

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
1550 D'Estimaerville Avenue
1550, Avenue d'Estimaerville
Québec
Québec
G1J 0C7
FAX pour soumissions: (418) 648-2209

**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 Rental of a school bus	
Solicitation No. - N° de l'invitation W0138-140211/A	Date 2014-02-10
Client Reference No. - N° de référence du client W0138-140211	
GETS Reference No. - N° de référence de SEAG PW-\$BAL-002-15822	
File No. - N° de dossier BAP-3-36294 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-11	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Larouche, Denise	Buyer Id - Id de l'acheteur bal002
Telephone No. - N° de téléphone (418) 677-4000 (4137)	FAX No. - N° de FAX (418) 677-3288
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE 3E ESCADRE BAGOTVILLE Attn: Aréna coté Ouest ALOUETTE Québec G0V1A0 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

TPSGC/PWGSC
BFC Bagotville, CP 380
CFB Bagotville, PO Box 380
Bâtiment 62, local 112
Building 62, Room 112
Alouette
Québec
G0V1A0

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

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PART 1 - GENERAL INFORMATION**1. Security Requirement**

There is not security requirement associated with the requirement.

2. Statement of Work

Perform the work described in the Annex "A" Statement of Requirement, attached which is an integral part of this document.

3. Debriefings

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: cent-vingt (120) 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.

Your proposal must be transmitted **by fax** to no **418-648-2209** or **by mail** to the following address:

➔ **Bid Receiving Unit**
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

name of former public servant;

date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

5. Applicable Laws

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

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

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 accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

Mandatory Technical Criteria at closing date

1.1.1 The contractor shall offer 2011 model or newer of nine (9) school buses such as:

8 buses with a capacity of 48 passengers:

- six (6) buses with luggage compartments;
- two (2) buses without luggage compartement and

One (1) bus with a capacity of 24 passengers without luggage

→ Please complete and attach to your submission the following table indicating the brand name, model, year and the capacity of each vehicle proposed:

	Brand Name	Model	Year	Capacity (number of passengers)
1				
2				
3				
4				
5				
6				
7				
8				
9				

- b) The contractor shall be able to do preventive maintenance on its buses during the lease period in the Saguenay region or, if it has to have them maintained outside the Saguenay region, shall assume all transportation expenses and labour costs.

→ Provide and attach to your submission the name and address of dealer who can do preventive maintenance on your vehicle during the rental period:

Name of garage: _____

Adresse: _____

1.2 Financial Evaluation

Bidders must submit firm prices inclusive compliance and in the format used in the Basis of Payment in Annex "A" of this application. Bidders must complete this section and include with its bid.

1.2.1 SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

2.1 SACC Manual clauses

A0031T (2010-08-16) Basis of selection - Mandatory Technical Criteria

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.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.

This procurement is limited of Canadian services.

() the service offered is a Canadian service and defined in paragraph 1 of clause A3050T

2.1 Canadian Content Certification

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Contractor must perform the work in accordance with Annex "A" Statement of requirement attached.

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 the Contract

The period of the Contract is from **the date of contract to May 31, 2015** with two (2) years in option.

4.1.1 Period of Perform the work

From June 30, 2014 to August 16 , 2014 inclusively.

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 **two (2) additional one (1) year periods** 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 and the conditions enumerated in the following paragraph.

4.2.1 Consumer Price Index as Published by Statistics Canada

Canada may exercise the option to extend the term of the Contract, year by year, as shown in the Contract or as amended pursuant to the terms and conditions as expressed therein shall be increased or decreased by the percentage change in the Consumer Price Index as published by Statistics Canada for the area of Canada in which the work is being performed calculated for the 12 month period immediately preceding the commencement date of the said extension year, provided that written notice of the request for extension is given by one party to the Contract to the other party at least 60 days prior to the date of completion of the Contract and the other party agrees in writing, to the request for extension referred to therein no later than fifteen (15) days after receipt of said notice.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Larouche
Title: Supply Officer
Telephone: (418)677-4000 ext. 4137
E-mail address: denise.larouche@tpsgc.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 (to be completed at the contract award)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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

Name and telephone number of the person responsible for:

Name: _____

Title: _____

Telephone No.: _____

Fax No: _____

E-Mail Address: _____

6. Payment

6.1 Basis of Payment - Price firm

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a price of lots and firm rates, as specified in Annex "A" Pricing. Customs duties are included and Applicable Taxes are extra.

