

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 Vehicles Rental San Dieog & Yuma	
Solicitation No. - N° de l'invitation W8484-148090/A	Date 2013-11-29
Client Reference No. - N° de référence du client W8484-148090	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-64028	
File No. - N° de dossier Ip003.W8484-148090	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-17	Time Zone Fuseau horaire Eastern Standard Time EST
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 Ip003
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: Specified Herein Précisé dans les présentes	

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 due 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

FLEET VEHICLES RENTAL, SAN DIEGO, CA and YUMA AZ US 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

The requirement is for a fleet of rental vehicles from 13 January to 13 February 2014 in San Diego, CA and Yuma AZ US. The vehicles will support the Department of National Defence (DND), Canadian Armed Forces (CAF) personnel.

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 provided 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 (<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.

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. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days 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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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

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

Section II: Financial Bid

Bidders must submit their financial bid in US currency in accordance with the Basis of Payment. State Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that bidders complete one of the following:

- Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

- VISA
- MasterCard
- AMEX

- **OR**

Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card.

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

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**

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. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

Car rental must include all services required at Annex A - Statement of Work.

1.2 Financial Evaluation

Responsive bids will be evaluated in US dollars based on prices submitted in Annex C - Basis of Payment, all taxes excluded, if applicable.

2. Basis of Selection

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

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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<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 the Contract

The period of the Contract is from the issuance of contract until 2014-02-14, inclusive.

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 the issuance of the Contract.

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 unit prices, as specified in Annex B, Basis of Payment.

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

6.2 Payment of Invoices by Credit Card **To be inserted at the issuance of the Contract**

- The credit card _____ is accepted.

- **OR**

The credit cards _____ and _____ are accepted.

6.3 Single Payment

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

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

6.4 Method of Payment

Upon arrival at the car rental facilities, the Contractor may request the imprint of a credit card. For all types of rental, under no circumstances can the Contractor charge an advanced payment or request a deposit.

Once the vehicle has been returned and inspected, an invoice must be submitted to Canada. If Canada has been charged with a rate that is not in accordance with the Contract, the Contractor must promptly refund any payment to Canada made in excess of the rates, as specified in Annex B, Basis of Payment.

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:

To be inserted at the issuance of the Contract

b) One (1) copy must be forwarded to the Contracting Authority.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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 Requirement;
- (d) annex C, Basis of Payment;
- (e) the Contractor's bid dated _____

ANNEX A**Statement of Work (SOW)
Rental Vehicles****1. OBJECTIVE**

The objective of this requirement is to obtain rental vehicles from 13 January to 13 February 2014 in San Diego, CA and Yuma AZ US. The vehicles will support the Department of National Defence (DND), Canadian Armed Forces (CAF) personnel.

2. SCOPE OF WORK

2.1. The specifications detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements at no additional cost to the Department of National Defence (DND).

2.2. Services to be provided by the Contractor:

2.2.1. Vehicle rental Services

The following vehicle configuration and types must be provided at the specified quantities and over the below listed dates. Vehicles must be available upon Contract award. Vehicles must be permitted to travel in both California and Arizona:

Vehicle Type	Quantity	Duration	Pick-Up and Drop-Off
Crew Cab 4x4 Trucks	3	13 Jan. 13 to 13 Feb. 13	Pick up and drop off at Airport location San Diego
SUV 4x4	2	13 Jan. 13 to 13 Feb. 13	Pick up and drop off at Airport location San Diego
Intermediate Car	2	13 Jan. 13 to 13 Feb. 13	Pick up and drop off at Airport location San Diego
15 Pax Van	2	15 Jan. 13 to 8 Feb. 13	Pick up and drop off at rental location Yuma AZ
Mini Vans (7Pax)	9	15 Jan. 13 to 8 Feb. 13	Pick up and drop off at rental location Yuma AZ
Crew Cab 4x4 Trucks	18	15 Jan. 13 to 8 Feb. 13	Pick up and drop off at rental location Yuma AZ.
Crew Cab 4x4 Trucks	10	19 Jan. 13 to 8 Feb. 13	Pick up at Airport Location San Diego and drop off at rental location Yuma AZ.

2.2.2. Representative Point of Contact.

Contractor must provide a local staff member as the primary point of contact. The individual must be available from 08hrs00 to 18hrs00 daily. For matters occurring outside these hours, a contact person and number must be provided if different than the designated individual.

2.3. Vehicle Delivery Instructions

Vehicles must be available prior to noon of the date required in SOW Section 2.2.1.

2.4. Vehicle Specifications:

2.4.1. Crew Cab 4x4 Trucks

- a. Have a high ground clearance robust to handle in the country side;
- b. 5/6 person's carrying capacity;
- c. Cargo area for the passengers' equipment; and
- d. Be a 2010 or newer model.

2.4.2. SUV Trucks

- a. 4 wheel drive capable;
- b. Have a high ground clearance robust to handle in the country side;
- c. 5/6 person's carrying capacity;
- d. Cargo area for the passengers' equipment; and
- e. Be a 2010 or newer model.

