% d'écart</th> <th>Coût total</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>100 \$</td> <td>-</td> <td>1 000 \$</td> </tr> <tr> <td>B</td> <td>102 \$</td> <td>2%</td> <td>1 020 \$</td> </tr> <tr> <td>C</td> <td>104 \$</td> <td>4%</td> <td>990 \$</td> </tr> </tbody> </table> <p>Le soumissionnaire A serait recommandé. Toutefois, le comité de sélection peut, à sa seule et entière discrétion, recommander le soumissionnaire C parce qu'il se trouve dans la tranche de 5 % des coûts du soumissionnaire recommandé et que le coût total est plus faible.</p>	Soumissionnaire	Coût par point	% d'écart	Coût total	A	100 \$	-	1 000 \$	B	102 \$	2%	1 020 \$	C	104 \$	4%	990 \$	
Proposer	Price per point	variance %	Total Price																																
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8.0	Evaluation	8.0	Évaluation
	<p>The Proposer's score will reflect:</p> <ul style="list-style-type: none"> ▪ The Proposer's demonstrated compliance with the instructions of this RFP; ▪ The Proposal responsiveness to the requirement; ▪ The Proposal completeness; ▪ And Combined Annual Rate 		<p>La note du soumissionnaire indiquera :</p> <ul style="list-style-type: none"> ▪ si le soumissionnaire se conforme aux directives de la DEMANDE DE PROPOSITION ; ▪ si la proposition répond aux exigences; ▪ si la proposition est complète; ▪ et Le Tarif Combiné Annuel.
9.0	Acceptance of Proposal and Negotiation	9.0	Acceptation de la proposition et négociation
	<p>The Corporation will not necessarily accept the lowest priced Proposal or any other Proposal.</p> <p>While price is an important element in the selection process, Proposers should recognize that there are other criteria in this RFP that the Corporation will consider in evaluating Proposals and in making its decision as to Award(s).</p> <p>Proposer(s) recommended for Agreement Award may be invited to resolve outstanding matters and to finalize the Agreement through negotiation. Only those matters the resolution of which would not compromise the integrity of the RFP process or otherwise prejudice the rights of other Proposers to a fair and transparent process may be negotiated.</p> <p>For clarity, Canada Post may select, at its sole discretion, one or more Proposers for negotiations, and if successful, Agreement Award.</p> <p>Should negotiations become unsuccessful for whatever reason, in the sole determination of Canada Post acting reasonably, Canada Post reserves the right to terminate those negotiations and commence negotiations with the next ranked Proposer.</p>		<p>La Société ne sélectionnera pas forcément la proposition la moins-disante ou n'importe quelle autre proposition.</p> <p>Bien que le tarif constitue un facteur important du processus de sélection, les soumissionnaires devraient reconnaître que la DEMANDE DE PROPOSITION comporte d'autres critères dont la Société tiendra compte pour évaluer les propositions et décider d'attribuer un ou plusieurs contrats.</p> <p>Le soumissionnaire recommandé pour l'attribution du contrat peut-être être invité à résoudre les questions en suspens et pour finaliser le contrat par voie de négociation. La résolution de ces questions ne compromettrait pas l'intégrité du processus de DEMANDE DE PROPOSITION et ne portera atteinte aux droits d'autres proposant à un processus équitable et transparent peuvent être négociées.</p> <p>Pour plus de clarté, Postes Canada peut choisir à son gré, un ou des soumissionnaires pour fin de négociations et s'il y a entente, attribuer le contrat.</p> <p>Si les négociations sont jugées insatisfaisantes à la seule discrétion de Postes Canada agissant raisonnablement, Postes Canada se réserve le droit de mettre fin à ces négociations et d'entamer des négociations avec le prochain soumissionnaire au classement.</p>
10.0	Agreement Award	10.0	Attribution du contrat
	<p>If a Proposer is selected by Canada Post to undertake negotiations, such selection will not in and of itself result in an agreement being formed between Canada Post and the Proposer. Only the mutual satisfaction that both Canada Post and the Proposer have reached a meeting of the minds as evidenced in an executed Contract will serve as an Agreement Award.</p>		<p>Si un soumissionnaire est choisi par Postes Canada pour entamer des négociations, ce choix n'entraînera pas en elle-même la conclusion d'une entente entre Postes Canada et le soumissionnaire négociateur.</p> <p>L'attribution du contrat sera exécutée seulement à la satisfaction mutuelle de Postes Canada et du soumissionnaire retenu qui ont atteint l'objectif du contrat,</p>
11.0	Disqualification of Proposal	11.0	Élimination de la proposition
	<p>The Corporation, without liability, cost or penalty, at its sole discretion, may disqualify any Proposal at any time during the RFP process if, in the opinion of the Corporation one or more of the following events occur:</p> <ul style="list-style-type: none"> (a) The Proposer initiates any communication pertaining to this RFP with any employee of the Corporation other than the Contracting Authority; (b) The Proposal contains incorrect information or is incomplete; (c) It is unresponsive to this RFP; (d) The Proposer fails to cooperate with the Corporation in its attempts to clarify information or evaluate the Proposal; (e) The Proposer misrepresents itself in any way; (f) The Proposal, on its face, reveals a conflict of interest or unfair advantage; (g) A change has occurred in the management or ownership structure of the Proposer since Proposal submission; (h) The Proposer has announced that agreement, whether final or conditional, has been reached with another party(ies) for the sale of all or part of its business and/or assets or a change in ownership of management of the Proposer since Proposal submission; or (i) The Proposer, or any of its directors, officers or employees are, or have been, convicted of a criminal, quasi-criminal or regulatory offence, other than an offence for which a criminal pardon has been granted, that in the opinion of the Corporation, could adversely affect the ability of the Proposer to deliver all or part of the Services or the public image or reputation of Canada Post. 		<p>À sa seule et entière discrétion et sans s'exposer à quelque obligation que ce soit ni encourir une quelconque pénalité ou devoir engager des frais, la Société peut éliminer n'importe quelle proposition à tout moment au cours du processus si, à son avis, l'un des cas suivants se produit :</p> <ul style="list-style-type: none"> a) le soumissionnaire établit toute communication concernant la DEMANDE DE PROPOSITION avec un employé de la Société autre que l'autorité contractante; b) la proposition comporte de l'information inexacte ou incomplète; c) la proposition ne répond pas aux questions traitées dans la DEMANDE DE PROPOSITION ; d) le soumissionnaire ne prête pas son concours à la Société lorsqu'elle tente d'obtenir des précisions ou d'évaluer la proposition; e) le soumissionnaire donne de faux renseignements à son sujet de quelque manière que ce soit; f) de toute évidence, la proposition place le soumissionnaire en situation de conflit d'intérêts ou lui confère un avantage injuste; g) un changement est survenu dans la structure de gestion du soumissionnaire sélectionné ou bien la propriété de son entreprise a changé de main depuis la transmission de la proposition; h) le soumissionnaire a annoncé qu'une entente, définitive ou conditionnelle, a été conclue avec une autre partie pour la vente de la totalité ou d'une partie de son entreprise ou de son actif ou pour un changement de propriétaire pour la gestion de l'entreprise depuis la transmission de la proposition; i) le soumissionnaire, ou l'un de ses directeurs, agents ou employés, a été reconnu coupable d'une infraction criminelle, quasi-criminelle ou réglementaire autre qu'une infraction pour laquelle un pardon a été accordé, qui, selon la Société, pourrait avoir une incidence négative importante sur la capacité et les aspirations du soumissionnaire à offrir les services en partie ou en totalité ou sur l'image publique ou sur la réputation de Postes Canada.

12.0	Tender Closing Time	12.0	Date et heure de clôture prescrites
	<p>The responsibility for submitting Proposal fully compliant with all RFP requirements, on or before the Closing Time, is solely and strictly the responsibility of the Proposer.</p> <p>Proposals received by the Corporation after the Closing Date and Time may be accepted if:</p> <ul style="list-style-type: none"> ▪ the Proposer can supply written evidence originating from the Delivery Agent that the Proposal was received / accepted by a representative of the Delivery Agent prior to the Closing Time and with a reasonable expectation that the Proposal would be delivered by the Delivery Agent prior to the Closing Time; and ▪ the Proposal is received by the Solicitation Control Officer before the First Stage of the proposal evaluation process has been completed. <p><u>The First Stage</u> of the Proposal evaluation process is the first stage of a multi-staged evaluation process as defined in the RFP. For example, in the case of a multi-staged evaluation, the evaluation of mandatory criteria would normally be considered the First Stage. If the evaluation method is not defined as multi-staged in the RFP, or is presented as single-staged, then the First Stage constitutes the entire evaluation process up to but not including Agreement Award.</p>		<p>Il incombe au soumissionnaire, et à lui seul, d'envoyer la proposition entièrement compatible avec les exigences de la DEMANDE DE PROPOSITION avant la date et heure de clôture prescrite.</p> <p>Les propositions reçues après les date et heure de clôture prescrites pourraient être acceptées si :</p> <ul style="list-style-type: none"> ▪ le soumissionnaire peut fournir une preuve écrite provenant de l'Agent de livraison que la proposition a été reçue / acceptée par un représentant de l'Agent de livraison avant l'heure de fermeture et dans l'attente raisonnable que la proposition serait livrée par l'Agent de livraison avant l'heure de clôture ; et ▪ la proposition est reçue par l'agent de contrôle des demandes avant que la première étape du processus d'évaluation de la proposition ne soit complétée. <p>La <u>première étape</u> du processus d'évaluation de la proposition est la première étape d'un processus à plusieurs étapes d'évaluation au sens de la DEMANDE DE PROPOSITION. Par exemple, dans le cas d'une évaluation en plusieurs étapes, l'évaluation des critères obligatoires serait normalement considérée la première étape. Si la méthode d'évaluation n'est pas définie comme plusieurs étapes dans la DEMANDE DE PROPOSITION, ou est présentée comme étape unique, alors la première étape constitue le processus d'évaluation complet jusqu'à mais n'incluant pas l'octroi du contrat.</p>
13.0	Cost Incurred by Proposers	13.0	Frais engagés par les soumissionnaires
	Nothing in this RFP, receipt by the Corporation of a response to this RFP, or subsequent negotiations by the Corporation of terms of a contract to supply, shall in any way impose an obligation on the Corporation to reimburse any Proposer or to pay any compensation for costs incurred in the preparation of a response to this RFP, presentations, or the negotiation of a proposed contract.		Aucune stipulation de la DEMANDE DE PROPOSITION , aucun accusé de réception de la Société concernant une réponse à la DEMANDE DE PROPOSITION et aucune négociation engagée ultérieurement par la Société au sujet des conditions d'un contrat portant sur la prestation des services n'aura pour effet d'imposer à celle-ci une quelconque obligation de rembourser quoi que ce soit au soumissionnaire ou de lui payer une quelconque compensation pour des frais engagés par celui-ci afin de préparer une proposition en réponse à la DEMANDE DE PROPOSITION , pour effectuer une présentation ou pour négocier un éventuel contrat.
14.0	No Obligation to Purchase	14.0	Aucune obligation d'acheter
	Nothing in this RFP, receipt by the Corporation of a response to this RFP, or subsequent negotiations by the Corporation of terms of a contract to supply, shall in any way impose a legal obligation on the Corporation to make any purchases from any Proposer.		Aucune stipulation de la DP, aucun accusé de réception de la Société concernant une réponse à la DP et aucune négociation engagée ultérieurement par la Société au sujet des conditions d'un contrat portant sur la prestation des services n'aura pour effet d'imposer à celle-ci une quelconque obligation juridique l'engageant à acheter quoi que ce soit d'un soumissionnaire.
15.0	Ownership	15.0	Propriété
	Proposals received in response to this RFP before the Closing Time shall become the property of the Corporation and will not be returned except if received after the Closing Time and otherwise than in full compliance with the RFP. Unless disclosure is required pursuant to any legislative or other legal requirement or any order of a court or other tribunal having jurisdiction, all Proposals shall be treated as confidential and will be made available only to those individuals authorized to participate in the evaluation process.		Les propositions reçues en réponse à la DEMANDE DE PROPOSITION avant les date et heure de clôture prescrites deviennent la propriété de la Société et ne seront pas rendues à leurs auteurs; sauf celles reçues après les date et heure de clôture prescrites et autrement qu'en conformité avec la DEMANDE DE PROPOSITION . À moins que la divulgation de ces renseignements ne soit prescrite par la loi ou toute autre exigence juridique ou sur ordonnance d'un tribunal judiciaire ou administratif compétent, toutes les offres seront traitées de façon confidentielle et seront uniquement mises à la disposition des personnes autorisées à participer au processus d'évaluation.
16.0	Orientation	16.0	Orientation
	The selected Proposer and his drivers must be available for training provided by Canada Post local representatives up to 5 days prior to the commencement of the new Agreement at the Proposer's / Contractor's own expense.		Le soumissionnaire sélectionné et ses conducteurs doivent être disponibles pour suivre la formation fournie par les représentants locaux de Postes Canada jusqu'à cinq jours avant le début du contrat, et ce, à leurs frais.
17.0	Standard Terms and Conditions	17.0	Conditions générales standard
	The Corporation's Standard Terms and Conditions (Agreement) model for Transportation services is attached as Appendix 1.		Le document type des conditions générales standard (contrat) de la Société pour les services de transport est joint à l'annexe 1.

SCHEDULE A // ANNEXE A

EDMONTON (AB) & STETTLER HIGHWAY SERVICES (T309/T310) AND STETTLER (AB) & ALTARIO HIGHWAY SERVICES (T307/T308)

Effective Date: 2021/07/01

DESCRIPTION OF SERVICE	DESCRIPTION DU SERVICE
Transportation of mail between designated delivery points and designated tender points as described in section 3 "Surface Transportation Schedule".	Transport du courrier entre les points de livraison et les points de cueillette désignés à la section 3 "Horaire de service".

1 - TYPE OF VEHICLE REQUIRED // TYPE DE VÉHICULE REQUIS

DESCRIPTION	VEHICLE REQUIRED // VÉHICULE REQUIS (X)	VEHICLE SPECIFICATION TYPE // SPÉCIFICATIONS DU VÉHICULE TYPE 1-28 *	NUMBER OF UNIT(S) REQUIRED // NOMBRE D'UNITÉ(S) REQUISE(S) (#)
EDMONTON (AB) & STETTLER HS (T309/T310)			
Tractor//Tracteur	X	27	1
Trailer//Remorque	X	25	1
STETTLER (AB) & ALTARIO HS (T307/T308)			
Straight truck//Camion porteur	X	14	1
Other // Autres	See 'Other Requirements' below // Voir 'Autres Exigences' en bas		
* Refer to Vehicle Specification Chart for Measurements and Payloads . Se référer au tableau des spécifications du véhicule pour dimensions et charges utiles .			

OTHER MANDATORY REQUIREMENTS // AUTRES EXIGENCES OBLIGATOIRES

EDMONTON (AB) & STETTLER HS (T309/T310) - DESCRIPTION	Yes/Oui (X) No/Non = N/A
Barn doors//Portes rabattantes	X
No preference//Aucune préférence	N/A
Driver certification required to use CPC Industrial low lift trucks (section 4.3) // Certificat du chauffeur requis pour utiliser les chariots élévateurs à petite levée de Postes Canada (section 4.3)	X
Mean of communication for the driver on duty// Moyen de communication pour le chauffeur en service	
Cellular or pager or 2-way radio// Cellulaire ou télé avertisseur ou radio numérique bidirectionnelle	X
GPS//Système de positionnement mondial	X
Tailgate lifter//Hayon élévateur	N/A
Pallet lifter // élévateur pour palettes	X
STETTLER (AB) & ALTARIO HS (T307/T308) - DESCRIPTION	Yes/Oui (X) No/Non = N/A
Roll up doors//Portes a rideau	X
No preference//Aucune préférence	X
Driver certification required to use CPC Industrial low lift trucks (section 4.3) // Certificat du chauffeur requis pour utiliser les chariots élévateurs à petite levée de Postes Canada (section 4.3)	N/A
Mean of communication for the driver on duty// Moyen de communication pour le chauffeur en service	
Cellular or pager or 2-way radio// Cellulaire ou télé avertisseur ou radio numérique bidirectionnelle	X
GPS//Système de positionnement mondial	X
Tailgate lifter//Hayon élévateur	X
Pallet lifter // élévateur pour palettes	N/A

SERVICE SUMMARY // RÉSUMÉ DU SERVICE

EDMONTON (AB) & STETTLER HS (T309/T310)	
Approximate Annual distance // Distance annuelle approximative (km)	147,376
Approximate daily round trip // Rapprochez le voyage rond quotidien (km)	488
Normal number of operating days	302
STETTLER (AB) & ALTARIO HS (T307/T308)	
Approximate Annual distance // Distance annuelle approximative (km)	101,000
Approximate daily round trip // Rapprochez le voyage rond quotidien (km)	404
Normal number of operating days	250

OTHER REQUIREMENTS AND SPECIAL EQUIPMENT // AUTRES EXIGENCES ET ÉQUIPEMENT SPÉCIAL

Distance Verification

The specified annual distance may vary from posted distance. It is contractor's responsibility to verify actual distance.

Vérification de la distance

Les distances annuelles et quotidiennes indiquées peuvent être différentes de la distance affichée. C'est à l'entrepreneur de vérifier la distance réelle.

Loading and Unloading of Product

It is the contractor's responsibility to load and unload product into his/her truck at Stettler and all post offices en-route. Collection mail to be kept separate as per product family and all postal equipment (tubs and Lettertainers/Lids) stacked for storage.

Chargement et déchargement de la marchandise

Le chargement et le déchargement de la marchandise du camion à Stettler et dans tous les bureaux de poste de l'itinéraire sont la responsabilité de l'entrepreneur. Le courrier de levée doit être gardé à part selon le type de produit et l'équipement postal (chariots pour colis et conteneurs à lettres/couvercles) doit être empilé pour l'entreposage.

Sortation of Parcels

It is the contractor's responsibility to sort mail / parcels and publications accurately for the route based on the scheduled stops into the truck, to ensure delivery is done for correct mail to the correct offices.

Tri des colis

Le tri précis du courrier, des colis et des publications en prévision de l'itinéraire et en fonction des arrêts prévus, à l'intérieur du camion, est la responsabilité de l'entrepreneur qui doit également s'assurer que les bons articles de courrier sont livrés dans les bureaux appropriés.

Additional Duties for delivery to Community Mail Box (CMB) in Monitor

At Monitor, there is a Community Mail Box site with approximately 23 points of call that the contractor will have to sort into. Mail for Monitor will be primed by the Consort Staff and provided to the contractor in Consort. There is a mail box receptacle at Monitor that must be cleared by the contractor and the originating collection mail must be delivered to Stettler for processing.

