

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
1550, Avenue d'Estimauville
1550, D'Estimauville Avenue
Québec
Québec
G1J 0C7

Request For a Standing Offer
Demande d'offre à commandes

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet OCPR - Location véhicules légers	
Solicitation No. - N° de l'invitation E6QUE-130003/C	Date 2015-01-12
Client Reference No. - N° de référence du client E6QUE-13-0003	GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-009-16287
File No. - N° de dossier QCN-3-36251 (009)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-03	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
Delivery Required - Livraison exigée VOIR DOC.	
Address Enquiries to: - Adresser toutes questions à: Hamann, Frédéric	Buyer Id - Id de l'acheteur qcn009
Telephone No. - N° de téléphone (418)649-2975 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TOUS LES MINISTÈRES ET ORGANISMES FÉDÉRAUX DU QUÉBEC MÉTROPOLITAIN INCLUANT VALCARTIER et DONNACONA Québec Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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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This bid solicitation cancels and supersedes previous bid solicitation number E6QUE-130003/B dated 2014-08-20 with a closing of 2014-09-15 at 2:00 PM.

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes: The Annexes include the Requirement (Annex A), the Basis of Payment (Annex B), the Rate Table (Annex C) and the Contractor's Contact and List of Branches per region (Annex D).

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2. Summary

(a) Title : Regional Master Standing Offers (multiple) for lights vehicles rental.

(b) Description :

An offeror inventory is being drawn up for light vehicles rental services, by region and for various categories of vehicle, as defined in Annex A - Requirement.

Provide, as and when ordered, rental services for light vehicles (short term (30 days or less) and long term (more than 30 days) to all Government of Canada departments, organizations, Crown corporations and agencies of the Quebec Region (including those described in the *Financial Administration Act*), located in one of those administrative regions described in the Annex "A" of this Request for a Standing Offer.

For the Standing Offer purposes, the regions to be covered will be set out according to fifteen (15) Quebec administratives regions. The Outaouais (administrative region 07) and the Nord-du-Quebec (administrative region 10) are excluded. See annex "A" for the list of regions to be covered.

(c) Standing Offer Period :

The Standing Offer will take effect from May 1, 2015 to October 31, 2017, inclusive.

(d) Multiple Standing Offers :

Canada expects to issue multiple standing offers to offerors who meet the evaluation criteria. All compliant offerors who have submitted an offer will be registered in the directory.

(e) Standing Offer value :

An undetermined number of Standing Offers may be established subsequent to this Request for Standing Offers. To make administration of the Standing Offers easier, all Standing Offers issued subsequent to this solicitation will reflect a dollar value of "NIL". This does not limit the volume of business the Offeror may do with the Federal Government.

(f) Other informations :

- The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- The requirement is limited to Canadian services.
- The Offerors can bid on one or more regions identified in the Annex A, Requirement and annex C, Rate Table.
- The Offerors can bid on one or more vehicle categories indetified in Annex C, Rate Table.

3. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority **within 15 working days** of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: *sixty (60) days*
Insert: *one hundred and eighty (180) days*

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit, located at 1550 d'Estimauville Avenue, Quebec (Quebec) G1J 0C7, **by the date and time indicated on page 1** of the Request for Standing Offers.

Transmission of offers by facsimile (418-648-2209) to PWGSC will be accepted.

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

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

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

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority ***no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date***. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

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PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer - Annex C

1 hard copy (mandatory) sent by fax or mail to 1550, d'Estimauville avenue, Quebec (Quebec) G1J 0C7

and

1 soft copy sent to the following E-mail address :

QueReceptionSoumissionsQc.QueSupplyTendersReceptionQc@tpsgc-pwgsc.gc.ca

Section II: Certifications

1 hard copy sent by fax or mail to 1550, d'Estimauville avenue, Quebec (Quebec) G1J 0C7

Section III: Additional Information - Annex D

1 hard copy sent by fax or mail to 1550, d'Estimauville avenue, Quebec (Quebec) G1J 0C7

and

1 soft copy sent to the following E-mail address :

QueReceptionSoumissionsQc.QueSupplyTendersReceptionQc@tpsgc-pwgsc.gc.ca

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

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- 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: Financial Offer

Offerors must submit their financial offer in annex C, Rate Table, in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

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

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

Section III: Additional Information

The offeror must complete and provide a copy of annex D, Contractor's contact and List of branches per region

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

1.1.1 Financial Criteria

Offerors must submit their financial offer in providing the **Annex C - Rate Table and in accordance with the Annex "B" - Basis of Payment and the Annex C - Rate Table**, of this Request for a Standing Offer.

The total of the offeror's firm rates (day + week + month) identified in the annex C, for each category of vehicles for a same region, must not exceed more than 25% of the totals average of all offerors for the same category of vehicle for the same regions.

If the total of the offeror exceed more than 25% of the average of all bidders, each of the offeror's firm rates for this category in this region will not be considered.

EXAMPLE: Total of firm rates (day + week + month) for one (1) Compact vehicle and one (1) Intermediate Sedan vehicle, in the Montreal administrative region.