2.4.3. Mini Van

- a. 7 person carrying capacity;
- b. Cargo area for the passengers' equipment; and
- c. Be a 2010 or newer model.

2.4.4. Intermediate Sized Car

- a. 5 person carrying capacity;
- b. Cargo area for the passengers' equipment; and
- c. Be a 2010 or newer model.

2.4.5. 15 Pax Van

- a. 15 person carrying capacity; and
- b. Be a 2005 or newer model.

3. Liability Insurance

All vehicles must include supplemental liability coverage insurance up to \$1,000,000 and this insurance must remain the insurance of first instance.

4. Collision Damage Waiver (CDW) Insurance

4.1 Optional CDW insurance must be offered separately. The CDW rate must provide coverage that fully insures Canada with nil-deductible, against collision, loss, damage, fire, theft, vandalism, tire, glass damage and loss of use, except in cases in which CAF Personnel has been charged and convicted of an indictable offense while using the rental vehicle.

4.2 The CDW rate must provide coverage when the vehicle is used on unpaved roads, as long as these roads are maintained by some level of government (federal, state, municipal or local).

4.3 Canada may decide not to purchase Collision Damage Waiver insurance. The option that must be chosen by Canada when renting a vehicle must depend on the applicable Treasury Board Risk Management Policy.

4.4 In the event of an accident that is self-insured by Canada, Canada must obtain a written estimate for the repairs and, in consultation with the Contractor, must decide where the repairs are to be performed. If the Contractor decides to have the damage repaired at another place and the cost of said repairs is higher than the estimate obtained by Canada, Canada must only pay the lesser amount. Further, if the Contractor decides that the vehicle is to be repaired at a place other than the place Canada chooses, the Contractor must be responsible to pay transport costs of the vehicle to the alternate location.

5. When a rental vehicle is in a disabling accident, all rental charges must cease on said vehicle.

5. CAF Personnel under 21 Years Old

CAF personnel under 21 years old will be allowed to drive rental vehicles as long as they are driving on authorized Canadian government/Canadian military business. A surcharge will be allowed as shown in Annex C - Basis of Payment.

6. CAF Personnel between 21 and 24 Years Old

For CAF personnel between 21 and 24 years old, a surcharge will be allowed as shown in Annex C - Basis of Payment.

7. Mechanical Breakdown

In the event that a rental vehicle mechanically breaks down, it must be replaced promptly with a similar vehicle. If it cannot be replaced promptly with a similar vehicle, the Contractor will upgrade, at the same rate as the broken rental vehicle, to the next available category; or provide a similar vehicle from another rental agency at the same rate as that of the broken rental vehicle.

8. Payment

The billing will be done via a Master Account.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Ip003

Client Ref. No. - N° de réf. du client

W8484-148090

File No. - N° du dossier

Ip003W8484-148090

CCC No./N° CCC - FMS No/ N° VME

ANNEX B

CAR RENTAL COMPANY INFORMATION

1. Bidder Contact Person Information

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	

2. Rental Company Information

Company name:	
Street address:	
City:	
Province/ State:	
Postal /Zip code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	

ANNEX C - BASIS OF PAYMENT

The Bidder must provide vehicle rental services in accordance with Annex A – Statement of Requirement at the following rates. Basis of payment will be firm daily rate per vehicle with unlimited mileage, US dollars, taxes not included. All other fees must be included in the daily rate: Airport Concession Recovery Fee, Energy Recovery Fee, or any other fees or surcharges, if applicable.

If a vehicle is rented for a period of seven consecutive days, the weekly rate must be computed at no greater than:

- i- six (6) times the daily car rental rate, plus
- li- six (6) times the daily CDW rate if the coverage was purchased by Canada User from the Contractor, and
- lii- any applicable taxes, if applicable.

Type of Vehicle Pick Up & Drop Off	Start Date 2014	End Date 2014	Number of Days	Number of Vehicles	Daily Rate USD	Total Estimated value USD	CDW Daily Rate
Crew Cab 4x4 Trucks San Diego	13 Jan.	13 Feb.		3			
SUV 4x4 / San Diego	13 Jan.	13 Feb.		2			
Intermediate Car San Diego	13 Jan.	13 Feb.		2			
15 Pax Van / Yuma	15 Jan.	8 Feb.		2			
Mini Vans (7Pax) / Yuma	15 Jan.	8 Feb.		9			
Crew Cab 4x4 Trucks Yuma	15 Jan.	8 Feb.		18			
Crew Cab 4x4 Trucks Pick up at San Diego & drop off at Yuma	19 Jan.	8 Feb.		10			
Total estimated value of contract:							

Indicate % of applicable State Tax: _____

Indicate % of applicable Local Tax: _____

Surcharge for drivers between 21 and 24 years old: _____

Surcharge for drivers under 21 years old: _____