Autres tâches pour la livraison dans les BPCOM a Monitor

A monitor, il y a un emplacement de BPCOM comptant environ 23 points de remise en fonction desquels l'entrepreneur devra trier le courrier. Le courrier a destination de Monitor sera assujetti a un tri préliminaire par le personnel de Consort, puis remis a l'entrepreneur a Consort. Il y a une boîte aux lettres a Monitor qui doit être vidée par l'entrepreneur et le courrier d'origine locale doit être livre a Stettler pour y être traite.

Security of Mail

It is the contractor's responsibility to ensure that the vehicle used for transporting CPC is either padlocked or padlocked and sealed with CPC issued seal during transportation.

Sécurité du Courrier

Il incombe à l'entrepreneur de veiller à ce que le véhicule utilisé pour le transport de la SCP soit verrouillé à l'aide d'un cadenas ou bien verrouillé à l'aide d'un cadenas et scellé avec un sceau remis par la SCP pendant le transport du courrier.

Extra Trips during peak season including weekend delivery

In addition to the schedule shown, the Contractor will need to run extra trips on short notice based on our business need. The extra services can expect to run 7 days a week especially during peak volumes periods starting approximately mid Oct thru Jan. This fulfillment of the extra service requirement is mandatory by the Contractor. These extra services will run approximately five to seven days per week, at alternate times to the

aforementioned Transportation Schedule in part or whole.

Voyages supplémentaires pendant la haute saison, y compris la livraison le week-end

En plus de l'horaire indiqué, l'entrepreneur devra effectuer des voyages supplémentaires à court préavis en fonction de nos besoins commerciaux. Les services supplémentaires peuvent être effectués 7 jours sur 7, en particulier pendant les périodes de pointe, à partir de la mi-octobre jusqu'à la fin janvier. Cette exigence supplémentaire de service est obligatoire pour l'entrepreneur. Ces services supplémentaires dureront environ cinq à sept jours par semaine, à des heures différentes de l'horaire de transport susmentionné.

Mail delivery run with stops enroute

The drive times/schedules and volumes are based on the existing delivery operation taking into consideration all components of work required for this run.(Mail Sortation/Loading/Drive time/Unloading)

Canada Post strongly recommends participants who are bidding for its Highway Service lanes to research and get a clear understanding of the work involved be it with schedule / load and offload times / drive times / sortation and delivery points and its limitations along the route, to enable bidders to take all considerations into building a cost incurred for successful operation.

Tournée de livraison utilisant avec arrêts en route

Les temps de conduite, les horaires et les volumes sont basés sur l'opération de livraison actuelle, et ils tiennent compte de tous les éléments de travail requis pour cette tournée (tri du courrier, chargement, temps de conduite, déchargement).

Postes Canada recommande fortement aux participants qui présentent leur candidature pour ses itinéraires des services routiers de faire la recherche nécessaire et de s'assurer de bien comprendre le travail requis, que ce soit sur le plan de l'horaire, des temps de chargement et de déchargement, des temps de conduite, des points de tri et de livraison ou des restrictions le long de l'itinéraire, afin de permettre aux soumissionnaires de prendre tous les éléments en ligne de compte pour déterminer les coûts liés à l'exploitation.

Maintaining Separations for inbound volumes to Stettler

Canada post expects that all mail received during collection for the inbound run into Stettler will be presented with the product separations as was given to the driver form the post offices. Driver will not mix the product streams - causing induct issues into the Canada Post processing facilities.

Maintien des séparations pour les volumes entrants vers Stettler

Postes Canada s'attend à ce que tous les envois reçus pendant la collecte pour le trajet entrant dans Stettler soient présentés avec les séparations de produits, comme celles qui ont été données au chauffeur dans les bureaux de poste. Le conducteur ne mélangera pas les flux de produits - causant des problèmes d'intrusion dans les installations de traitement de Postes Canada.

Dock Area – Space limitations in Stettler

The dock area in Settler is currently under review with Canada Post Real Estate division for expansion to accommodate the increased volumes. Highway Service drivers may be subject to the inconvenience of performing the sort and load at the open dock area with an overhang.

Dock Area - Limites d'espace à Stettler

La zone de quai de Stettler fait actuellement l'objet d'un examen avec la division immobilière de Postes Canada en vue de son agrandissement pour répondre à l'augmentation des volumes. Les chauffeurs du service routier peuvent être incommodés par le tri et le chargement sur le quai ouvert avec un surplomb.

2 - VEHICLE SPECIFICATIONS // SPÉCIFICATIONS DU VÉHICULE

TYPE	DESCRIPTION	BOX MEASUREMENTS// DIMENSIONS DE LA BOITE			CUBIC CAPACITY// CAPACITÉ CUBIQUE		PAYLOAD CAPACITY / CHARGE UTILE (KG)	GROSS VEHICLE WEIGHT (GVW) /POIDS BRUT VÉHICULE (PBV) (KG)	MONO CAPACITY / CAPACITÉ EN MONOS
		OUTSIDE LENGTH/ LONGUEUR EXTÉRIEUR	OUTSIDE WIDTH/ LARGEUR EXTÉRIEU R	INSIDE HEIGHT/ HAUTEUR INTÉRIEUR	CUBIC FEET/ PIEDS CUBES	CUBIC METERS /MÈTRES CUBES			
14	STRAIGHT TRUCK//CAMION PORTEUR	24' 7.31 m	8.5' 2.59 m	102" 259 cm	1554	44.0	7500	15800	11 - S 22 - D
25	TRAILER//REMORQUE	48' 14.63 m	8.5' 2.59 m	102" 259 cm	3236	93.0	24000		24 - S 48 - D
27	CITY TRACTOR (6 WHEELS)//TRACTEUR DE VILLE (6 ROUES)								

2.1 VEHICLES

Vehicle(s) appearance shall be free of rust and body damage. Vehicle(s) must be able to pass the

2.1 VÉHICULES

Véhicule (s) aspect doit être exempt de rouille et de dommages à la carrosserie. Véhicule (s) doit

appropriate Provincial Safety Inspection during the term of the agreement. At any time throughout the term of the agreement, the Contractor may be requested to provide proof of the above and update the vehicle to these standards at no cost to the Corporation.

2.2 MONOTAINER CAPACITY

S = Single monotainers D = Double stacked monotainers
Monotainer capacity is for CPC reference only. When loose loading, the determining factor will be maximum licensed cargo capacity.

Monotainer (Mono) – A container for bulk mail in transit between postal facilities. Consists of a rectangular welded steel base with open mesh sides constructed of horizontal and vertical wire rods welded at the crossover points. The monotainers may be stored in either the fully erected or fully collapsed condition.



**Dimensions:
(Erected/Collapsed)**
Length 1322 mm /1322 mm
Width 1067 mm /1067 mm
Height 1115 mm / 260 mm

2.3 DOOR OPENING

95 inches is the minimum clearance for straight trucks and tractor/trailer units for door opening from the highest point of the floor to lowest point of door.

2.5 VEHICLE HEIGHT TO DOCK LEVEL

All straight trucks or tractor trailer units (types 7 to 26) must meet industry standards for loading/unloading from a standard 48” ground to dock floor level high dock unless otherwise specified in Schedule A.

2.6 RESTRICTIONS

No refrigerated (“reefer”) trucks are allowed
No propane heaters are allowed

être en mesure de passer l'inspection de sécurité provinciale pendant la durée de l'accord. À tout moment pendant toute la durée de l'accord, l'entrepreneur peut être invité à fournir la preuve de ce qui précède et mettre à jour le véhicule à ces normes sans frais à la Société

2.2 CAPACITÉ EN MONOTENEURS

S = Monoteneurs simples D = Monoteneurs doublés
La capacité en monoteneurs n'est précisée qu'à des fins de référence pour Postes Canada. Dans le cas d'un chargement en vrac la capacité maximale autorisée de chargement est le facteur déterminant.

2.3 OUVERTURE DES PORTES

95 pouces est l'espace de dégagement minimum pour l'ouverture de la porte dans le cas des camions porteurs et des ensembles tracteur/remorque entre le point le plus haut de la plate-forme et le point le plus bas de la porte.

2.5 HAUTEUR DU CAMION PAR RAPPORT AU QUAI

Tous les camions porteurs et les ensembles tracteur/remorque (types 7 à 26) doivent être conformes aux normes de l'industrie relatives au chargement et au déchargement depuis un quai standard d'une hauteur de 48 pouces par rapport au sol, sauf dispositions contraires de l'Annexe A.

2.6 RESTRICTIONS

Pas de camion réfrigéré (« reefer »)
Pas de système de chauffage au propane

3.1 - SURFACE TRANSPORTATION SCHEDULE // HORAIRE DE TRANSPORT

EDMONTON (AB) & STETTLER HIGHWAY SERVICES (T309/T310)

Equipment: Tractor 48ft 3236 cu.ft

Edmonton & Stettler Highway Service

	T309CH	T309CH	HS Number	T310CH	T310CH	
	7	X56	Frequency	X67	7	
Start	15:00	23:20	<i>Load/Unload</i>	22:05	23:10	
	16:00	01:00	Edmonton MPP	21:55	23:00	
	---	02:30	Maskwacis (Hobbema)	20:25	---	
	17:30 18:00	02:55 03:25	Ponoka	19:40 19:55	---	TOC 1N0
	18:30 19:00	03:55 04:30	Lacombe	18:45 19:10	---	T9A 1L0
	---	04:55	Clive	18:15	---	T4L 1A0
	---	05:25	Alix	17:45	---	TOC 0Y0
	---	05:50	Erskine	17:20	---	TOC 2N0
	20:00	06:00	Stettler	17:10	21:00	TOC 1G0
Finish	20:30	06:25	<i>Unload/Load</i>	17:00	20:30	TOC 2L0
	7	X67	Frequency	X67	7	
	244	244	Daily Kms	244	244	
	52	250	Number of Days	250	52	
	Annual Total		147,376			

Frequency Legend:

1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday 7 = Sunday X=Other than

- Notes:**
- Hours shown apply whether standard or daylight time prevails.
 - Mono capable offices: Edmonton, Lacombe, Ponoka & Stettler. Driver is required to load and unload all other stops by hand.
 - Before leaving each stop, **check twice. Call 1-800-665-8732** if your normal despatch cannot be found, if operating one half hour or more late, or for other operating problems.
 - Sunday Departure to carry double stacks for Lacombe and Stettler to be down-stacked in Lacombe.

POST OFFICE ADDRESS LIST

12135 149TH ST NW, EDMONTON AB T5L 5H2
 AB-2A, MASKWACIS, AB TOC 1N0
 5030 51 AVE #1, PONOKA, AB T4J 1A0
 5120B 51ST AVENUE LACOMBE AB T4L 1A0
 4904 50TH ST, CLIVE, AB TOC 0Y0
 4862 MAIN ST, ALIX, AB TOC 0B0
 STETTLER COUNTY NO. 6, AB TOC 1G0 (ERSKINE)
 5102 50 AVE, STETTLER, AB TOC 2L0

3.2 - SURFACE TRANSPORTATION SCHEDULE // HORAIRE DE TRANSPORT

STETTLER (AB) & ALTARIO HIGHWAY SERVICES (T307/T308)

Stettler & Altario Stage Service

	T307	Service Number	T308	
	X67	Frequency	X67	
Start ↓	06:25	<i>Load/Unload</i>	17:00	
	07:25	Stettler	16:45	
	07:40	Botha	16:30	
	08:05	Halkirk	16:05	
	08:25	Castor	15:45	
	09:05	Coronation	15:05	
	09:35	Veteran	14:40	
	10:00	Consort	12:25 14:15	
	10:20	Monitor	----	
	10:45	Kirriemuir	----	
	11:00	Altario	----	
Finish ↓	11:15	<i>Unload/Load</i>	11:30	
	X67	Frequency	X67	
	202	Daily Kms	202	
	250	Number of Days	250	
	Annual Total	101,000		

↑ Finish

T0C 2L0

T0C 0N0

T0C 1M0

T0C 0X0

T0C 1C0

T0C 2S0

T0C 1B0

T0C 2A0

T0C 1R0

T0C 0E0

↑ Start

Frequency Legend:

1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday
7 = Sunday X = Other than

- Notes:**
1. Hours shown apply whether standard or day light time prevails.
 2. Before leaving each stop, **check twice! Call 1-800-665-8732** if your normal despatch can not be found or for other operating problems.
 3. Driver is expected to load and unload all stops by hand.

POST OFFICE ADDRESS LIST

5102 50 Ave, Stettler, AB T0C 2L0
 5009 Railway Ave, Botha, AB T0C 0N0
 402 Main St, Halkirk, AB T0C 1M0
 5018 50 Ave, Castor, AB T0C 0X0
 4904 Windsor Ave, Coronation, AB T0C 1C0
 105 Waterloo St, Veteran, AB T0C 2S0
 4913 50 St, Consort, AB T0C 1B0
 Main St, Kirriemuir, AB T0C 1R0
 Main St, Altario, AB T0C 0E0

4 - VEHICLE & OPERATIONAL REQUIREMENTS // EXIGENCES OPÉRATIONNELLES ET EXIGENCES EN MATIÈRE DE VÉHICULES

4.1 EQUIPMENT	4.1 MATÉRIEL
<p>All equipment must be licensed for the maximum legal G.V.W. All equipment must meet Federal, provincial and municipal regulations governing the use and condition of such equipment</p>	<p>Le matériel utilisé doit posséder un permis pour le PBV maximum autorisé par la loi. Le matériel doit respecter l'ensemble des règlements fédéraux, provinciaux et municipaux relatifs à l'utilisation et à l'état de ce matériel.</p>
<p>Straight trucks and trailers must have ICC bars in order to accommodate the Dock Lock systems at Canada Post mail processing facilities.</p>	<p>Les camions porteurs et les remorques doivent être munis de barres ICC afin d'assurer la compatibilité avec les systèmes Dock-Lock des établissements de traitement du courrier de Postes Canada.</p>
<p>If, for any reason, the contractor has to provide a substitute or replacement for the vehicle contracted for Schedule "A", the substitute vehicle must meet or exceed the contract specifications.</p>	<p>Si, pour une raison quelconque, l'entrepreneur se voit obligé de fournir un véhicule de remplacement pour celui qui est visé par l'Annexe A, le véhicule de remplacement doit respecter les spécifications du contrat ou les dépasser.</p>
<p>The Contractor will provide two wheel chocks. Drivers will use both wheel chocks on two separate truck or trailer wheels at all stops on the schedule where a dock is used for loading/unloading OR Drivers will install and/or remove wheel chocks to/from truck or trailer wheels at all stops on the schedule, if applicable.</p>	<p>L'entrepreneur fournira deux cales de roue. Les chauffeurs emploieront les deux cales de roue sur deux roues séparées de camion ou remorque à tous les arrêts sur l'horaire de service où un quai est utilisé pour le chargement/déchargement. OU Les conducteurs installeront ou ôteront les cales de roue sur le camion ou la remorque pendant tous les arrêts prévus à l'horaire, le cas échéant.</p>
<p>CSA Z96-02 approved high-visibility traffic safety vest must be worn at all times on CPC loading areas. Loading area is defined as follows:</p> <ul style="list-style-type: none"> • Mechanized plants: on the loading docks and in the adjacent parking lots. • Postal stations: in the loading areas and on the dock when a low-lift truck (L-7) is in use. • Truck parking lots and traffic lanes in postal installations. <p>C.S.A. approved safety shoes must be worn at all times on CPC property.</p>	<p>Les personnes qui se trouvent dans les aires de chargement d'une installation postale appartenant à Postes Canada doivent en tout temps porter une veste de circulation à haute visibilité selon la norme CSA Z96-02. Aire de chargement est défini comme suit :</p> <ul style="list-style-type: none"> • Établissements mécanisés : sur les quais de chargement et dans les stationnements adjacents. • Succursales postales : dans les aires de chargement et sur le quai lorsqu'un chariot élévateur à petite levée (L-7) est en fonction. • Stationnements des camions et voies de circulation dans les installations postales <p>Les personnes qui se trouvent dans un emplacement appartenant à Postes Canada doivent en tout temps porter des chaussures de protection approuvées par la CSA</p>
<p>All vehicle doors are to be furnished with a lock or locking mechanism in order to affix Canada Post seals if required. The Contractor must ensure that the vehicles and the keys for vehicles remain secure at all times.</p>	<p>Toutes les portes des véhicules doivent être munies d'une serrure ou d'un mécanisme de verrouillage afin de recevoir les sceaux fournis par Postes Canada si requis. L'entrepreneur doit veiller en tout temps à la sécurité des véhicules et des clés de véhicule.</p>
4.2 SPECIAL SERVICE TASKS	4.2 TÂCHES DE CONVENTION PARTICULIÈRE
<p>The inside of the box/trailer must be kept clean at all times from refuse (dust, paper or cardboard waste etc.)</p>	<p>L'intérieur de la caisse ou de la remorque ne doit en aucun temps être jonché de déchets (poussière, résidus de papier et de carton).</p>
<p>The Contractor may be required to carry postal equipment such as street letter boxes, relay boxes etc on the regular schedule</p>	<p>L'entrepreneur pourrait avoir à transporter de l'équipement postal comme des boîtes aux lettres publiques, des armoires de relais etc. pendant l'horaire normal.</p>
<p>When requested by Canada Post, the Contractor shall separate by product line on the vehicle all mail picked up on the mail collection trip.</p>	<p>Si Postes Canada en fait la demande, l'entrepreneur devra séparer le courrier ramassé pendant le parcours de levée du courrier par catégorie de produit.</p>
4.3 MOTORIZED MATERIAL HANDLING EQUIPMENT (MMHE) TRAINING	4.3 FORMATION SUR ÉQUIPEMENT MANUEL ET MÉCANISÉ DE MANUTENTION (EMM)
<p>The Contractor may have to use Industrial low lift trucks or Motorized Material Handling Equipment (MMHE) to perform the service on certain services.</p>	<p>L'entrepreneur reconnaît que l'utilisation de chariots élévateurs à petite levée ou d'équipement manuel et mécanisé (EMM) peut être exigée aux fins de l'exécution du travail pour certains services.</p>

