

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet SHUTTLE BUS FOR LSTL & NDHQ	
Solicitation No. - N° de l'invitation W5942-13TN02/A	Date 2013-08-05
Client Reference No. - N° de référence du client W5942-13TN02	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-63232	
File No. - N° de dossier lp003.W5942-13TN02	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-21	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Jacynthe	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (819) 934-0768 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE HANGER 14 UPLANDS SITE OTTAWA Ontario K1A0K5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Travel Procurement Services Division/Division des services
d'approvisionnement en voyage
Place du Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

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

**REQUEST FOR PROPOSAL
SHUTTLE BUS SERVICE FOR THE DEPARTMENT OF NATIONAL DEFENCE (DND)**

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Requirement

To provide a dedicated shuttle bus service for Department of National Defence, Ottawa, ON. This service is required between NDHQ 101 Colonel By Drive, Ottawa ON, 105 Hotel de Ville Gatineau, National Printing Bureau (NPB) 45 Sacré-Cœur sector Hull Gatineau and Louis St Laurent (LSTL), 550 Blvd de la Carrière sector Hull, Gatineau QC. The period of contract will be from January 01, 2014 through December 31, 2015.

2.1 Option to extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting an offer, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar day before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 copy)

Section II: Financial Bid (1 copy)

Section III: Certifications (1 copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

- 1. In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements on how they will carry out the Requirement defined at Annex "A".
- 2. Experience of three (3) years, within the last five (5) years, having performed this type of service specified in Annex "A" within Ontario and/or Quebec. Submit with bid a minimum of two (2) clients with their business name, address and contact person including dates of services for references.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex D. The total amount of applicable taxes must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

M.1 Bidders are required to comply with all the mandatory criteria below to be considered responsive a bid must meet all of the mandatory requirements of this bid solicitation stipulated at Annex A. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

M.2 Experience

Experience of three (3) years, within the last five (5) years, having performed this type of service specified in Annex A within Ontario and/or Quebec. Submit with bid a minimum of two (2) clients with their business name, address and contact person including dates of services for references.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, as submitted in Annex D - Basis of Payment.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Lowest evaluated price of this requirement will be based on the sum of the total monthly rates for the period of January 01, 2014 to December 31, 2015 inclusive and the total monthly rates for optional year January 01, 2016 to December 31, 2016.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the

certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Canadian Content Certification

2.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

2.1.2 This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Requirement

The Contractor must provide the services described at Annex A - Statement of Requirement.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of Contract

The Period of the contract is from January 01, 2014 to December 31, 2015 inclusive.

4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jacynthe Tremblay
Supply Specialist
Public Works and Government Services Canada
Traffic Management Directorate
Travel Procurement Services Division - LP
11 Laurier Street, 6B3-37
Gatineau QC K1A 0S5

Telephone: 819-934-0768

Facsimile: 819-956-4944

E-mail address: jacynthe.tremblay@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is: ***To be inserted at Contract award.***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

To be added at the award of the Contract

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm rates, as specified in Annex D, Basis of Payment, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.2 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

7. Invoicing Instructions

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

7.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment.

Department of National Defence
Transport Section - Chief Dispatcher
CFSU Ottawa
Uplands Site, Hgr. #14
Transportation
Ottawa ON
K1A 0K5

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

8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (d) annex D, Basis of Payment;
- (e) the Contractor's bid dated _____

11. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A - STATEMENT OF REQUIREMENT

Requirement:

To provide a dedicated shuttle bus service for the Department of National Defence, Ottawa, Ontario. This service is required between NDHQ 101 Col by Drive, Albert / Kent Street Ottawa Ontario, National Printing Bureau (NPB) 45 Sacré-Coeur sector Hull Gatineau, 105 Hotel de Ville and Louis St Laurent Building (LStL), 550 Blvd de la Carrière sector Hull, Gatineau, QC.

Note: There may be a requirement during all or part of the contract period to add one additional shuttle stop.