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

6.2 SACC Manual Clause

A9117C (2007/11/30), T1204 - Direct Request by Customer Department

C6000C (2011-05-16) C6000C Limitation of Price

H1001C (2008-05-12), Multiple Payment

7. Invoicing Instructions

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

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.

8.2 SACC Manual Clause

A3060C (2008-05-12) Canadian Content Certification

9. Applicable Laws

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

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) Attachments - Annex "A" Part 1 - Statement of work / Part 2 - Pricing
- (d) the Contractor's bid dated _____

11. SACC Manual Clauses

A9006C (2012-07-16), Defence Contract

G1005C (2008-05-12), Insurance

Annex "A" Part 1- Statement of Work / Part 2 -Pricing

Solicitation No. - N° de l'invitation

W0138-140211/A

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-3-36294

Buyer ID - Id de l'acheteur

ba1002

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

W0138-140211

CCC No./N° CCC - FMS No/ N° VME

* These documents are attached to this application and must be inserted here and are an integral part of the present.

ANNEX «A»

INVITATION TO TENDER

2014-2016 STATEMENT OF REQUIREMENT

RENTAL OF A SCHOOL BUS WITHOUT A DRIVER

PRICING

PART I – STATEMENT OF REQUIREMENT AND CONDITIONS

1. Object

This document is intended to provide general and specific requirements for the rental of nine (9) school buses, including (6) buses with luggage compartments and three (3) without luggage compartment, without driver, on behalf of the Department of National Defence (DND), represented by the Transportation Officer of the 3rd Wing Bagotville (Québec), for the Cadet Summer Training Camp Bagotville (CSTC Bagotville.)

2. Description

Provide rental of nine (9) school buses, including eight (8) buses with a capacity of 48 passengers, including (6) buses with luggage compartments and two (2) buses without luggage compartment. One (1) bus with a capacity of 24 passengers without luggage compartment. These buses must be 2011 models or newer. Each bus provided will be clean and in perfect mechanical and general condition, in accordance with applicable laws and regulations. The schedule of requirements is listed below:

- 1) June 30 to August 16, 2014: three (3) 48-passengers and one (1) 24-passengers; and
- 2) July 6 to August 16, 2014: five (5) 48-passengers.

NOTE: These buses must be equipped with hydraulic brakes only, because all DND drivers have driving licenses for that purpose.

3. Length

The service contract is required for a full year with two (2) option years taken one (1) at a time. The schedule of requirements can be provided on April 1 of each year.

4. Obligations of the Lessor (Contractor)

1) Vehicle Condition

The Lessor agrees to provide 2011 or newer used vehicles in good working condition and in good mechanical condition, clean, safe and in very good general condition, in accordance with the applicable laws, standards and regulations.

2) Preventive Maintenance

The Lessor is responsible for the preventive maintenance and is committed to providing the name of a garage in the Saguenay Region for preventive maintenance of the vehicles during the rental period, including oil and filter change, Prestone and replacement globe as well as regular and / or general inspections in accordance with applicable laws.

NOTE: DND will be responsible for driving the vehicles to and from the location designated by the Lessor for preventive maintenance. During the above-mentioned maintenance period, if required and according to the opinion of the DND Representative, the Lessor agrees to provide a replacement vehicle of the same type and year of the existing provided at no additional cost to the DND.

3) Malfunction

1. The Lessor and / or their representative will be available as needed to respond to service requests in a possible mechanical failure or malfunction of the vehicle. They will provide all phone numbers where they can be reached at all time.
2. The Lessor and / or their representative will make the necessary arrangements with the DND Representative to resolve the current problem and ensure the movement of the vehicle in a location where it will not interfere, wherever the location of the vehicle.

Note: The vehicles will be used to transport passengers on and around CFB Bagotville, in the Saguenay Region and could travel to other regions within the Province of Québec.