<p>Refer to table “other mandatory requirements “to know if the driver(s) need a certification to use a MMHE.</p> <p>If there is no need to use an industrial low lift truck or a MMHE equipment, then the Contractor acknowledges that in the performance of the work, the operation of manual and mechanized equipment may be required. Accordingly, in the event the Contractor uses or is required to use Canada Post equipment for loading and/or unloading of the mail, the Contractor shall make such use at its own risk and shall indemnify and hold Canada Post harmless pursuant to the indemnification provisions set forth in this agreement, with respect to any liability arising from such use.</p>	<p>Se référer au tableau « autres exigences obligatoires» pour savoir si le chauffeur a besoin d’un certificat pour utiliser un EMM.</p> <p>Dans le cas ou l’utilisation d’un chariot élévateur à petite levée ou un EMM n’est pas nécessaire, l’entrepreneur reconnaît que l’utilisation d’équipement manuel et mécanisé peut être exigée aux fins de l’exécution du travail. En conséquence, si l’entrepreneur utilise ou doit utiliser l’équipement de Postes Canada pour charger et décharger le courrier, il en fait usage à ses propres risques et s’engage à indemniser Postes Canada et à la tenir exempte de toute réclamation aux termes de la présente entente pouvant découler de l’utilisation de l’équipement.</p>
<p>If the driver(s) need(s) to use an industrial low lift truck or a MMHE equipment, then the contractor at its own expense) shall provide personnel who are properly trained and certified (carry a card) in accordance to the Canada Labour Code (“Code”) and the Canadian/Provincial Occupational Health and Safety Regulations (“COSH”) level in the operation of industrial low lift trucks (Motorized Material Handling Equipment (MMHE), similar to LR7 and LW7. The Contractor will be required to use Canada Post equipment for loading and/or unloading the mail, the Contractor shall make such use at its own risk and shall indemnify and hold Canada Post harmless pursuant to the indemnification provisions set forth in this Agreement, with respect to any liability arising from such use. The contractor’s driver may be challenged, a certification document/card, in the use of MMHE, <u>must</u> be shown to any Canada Post Officials upon request. Lack of proof will require the contractor to provide a driver certified, in the use of MMHE, for the service or an alternate contractor (at the contractor’s expense) will be used until a certified driver can be provided.</p>	<p>Dans le cas ou l’utilisation d’un chariot élévateur à petite levée ou d’un EMM est nécessaire, l’entrepreneur s’engage à recourir à ses frais à des employés qui sont formés et accrédités (titulaires d’une carte) en conformité avec les dispositions du <i>Code canadien du travail</i> (« Code ») et des règlements fédéraux et provinciaux en matière de santé et de sécurité au travail aux fins de l’utilisation de chariots à petite levée (équipement de manutention motorisé de type LR7 et LW7). L’entrepreneur doit utiliser l’équipement de Postes Canada pour charger et décharger le courrier, il en fait usage à ses propres risques et s’engage à indemniser Postes Canada et à la tenir exempte de toute réclamation aux termes de la présente entente pouvant découler de l’utilisation de l’équipement. Le conducteur engagé par l’entrepreneur peut être soumis à une vérification; un document ou une carte d’accréditation <u>doit</u> alors être présenté à la demande de n’importe quel responsable de Postes Canada. À défaut d’une preuve, l’entrepreneur doit engager un conducteur certifié aux fins de l’utilisation d’EMM pour la prestation du service en question ou un autre entrepreneur devra assurer ce service (aux frais de l’entrepreneur) jusqu’à ce qu’un conducteur certifié soit engagé.</p>
<p>4.4 COMMUNICATIONS</p>	<p>4.4 COMMUNICATIONS</p>
<p>Contractor must provide 24-hour communication access to supervisory staff and provide 24-hour access telephone line for updates during delays/incidents.</p>	<p>L’entrepreneur doit fournir un accès de communication 24 heures sur 24 au personnel de surveillance et fournir une ligne téléphonique d’accès 24 heures sur 24 pour les mises à jour pendant les retards / incidents.</p>
<p>If indicated, the contractor must provide a working cellular telephone, 2-way radio or pager in the vehicle at all times while on duty.</p>	<p>L’entrepreneur doit fournir, s’il y a lieu, aux chauffeurs en service un téléphone cellulaire en état de fonctionnement, une radio avec émetteur-récepteur ou un téléavertisseur.</p>
<p>4.5 SERVICE IRREGULARITIES</p>	<p>4.5 IRRÉGULARITÉS DU SERVICE</p>
<p>Any service irregularities, problem or delays (breakdowns, weather, facility delays, etc) must be reported to the Area Performance Centre (APC) (1-800-665-8732) within 10 minutes of occurrence.</p>	<p>Toute irrégularité du service, tout problème ou retard (bris, météo, retards liés aux établissements, etc.) doivent être signalés au Centre de rendement par secteur (CRS) (nombre de téléphone) en moins de 10 minutes après l’incident.</p>
<p>4.6 CANADA POST KEYS</p>	<p>4.6 CLÉS DE POSTES CANADA</p>
<p>CPC Keys must be kept secure at all times. Loss of keys must be reported to Regional Control Centre. The contractor is liable for any costs due to the lost of keys.</p>	<p>Les clés de Postes Canada doivent en tout temps être à l’abri des pertes ou du vol. Il faut signaler toute perte de clé au Centre régional de contrôle. L’entrepreneur est responsable des coûts causés par la perte de clés.</p>
<p>4.7 DOCK PROCEDURES</p>	<p>4.7 PROCÉDURES RELATIVES AUX QUAIS</p>
<p>It is the responsibility of highway service contractors to ensure their drivers familiarize themselves and follow dock procedures at all times. Dock procedures are posted on the dock at all Canada Post mail processing plants.</p>	<p>Il incombe aux entrepreneurs du service routier de s’assurer que leurs chauffeurs connaissent les procédures relatives aux quais et qu’ils les suivent en tout temps. Les procédures relatives aux quais</p>

4.8 FREQUENCY DEFINITIONS
Day 1 = Monday Day 2 = Tuesday Day 3 = Wednesday Day 4 = Thursday Day 5 = Friday Day 6 = Saturday Day 7 = Sunday
4.9 STATUTORY HOLIDAYS
New Year's Day Canada Day Good Friday Labour Day Easter Monday Thanksgiving Day Victoria Day Remembrance Day St-Jean Baptiste Day Christmas Day (Quebec only) Boxing Day Civic Holiday (except Quebec)
4.10 OPERATING RULES ON STATUTORY HOLIDAYS
The service usually does not operate on statutory holidays. However, for the purpose of determining payment for services required to operate on a statutory holiday, the following rules and definitions will apply.
Canada Post reserves the right to substitute a statutory holiday for a cancelled normal operating day. A modification to the schedule, which precedes or follows a statutory holiday, may be required resulting in cancelled trip(s), e.g. canceling the regular Saturday and Sunday trip preceding a holiday Monday. In such cases the contractor may be required to operate on the statutory holiday in lieu of the cancelled trip. No additional payment will be allowed.
Payment for services operating on a statutory holiday excluding situations described as on paragraph above will be based on pro-rata rate only as per the annual contract value.
4.11 MAIL SECURITY
All Vehicle doors are to be furnished with a lock or locking mechanism in order to affix Canada Post Seals if required. The contractor must ensure that the vehicles and keys remain secure at all times.
Under no circumstances should a trailer or truck containing mail be left unattended.
When travelling, the trailer or truck containing mail products must have its doors secured with a lock provided by contract holder
The contract holder, or their representative must at the end of each direction of service ensure that the contents of their vehicle is free of mail products.

sont affichées dans tous les quais d'établissement de traitement du courrier de Postes Canada.
4.8 DÉFINITIONS DE LA FRÉQUENCE
Jour 1 = lundi Jour 2 = mardi Jour 3 = mercredi Jour 4 = jeudi Jour 5 = vendredi Jour 6 = samedi Jour 7 = dimanche
4.9 CONGÉS FÉRIÉS
Jour de l'An Fête du Canada Vendredi saint Fête du Travail Fête de Pâques Jour de l'Action de Fête de la Reine Grâces St-Jean Baptiste Jour du Souvenir (Québec seulement) Jour de Noël Fête civique (excepté Lendemain de Noël Québec)
4.10 RÈGLEMENTS D'EXPLOITATION RELATIFS AUX JOURS FÉRIÉS
Il n'y a habituellement pas de prestation du service pendant les jours fériés. Les règlements et les définitions qui suivent s'appliquent néanmoins aux situations où il s'agit de déterminer le paiement des services qui sont exigés pendant un jour férié.
Postes Canada se réserve le droit de remplacer un jour férié par une journée normale d'exploitation qui aurait été annulée. Une modification de l'horaire immédiatement avant ou après un jour férié peut être exigée, causant ainsi l'annulation d'un parcours ou plus, par ex. l'annulation du service normal le samedi et le dimanche avant un jour férié tombant le lundi. Dans un tel cas, il peut être exigé que l'entrepreneur exécute le service le jour férié en remplacement des parcours annulés. Aucun paiement additionnel ne sera autorisé.
Le paiement des services fournis un jour férié, à l'exception des situations décrites dans le paragraphe ci-dessus, sera basé sur un tarif calculé au pro rata de la valeur annuelle du contrat.
4.11 SÉCURITÉ DU COURRIER
Toutes les portes du véhicule doivent être équipées d'un verrou ou d'un mécanisme de verrouillage afin d'apposer les sceaux de Postes Canada au besoin. L'entrepreneur doit s'assurer que les véhicules et les clés restent en sécurité en tout temps.
En aucun cas, une remorque ou un camion contenant du courrier ne doit être laissé sans surveillance.
En voyage, la remorque ou le camion contenant le courrier doit fermer ses portes à l'aide d'un verrou fourni par le titulaire du contrat
Le titulaire du contrat ou son représentant doit, à la fin de chaque direction de service, s'assurer que le contenu de leur véhicule est exempt de produits de courrier.

5-PERFORMANCE MEASUREMENT

Canada Post will monitor the Contractor performance and may choose to audit and dispute reported information. Where differences in the performance reported arise, the Contractor will be responsible to address the calculation variance raised by CPC. The Contractor will provide any back-up data supporting the data source information, including GPS reports as requested, to compile and support the Contractor's performance results. The Contractor may also be required to hold a meeting between its Management team and Canada Posts' at either location or by teleconference to discuss and/or review contractual and performance obligations as required.

5.1 COMPLIANCE

Compliance with transportation schedules provided by Canada Post is critical to Mail processing and delivery by Canada Post. This is measured by excluding all carrier *non-controllable incidents*.

5.2 PERFORMANCE BASE

The schedule shown in the Schedule 'A' will be used as a measure for quality control/on-time performance. Any changes or deviations to the times shown in the schedule, be it due to Canada Post or Carrier requests or transit time allowances must be brought to the attention of Canada Post for further review and consideration.

5.3 PERFORMANCE MEASUREMENT STANDARDS AND ASSESSMENT

The Contractor is to submit performance in excel format on a monthly basis by the end of the 10th business day of the following month for which performance is being reported.

Canada Post's Performance Standards are as follows:

- 97% and higher Contractor exceeds expectations.
- 96% to 97% Key Contractor target range
- 90.1% to 95.9% Contractor provides and maintains Performance Improvement Plan.
- 90% and below Canada Post reserves the right to terminate the Agreement.

5.4 SERVICE FAILURES

In addition to the items listed under Section 6 (Definitions) of the Agreement the following categories are considered Service failures and will constitute an Event of Default:

- A cancellation or missed service departure by the Contractor, that Canada Post has scheduled;
- A delay of any service departure caused by the Contractor, resulting in the inability to despatch and/or deliver within the scheduled pick-up and delivery times;
- A misdirection of any Mail resulting in the Mail being carried to a point other than that identified on the schedule or otherwise requested in writing by Canada Post;
- A failure to carry all Volumes presented. (Applies to services where loading is done by the Contractor's driver)

5.5 DAILY FAILURE REPORTING

The Contractor is responsible to report any failure or anticipated failure not later than 15 minutes after becoming aware of any situation that has or may impair the Contractor's ability to perform as per the schedule. Failure on the part of the Contractor to notify Canada Post of Service failures, may constitute a default event. Reporting will be by means of telephone to the Canada Post Area Performance Center at 1-800-665-8732.

5.6 PERFORMANCE MEASUREMENT REPORTING FORMAT

It is the Contractor's responsibility to ensure that all source data (times from GPS locations) be collected from each point in its entirety, compile the data into Microsoft Excel format and report to Canada Post as identified throughout this SOW. Below is an example of a Contractor performance summary report.

Contractor Name						
Performance Year to Date (Year)						
Period (Month)	Carrier Performance	Number of Trips*	Total Contractor Failures	Dispatch Issue	Driver Issue	Mechanical Issues
1	98.3%	1000	17	5	7	5
2	98.0%	1085	22	7	5	10
3	97.2%	1025	29	11	8	10
4	98.6%	987	14	2	7	5
5	98.7%	1207	16	1	8	7
6	99.8%	1152	12	1	9	2
TOTAL	98.5%	6,456	110	27	44	39

*Each direction to be considered as individual trip when considering delays

5.7 CONTINGENCY PLANNING

Unless advised otherwise by Canada Post, the Contractor will remain responsible for contingency planning and shall inform Canada Post of the steps being taken to recover and complete the service. The Contractor must ensure pick-up and delivery and will be responsible for any costs associated to remedying the failure.

If the Contractor is unable to advise CPC of planned contingency plans for a service within 2 hours, Canada Post may arrange to have another Contractor perform the service and an administrative charge may apply. Administrative charges where applicable will be deducted in the form of a credit from the Contractor's

next invoice at a rate of 15% of the Contractor’s rate otherwise payable for the service (excluding fuel surcharges).

The Contractor must provide the Corporation with a detailed contingency plan, acceptable to the Corporation, at least thirty (30) days in advance of any threatened or actual industrial disturbance including, but not limited to Contractor strikes, lockouts, labour disputes or operational disruptions affecting in any way this Agreement.

5.8 PERFORMANCE IMPROVEMENT PLAN (PIP)

5.8.1 As outlined within this Schedule “A”, the Contractor will be responsible to initiate, provide and maintain a Performance Improvement Plan (PIP). A PIP must be initiated when the Contractor’s performance is reported at 95.9% or lower as measured during a rolling four-week period. The PIP is to be maintained / updated on a weekly basis and submitted to Canada Post while performance continues at or below 95.9% to 90.1%. Removal or discontinuation of a PIP will apply once a Contractor has met an ongoing standard of 96% for a period of four consecutive weeks or as otherwise approved by CPC in writing. If a Contractor does not provide a PIP as required, Canada Post may choose to exercise its right to terminate the Agreement as an Event of Default. Canada Post may at any time during the Term of the Agreement, request a PIP be re-opened for a particular service for any reason and the Contractor will agree to do so. The Contractor will be responsible to design, implement and maintain their own PIP process; however, it must include at a minimum the following elements:

- A PIP record number and date initiated
- Contractor name and contract number
- Details of the failure(s)
- Performance Reporting
- Operational plan including specific steps to improve performance and monitoring activities
- Communication plan details with Canada Post West Regional Surface Transportation

5.8.2 Where a PIP is generated due to a service performance issue and it does not result in an improved performance rating of 96% or higher within a four-week period, Canada Post may choose to terminate the Agreement.

Where a Contractor is subject to a PIP for six (6) or more months in a 12-month period, Canada Post may choose to terminate the Agreement. Where Service performance is 90% or lower at any point in time, Canada Post may choose to terminate the Agreement.

6-PEAK SEASON AND ADHOC OBLIGATIONS

Peak Season primarily refers to the timeframe of approximately November through mid-January, for which the mail volumes increase significantly. During this period, the Contractor will be required to perform additional trips by means of a Peak Season schedule which is provided approximately three months prior to the commencement. The Peak Season schedule will be subject to change and may include short notice additions and/or cancellations. In order meet Canada Post Peak Season obligations, the Contractor will add resources (tractors/drivers) and increase trailer pools on an as required basis. All additional drivers must be security cleared in accordance with Schedule “C” Security Provision.

In addition to Peak Season obligations, the Contractor shall be required to perform additional ad hoc trips on an “as and when required” basis. Such ad hoc trips may take place during both Peak Season and non-Peak Season periods, and may take place due to situations such as higher than planned volumes, or for planned additional operations during Statutory Holidays.

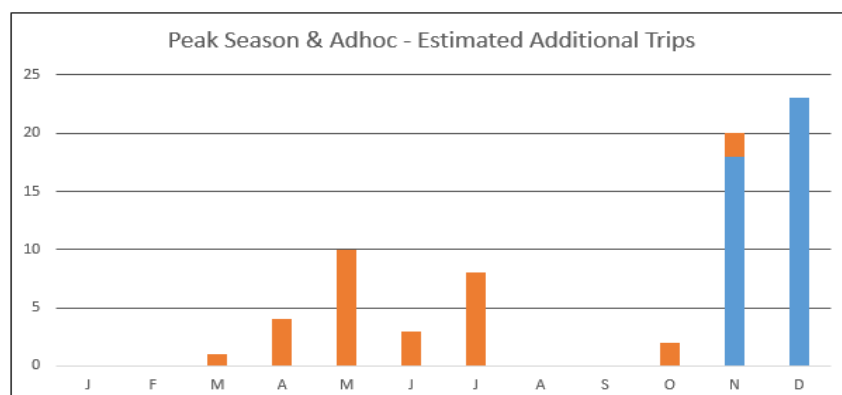
All Peak Season and Ad hoc trips are performed in addition to the Surface Transportation Schedules as per Section 3, and are paid on a per trip basis in accordance with Schedule “B” Section 2.0 Ad Hoc and Peak Season (CH) Rates.

Estimated Volumes based on Historical Data:

For reference purposes only, the following chart depicts the most recent 12-month cycle of additional trips. In the previous 12-month cycle, a total of 97 additional trips were performed. Due to the unknown variability of mail volumes and continuously evolving operational needs, future additional trip volumes will vary and Canada Post will not guarantee any volume of trips.

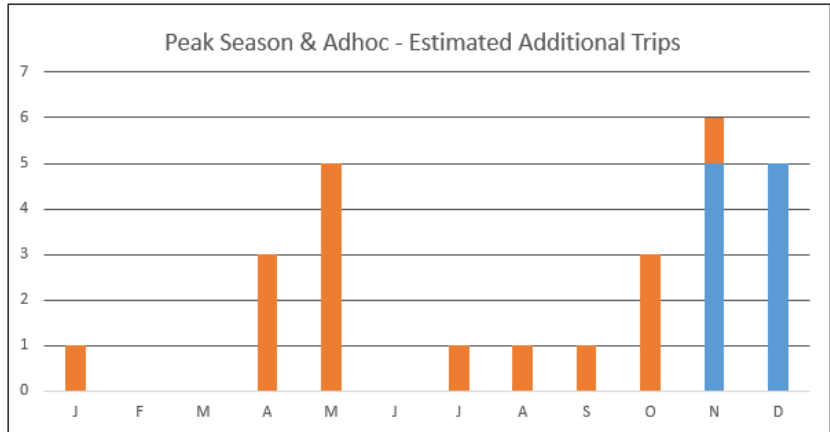
EDMONTON (AB) & STETTLER HIGHWAY SERVICES (T309/T310):

	CHTRIPS	ADHOC	Total Additional Trips
J	0	0	0
F	0	0	0
M	0	1	1
A	0	4	4
M	0	10	10
J	0	3	3
J	0	8	8
A	0	0	0
S	0	0	0
O	0	2	2
N	18	2	20
D	23	0	23
Total:	41	30	71



STETTLER (AB) & ALTARIO HIGHWAY SERVICES (T307/T308):

	CH TRIPS	ADHOC	Total Additional Trips
J	0	1	1
F	0	0	0
M	0	0	0
A	0	3	3
M	0	5	5
J	0	0	0
J	0	1	1
A	0	1	1
S	0	1	1
O	0	3	3
N	5	1	6
D	5	0	5
Total:	10	16	26



Typical Additional Trip Scenarios:

The following Additional Trip Scenarios are representative of Peak and Non-Peak Season requests that could be requested for this service. The Schedule “B” Section 2.0 Ad Hoc and Peak Season (CH) Rates take such scenarios into consideration.