Statement of Requirement:

Two (2) shuttle buses configured with wheel chair lift access are required with one (1) bus departing NDHQ and the second departing LStL every thirty (30) minutes, as per the shuttle schedule detailed in appendix C. The daily schedule starts at 8:00 hrs with the last departure at 15:50 hrs daily. The shuttle bus service will be required Monday thru Friday, excluding statutory and provincial holidays (i.e. 1st Monday in August for the province of Ontario and the 24 of June for the province of Quebec). During the Christmas/New Year holiday season, only one (1) bus will be required. A special schedule will be provided during the periods of:

- A. 01 January 2014 to 08 January 2014;
- B. 22 December 2014 to 02 January 2015; and
- C. 21 December 2015 to 08 January 2016 if the one-year renewal option is elected.
- D. 02 December 2016 to 31 December 2016 if the one-year renewal option is elected.

Conditions:

The two shuttle buses must meet the following conditions:

- a. have a minimum seating capacity of 17 seats and one designated wheel chair position, to a maximum of 27 seats;
- b. the buses must be of stand up type of at least 75 inches in height or equivalent to 6 feet;
- c. provide at least one (1) bus with wheel chair access on the front right side of the vehicle separate from the front door;
- d. the aisles in both buses must remain clear at all times, no standees are permitted;
- e. both buses and temporary replacement buses must have functioning air conditioning systems for use during warm weather periods;
- f. if a bus becomes unserviceable, a replacement bus of similar standard or better must be provided within two hours of the call being placed with the contractor;
- g. the buses must follow a fixed schedule with a (30) minute break in the morning and afternoon with continuous service over the lunch period as per appendices C;
- h. a visit to the contractor will be conducted to confirm suitability of the service offered prior to awarding the shuttle contract;

- i. the contractor must provide within three (3) weeks after award of the Contract proof of the mandatory Ontario and Quebec licenses to transport passengers between all addresses indicated in the Statement of Requirement under this contract and maintain them during the period of the contract as per Scope of Work detailed herein and the terms and conditions of the Applicable Law;
- j. parking at the designated shuttle stops are not authorized during the driver breaks;
- k. in the event of a vehicle breakdown, accident or delay, the Transportation Section must be contacted immediately 613-998-3266 and advised of the interruption in service;
- l. the Transportation Section must be advised of any problem(s) encountered with the clients utilising the shuttle service; and the phone # for complaints must be posted in each shuttle;
- m. Idle policy, No vehicle idle will be permitted while waiting for loading/unloading including break/rest periods are not permitted to idle beyond a 3-minute warm-up and/or cool down time.

Specifications:

The minimum wheel chair access specifications are as follows:


- a. Rated capacity of load: 346 kg (800lb)
- b. Width usable of the platform: 838 mm 33"
- c. Length usable of the platform: 1270 mm 50"
- d. Must have a manual auxiliary system
- e. Proper tie-downs for wheel chairs must be provided


Driver Requirements:

- 1) Must provide two (2) dedicated, validly licensed drivers with the Ontario, Highway Transport Board and Quebec, Commission des transports du Québec.
- 2) Drivers must meet the standards of the profession, fully bilingual, courteous and professional at all times, responsible for providing quality service;
- 3) These drivers will be providing service for ten (10) hours per day;
- 4) There must also be a back-up driver available in case of illness or vacation for the duration of the contract;
- 5) Drivers must possess a valid driver's license during the entire contract. Vehicle safety certificate in accordance with the provincial laws of Ontario and Quebec must be available at all times;
- 6) Drivers will be required to gather statistical information regarding the number of passengers per run;
- 7) Drivers must wear clothes and other apparel that are clean and suitable for a business Environment;

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- 8) Drivers must have a cellular (or similar device) to ensure smooth and efficient service; signage in bus to identify destination and department.
 - 9) Drivers must be fully trained in the safe operation of the wheelchair lift; and in the proper securing of the wheelchair or scooter occupant as required;
 - 10) if required the driver may have to move buses closer to buildings to facilitate loading of individuals with wheelchairs.