3. The Lessor agrees to provide a replacement vehicle to that originally supplied, i.e. of the same year or newer with at least the same features, at no charge, within eight (8) hours following the call of the DND Representative.
4. The Lessor will be responsible for providing the appointed DND Representative with a relevant and comprehensive diagnosis of a garage keeper or competent mechanic of their choice to determine with certainty the cause of failure and / or of problem to the vehicle within a maximum of five (5) business days following the report of said failure or problem.
5. In the event that it is demonstrated beyond any doubt that the damage was caused accidentally or by negligence of the DND, the Lessor will submit to the DND Representative a cost estimate for repairs, including the cost of service and other inherent costs.
6. It is understood that the authorization of the DND Representative is a prerequisite to the possible execution of repairs. Without said authorization, the DND will not assume the eventual payment.
7. DND reserves the right to request quotations from other potential suppliers for required repairs. In the event that prices quoted are lower than those of the Lessor, the latter will adjust their prices to be equal to or less than those submitted; otherwise the work will be performed by the person who submitted the lowest price to the DND. Repairs will be made with original, compliant parts and the repair work will be carried out by qualified personnel, to the joint satisfaction of the Lessor of the vehicle and the DND Representative.

5. **Obligations of the Lessee (Client –DND)**

1. In the case where the problem (s) that occurred are not the responsibility of the DND, all costs incurred will be borne by the Lessor, including the provision of a replacement vehicle and any eventual losses incurred by the DND and the users.
2. The vehicle will be inspected by DND mechanics prior to and upon reception of the busses, and at the time of return. The Lessee will take possession of every bus in the Saguenay Region.
3. The Lessee assumes full responsibility for monitoring the conduct of each vehicle and agrees to assume all liability arising from operating under the Act Respecting Owners, Operators and Drivers of Heavy Vehicles and the Highway Safety Code.
4. The Lessee declares that the leased vehicles will be used only for Canadian Forces and / or DND and its members' activities, in the exercise of their functions.
5. The Lessee agrees to pay for any required repairs following damage caused accidentally or through negligence from their designated drivers, to the eventual total loss of the vehicle.

6. **Payment and Billing**

Payment for services will be made in two (2) installments; payment made 30 days after acceptance of an invoice. The first invoice will be issued in mid-July and the other at the end of the third week of August, each summer.

Submit the original and a copy of each invoice to the attention of the DND Representative, referred to the following address:

Department of National Defence
Cadet Regional Support Unit Hangar #2 – Transport
P.O. Box 100, Office. Bureau-chef
Richelieu, QC
J0J 1R0

NOTE: Arrangements for payment will be made with the Contracting Section of RCSU, St-Jean sur Richelieu at extensions 7041 or 6233.

7. **Local Contact of Service Provider**

Name of the garage which will perform preventive maintenance of the buses during the rental period:

PART II – PRICING

- The Contractor will deliver the buses with full tanks of gas once at 3rd Wing Bagotville. For its part, the Client (DND) must return the buses with full tanks of gas at the end of the contract.
- Please complete the last two columns of the following table, summer 2014 only:

Art.	Cost	Qty	Unit	Unit Cost \$ (taxe extra)	Total Cost \$(taxe extra)
1	<p>Delivery charges for each bus to the 3rd Wing Bagotville and return charges to the Lessor at the end of services:</p> <ul style="list-style-type: none"> Including living expenses for drivers and other fess. <p>Note: Fueling for each bus must be made upon delivery to Bagotville. The buses will be full of gas at the end of the service contract.</p>	9	Bus	\$ _____	\$ _____
2	<p>Daily rental rate of school buses, with or without luggage compartments, including a minimum of 5 000 Km per bus:</p> <ul style="list-style-type: none"> 3 bus 48 passengers x 48 days: 1 bus 24 pass x 48 days: 5 bus 48 pass x 42 days: 	<p>144</p> <p>48</p> <p>210</p>	<p>Days</p> <p>Days</p> <p>Days</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
3	<p>In the event that the total mileage of a bus used by the DND exceeds the 5 000 Km, indicate the cost for each additional Km of use applicable to each leased vehicle:</p>	1	Km	\$ _____	\$ _____
	•				
Estimated Total Cost of the Contract:					\$ _____