- 1) **Adhoc Trips – Departure and Destinations:** Based on historical requirements, the follow chart depicts the most typical scenarios:

Departure / Destination	Number of Trips
Edmonton – Stettler (full schedule as listed in Section 3)	12
Edmonton - Lacombe	5
Edmonton - Stettler	5
Edmonton - Ponoka	4
Edmonton – Lacombe - Stettler	4
Stettler - Altario (full schedule as listed in Section 3)	12
Stettler – Altario	4
Total:	46

- 2) **Peak Season Schedules (CH):** The following schedules are examples of typical “CH” Schedule requirements that may be provided to the Contractor. The “CH” Schedule shall be provided to the Contractor by means of Notice; approximately three months prior to the commencement of the schedule. The Contractor shall be required to obtain the appropriate resources (drivers and vehicles) in order to meet this obligation. Failure to perform the “CH” Scheduled Services may be considered an event of default as per Article 12.2 of the Agreement. All “CH” Schedules are subject to change throughout the Agreement Term, and throughout the duration of Peak Season. Peak Season services typically do not operate on Christmas Day, Boxing Day and New Year’s Day.

– Example 1:

Equipment: Tractor 48ft 3236 cu.ft

Edmonton & Stettler Peak Season CH Service
October 31st - December 19th, 2021

T309CH	T309CH	HS Number	T310CH	T310CH
1234	6	Frequency	7	1234
Start	15:00	23:20	22:05	23:10
	16:00	01:00	Edmonton MPP	21:55
	---	02:30	Maskwacis (Hobbema)	20:25
	17:30	02:55	Ponoka	19:40
	18:00	03:25	Lacombe	18:45
	18:30	04:30	Clive	18:15
	---	05:25	Alix	17:45
	---	05:50	Erskine	17:20
	20:00	06:00	Stettler	17:10
	20:30	06:25	Unload/Load	17:00
Finish	7	7	7	7
	244	244	244	244
	52	8	8	52
	Annual Total	147,376		

Frequency Legend:
1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday 7 = Sunday X=Other than

– Example 2:

Equipment: Straight Truck 1554 cu.ft

Stettler & Altario Peak Season CH Service
November 20th - December 19th, 2021

T307CH	Service Number	T308CH
67	Frequency	67
Start	06:25	17:00
	07:25	Stettler
	07:40	Botha
	08:05	Halkirk
	08:25	Castor
	09:05	Coronation
	09:35	Veteran
	10:00	Consort
	10:20	Monitor
	10:45	Kirriemuir
	11:00	Altario
	11:15	Unload/Load
Finish	67	67
	202	202
	10	10
	Annual Total	4,040

Frequency Legend:
1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday 7 = Sunday X = Other than

7-DEFINITIONS

Adhoc: Highway service adhocs are services called out “as needed” in addition to the regular scheduled services listed on the grid found in Section 2 of this Agreement.

CPC: Canada Post Corporation.

Customer: The person or business whose product is being picked up by the Contractor.

Dispatch: Or Dispatchers, refers to the Contractor dispatch staff and operation. The Contractor dispatch operation is responsible for managing the movement of trailers to the appropriate destinations as per instructions from CPC.

Equipment: Empty equipment also referred to as ‘EQ’ owned by CPC and provided to Customers for the conveyance of Customer product. (Monos/ Plastic Pallets etc.)

E- Commerce Hotline: Customer Hotline at 1-844-289-0390 serves as a touch point of any communication between Customer and the Contractor for amendments/additional requests, events or incidents relating to service. If communication by e-mail a copy must be sent to Transportation Team (TCO) in Calgary

Facility or Plant - refers Canada Post physical location that receives product for process and dispatch from its Customers.

Live Load: Is a pick up that occurs with the driver remaining on site throughout the loading process.

Loose Load: means that Mail parcels and items are stacked individually one on top of the other in a truck – as opposed to containerized, where the goods are placed in a shipping unit (pallet/skid/Gaylord) and secured.

LVM: Large Volume Mailer – this refers to Customers that are identified to have enough volume for Canada Post and that who would be the primary recipient of this pick up service.

Non-controllable incidents: Such as delays caused by Canada Post Loading/Un-loading, Weather, Road conditions/closures, accident, derailment, vehicle inspection, other items determined to be out of a carriers reasonable control. This would **not** include mechanical issues, staffing/driver or switch issues, carrier dispatch error, poor road or yard management and anything considered to be controllable with preventative planning/maintenance.

Manifest: Documentation provided by a Customer with information on the load and volume dispatched for the purpose of tracking and billing.

MMHE: Motorized Material Handling Equipment.

Monotainer (Mono): A container for bulk mail products in transit between facilities. Consists of a rectangular welded steel base with open mesh sides constructed of horizontal and vertical wire rods welded at the crossover points. The monotainers may be stored in either the fully erected or fully collapsed condition.

Dimensions: (Erected/Collapsed)

Length 1322 mm /1322 mm

Width 1067 mm /1067 mm

Height 1115 mm / 260 mm

Monotainer: S = Single monotainers D = Double stacked monotainers (placed one on top of the other)

Off Peak: means week 4 to 41 inclusive of each calendar year. Volumes are generally less volatile.

On Demand: Pick-ups that are one-time Customer arrangements which are additional requests that are not initially planned/scheduled. (These can be called Adhoc as well).

Peak Season: also referred to as Peak Period, primarily refers to a timeframe of approximately October through January, for which mail volumes increase significantly. Customers such as Amazon and others feature annual sale dates – eg: **Amazon Prime Days** or **Cyber Monday** where the volumes are projected for substantial increase. These should also be considered ‘Peak’ due to its nature of demand. Dates for these events vary each year, but would be published public knowledge, offering the contractor adequate preparation time.

Pick-up Time: Refers to the actual scanning of Manifest and ‘wheels rolling’ time. The product must be loaded and all activities related to the pick-up must be complete at the Pick-up time.

Plant RVU: Canada Post Receipt Verification Unit. This area is part of the Canada Post receiving area in the plant for Customer Manifests by the driver from LVM pick-ups.

Pin Switch: Is to pick up a preloaded trailer which has been dropped at a Customer facility and replaced with an empty trailer. Usually lasts between 10 to 15 minutes; but can be as long as 40 minutes if shunting is needed.

PDT: Portable Data Terminal which are used by en-route personnel to scan items and documents at point of pick up. PDTs are also used to complete Manifest scans.

Schedule “A”: A detailed description of equipment and services rendered to Canada Post along with receipt and dispatch times and description of the work entailed to service each office.

Shunting: Shunting is required when a Canada Post Customer pick up location does not provide two or more docks needed to perform a Pin Switch. Therefore, the full trailer needs to be pulled out and an empty trailer is shunted onto the dock, and then the driver reconnects to the pulled trailer. This will happen for every pull in the schedule where extra docks are not provided.

TT: Tractor Trailer

Weekday: refers to Monday, Tuesday, Wednesday, Thursday and/or Friday

Weekend: refers to Saturday and Sunday

7-APPENDICES

The appendices in this Schedule A, as identified below are an integral part of this Schedule A.

Schedule A – Appendix 1: Safety Rules & Requirements

Schedule A – Appendix 2: Dock Safety Requirements

SCHEDULE A – APPENDIX 1: SAFETY RULES & REQUIREMENTS

Make it **safe.** | Pensez **sécurité.**
 Make it **home.** | Rentrez **sain et sauf.**



Safety rules All drivers in the yard

You are now entering a Canada Post mail processing facility. All visitors must report to a supervisor to receive a health and safety orientation, or be accompanied by an employee.

Employees and visitors are expected to follow all safety rules that apply to their position in addition to those described below. Note that hazard reporting and resolution are key responsibilities for all employees and team leaders, regardless of where they work.

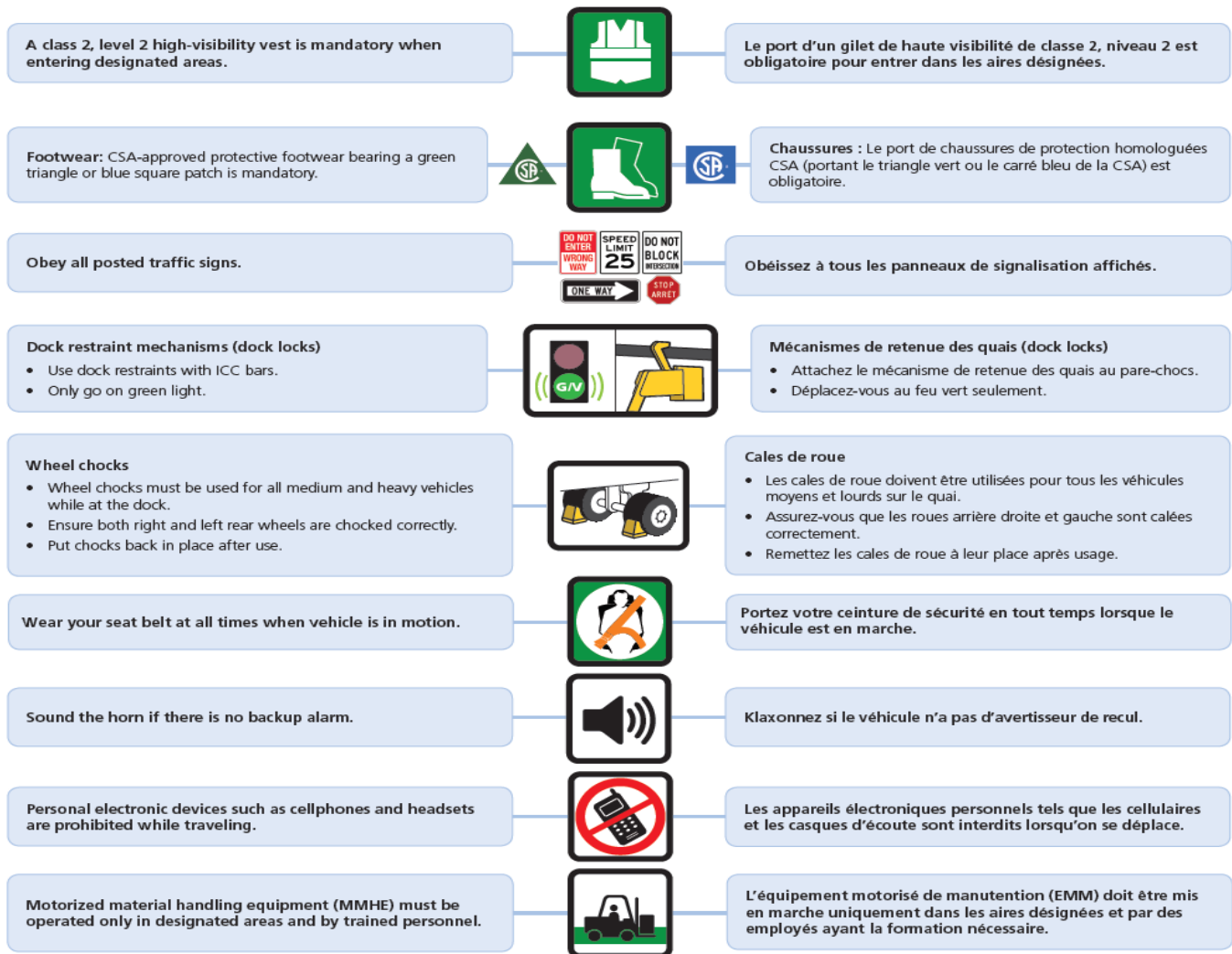
**DURING ANY EMERGENCY EVACUATION,
ALL VEHICLE YARD TRAFFIC MUST STOP.**

Règles de sécurité Tous les conducteurs dans la cour

Vous entrez maintenant dans une installation de traitement du courrier de Postes Canada. Tous les visiteurs doivent se présenter à un superviseur pour recevoir une orientation sur la santé et la sécurité, ou être accompagnés d'un employé.

Les employés et les visiteurs doivent respecter toutes les règles de sécurité applicables à leur poste, en plus de celles décrites ci-dessous. Veuillez noter que la déclaration et la résolution des risques sont des responsabilités clés pour tous les employés et les chefs d'équipe, peu importe où ils travaillent.

**PENDANT TOUTE ÉVACUATION D'URGENCE,
TOUTE CIRCULATION DE VÉHICULES DOIT CESSER.**



51257BF

2018/07

SCHEDULE A – APPENDIX 2: DOCK SAFETY REQUIREMENTS

Dock safety procedures – trucks and trailers



Applies to employees who use vehicles or trailers when entering Canada Post facilities.

Disconnecting trailers from tractors

For air-ride trailers:

1. Set spring brakes for truck and/or trailer (where applicable).
2. Release air from trailer manually **OR** wait for air to be released automatically.
3. Once air bags are empty, release spring brakes.
4. Back up slowly, making contact with loading dock.
5. Reset spring brakes.
6. Chock the wheels.
7. If the facility is equipped with a dock restraint mechanism, check that it is properly connected to the ICC bar.
8. Lower the stabilizing wheels/support legs.
9. Use CSA-approved jack if trailer is less than 32 feet (9.75 meters) long. Jacks are not required for longer trailers.
10. Disconnect the tractor in accordance with safe disconnecting procedures.
11. Carefully move the tractor away from the trailer.

Trucks and trailers left connected

For air-ride trucks/trailers:

1. Release air from trailer manually **OR** wait for air to be released automatically.
2. Once air bags are empty, release spring brakes.
3. Back up slowly, making contact with loading dock.
4. Set brakes for truck or tractor/trailer.
5. Shut off the engine and remove the key.
6. If the vehicle will be left unattended, lock the doors.

7. Chock the wheels and report to the dock supervisor (or designate) that the vehicle is secure.
8. If a dock restraint mechanism is available, visually inspect that it is properly connected to the ICC bar.

Using wheel chocks

It is mandatory for all vehicles docked at any Canada Post facility to have two wheels chocked.

Place one wheel chock in front and one behind the rear tire on each side of the truck or trailer (even if truck/trailer is against bollards, **as long as it can safely be accessed by driver from the side, i.e., not against a wall**).



SCHEDULE "B" RATE SHEET

EDMONTON (AB) & STETTLER HIGHWAY SERVICES (T309/T310) AND STETTLER (AB) & ALTARIO HIGHWAY SERVICES (T307/T308)

NAME OF PROPOSER: _____

The Proposer shall complete all fields in Sections 1.0, 2.0 a), 2.0 b), 2.0 c), 2.0 d), 2.0 e) and 2.0 f).

Proposers must provide pricing for both Highway Services for the full 5-year Term. The Combined Annual Rate for both Highway Services will be used for evaluation purposes. Proposers that do not provide pricing in all fields for both Highway Services will be disqualified from this RFP.

1.0 Fixed Yearly Service Rates:

Subject to all other terms and conditions in this Agreement, Canada Post shall pay the Contractor, as consideration for the performance of the Regular Services as defined in Schedule "A" Section 3 – Surface Transportation Schedules, the following Annual Rates which must:

- (i) **EXCLUDE FUEL:** The Corporation will pay additional fuel amounts separately and in accordance with the Schedule "D" Fuel Provision.
- (ii) **EXCLUDE GST/HST:** The Service under this Contract is zero-rated for the purposes of the Goods and Services Tax and the Harmonized Sales Tax (hereinafter referred to as "GST" and "HST") pursuant to Section 11 of Part VII of Schedule VI to the Excise Tax Act, R.S.C. 1985, Chapter E-15, as amended from time to time. It is also zero-rated for the purposes of the Quebec Sales Tax pursuant division VII of chapter IV of the Quebec Sales Tax Act, as amended from time to time.
- (iii) **BE INCLUSIVE:** With the exception of fuel amounts as per Schedule "D" or unless otherwise stated within this schedule or as pre-authorized by The Corporation, Fixed Yearly Service Rates are considered inclusive of all Contractor costs required to execute the requested service, such as, but not limited to wages, maintenance, weather related delays, contingencies, stop charges, road closure detours, wait times, layover expenses and toll fees.

Proposers must submit rates for all lanes and for all five years:

PERIOD	FROM	TO	ANNUAL RATE (EXCLUDING FUEL)		
			EDMONTON (AB) & STETTLER (T309/T310)	STETTLER (AB) & ALTARIO (T307/T308)	COMBINED ANNUAL RATE FOR BOTH HIGHWAY SERVICES
Year 1	July 1, 2021	June 30, 2022	\$	\$	\$
Year 2	July 1, 2022	June 30, 2023	\$	\$	\$
Year 3	July 1, 2023	June 30, 2024	\$	\$	\$
Year 4	July 1, 2024	June 30, 2025	\$	\$	\$
Year 5	July 1, 2025	June 30, 2026	\$	\$	\$
TOTAL			\$	\$	\$

All Annual Rates shall be automatically paid by the Corporation, therefore the Contractor is not required to submit a monthly invoice for the Regular Services. For the purpose of calculating the monthly amounts payable to the Contractor under this Agreement, all annual amounts will be divided by 12.

2.0 Ad Hoc and Peak Season (CH) Rates for Additional Services

a) Ad Hoc Rates (Excluding Fuel)

Where the Contractor is required on a temporary ad hoc basis to perform additional services that are not provided for in Schedule "A" Section 3 – Surface Transportation Schedules, the Contractor shall be paid in accordance with the following rates. All Trip Rates, Rate per KM and Rate per Hour shall exclude fuel. Fuel charges shall be in addition to the rates set forth below, and calculated at the time of invoice in accordance with provision (g) below.

Trip Rates (Round Trip):

	Year 1 July 1, 2021 to June 30, 2022	Year 2 July 1, 2022 to June 30, 2023	Year 3 July 1, 2023 to June 30, 2024	Year 4 July 1, 2024 to June 30, 2025	Year 5 July 1, 2025 to June 30, 2026
Edmonton – Stettler (full Schedule "A" with stops as per Section 3.1) (488 km round trip)	\$	\$	\$	\$	\$
Edmonton to Stettler (Direct Round Trip with no intermediate stops) (388 km round trip)	\$	\$	\$	\$	\$
Edmonton to Lacombe (Direct Round Trip with no intermediate stops) (266 km round trip)	\$	\$	\$	\$	\$
Edmonton to Ponoka (Direct Round Trip with no intermediate stops) (247 km round trip)	\$	\$	\$	\$	\$
Stettler – Altario (full Schedule "A" with stops as per Section 3.2) (404 km round trip)	\$	\$	\$	\$	\$
Stettler to Altario (Direct Round Trip with no intermediate stops) (Round Trip 388 kms)	\$	\$	\$	\$	\$

Rate per KM, Rate per Stop and Rate per Hour:

Where a Trip Rate above does not apply, the following rates shall apply:

- i) For services greater than, or equal to 100 km round trip, the **Rate per Km** and **Rate per Stop** will apply.
Note: Where the Contractor is required to perform additional stops in addition to the Designated Delivery Point, the Contractor may include the **Rate per Stop** for each Designated Intermediate Point.
- ii) For services less than 100 km round trip, only the **Rate per Hour** will apply.