ANNEX B - SCHEDULES**CFSU(O) Shuttles / Navettes de l'USFC (O)**

 ROUTE 1 – Direction LOUIS ST-LAURENT				
Pearkes	Albert / Kent	Hôtel-de-ville	NPB/ BIN	LSTL
0800	0805	0813	0820	0830
0840	0845	0853	0900	0910
0920	0925	0933	0940	0950
1000	1005	1013	1020	1030
1055	1100	1107	1115	1125
1135	1140	1147	1155	1205
1215	1220	1227	1235	1245
1255	1300	1307	1315	1325
1350	1355	1402	1410	1420
1430	1435	1442	1450	1500
1510	1515	1522	1530	1540
1550	1555	1602	1610	1620

 ROUTE 1 – Direction PEARKES				
LSTL	NPB/ BIN	Hôtel-de-ville	Queen / Kent	Pearkes
0800	0810	0818	0825	0835
0840	0850	0858	0905	0915
0920	0930	0938	0950	1000
1000	1010	1018	1030	1040
1055	1105	1113	1125	1135
1135	1145	1153	1200	1210
1215	1225	1233	1240	1250
1255	1305	1313	1320	1330
1350	1400	1408	1415	1425
1430	1440	1448	1455	1505
1510	1520	1528	1535	1545
1550	1600	1608	1615	1625

Pearkes = Nicholas/Laurier

Albert / Kent = 294 Albert (Centretown - Direction LSTL)

Queen / Kent = 300 Queen (Centretown - Direction Pearkes)

HDV = 105 Hôtel-de-Ville

NPB / BIN = 45 Sacré-Cœur à Gatineau

LSTL = 555 de la Carrière

Departure times in **BOLD** are fixed; all other departure times are estimates.
Les horaires de départ en **gras** sont fixes; tous les autres sont approximatifs.

See website for most recent updates:

http://cfsuo.mil.ca/ts/trans/intro_e.asp?choice=tra

SVP consulter le site Web pour l'horaire courant:

http://cfsuo.mil.ca/ts/trans/intro_f.asp?choice=tra

ANNEX C

INFORMATION and CONTACTS

1. Bidder Information	
Name:	
Position/Title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
2. Company Information	
Name:	
Street Address:	
City:	
Province:	
Postal Code:	
Direct Phone Number:	
Fax Number:	
Toll Free Number:	
Website Address:	
PBN:	

Note: Procurement Business Number (PBN)

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before contract Award. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Internet site at: <http://contractscanada.gc.ca>

For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

ANNEX D**BASIS OF PAYMENT****Pricing year one (1) from January 01, 2014 to December 31, 2014 inclusive.**

Bus #1: \$_____ firm monthly rate per driver and vehicle.

Bus #2: \$_____ firm monthly rate per driver and vehicle.

GST or HST - extra to above monthly rates.

Pricing year two (2) from January 01, 2015 to December 31, 2015 inclusive.

Bus #1: \$_____ firm monthly rate per driver and vehicle.

Bus #2 \$_____ firm monthly rate per driver and vehicle.

GST or HST - extra to above monthly rates.

Pricing optional one (1) year from January 01, 2016 to December 31, 2016 inclusive.

Bus #1: \$_____ firm monthly rate per driver and vehicle.

Bus #2 \$_____ firm monthly rate per driver and vehicle.

GST or HST - extra to above monthly rates.

Applicable % of taxes:_____

ANNEX E - INSURANCE REQUIREMENT

1. COMMERCIAL GENERAL LIABILITY INSURANCE

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
- a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

2. AUTOMOBILE LIABILITY INSURANCE

- 2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 2.2 The policy must include the following:
- a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b) Accident Benefits - all jurisdictional statutes
 - c) Uninsured Motorist Protection
 - d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e) Permission to Carry Passengers for Compensation or Hire
 - f) Public Passenger Vehicles Endorsement
 - g) OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
 - 8 to 12 Passengers: \$5,000,000
 - 13 or more Passengers: \$8,000,000
 - h) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec:QEF #27 / Other Provinces: SEF#27