Ad hoc rates should take into consideration costs which may be required to deploy additional resources such as, but not limited to drivers and vehicles, and/or hiring of subcontractors. Where the Contractor is requested by Canada Post to provide a one-way delivery service, the Contractor may invoice the distance and/or time required for repositioning.

The Proposer is to complete all per km and per hour fields on the basis of **excluding fuel**.

EDMONTON (AB) & STETTLER HS (TRACTOR & TRAILER T309/T310) (EXCLUDING FUEL)			
Period:	>= 100 km (round trip)		<100 km (round trip)
	Rate per Km	Rate per Stop	Rate per Hour
Year 1	\$	\$	\$
Year 2	\$	\$	\$
Year 3	\$	\$	\$
Year 4	\$	\$	\$
Year 5	\$	\$	\$

STETTLER (AB) & ALTARIO HS (STRAIGHT TRUCK T307/T308) (EXCLUDING FUEL)			
Period:	>= 100 km (round trip)		<100 km (round trip)
	Rate per km	Rate per Stop	Rate per Hour
Year 1	\$	\$	\$
Year 2	\$	\$	\$
Year 3	\$	\$	\$
Year 4	\$	\$	\$
Year 5	\$	\$	\$

The Rate per Hour may apply for services that are considered “in-town” deliveries and/or pick-ups. Such services may include, but not limited to elections materials or large volume mailer pick-ups, where the services are predominantly performed within an urban setting.

b) Peak Season (CH) Rates per trip (Excluding Fuel):

Where the Contractor is required to perform Peak Season (CH) obligations as per Schedule “A” Section 6.0, the following trip rates shall apply. All Peak Season Rates shall take into consideration all Contractor incremental costs (if and when applicable), such as but not limited to, additional resources (drivers and vehicles), empty backhauls, extra vehicle/trailer rentals, temporary labour, employee overtime, sub-contracting, and/or administrative costs (example: Security clearing additional drivers). Fuel charges shall be in addition to the rates set forth below, and calculated at the time of invoice in accordance with provision (g) below.

	Year 1	Year 2	Year 3	Year 4	Year 5
T309CH-T310CH (Mon-Fri) Round Trip Scenario from Edmonton MPP to Stettler (488 km round trip)	\$	\$	\$	\$	\$
T309CH-T310CH (Sat-Sun) Round Trip Scenario from Edmonton MPP to Stettler (488 km round trip)	\$	\$	\$	\$	\$
T307CH-T308CH Round Trip Scenario from Stettler to Altario (404 km round trip)	\$	\$	\$	\$	\$

c) Minimum Call-Out Charge: Where additional services rendered are of minimal distance or time, a minimum charge may be invoiced. The Minimum Call-Out Charge will only apply when the total calculated charge as per Section 2.0 (a) is less than the following Minimum Call-Out Charge rate set forth below: The Minimum Call-Out Charge is not in addition to the calculated rate as per Section 2.0 (a).

SERVICE	MINIMUM CALL-OUT CHARGE				
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
EDMONTON (AB) & STETTLER HS (T309/T310)	\$	\$	\$	\$	\$
STETTLER (AB) & ALTARIO HS (T307/T308)	\$	\$	\$	\$	\$

Note that the Minimum Call-Out Charge will not apply in situations whereby the Contractor is requested to perform additional services that are within one hour of the commencement or completion of, or during the existing scheduled service as per Schedule “A” Section 3 – Surface Transportation Schedule, with the exception being situations whereby the additional services necessitate a driver change due to situations such as exceeding the legislated Hours of Service regulations.

d) Helper Rate: Where the Contractor is required at the request of the Corporation, to provide additional services that require the use of a helper or person, in addition to the driver, the Contractor shall be paid in accordance with the following hourly helper rates:

SERVICE	HELPER RATE (PER HOUR)				
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
EDMONTON (AB) & STETTLER HS (T309/T310)	\$	\$	\$	\$	\$
STETTLER (AB) & ALTARIO HS (T307/T308)	\$	\$	\$	\$	\$

The Helper Rate would be in addition to the trip, per km or hourly rates as per Section a).

e) Additional Trailer Rate (EDMONTON (AB) & STETTLER HS (T309/T310)): Where Canada Post requires additional dry van trailers (beyond that of the quantity set forth as per Schedule “A”) for situations such as, but not limited to, temporary storage or pre-loading, the following rates will apply:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Trailer - Per Day	\$	\$	\$	\$	\$
Trailer - Per Week	\$	\$	\$	\$	\$
Trailer - Per Month	\$	\$	\$	\$	\$

Additional trailer rates must include all costs associated with positioning the trailer to the Canada Post Facility in Edmonton and subsequent return back to the contractor’s location. Where the total daily rate exceeds the weekly rate, the Contractor will invoice the lesser amount. Where the total weekly rate exceeds the monthly rate, the Contractor will invoice the lesser amount.

f) Trailer Shunting Rate (EDMONTON (AB) & STETTLER HS (T309/T310)): Where the Contractor is requested by Canada Post to reposition third-party trailers within the yard locations set forth within Schedule “A”, the following Trailer Shunt Rate will apply for each trailer moved. The Contractor’s rate shall take into consideration all cost considerations, such as, but not limited to damage inspection, communications with Canada Post staff, hooking and unhooking, and movement within the yard.

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Trailer Shunt Rate	\$	\$	\$	\$	\$

Where the Contractor is required to reposition trailers to an off-site location or where the Contractor is requested to dispatch resources (driver/tractor) that are not already on site, the Hourly Rate as per 2.0 (a) shall apply instead of this Trailer Shunting Rate.

Where the Contractor is requested to reposition their own trailer assets within the Canada Post yard, the Trailer Shunting Rate does not apply, as this is deemed an operational expectation within scope of the Contractor's obligations within Schedule "A".

When moving third-party trailers, the Contractor may consider performing a visual inspection prior to movement. Where the Contractor identifies trailer damage to a third-party trailer, the Contractor may consider notifying Canada Post staff prior to movement.

- g) Ad Hoc Fuel:** Where the Rate per km or Rate per hour as per Section a) applies, the Contractor will invoice fuel in addition to the Rate per km or Rate per hour. All fuel amounts and calculations must be included with the monthly invoice and the invoice must be accompanied by a printed copy of the Kent Marketing monthly average rates. All ad hoc fuel amounts must be calculated in accordance with the following formula:

$[(MA) \times [d] \times [c]] \div 100 \div (1 + [TR])$; where:

MA = Kent Marketing Monthly Average (\$/L), based on the month for which the service was performed and as per Schedule "D".
d = Distance (km) from Canada Post departure point to the authorized destination point, plus return trip where applicable.
c = Consumption Rate as per Schedule "D" (L/100km).
TR = Tax Rate as per Schedule "D".

Example: Where: MA = \$1.00, d = 672 km, c = 45.0, TR = 1.13%
= \$1.00/L X 672 km X 45.0 L ÷ 100 ÷ (1+.13)
= \$1.00 X 672 X 0.45 ÷ 1.13
Ad Hoc Fuel = \$267.61

- h) Ad hoc invoices** pertaining to this Agreement must be sent to the attention of Regional Transportation at the following address:

Canada Post Corporation
Attn: Transportation Area West
1870 Wellington Ave.
Winnipeg, MB R3H 3H3

All monthly invoices must include the line item details, date of invoice, Canada Post vendor number, invoice number, agreement number, Contractor name, Contractor address and Contractor remit-to address. Where the Contractor performs multiple ad hoc trips within a monthly period, the Contractor shall combine all trips to one monthly invoice and submit to the Corporation at the end of the month for which the service was performed.

Line item details must include the following: Date of Ad hoc service, Authorization Number, rates charged, total distance in kilometers (or total hours incurred) and line total. Where applicable, all ad hoc fuel amounts and calculations must be included on the monthly invoice and must be accompanied by a printed copy of the Kent Marketing monthly average rates that were utilized for the fuel calculations.

Each invoice must be accompanied by copies of Canada Post Surface Transportation Report (STR) or equivalent Canada Post document as predetermined by the Canada Post Designated Official, for each trip performed. Failure to provide an STR (or equivalent) with the invoice may nullify payment to the Contractor.

The Contractor shall not submit an invoice until after the requested service has been fully performed. Monthly invoices must be submitted to Canada Post with 30 days following the end of the month for which the service was performed. All invoices shall be subject to the approval by the Canada Post Designated Official.

- i) Wait Time:** Where the Contractor is required to wait beyond 30 minutes after the scheduled completion time due to off-loading delays caused by the Corporation, the Contractor must contact the Area Performance Centre (APC) every 30 minutes to obtain further instructions.

Where the Contractor incurs wait time greater than or equal to 60 minutes beyond the scheduled or planned off-loading time, the Contractor may invoice in increments of 15 minutes at a rate of fifty (50) percent of the Hourly Rate Ad hoc Rate, for each 30 minute period beyond the end of the first 60 minutes of wait time. As such, the first 60 minutes of wait time are deemed "Free Time" whereby the Contractor has taken Free Time into consideration when establishing rates for the service schedule as per Schedule "A" Section 3-Surface Transportation Schedule. Example: Contractor waits 1 hour and 30 minutes, therefore the billable amount is 0.5 hours multiplied by the Ad Hoc Hourly Rate. Standard rounding rules shall apply, such as 1 hour 8 minutes of wait time would be billable at 0.25 hours or 1 hour 35 minutes would be billable at 0.5 hours.

The Corporation will only accept Wait Time charges where the Contractor has obtained an Authorization Number from the Area Performance Centre or Transportation Control Officer. Where documented past performance demonstrates the Contractor having had "at fault" late services, on this Agreement, in the most recent 30 calendar day period, the Corporation reserves the right to forfeit the Contractor's right to charge for Wait Time.

- j) Trip Distance:** The Trip Distance which may be applicable to ad hoc services, will be based on the distance from the Canada Post Designated Tender Point to the requested Designated Delivery Point, and including any

Designated Intermediate Points. Canada Post will not pay extra for any distances which may be required by the Contractor to arrive at the Canada Post Designated Departure Point. Total distance travelled must be based on the most reasonable direct route from the Designated Tender Point to the Designated Intermediate Points, Designated Delivery Point and return trip to the Designated Tender Point. Where trip distances have been identified as per the Schedule "A", the Schedule "A" distances should be utilized in the cost calculation.

"Designated Delivery Points" means the locations where the Contractor shall deliver the Mail/parcels/freight tendered to it.

"Designated Intermediate Points" means the Designated Tender Points or Designated Delivery Points which are located on the route of the Service between the first Designated Tender Point and the last Designated Delivery Point.

"Designated Tender Points" means the locations where the Mail/parcels/freight is tendered to the Contractor.

3.0 Amendment to Rates as per Service Specifications Change Schedule "A"

Should the Contractor be required on a permanent basis to perform additional or reduced services not provided for in Schedule "A", an amendment to include these services and the adjusted Fixed Yearly Service Rate shall be agreed to by both parties.

The adjustment to the Fixed Yearly Service Rate per lane shall:

- i) be based on current rate per kilometer or rate per hour for that lane, determined through a pro-rata calculation (i.e.: Annual Rate (\$) for the lane at the date prior to the specification change of Schedule "A" divided by the annual distance (km) covered by the lane at the date prior to the specification change Schedule "A" = Pro rata rate (\$) per kilometer) for that lane;
- ii) plus or minus such adjustments, if any, as may be appropriate to reflect the circumstances particular to the required change.

Failing such agreement, either party may terminate this Agreement as per section 12.0 Term and Termination of the Agreement.

4.0 Deduction for Temporary Non-Performance of the Highway Service

Where the Contractor does not perform the service due to reasons such as, but not limited to Force Majeure or Events of Default, Canada Post reserves the right to deduct from the Contractor an amount for the distance not traveled in accordance with the following criteria:

Formula to calculate the deduction

$$[\text{Pro rata rate per kilometer as define below}] \times [\text{Distance in kilometers not performed}] = \text{Amount to deduct}$$

Pro rata rate definition

Pro rata rate per kilometer as calculated in Section 3.0 i) above = Annual Rate (\$) ÷ Annual Distance in kilometers as per Schedule "A".

5.0 Insurance Requirements

In accordance with Section 9.1 of the Agreement, the Contractor shall provide and maintain, at its own expense, the following minimum insurance coverage:

- i) **Commercial General Liability insurance**, with a minimum limit of \$1,000,000.00 per occurrence for personal injury, bodily injury (including death) and property damage, unless the Contractor utilizes a tractor-trailer type vehicle in which case a minimum of \$2,000,000.00 per occurrence. Canada Post shall be added to the policy as an additional insured and the policy shall contain cross liability and severability of interest clauses.
- ii) **Commercial Automobile Liability insurance**, with a minimum limit of \$2,000,000.00 per occurrence for bodily injury (including death) and property damage, unless the Contractor utilizes a tractor-trailer type vehicle in which case a minimum of \$3,000,000.00 per occurrence.
- iii) **Cargo insurance** covering the property of others in the Contractor's care, custody or control with a minimum limit of \$25,000.00 per occurrence for vehicles less than 5 tons; \$50,000.00 per occurrence for vehicles of 5 tons or greater; or \$100,000.00 per occurrence for tractor-trailer type vehicles.

6.0 Payment to the Contractor:

Payment to the Contractor shall be payable in Canadian funds after receipt of invoice or on an automatic monthly recurring basis, as the case may be, "**NET SIXTY (60) DAYS**". The Corporation will pay the amounts owing to the Contractor under this Agreement by direct deposit to the bank account designated by the Contractor.

Refer to the table below for an overview of the payment procedures:

Services rendered in the month of:	Will be paid by the end of:	Services rendered in the month of:	Will be paid by the end of:
January	March	July	September
February	April	August	October
March	May	September	November
April	June	October	December
May	July	November	January
June	August	December	February

SCHEDULE "C" / ANNEXE "C"

SECURITY REQUIREMENTS / EXIGENCES EN MATIÈRE DE PROTECTION ET DE SÉCURITÉ

Version January 2017

<p>In respect of every Contractor employee, sub-contractor, agent or other representative ("Contractor Personnel") having or requiring access, for any reason, to Canada Post protected information and/or assets ("Protected Assets and Information"), which include, but shall not be limited to mail, as defined by the Canada Post Corporation Act, as amended, Canada Post proprietary, commercial or confidential information of any kind and in whatever form, and all facilities, premises, equipment and assets of any kind and in whatever form in, on or with which the Service is provided, the Contractor shall:</p> <p>Personnel</p> <p>1. Appoint and maintain at all times during the Term a Company Security Officer ("CSO") and an Alternate Company Security Officer ("ACSO") whose duties shall include, but not be limited to:</p> <ul style="list-style-type: none"> a) Identifying all Contractor's Personnel and its subcontractor's personnel who will require access to Protected assets and information and ensuring that accurate and complete Security Screening documentation is submitted for such personnel; b) Ensure that all Contractor's Personnel and its subcontractor's personnel provide a photograph in digital colour photograph in JPEG format or a passport size photograph with the employee's full name and date of birth indicated on the back (note, the photograph should have a white background); c) Will provide the collected photograph to Canada Post Security and Investigation Service, along with the security screening application for the purpose of the creation of an identification card; d) Will provide a photograph to Canada Post Security and Investigation Service, for employees who already hold a valid Reliability Status or security clearance; e) The Company Security Officer is accountable for all identification cards issued to Contractor's Personnel and its subcontractor's personnel; f) Upon departure (ie. Resignation or termination) of Contractor's Personnel and its subcontractor's personnel, the identification card must be retrieved and returned to Canada Post Security and Investigation Services by the Company Security Officer without delay; g) Upon detection, lost or stolen identification cards must be reported to Canada Post Security and Investigation Services by Company Security officer without delay; h) Upon end of contract, all identification cards issued for Contractors Personnel and its subcontractors must be retrieved and returned to Canada Post Security & Investigation Services by the Company Security Officer without delay. i) Providing change of circumstance reports for personnel with regard to their security screening status; j) Ensuring that Contractor personnel receive a security briefing upon notification of having been granted Reliability Status; k) Ensuring that Contractor personnel complete and return the Security Clearance Certificate and Briefing form and the Protection of Mail and Corporate Assets Contractor Declaration form; l) Maintaining a valid list of security screened Contractor personnel on the prescribed template in attachment 1 below and submitting it to Canada Post Security Investigation Services on a quarterly basis on or by, February 1st, May 1st, August 1st and November 1st of each calendar year; m) Ensuring that Contractor personnel security screening information is safeguarded properly; n) Reviewing security requirements in the contract and ensuring all requirements are adhered to; 	<p>L'entrepreneur doit prendre les mesures suivantes en ce qui concerne les membres de son personnel, sous-traitants, agents ou autres représentants qui ont ou doivent avoir accès, pour quelque raison que ce soit, aux renseignements et aux biens protégés de la Société (les "biens et renseignements protégés"), qui incluent, sans s'y restreindre, le courrier tel que défini dans la Loi sur la Société canadienne des postes telle que modifiée, les renseignements exclusifs, commerciaux ou confidentiels de quelque nature et de quelque forme qu'ils soient, ainsi que les installations, lieux, équipements et biens de quelque nature et de quelque forme qu'ils soient, dans lesquels ou avec lesquels le service est fourni.</p> <p>Personnel</p> <p>1. L'entrepreneur doit désigner et maintenir en poste en permanence, un agent de sécurité de l'entreprise (" ASE ") et un agent de sécurité d'entreprise suppléant(ASES) dont les tâches incluent, sans se l'y imiter :</p> <ul style="list-style-type: none"> a) indiquer tous les membres du personnel qui doivent avoir accès aux biens et renseignements protégés et s'assurer que la documentation pertinente et complète sur la vérification de sécurité de ces employés est fournie; b) s'assurer que tous les membres du personnel de l'entrepreneur et ceux de ses sous-traitants fournissent une photo couleur numérique en format JPEG ou une photo format passeport au verso de laquelle figure le nom complet de l'employé et sa date de naissance; c) fournira la photo recueillie aux Services de sécurité et d'enquête de Postes Canada, ainsi que la demande de vérification de sécurité aux fins de création d'une carte d'identité; d) fournira une photo aux Services de sécurité et d'enquête de Postes Canada, pour les employés qui détiennent déjà une cote de fiabilité ou une autorisation de sécurité valide; e) l'agent de sécurité de l'entreprise est responsable de toutes les cartes d'identité remises aux membres du personnel de l'entrepreneur et ceux de ses sous-traitants; f) au moment du départ (c.-à-d. démission ou congédiement) de l'un des membres du personnel de l'entrepreneur ou de l'un de ceux de ses sous-traitants, la carte d'identité doit être immédiatement récupérée et retournée aux Services de sécurité et d'enquête de Postes Canada par l'agent de sécurité de l'entreprise; g) la perte ou le vol des cartes d'identité doit être immédiatement signalé aux Services de sécurité et d'enquête de Postes Canada par l'agent de sécurité de l'entreprise; h) l'entrepreneur doit s'assurer que les membres de son personnel et ceux de ses sous-traitants, qui auront accès au courrier, aux renseignements, aux biens et aux locaux de la Société dans le cadre du contrat, se conforment aux procédures de la Société en matière de protection et de sécurité, qui peuvent être modifiées de temps à autre; i) fournir des mises à jour sur l'état de tous changement de situation des employée qui touche la classification de sécurité de cette personne; j) s'assurer que les membres du personnel assistent à une séance d'information sur la sécurité dès qu'ils obtiennent la cote de fiabilité, k) s'assurer que les membres du personnel complète et signe le Certificat de sécurité et le formulaire d'attestation de sécurité et faire l'envoi de ces documents avec le document Protection du courrier et des biens de la Société - Déclaration de l'employé; aux Services de Sécurité et d'Enquête de la Société, l) Tenir une liste à jour d'entrepreneurs ayant fait l'objet d'une vérification de sécurité au moyen du modèle préconisé dans le tableau ci-dessous, et la soumettre chaque trimestre à l'équipe Services de sécurité et d'enquête de Postes Canada au plus tard le 1er février, le 1er mai, le 1er août et le 1er novembre de chaque année civile. m) s'assurer que les dossiers d'enquête de sécurité sur les employés sont conservés en lieu sûr;
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<p>2. Contractor personnel must be granted Reliability Status before access to Protected Assets and Information can be shared;</p> <p>3. Canada Post Security and Investigation Services will recognize valid Reliability Status or valid Security Clearance issued by Public Works Government Services of Canada (Industrial Security Program) as meeting the security screening requirements for contractor personnel;</p> <p>4. Contractor personnel who do not hold a valid Reliability Status or Valid Security clearance issued by Public Works Government Services of Canada (Industrial Security Program); must complete the security screening process through Canada Post Security and Investigation Services;</p> <p>5. The Contractor shall ensure that security screening application(s) are accurately completed for a sufficient number of Contractor employees, representatives, including sub-contractors or agents who are, or may be working on services related to this Agreement (the "Personnel") and submitted to the Corporation;</p> <p>6. For clarity, a sufficient number of Personnel shall at all times be deemed to include a sufficient number of personnel required to perform the services on an on-going basis, plus an additional number of personnel, to be determined by the Contractor, to ensure that should any personnel with security clearance be unable, for whatever reason, to work on the services related to this Agreement, the Contractor will have enough additional personnel with security clearance to stand in for, or otherwise replace them;</p> <p>7. In the event that the security clearance of the Contractor personnel is compromised as determined by Canada Post Security and Investigation Services, Canada Post may terminate the contract forthwith and no compensation shall be payable to the contractor arising from said termination;</p> <p>Transportation</p> <p>8. Ensure that all Contractor vehicles, whether owned or leased by, or belonging to Contractor Personnel used in the provision of the Service ("Vehicles") shall provide reasonable security with fully functioning locks and other reasonable security features given the nature of the Service provided;</p> <p>9. Conduct semi-annual inspection and audit of all Vehicles to ensure the proper functioning of all security features and mechanisms and to repair and maintain the same as circumstances reasonably require in a prompt and timely fashion;</p> <p>10. Ensure that all Vehicles are left locked and otherwise fully secured within the Vehicles' capacity, with engine turned off and ignition keys removed from the Vehicle whenever the Vehicle is left unattended;</p> <p>11. Grant reasonable access to Canada Post Security and Investigation Services to Vehicles for routine audit and the investigation of specific incidents when required by Canada Post;</p> <p>Protection of the mail</p> <p>12. Ensure, specifically with respect to mail, as defined by the Canada Post Corporation Act, as amended, in the care, custody and control of the Contractor is at all times protected from theft, weather and other damage of whatsoever kind;</p> <p>13. Ensure that no mail in the care, custody and control of the Contractor is opened, seized, delayed, detained, misdirected or otherwise interfered with in any manne</p> <p>Compliance</p> <p>14. The Contractor shall ensure that the Contractor's Personnel and its subcontractor's personnel, who will have access to the mail, information, assets and/or the Corporation's premises in relation to this Agreement, comply with the Corporation's security procedures;</p> <p>15. The deadline for the Contractor being in full compliance with the security requirements is before commencement of work, unless otherwise agreed to in writing by Security and Investigation Services;</p> <p>16. For greater clarity, in the event the Contractor or Contractor Personnel fails to comply with the any of the</p>	<p>n) revoir les exigences en matière de sécurité énoncées dans le contrat et s'assurer que tous s'y conforment.</p> <p>2. Avant d'accorder aux membres du personnel d'un entrepreneur l'accès aux biens, et renseignements protégés, s'assurer que chaque entrepreneur détient une cote de fiabilité. Les demandes d'enquête de sécurité pour obtenir une cote de sécurité doivent être soumises aux Services de Sécurité et d'Enquête de la Société.</p> <p>3. Si les membres du personnel de l'entrepreneur détiennent déjà une cote de fiabilité, Les Services de Sécurité et d'Enquête de la Société, accepteront les cotes de fiabilité valide accordées par Travaux publics et Services gouvernementaux Canada dans le cadre du Programme de sécurité industrielle;</p> <p>4. Si l'employé de l'entrepreneur détient une autorisation de sécurité valide de Transports Canada, les Services de sécurité et d'enquête de Postes Canada (SSE) reconnaîtront celle émise par Transports Canada. Il est toujours nécessaire pour ces membres du personnel de remplir le formulaire Protection du courrier et des biens de la Société - Déclaration de l'entrepreneur. L'agent de sécurité d'entreprise (ASE) est tenu de conserver une liste d'employés qui possèdent une autorisation de sécurité valide de Transports Canada et de la fournir aux SSE trimestriellement (comme dans la clause " e ").</p> <p>5. L'entrepreneur doit s'assurer que les demandes de vérification de sécurité sont dûment remplies pour un nombre suffisant de ses employés et représentants, y compris des sous-traitants ou des agents qui sont ou pourraient être affectés à des services liés au présent contrat (le " personnel "), et qu'elles sont soumises à la Société.</p> <p>6. Par souci de clarté, un nombre suffisant d'employés est réputé inclure en tout temps un nombre suffisant d'employés requis pour exécuter les services de façon continue, plus des employés supplémentaires, dont le nombre sera déterminé par l'entrepreneur, pour s'assurer que si un membre du personnel possédant l'autorisation de sécurité est incapable de remplir ses fonctions, pour quelque raison que ce soit, afin d'effectuer les travaux liés aux services en lien avec le présent contrat, l'entrepreneur aura suffisamment d'employés supplémentaires possédant l'autorisation de sécurité pour le remplacer.</p> <p>7. Dans le cas où la cote de sécurité de l'entrepreneur ou d'un de ses sous-traitants est compromise selon les Services de Sécurité et d'Enquête de la Société, Postes Canada mettra fin au contrat immédiatement et aucune indemnité ne sera versée à l'entrepreneur pour compenser ladite résiliation.</p> <p>Transport</p> <p>8. L'entrepreneur doit s'assurer que tous les véhicules (loués, qui lui appartiennent ou qui appartiennent aux membres de son personnel) utilisés pour la prestation de services sont suffisamment sécuritaires, avec des verrous fonctionnels et d'autres mécanismes de sécurité pertinents, selon la nature des services fournis.</p> <p>9. L'entrepreneur doit effectuer, à titre de mesure de sécurité et de qualité, au moins deux vérifications et inspections par année de l'ensemble de ses véhicules pour s'assurer du bon fonctionnement de tous les mécanismes de verrouillage; et il doit effectuer l'entretien et la réparation des véhicules au moment opportun.</p> <p>10. L'entrepreneur doit toujours prendre les mesures suivantes lorsque le véhicule est inoccupé : couper le moteur, retirer les clés du démarreur, verrouiller et protéger entièrement le véhicule.</p> <p>11. L'entrepreneur doit donner aux Services de Sécurité et d'Enquête de la Société un accès raisonnable aux véhicules à des fins d'inspection dans le cadre d'une enquête sur un incident particulier ou d'une vérification ordinaire jugée nécessaire par Postes Canada.</p> <p>Protection du courrier</p> <p>12. L'entrepreneur doit voir à ce que tout le courrier, tel que défini dans la Loi sur la Société canadienne des postes telle que modifiée, qui lui est remis ou qu'il reçoit autrement est en tout temps à l'abri du vol, des intempéries, des dommages de quelle que sorte que ce soit.</p> <p>13. L'entrepreneur doit également voir à ce que le courrier ne soit pas ouvert, subtilisé, retenu, abandonné, acheminé au mauvais endroit, falsifié ou altéré de toute autre manière que ce soit.</p> <p>Conformité</p> <p>14. L'entrepreneur doit se conformer à toutes les exigences en matière de sécurité avant le début des travaux, à moins qu'une entente à cet égard n'ait été conclue par écrit avec les Services de sécurité et d'enquête.</p> <p>15. L'entrepreneur doit s'assurer que les membres de son personnel et ceux de ses sous-traitants, qui auront accès au courrier, à</p>
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above security requirements, the Contractor shall be in default of the security requirement of this agreement and thus give rise to Canada Post termination rights.

l'information, aux biens et/ou aux locaux de la Société dans le cadre de la présente Convention, se conformément aux procédures de la Société en matière de protection et de sécurité.

16. Il est entendu que si l'entrepreneur ou les membres de son personnel ne respectent pas les exigences en matière de sécurité de la présente convention en ce qui a trait à chacun de ces défauts, la Société aura par conséquent le droit de résilier la convention conformément aux dispositions de résiliation qui y sont énoncées.

Table to complete as per Article 1 I) here above

Personnel Security Audit - Canada Post

INSTRUCTIONS:

- Security screening self-audits are a routine requirement and comprise a part of your contractual obligations. They are to be submitted quarterly on, or by, **February 1st, May 1st, August 1st and November 1st** of each calendar year.
- As the primary contract holder, you are responsible for ensuring that all employees, contractors, replacement staff, and sub-contractors who support your contract with Canada Post are security screened.
- All information in the table below must be provided to accurately match an individual to the correct security file.
- The supplier is responsible for maintaining accurate and up-to-date records of the security screening of all individuals and submit it on the above dates, as well as upon request of Canada Post.
- The supplier is responsible for notifying Canada Post Security and Investigation Services as soon as could be reasonably expected of the resignation or termination of any individual who holds a security status with Canada Post in order for that security status to be cancelled appropriately.

Company Name	Contact persons (CSO & ACSO)	Phone	email	Certificate Number	Update Required Date
Example ABC Transport	Rob White, Operations Manager				
Employee name, first name	Transportation Details	Date of birth (YYYY/MM/DD)	Security Clearance Status	Certificate number	Update Required Date
Example SMITH, Robert	eg. Edmonton (AB) & Calgary (AB)	1960/12/01	Screened,	C-2010-12345	ex. 2020-10-10
Example JOHNSON, James	eg. T117/T118 eg. Vernon (BC) CUS		In process or not started	nil	10 years for reliability and Secret 5 years for Top Secret clearance
1					
2					
3					

Tableau à compléter selon l'article 1 I) ci-dessus

Vérification de sécurité - Postes Canada

PROTÉGÉ A

DIRECTIVES :

- Les autovérifications de sécurité constituent une exigence systématique et font partie de vos obligations contractuelles. Elles doivent être soumises tous les trimestres au plus tard le **1^{er} février, le 1^{er} mai, le 1^{er} août et le 1^{er} novembre** de chaque année civile.
 - À titre de titulaire principal de la convention, vous devez vous assurer que tous les employés, les entrepreneurs, les remplaçants et les sous-traitants qui appuient votre convention avec Postes Canada font l'objet d'une vérification de sécurité.
 - Tous les renseignements dans le tableau ci-dessous doivent être fournis et établir une correspondance exacte entre une personne et son dossier de sécurité.
 - Le fournisseur doit maintenir des dossiers de vérification de sécurité exacts et à jour pour toutes les personnes applicables, et les soumettre au plus tard aux dates ci-dessus et si Postes Canada le demande.
 - Il incombe au fournisseur d'informer les Services de sécurité et d'enquête de Postes Canada aussitôt que possible de la démission ou du licenciement de toute personne ayant obtenu une cote de fiabilité auprès de Postes Canada, afin que cette cote de fiabilité puisse être annulée de façon appropriée.
- Personne ne peut accéder aux biens, aux renseignements, aux installations ou au courrier de Postes Canada avant d'avoir réussi la vérification de sécurité.

Nom de l'entreprise	Personne ressource (ASE & ASER)	# de téléphone	adresse de courriel	N° de certificat	Date de mise à jour requise
Example Transport ABC	Roy, Guy - Président et ASE	514-555-5555			
Nom (employé), prénom	Détails de transport	Date de naissance (AAAA/MM/JJ)	Côte de sécurité	N° de certificat	Date de mise à jour requise
Exemple Bertrand, Robert	S/R Québec/Mataneau / SP - Aral Dé	1960/12/01	oui	99000012	ex. 2020-10-10
Exemple Gingras, Paul	non assigné autre que	1960/12/01	En marche ou Non débuté	non	
1					
2					
3					

SCHEDULE “D.1”
FUEL CONSUMPTION FLOW-THROUGH (FCFT) PROVISION
EDMONTON (AB) & STETTLER HIGHWAY SERVICES (T309/T310)

Recognizing that there may be fluctuation in the price of fuel over the life of the Contract, Canada Post Corporation has established a method to calculate the price of fuel as described below. The program is a zero (0) based program, as such, Canada Post Corporation, unless otherwise stated, expects the Contractor not to include the price of fuel within the rates/costs submitted by the Contractor in Schedule “B”. Fuel amounts will be paid to the Contractor in accordance with this provision.

The price of fuel for a month will be defined by the Pump Price of diesel fuel, including taxes, derived from the Kent Marketing Services Ltd Fuel Price Listings located at www.kentgroupltd.com and shall be based on said prices for the location of **EDMONTON**. The monthly price will be used to calculate the payment to the Contractor, in conjunction with the vehicle fuel consumption indicated as below.

Note that the Contractor is not required to submit a monthly invoice for fuel, unless the services rendered are under the Ad hoc Provision of the Contract, Schedule “B” 3.0. Where Ad hoc services are performed, the Trip Distance will replace Annual Distance within the formula below.

Since carriers are entitled to an input tax credit on fuel expenses (further to Section 169 of the Excise Tax Act.) the corresponding retail taxes from Figure 1 will be deducted from the Average retail price to form the Monthly Fuel Price.

Canada Post Corporation shall calculate the Monthly Fuel Payable amount as follows:

Monthly Fuel Payable = [Monthly Distance] X [Fuel Consumption Rate] X [Monthly Average Rate] ÷ [Retail Tax Rate]

Example:

Monthly Fuel Payable = 413,340 kms ÷ 12 months X 0.45 fuel consumption X \$1.00 Kent Marketing ÷ 1.13 HST
 = \$13,717.04

Example #1: Fuel = \$1.00/L			Example #2: Fuel = \$1.25/L		
Theoretical Annual Distance in km:	Theoretical Kent Marketing Rate:	Theoretical Monthly Fuel Payment:	Theoretical Annual Distance in km:	Theoretical Kent Marketing Rate:	Theoretical Monthly Fuel Payment:
413,340	\$ 1.00	\$ 13,717.04	413,340	\$ 1.25	\$ 17,146.29

Where:

- (a) Monthly Average Rate is equal to the Kent Marketing Index (<http://charting.kentgroupltd.com/>) for **DIESEL** (Average retail prices, including taxes).
- (b) Fuel Consumption Rate:

VEHICLE METRIC CONSUMPTION FOR **TRACTOR TRAILERS = 45.0 L / 100 KM**

Note: Where the Proposer determines their total expected fuel consumption to vary, for reasons such as, but not limited to; fuel consumption rate; or distance variances, the Proposer should take such variance into consideration when establishing their Schedule “B” Rates

- (c) Figure 1 – Retail Tax Rates – Retail Tax Rates within this schedule are subject to change and are in accordance with the legislated Provincial and/or Federal taxation laws.

Province	Tax Rate	Tax Credit Rate
British Columbia	GST	5%
Alberta	GST	5%
Saskatchewan	GST	5%
Manitoba	GST	5%
Ontario	HST	13%
Yukon	GST	5%

Province	Tax Rate	Tax Credit Rate
Quebec	GST & QST	GST = 5%, QST = 9.5% Effective rate = 14.975%
New Brunswick	HST	15%
Nova Scotia	HST	15%
PEI	HST	15%
Newfoundland	HST	15%

- (d) **The Monthly Fuel Payable will be paid monthly** (within 30 days of the final day of the month for which the services were performed. Example: Fuel for March services will be paid by the end of April.

SCHEDULE "D.2"

FUEL CONSUMPTION FLOW-THROUGH (FCFT) PROVISION

STETTLER (AB) & ALTARIO HIGHWAY SERVICES (T307/T308)

Recognizing that there may be fluctuation in the price of fuel over the life of the Contract, Canada Post Corporation has established a method to calculate the price of fuel as described below. The program is a zero (0) based program, as such, Canada Post Corporation, unless otherwise stated, expects the Contractor not to include the price of fuel within the rates/costs submitted by the Contractor in Schedule "B". Fuel amounts will be paid to the Contractor in accordance with this provision.

The price of fuel for a month will be defined by the Pump Price of diesel fuel, including taxes, derived from the Kent Marketing Services Ltd Fuel Price Listings located at www.kentgroupltd.com and shall be based on said prices for the location of **RED DEER**. The monthly price will be used to calculate the payment to the Contractor, in conjunction with the vehicle fuel consumption indicated as below.

Note that the Contractor is not required to submit a monthly invoice for fuel, unless the services rendered are under the Ad hoc Provision of the Contract, Schedule "B" 3.0. Where Ad hoc services are performed, the Trip Distance will replace Annual Distance within the formula below.

Since carriers are entitled to an input tax credit on fuel expenses (further to Section 169 of the Excise Tax Act.) the corresponding retail taxes from Figure 1 will be deducted from the Average retail price to form the Monthly Fuel Price.

Canada Post Corporation shall calculate the Monthly Fuel Payable amount as follows:

$$\text{Monthly Fuel Payable} = [\text{Monthly Distance}] \times [\text{Fuel Consumption Rate}] \times [\text{Monthly Average Rate}] \div [\text{Retail Tax Rate}]$$

Example:

$$\begin{aligned} \text{Monthly Fuel Payable} &= 413,340 \text{ kms} \div 12 \text{ months} \times 0.45 \text{ fuel consumption} \times \$1.00 \text{ Kent Marketing} \div 1.13 \text{ HST} \\ &= \$13,717.04 \end{aligned}$$

Example #1: Fuel = \$1.00/L			Example #2: Fuel = \$1.25/L		
Theoretical Annual Distance in km:	Theoretical Kent Marketing Rate:	Theoretical Monthly Fuel Payment:	Theoretical Annual Distance in km:	Theoretical Kent Marketing Rate:	Theoretical Monthly Fuel Payment:
413,340	\$ 1.00	\$ 13,717.04	413,340	\$ 1.25	\$ 17,146.29

Where:

- (a) Monthly Average Rate is equal to the Kent Marketing Index (<http://charting.kentgroupltd.com/>) for **DIESEL** (Average retail prices, including taxes).
- (b) Fuel Consumption Rate:

VEHICLE METRIC CONSUMPTION FOR **STRAIGHT TRUCK = 27.7 L / 100 KM**

Note: Where the Proposer determines their total expected fuel consumption to vary, for reasons such as, but not limited to; fuel consumption rate; or distance variances, the Proposer should take such variance into consideration when establishing their Schedule "B" Rates

- (c) Figure 1 – Retail Tax Rates – Retail Tax Rates within this schedule are subject to change and are in accordance with the legislated Provincial and/or Federal taxation laws.

Province	Tax Rate	Tax Credit Rate	Province	Tax Rate	Tax Credit Rate
British Columbia	GST	5%	Quebec	GST & QST	GST = 5%, QST = 9.5%
Alberta	GST	5%			Effective rate = 14.975%
Saskatchewan	GST	5%	New Brunswick	HST	15%
Manitoba	GST	5%	Nova Scotia	HST	15%
Ontario	HST	13%	PEI	HST	15%
Yukon	GST	5%	Newfoundland	HST	15%

- (d) **The Monthly Fuel Payable will be paid monthly** (within 30 days of the final day of the month for which the services were performed. Example: Fuel for March services will be paid by the end of April.

SCHEDULE "E" // ANNEXE "E"

Letter of Offer

Lettre d'offre

<p>To: RFP CONTROL OFFICER CANADA POST CORPORATION tender.control@canadapost.ca</p> <p>Re: Letter of Offer</p> <p>EDMONTON (AB) & STETTLER HIGHWAY SERVICES (T309/T310) AND STETTLER (AB) & ALTARIO HIGHWAY SERVICES (T307/T308)</p>	<p>À: AGENT DE CONTROLE DES DEMANDES POSTES CANADA tender.control@canadapost.ca</p> <p>Re: Lettre d'offre</p> <p>EDMONTON (AB) & STETTLER HIGHWAY SERVICES (T309/T310) ET STETTLER (AB) & ALTARIO HIGHWAY SERVICES (T307/T308)</p>
<p>We are submitting a Proposal in response to the referenced RFP, and hereby offer to provide the services as indicated in the RFP in consideration of payment by Canada Post.</p> <p>The Proposer acknowledges that responses to the RFP must be stand-alone documents, complete and integral in their own right, containing everything necessary to allow Canada Post to evaluate them fully, subject to any need Canada Post may have for clarification in respect of any given response. Previously submitted information cannot be considered.</p> <p>We have carefully examined the RFP and have a clear understanding of the requirements of the RFP and the RFP Process. By submitting the Proposal, we acknowledge that we have read and understood the RFP and have submitted all substantiating information as requested. Failure to submit requested substantiating information or if the substantiating information does not meet the Mandatory Requirements may result in disqualification of the Proposal.</p> <p>We, or any of our sub-contractors, or any of our employees or any of our sub-contractor's employees do not and will not have any conflict of interest (actual or potential) in submitting this Proposal or, if selected, with our contractual obligations as the vendor under contract.</p> <p>We are not aware of any potential conflict of interest where an employee or family member of an employee of Canada Post has an interest in our organization (the Proposer), or in any of our sub-contractors or any Proposer that may be included in the Proposal.</p> <p>If we are in a Conflict of Interest (Actual or Potential) we have completed the Declaration of (Actual or Potential) Conflict of Interest document located in this Schedule "F".</p> <p>We agree to abide by all of the terms of the Supplier Code of Conduct located in this Schedule "E".</p> <p>We have no knowledge of or ability to avail ourselves of Confidential Information of Canada Post other than the Confidential Information, which may have been disclosed by Canada Post to the Proposers in the normal course of this RFP.</p> <p>We are not involved in collusion or arrangement with any other Proposers in connection with this RFP. We have no knowledge of and have made no comparison of the information in our Proposal with the information contained in any other Proposal.</p> <p>Other than as disclosed in an annex to this letter, neither we, nor any of our directors, officers or senior management, nor any of our employees who in the latter case, may be responsible to perform any work under any resulting Agreement with Canada Post are, or have been, convicted of any of the following offences (other than an offence for which a criminal pardon has been granted):</p> <ul style="list-style-type: none"> ▪ frauds against the government under the Criminal Code; ▪ frauds under the Financial Administration Act; ▪ payment of a contingency fee to a person to whom the Lobbying Act applies; ▪ corruption, collusion, bid-rigging or any other anti-competitive activity; ▪ money laundering; ▪ participation in activities of criminal organizations; ▪ income and excise tax evasion; ▪ bribing a foreign public official; or 	<p>Nous soumettons une proposition en réponse à la DP mentionnée en référence et, par la présente, nous offrons de fournir des services, tels qu'ils sont indiqués dans la DP, en contrepartie de paiement par Postes Canada.</p> <p>Le soumissionnaire reconnaît que les réponses à la DP doivent constituer en soi un document autonome, complet et intégral qui contient tout ce qu'il faut pour permettre à Postes Canada de les évaluer entièrement, sous réserve des éclaircissements dont elle pourrait avoir besoin. La Société n'étudiera pas les renseignements soumis au préalable.</p> <p>Nous avons soigneusement examiné les documents de la DP et possédons une bonne compréhension des exigences de la DP et du procédé lié à cette dernière. En soumettant notre proposition, nous reconnaissons que nous avons lu et compris la DP. En conséquence, nous avons soumis toute l'information justificative qui y est demandée. La non-soumission des renseignements à l'appui demandés ou la non-conformité des renseignements à l'appui aux exigences obligatoires entraînera l'élimination de la proposition.</p> <p>Nous, au même titre que n'importe lequel de nos sous-traitants ou n'importe lequel de nos employés ou des employés de nos sous-traitants, n'avons aucun conflit d'intérêts et n'en aurons aucun (réel ou appréhendé) en ce qui a trait à la présentation de cette proposition ou, si nous sommes sélectionnés, en vertu de nos obligations contractuelles en tant que fournisseur aux termes d'un contrat conclu avec la Société.</p> <p>À notre connaissance, il n'existe aucune possibilité de conflit d'intérêts dans le cas où un employé ou un membre de la famille d'un employé de Postes Canada détiendrait un intérêt dans notre entreprise (le soumissionnaire) ou à l'égard de l'un des sous-traitants du soumissionnaire ou de quiconque étant susceptible de participer au processus de proposition.</p> <p>Si nous sommes en situation de conflit d'intérêts (réel ou appréhendé), nous devons remplir la Déclaration de conflit d'intérêts (réel ou appréhendé) qui se trouve à l'annexe F.</p> <p>Nous acceptons de respecter toutes les conditions du Code de conduite du fournisseur figurant dans la présente annexe E.</p> <p>Nous n'avons aucune connaissance ni aucune capacité de nous prévaloir d'information confidentielle liée à Postes Canada, autre que l'information confidentielle qui pourrait avoir été déclarée par la Société aux soumissionnaires dans le cours normal de la DP.</p> <p>Nous ne prenons part à aucune collusion ou à aucun accord avec tout autre fournisseur en ce qui a trait à la DP. Nous n'avons aucune connaissance de la teneur de n'importe quelle proposition autre que celle du soumissionnaire et n'avons pas comparé l'information contenue dans sa proposition avec celle figurant dans une quelconque proposition d'un autre soumissionnaire.</p> <p>Exception faite de toute divulgation en annexe à la présente lettre, ni nous, ni l'un de nos directeurs, agents, cadres supérieurs ou employés, qui dans le dernier cas, pourrait être responsable d'exécuter des travaux en vertu de tout contrat conclu avec Postes Canada, n'avons été reconnus coupables de l'une des infractions suivantes (autre qu'une infraction pour laquelle un pardon a été accordé) :</p> <ul style="list-style-type: none"> ▪ fraude contre le gouvernement en vertu du <i>Code criminel</i>; ▪ fraude en vertu de la <i>Loi sur la gestion des finances publiques</i>; ▪ versement d'honoraires conditionnels à une personne à qui la <i>Loi sur le lobbying</i> s'applique; ▪ corruption, collusion, truquage des offres ou toute autre activité anticoncurrentielle; ▪ blanchiment d'argent; ▪ participation aux activités d'une organisation criminelle; ▪ fraude fiscale (impôt sur le revenu et taxe d'accise);

<ul style="list-style-type: none"> ▪ offences in relation to drugs. <p>We certify that the submitted financial information is correct.</p> <p>We understand that that by signing the Letter of Offer, subject to the Proposer's right to withdraw a Proposal prior to the Closing Time, Proposals will be irrevocable by the Proposer and remain in effect and open for acceptance by The Corporation for "180" calendar days following the Closing Time.</p> <p>In the event Canada Post selects our Proposal, in whole or in part, we agree to finalize and execute the Agreement in accordance with procedures stated in the RFP.</p> <p>In the event the Corporation does not select our Proposal, and we wish to be given a debriefing, we acknowledge that it is our responsibility to request the debriefing within 10 days from the Corporation's official notification of contract award.</p> <p>We hereby consent to Canada Post performing checks with the references listed in the Proposal.</p> <p>We acknowledge and understand that Canada Post may disqualify the Proposal of any Proposer where the Proposer fails to provide information or makes misrepresentations regarding any of the information included in the Letter of Offer and/or the Proposal. Further, we acknowledge and understand that Canada Post will have the right to rescind any Agreement resulting from this RFP with the Proposer in the event that Canada Post, in its sole discretion, determines that the Proposer has failed to provide information or made misrepresentations regarding any of the information in the Letter of Offer or the Proposal, in addition to or in lieu of any other remedies that Canada Post has in law or in equity.</p>	<ul style="list-style-type: none"> ▪ versement d'un pot-de-vin à un agent public étranger; ▪ infractions liées à la drogue. <p>Nous certifions que les renseignements financiers fournis sont exacts.</p> <p>Nous comprenons qu'en signant la lettre d'offre, sous réserve de son droit de se désister avant l'heure de clôture prescrite dans la DP, sa proposition sera irrévocable et demeurera en vigueur pour acceptation par la Société pendant les « 180 » jours civils à compter de l'heure de clôture prescrite.</p> <p>Advenant que Postes Canada retienne notre proposition, en entier ou en partie, nous consentons à conclure et à exécuter le contrat, conformément aux procédures stipulées dans la DP.</p> <p>Dans le cas où la Société ne sélectionne pas notre proposition, et nous souhaitons recevoir un compte rendu, nous reconnaissons qu'il est de notre responsabilité de demander le compte rendu dans les 10 jours suivant la notification officielle de l'attribution du contrat par la Société.</p> <p>Nous consentons, par la présente, à ce que Postes Canada effectue une vérification des références énumérées dans la proposition.</p> <p>Nous reconnaissons et comprenons que Postes Canada pourrait déclarer inadmissible la proposition de tout soumissionnaire dans les cas où ce dernier ne fournirait pas l'information demandée ou qu'il ferait une assertion inexacte au sujet de toute information comprise dans la lettre d'offre ou la proposition. De plus, nous reconnaissons et comprenons que Postes Canada aura le droit d'annuler un contrat conclu avec le soumissionnaire sélectionné dans le cadre de la DP si elle estime, et elle sera seule juge en la matière, que ce soumissionnaire sélectionné a fourni une fausse information ou a fait de fausses assertions au sujet de l'information se trouvant dans la lettre d'offre ou dans la DP, en plus ou au lieu de tout autre recours ou de toute autre mesure que possède la Société en droit ou en équité.</p>
<hr/> <p>Name of Proposer</p> <hr/> <p>Signature</p> <hr/> <p>Address of Proposer</p> <hr/> <p>City Province Postal Code</p> <hr/> <p>Telephone</p> <hr/> <p>e-mail address</p>	<hr/> <p>Nom du soumissionnaire</p> <hr/> <p>Signature</p> <hr/> <p>Adresse du soumissionnaire</p> <hr/> <p>Ville Province Code postal</p> <hr/> <p>Téléphone</p> <hr/> <p>Adresse courriel</p>

<p>Attachment 1 to Letter of Offer Declaration of (Actual or Potential) Conflict of Interest:</p>	<p>Pièce jointe n° 1 à la lettre d'offre Déclaration d'un conflit d'intérêt (reel ou potential):</p>
<p>Attachment 2 to Letter of Offer</p> <p>Supplier Code of Conduct</p> <p>1. Introduction Canada Post Corporation (Canada Post), a federal Crown corporation, aims to maintain the confidence of all its stakeholders by minimizing legal, financial and reputation risks. Canada Post believes that adherence to its corporate values and undertakings in social responsibility is essential. Canada Post and the other members of the Canada Post Group of Companies (Group of Companies) endeavour to deal with suppliers who share this view. The <i>Canada Post Supplier Code of Conduct</i> (Code) outlines the guidelines, principles and standards that suppliers of the Canada Post Group of Companies are expected to follow and uphold in their business and throughout their supply chain.</p> <p>2. Application The Code applies to all suppliers of the Canada Post Group of Companies, their sub-suppliers and sub-contractors, be it for the supply of goods or services. All suppliers of the Group of Companies must carefully review the guidelines in the Code and agree to abide by the guidelines as a condition of doing business with Canada Post.</p> <p>3. Business Integrity Compliance with Laws In all their activities, suppliers must ensure that they conduct business in compliance with the laws, rules and regulations applicable to the goods and services they provide.</p> <p>Conflicts of Interest In their relationship with Group of Companies employees, suppliers must not try to gain improper advantage or preferential treatment for other relationships they may have with Canada Post (for example, as a client); furthermore, suppliers must not inappropriately influence Group of Companies employees.</p> <p>Gifts and Entertainment The inappropriate use by suppliers of entertainment and gifts with Group of Companies employees is prohibited. As such, the nature of any gifts or entertainment must not be used – whether by their quality, quantity or timing – by suppliers to gain improper advantage or preferential treatment. Canada Post expects suppliers to maintain appropriate records of gift and entertainment offers to Group of Companies employees. Suppliers are advised that Group of Companies employees must seek approval from the head of their Sourcing Management team before accepting entertainment or gifts from a supplier.</p> <p>Anti-bribery and Anti-corruption It is never acceptable for any supplier to offer any bribe, kickback or other unlawful payment or benefit to secure any concession, Agreement or other favourable treatment.</p> <p>Confidential information and information barriers If in their dealings with Canada Post, suppliers become aware of confidential or material undisclosed information about the Group of Companies or its clients, Canada Post expects suppliers to have in place policies and procedures for the proper handling and use of such information (such as information barriers). These policies and procedures must meet applicable legal and regulatory requirements to prevent inappropriate access or disclosure of this information.</p> <p>4. Responsible Business Practices</p> <p>Privacy and Information Security Suppliers must use information obtained through their relationship with the Group of Companies only for the purpose of the supply relationship.</p> <p>Suppliers must store information securely, as agreed with Canada Post, and have in place appropriate information security policies and procedures. Suppliers must notify Canada Post promptly of actual or suspected privacy breaches, security breaches or losses of Group of Companies information.</p>	<p>Pièce jointe n° 2 à la lettre d'offre</p> <p>Code de conduite du fournisseur</p> <p>1. Introduction Postes Canada vise à maintenir la confiance de tous ses intervenants en minimisant les risques juridiques, financiers et d'atteinte à la réputation. Postes Canada est d'avis que l'adhérence aux valeurs et aux initiatives en matière de responsabilité sociale de la Société est un outil essentiel à l'atteinte de cet objectif. Postes Canada et les autres membres du Groupe d'entreprises de Postes Canada cherchent à faire affaire avec des fournisseurs qui sont du même avis. Le présent Code de conduite du fournisseur (ci-après, le « Code ») décrit les lignes directrices, les principes et les normes que Postes Canada exige des fournisseurs du Groupe d'entreprises de Postes Canada (ci-après, les « fournisseurs »); Postes Canada s'attend à ce que les fournisseurs respectent et maintiennent ce code de conduite dans leur entreprise et dans l'ensemble de leur chaîne d'approvisionnement.</p> <p>2. Application Ce Code s'applique à tous les fournisseurs de Postes Canada et du Groupe d'entreprises ainsi qu'à leurs sous-traitants pour ce qui est de la prestation de biens ou de services. Tous les fournisseurs du Groupe d'entreprises doivent examiner attentivement les lignes directrices de ce Code et convenir de les respecter s'ils souhaitent faire affaire avec Postes Canada.</p> <p>3. Intégrité professionnelle Respect des lois Dans toutes leurs activités, les fournisseurs doivent s'assurer qu'ils exécutent leurs activités conformément aux lois, aux règles et aux règlements applicables aux biens et services offerts.</p> <p>Conflits d'intérêts Dans le cadre de leur relation avec les employés membres du Groupe d'entreprises de Postes Canada, les fournisseurs ne doivent tenter d'obtenir aucun avantage inapproprié ou traitement préférentiel attribuable à d'autres relations potentiellement nouées avec Postes Canada (par exemple, à titre de client); les fournisseurs sont également dans l'interdiction d'influencer de façon inappropriée des employés membres du Groupe d'entreprises.</p> <p>Cadeaux et divertissements L'utilisation inappropriée de divertissements et de cadeaux offerts par les fournisseurs aux employés du Groupe d'entreprises de Postes Canada est interdite. À ce titre, la nature de tout cadeau ou divertissement ne peut, par sa qualité, sa quantité ou par le moment où il est offert, être utilisé par les fournisseurs pour obtenir un avantage inapproprié ou un traitement préférentiel. Nous nous attendons à ce que les fournisseurs tiennent à jour des dossiers appropriés des échanges de cadeaux et de divertissements avec des employés du Groupe d'entreprises de Postes Canada. Les fournisseurs sont informés que les employés du Groupe d'entreprises de Postes Canada doivent obtenir l'approbation du responsable de leur équipe de gestion de l'approvisionnement avant d'accepter des divertissements ou des cadeaux provenant d'un fournisseur.</p> <p>Lutte contre les pots-de-vin et la corruption Il n'est jamais acceptable pour un fournisseur d'offrir un pot-de-vin ou tout autre paiement ou avantage illégal en vue de sécuriser une concession, un contrat ou un traitement favorable de Postes Canada.</p> <p>Renseignements confidentiels et systèmes de protection de l'information Dans le cadre de leurs opérations commerciales menées avec Postes Canada, si les fournisseurs sont mis au courant de renseignements confidentiels ou importants non communiqués liés au Groupe d'entreprises ou à ses clients, nous nous attendons à ce que les fournisseurs aient en place des politiques et procédures pour la manipulation et l'utilisation appropriées de ces renseignements (notamment un système de protection de l'information). Ces politiques et procédures doivent répondre aux exigences juridiques et réglementaires applicables en vue d'éviter tout accès inapproprié à ces renseignements ou toute divulgation inappropriée de ces renseignements.</p> <p>4. Pratiques commerciales responsables</p> <p>Confidentialité et sécurité de l'information Les fournisseurs doivent uniquement utiliser les renseignements obtenus dans le cadre de leur relation avec le Groupe d'entreprises de Postes Canada aux fins d'approvisionnement.</p>

Business Resumption and Contingency Planning

As some suppliers' goods and services are critical to the Group of Companies' businesses, suppliers are expected to have and maintain business continuity and disaster recovery plans in accordance with applicable regulatory, contractual and service level requirements.

5. Responsible Treatment of Individuals

Respect and Dignity

Suppliers must maintain workplaces characterized by professionalism, and respect for the dignity of every individual with whom their employees interact. Suppliers must respect the diversity of their employees, clients and others with whom they interact, both in and outside the workplace, including respect for differences such as gender, race, colour, age, disability, sexual orientation, ethnic origin and religion. Suppliers must not tolerate harassment, discrimination, violence, retaliation and other disrespectful and inappropriate behaviour.

Employment Practices

Suppliers must abide by applicable employment standards, labour, non-discrimination and human rights legislation. Where laws do not prohibit discrimination or where they allow for differential treatment, suppliers are expected to be committed to non-discrimination principles and to operate in a way that does not differentiate unfairly.

Suppliers must demonstrate that, in their workplaces:

- child labour is not used;
- discrimination and harassment are prohibited;
- employees are free to raise concerns and speak up without fear of reprisal;
- appropriate and reasonable background screenings, including investigations for prior criminal activity, have been done to ensure the integrity and good character of the suppliers' employees;
- clear and uniformly applied employment standards meet or exceed legal and regulatory requirements.

Health and Safety

Suppliers are expected to provide healthy and safe workplaces and comply with relevant health and safety laws. Suppliers are expected to provide all their employees with adequate information and instruction on health and safety concerns and to enable their employees to meet their responsibilities for the maintenance of a healthy and safe workplace.

6. Environment

Suppliers are required to work with Canada Post to promote environmental sustainability. Suppliers are to help reduce its collective environmental footprint.

7. Sub-Suppliers and Sub-Contractors

Suppliers will ensure that their sub-suppliers and sub-contractors comply with a set of standards compatible with the Code.

8. Record Keeping

Suppliers must not destroy records that may be relevant to any pending or threatened legal or regulatory proceeding of which suppliers become aware.

Suppliers must maintain adequate internal records to document compliance with supply requirements of the Group of Companies and the suppliers' commitments under the Code.

9. Compliance and Monitoring of the Code of Conduct

Suppliers are expected to adhere to and comply with the *Canada Post Supplier Code of Conduct*. Suppliers may be required to periodically confirm in writing that they meet their obligations under the Code. In some circumstances, the Group of Companies may audit a supplier's control environment.

Failure to comply with the Code may result in the termination of a supplier's relationship with Canada Post.

Contact Information

If you have any questions about the Canada Post Supplier Code of Conduct, please email eprocurmentservices@canadapost.ca

Les fournisseurs doivent sauvegarder les renseignements de façon sécuritaire, comme il a été convenu avec Postes Canada, et avoir en place des politiques et procédures appropriées en matière de sécurité de l'information. Les fournisseurs doivent aviser Postes Canada immédiatement de tout bris réel ou soupçonné de la confidentialité, de tout bris de sécurité ou de toute perte de renseignements relatifs au Groupe d'entreprises.

Reprise des activités administratives et planification en cas d'urgence

Puisque certains des biens fournis ou des services offerts par les fournisseurs sont essentiels aux activités commerciales du Groupe d'entreprises de Postes Canada, les fournisseurs sont tenus d'avoir et de maintenir une continuité des activités et des plans de reprise après sinistre, conformément aux règlements et aux exigences contractuelles et de niveau de service applicables.

5. Traitement responsable des personnes

Respect et dignité

Les fournisseurs doivent entretenir des lieux de travail caractérisés par le professionnalisme et le respect de la dignité de tous les individus avec qui leurs employés interagissent. Les fournisseurs doivent respecter la diversité de leurs employés, de leurs clients et des autres personnes avec qui ils interagissent, tant à l'intérieur qu'à l'extérieur du lieu de travail, ce qui comprend le respect de différences, telles que le sexe, la race, la couleur, l'âge, les invalidités, l'orientation sexuelle, l'origine ethnique et la religion. Les fournisseurs ne doivent tolérer aucune forme de harcèlement, de discrimination, de violence, de représailles ou de tout autre comportement irrespectueux et inapproprié.

Pratiques d'emploi

Les fournisseurs doivent respecter les lois applicables en matière de normes d'emploi, de main-d'œuvre, de non-discrimination et de droits de la personne. Si certaines lois n'interdisent pas la discrimination, ou si des lois permettent un traitement différent, les fournisseurs sont tenus de s'engager envers des principes non discriminatoires et de déployer leurs activités équitablement.

Dans leur lieu de travail, les fournisseurs doivent pouvoir démontrer ce qui suit :

- Aucune main-d'œuvre enfantine n'est employée.
- La discrimination et le harcèlement sont interdits.
- Les employés peuvent faire part de leurs préoccupations ou signaler des manquements sans crainte de représailles.
- Des vérifications d'antécédents appropriées et raisonnables, ce qui comprend des enquêtes visant à relever tout passé criminel, ont été effectuées pour assurer l'intégrité et la bonne moralité des employés du fournisseur.
- Des normes d'emploi claires et appliquées uniformément sont utilisées, et celles-ci répondent ou dépassent les exigences juridiques et réglementaires.

Santé et sécurité

Les fournisseurs sont tenus de fournir des lieux de travail sains et sécuritaires qui sont conformes aux lois pertinentes en matière de santé et de sécurité. Les fournisseurs doivent fournir à tous leurs employés des renseignements et des directives appropriés en matière de préoccupations sur la santé et la sécurité, et ils doivent permettre à leurs employés de prendre leurs responsabilités visant l'entretien d'un lieu de travail sain et sécuritaire.

6. Environnement

Les fournisseurs sont tenus de travailler avec Postes Canada à la promotion de la viabilité environnementale. Les fournisseurs doivent nous aider à réduire notre empreinte écologique collective.

7. Sous-traitants

Les fournisseurs doivent s'assurer que leurs sous-traitants respectent un ensemble de normes compatibles au présent Code.

8. Tenue de dossiers

Les fournisseurs ne peuvent détruire des dossiers pouvant être pertinents à une démarche réglementaire ou à une poursuite judiciaire en instance ou éventuelle dont ils sont au courant.

Les fournisseurs doivent tenir à jour des dossiers internes adéquats pour consigner la conformité à leurs obligations en matière d'approvisionnement du Groupe d'entreprises de Postes Canada, de même que pour consigner le respect de leurs engagements en vertu du présent Code.

9. Respect et surveillance du code de conduite

Les fournisseurs sont tenus d'adhérer au présent Code et de le respecter. Les fournisseurs pourraient devoir confirmer périodiquement par écrit qu'ils répondent à leurs obligations en vertu du présent Code. Dans certaines circonstances, le Groupe d'entreprises de Postes Canada pourrait exiger la vérification de l'environnement de contrôle du fournisseur.

Le non-respect du présent Code pourrait occasionner la rupture de la relation d'un fournisseur avec Postes Canada.

RENSEIGNEMENTS SUR LA PERSONNE-RESSOURCE

Si vous avez des questions au sujet du Code de conduite des fournisseurs de Postes Canada, veuillez envoyer un courriel aux Services de cyberapprovisionnement
eprocurmentservices@postescanada.ca

SCHEDULE “F” – RFP QUESTIONNAIRE

The Proposer is to submit this Schedule “F” to Tender Control as per the instructions in Section 2.0 of the Information to Proposers section as it will be used in the evaluation process. The Proposer shall complete all applicable fields and sign/date the submission below.

PROPOSER INFORMATION

Name of Company:	
Address:	
Name of Representative:	
Phone Number:	
Email Address:	
Name & title of the person who will sign the Contract:	

Section 1 – For Information Only

1	<p>Are you related to a Canada Post employee, or are you a current employee of Canada Post?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>If Yes, please provide details:</p>
	<p>Are you aware of any business or personal matter that may present a conflict of interest between you and/or your company and Canada Post?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>If Yes, please provide details:</p>
2	<p>If you hire employees, do you agree to provide upon request, your WCB certificate?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3	<p>Do you agree to provide the insurance coverage requested for this service? If not, specify why:</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Section 1 – For Information Only

4	<p>Means of communication used for operations/dispatch:</p> <p>Cellular: _____</p> <p>Telephone: _____</p> <p>Other: _____</p> <p>Email: _____</p>
5	<p>Provide the name(s) of the owner(s) or shareholder(s) of the company with titles(s) and email address for each one:</p>
6	<p>Company information:</p> <p>Date the company was established: _____</p> <p>Total number of administrative employees _____ drivers _____</p> <p>How many assets are currently within your company owned and leased fleet?</p> <p>Dry Van Trailers – 48': _____ Dry Van Trailers – 53': _____ Tractors: _____ Straight Trucks: _____</p> <p>Annual revenue for the last 2 years: 2018 _____ 2019 _____</p>

Proposers are to provide detailed, clear and thorough responses to each of the questions below. Any question that does not apply to your company should be marked with N/A (Not Applicable). Any response to a question that is left blank will receive a 0-point score. Responses that do not provide enough information as requested, will not attain maximum points. Proposers are to add extra pages should they require additional space for their responses.

Section 2 – Rated Requirements

1	Type and age of Vehicle(s) proposed for this Contract: (must comply with Vehicle Requirements in Sections 1 and 2 of Schedule A):		
	Vehicle 1	Vehicle 2	Vehicle 3
	Tractor	Trailer	Straight Truck
	EDMONTON (AB) & STETTLER HS		STETTLER (AB) & ALTARIO HS
Model:			
Box Length (in ft.)	N/A		
Year:			
Type:			
Straight Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tractor Trailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cube Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cargo Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this vehicle part of your current fleet?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, will the vehicle be:			
Purchased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior to Contract Start Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After Contract Start Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Attach an extra sheet if you require more space for extra vehicles			
Maximum points will be awarded to the response that: <ul style="list-style-type: none"> • Provides the exact type and number of vehicles as requested in Schedule A • Vehicles proposed are under 5 years old • Vehicles proposed are part of the Proposer's current fleet and available prior to Contract Start date 			
2	<u>Service Contingency/Emergency Plans</u> Describe in detail how will you continue to provide the Services in cases of: <ul style="list-style-type: none"> a) Vehicle Breakdown <ul style="list-style-type: none"> • Number of compliant spare/back up vehicles available immediately 		

	<ul style="list-style-type: none"> • If no spare vehicles are available immediately, provide a description of any rental agreement/arrangement with a 3rd party that can provide a back up vehicle • Response time to replace the vehicle for each: spare and rental vehicle(s) • Response procedure to replace the vehicle (describe step-by-step procedures) <p>b) Driver planned or unplanned absences</p> <ul style="list-style-type: none"> • Number of Security Cleared back up Drivers available immediately • Number of back up Drivers not Security Cleared available immediately • If no backup Drivers are available immediately, describe how long it would take you to hire, train and Security Clear a new driver
	<p><i>Maximum points will be awarded to the response that:</i></p> <ul style="list-style-type: none"> • <i>Is clear and detailed for each a) and b)</i> • <i>Provides sufficient number of spare/back up vehicles available immediately that are replaced with minimum disruption to the Service</i> • <i>Provides a detailed step-by-step description of the vehicle replacement procedure which allows for minimum disruption of the Service</i> • <i>Provides sufficient number of Security Cleared back up Drivers available immediately that are replaced with minimum disruption to the Service</i>
	<p>Response:</p>

3	<p><u>Driver Training</u></p> <p>Describe in detail your Training Plan for new Drivers that will be assigned to Canada Post services. Your response should include at a minimum:</p> <ul style="list-style-type: none"> • Training time • Training methodology • Training on Health & Safety • Knowledge of the Delivery route • Knowledge on Vehicle Care & Maintenance • Knowledge of MMHG Equipment (if applicable) • Training on CPC specific processes & procedures • Training on Security of the Mail <p>In addition to the above, indicate with a checkmark the items below that are included in your current Drivers Training Plan. Include any supporting documentation to provide evidence (i.e. forms, checklists, policies, procedures)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Driver Handbook / Manual <input type="checkbox"/> Health & Safety <input type="checkbox"/> Workplace Harassment <input type="checkbox"/> Vehicle Care & Maintenance <input type="checkbox"/> Emergency Response / Accident Reporting <input type="checkbox"/> Hours of Service Regulations <input type="checkbox"/> Dedicated on-staff Trainer

	<p><i>Maximum points will be awarded to the response that:</i></p> <ul style="list-style-type: none"> • <i>Describes a Training Plan that is clear and detailed including all areas of Training identified above at a thorough and acceptable level</i> • <i>Includes all items identified above as part of your current Drivers Training Plan and provides relevant supporting documentation as evidence</i>
	<p>Response:</p>
4	<p><u>Vehicle Preventative Maintenance Plan</u></p> <p>A Vehicle Preventative Maintenance Plan is a huge part of successfully maintaining your vehicles. Having a program in place will assist in proactively avoiding breakdowns and potentially lessen the downtime of a unit.</p> <p>a) Describe in detail your Vehicle Preventative Maintenance Plan for the vehicles proposed. Your description should include at a minimum:</p> <ul style="list-style-type: none"> • Preventative maintenance activities and frequency • Daily pre-trip inspection activities • Any other routine preventative maintenance activities performed <p>b) In addition to the above, indicate with a checkmark the items below that are included in your Vehicle Preventative Maintenance Plan. Include any supporting documentation to provide evidence (i.e. forms, checklists, policies, procedures)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance and repair cost tracking system <input type="checkbox"/> In-house dedicated mechanics <input type="checkbox"/> Pre-trip inspection and preventative maintenance checklist <p><i>Maximum points will be awarded to the response that:</i></p> <ul style="list-style-type: none"> • <i>Describes a detailed Vehicle Preventative Maintenance Plan that is clear and detailed including all relevant activities and sound frequency of each activity</i> • <i>Describes detailed Daily pre-trip inspection activities that are relevant and sound</i>

- *Includes all areas identified under b) above and includes supporting documentation to provide evidence of such*

Response:

5

Proposer experience:

Provide 2 references to which you have provided commercial transportation services in the last 5 years (may include Canada Post references). All references must be to parties unrelated, whether directly or indirectly to, and at an arm's length with the Proposer

	Customer 1	Customer 2
Name of Client Company		
Description of transportation service provided		
Duration of the contract (start & end dates)		

Name & Title of Client Contact		
Telephone number and email address of Client Contact		
<p>All provided references will be contacted to inquire about the Proposer's service performance. The reference will be required to rate the Proposer's performance on a scale of 0 to 4 which will constitute the Proposer's Performance Score during the evaluation of the Proposal. Each reference will count for 50% of the Performance Score.</p> <p>For Proposers that are existing Canada Post Transportation Contractors, the respective Canada Post Transportation Officer will be contacted to provide a reference for the Proposer. The Proposer's Performance Score will be based on the following sequence:</p> <ul style="list-style-type: none"> a) Performance for Services provided to CPC under the current HS Lane Requirement in this RFQ (if you are the Incumbent) b) Performance for Services provided to CPC under any other two current/previous HS Contract(s). The specific Contract(s) evaluated will be selected at CPC's discretion c) Performance for Services provided to any of the references above if the Proposer has only one CPC contract <p>Performance assessment questions will be the same for new and for existing CPC Contractors.</p> <p>Canada Post will make up to 3 attempts to reach the reference provided. Should Canada Post not be able to reach the provided reference, a 0-point score will be assigned to each reference that did not respond.</p>		
<p><i>Maximum points will be awarded to the Proposer that receives a performance score of 4 for each of the References provided or for each of the CPC References contacted internally</i></p>		
6	<p>What is (or would be) the percentage (%) of your total annual company revenue derived from Canada Post Mail Transportation Services, if awarded this Contract?</p> <p style="text-align: center;">0% to 25% <input type="checkbox"/></p> <p style="text-align: center;">26% to 50% <input type="checkbox"/></p> <p style="text-align: center;">51% to 75% <input type="checkbox"/></p> <p style="text-align: center;">76% to 100% <input type="checkbox"/></p>	
<p><i>Maximum points will be awarded to the Proposer that that has a maximum of 25% of its revenue from Canada Post</i></p>		
7	<p>What is the distance in Kms between your place of business (i.e. residence, Head Office, Terminal facility) and the Departure Point of service for this Contract:</p> <p style="text-align: center;">1 to 75 kms <input type="checkbox"/></p> <p style="text-align: center;">76 to 125 kms <input type="checkbox"/></p>	

	<p style="text-align: center;">126 to 175 kms <input type="checkbox"/></p> <p style="text-align: center;">176 to 225 kms <input type="checkbox"/></p> <p style="text-align: center;">More than 225 kms <input type="checkbox"/></p> <p><i>Maximum points will be awarded to the Proposer that is located less than 75 kms from the Departure Point</i></p>
8	<p>“Peak Period” primarily refers to the timeframe of approximately November through February, for which Mail volumes increase significantly. The Contractor may be required to perform additional trips/runs during these times for which additional resources might be required (i.e. vehicles, drivers).</p> <p>Do you agree to add extra resources in order to perform such additional Peak Period trips/runs, which would be paid in accordance with Section 2.0 Adhoc Provision of the Schedule B?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If so, describe your capability and/or strategy with respect to performing such additional trips/runs out of the Departure Point of this Service. Your description should include at a minimum:</p> <ul style="list-style-type: none"> • Your detailed understanding of the Adhoc/Peak Period requirements • Monitor and control activities to ensure the Peak Period Requirements are properly fulfilled • Monitor and control activities to ensure billing is accurate for these Adhoc services <p><i>Maximum points will be awarded to the response that:</i></p> <ul style="list-style-type: none"> • <i>Agrees to add extra resources to cover all Peak Period Requirements</i> • <i>Provides a detailed description of sound understanding of such Requirements,</i> • <i>Describes in detail sound and relevant monitoring and control activities that ensure Peak Period requirements will be properly fulfilled</i> • <i>Describes in detail sound and relevant monitoring and control activities that ensure billing is accurate for these Adhoc services</i>
	<p><i>Response:</i></p>

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Proposer's Name

Proposer's Signature