	<u>Offeror A</u>	<u>Offeror B</u>	<u>Offeror C</u>	<u>Offeror D</u>
1. Compact:	1 205	1 010	1 215	1 290
2. Intermediate Sedan:	1 385	1 200	1 890	1 385

Average of the Offerors for the item 1 - Compact :

$$(A+B+C+D) / 4 * 1.25 = 1\ 475.00$$

All offerors for this category of vehicle are responsive because their rates do not exceed more than 25% of the average.

Average of the Offerors for the item 2 - Intermediate Sedan :

$$(A+B+C+D) / 4 * 1.25 = 1\ 831.25$$

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The total of the firms rates of the Offeror C for the item 2 (Intermediate Sedan), exceeds more than 25% of the average. The firm rates (day, week, month) for this category of vehicle for this region will not be considered in its Standing Offer.

1.1.2 Evaluation of Price

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

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. All the responsive offers will be recommended for issuance of a standing offer.

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PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer. The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

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

1.3 Language Capability

By submitting an offer, the Offeror certifies that it has the language capability required to perform the Work, as described in the Annex A - Requirement.

1.4 Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

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1.4.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

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

1.4.1.1 *SACC Manual* clause A3050T (2010-01-11), Canadian Content Definition.

1.4.2 Fleet

- () ***The Offeror certifies*** that it has for each region where it is offering services, ***a minimum fleet of ten (10) Rental Vehicles*** for the categories of vehicles of sections A, B and C of the Annex C - Rate Table.

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PART 6 - FINANCIAL REQUIREMENTS

1. Financial Capability

SACC Manual clause M9033T (2011-05-16), Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

3.2.1 Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of services to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a semester basis to the Standing Offer Authority.

The semester reporting periods are defined as follows:

First semester: from May 1st to October 31th
Second semester: from November 1st to April 30th

The data must be submitted to the Standing Offer Authority no later than **15 calendar days** after the end of the reporting period.

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5. Authorities

5.1 Standing Offer Authority (to be completed at the award)

The Standing Offer Authority is:

Name : Frederic Hamann
Telephone: 418-649-2975
Facsimile: 418-648-2209
E-mail address: frederic.hamann@tpsgc-pwgsc.gc.ca

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

5.2 Identified User

The Identified user for the Standing Offer is identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

See Annex D - Contractor's contact and List of branches per region.

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are the Government of Canada departments, organizations, Crown corporations and agencies of the Quebec Region (including those described in the *Financial Administration Act*, as amended from time to time) located in one of the administrative regions described in the Annex "A" of this Request for Standing Offer.

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8. Call-up Procedures

When issuing call-ups against the Standing Offer, the Identified user must follow the following steps:

Step 1 - The Identified user must identify the Offeror in the directory by following this procedure:

- First** Determine the appropriate administrative region.
- Second** Determine whether travel to the United States is planned for the vehicle rental period, as the Identified user will have to select an offeror who has agreed to provide vehicles for travel to the United States.
- Third** Determine the required categories and type of vehicle offered in the directory.
- Fourth** Determine the rental period for the selected vehicle.
- Fifth** Determine whether dangerous goods are to be transported.
- Sixth** Determine if the pick-up and delivery service is required.
- Seventh** Determine whether insurance is required. For travel to the United States, the Identified User will have to ask the Offeror about the associated insurance costs, as they are not included in this Standing Offer.
- Eighth** Select the Offeror with the lowest firm rate (not including applicable taxes).

EXAMPLE : The Department of National Defence (DND), Valcartier Garrison, wants to rent a 15-passenger van for 30 days. This vehicle will not be transporting dangerous goods. DND wants to use the Offeror's pick-up and delivery service. DND does not require insurance.

- | | |
|---------------------------------|---|
| 1- Administrative Region: | Capitale-Nationale (Quebec City and surrounding areas) - Region 03 |
| 2- Travel to the United States: | No |
| 3- Category of vehicle: | Personnel carriers |
| 4- Type of vehicle: | 15-passenger van |
| 5- Rental period: | 30 days (Note: 30 days = 1 month) |
| 6- Dangerous goods: | No |
| 7- Pick-up/delivery: | Yes (2 trips: pick-up and delivery) |
| 8- Insurance: | No |
| 9- Offeror: | Choose the offeror with the lowest firm rate (not including GST). Refer to the example below. |

Note: The identified user must select offerors who offer the service he needs in terms of the following factors: the location of his department or agency, the type of vehicle leased, the duration of the rental (rate offered), carriage of dangerous goods, pick-up and delivery service (rate offered), insurance requirements (availability of service and rates offered), trips to the United States. This will be done by consulting Annex C (Table of Rates) and Annex D (Contractor's contact and List of branches per region).

Example of calculation for selecting the lowest bidder

Note: The rates in the table below are not real and have been used for example's sake only.

Description of call-up items	Firm unit price (not including GST) Offeror 1	Total Offeror 1	Firm unit price (not including GST) Offeror 2	Total Offeror 2
15-passenger van	\$700.00/month	\$700.00 for one month	\$800.00/month	\$800.00 for one month
pick-up and delivery	\$40.00 for pick-up OR delivery	\$80.00 for pick-up and delivery	\$50.00 for pick-up OR delivery	\$100.00 for pick-up and delivery
Total		\$780.00		\$900.00

DND must choose the offeror with the lowest total firm cost (applicable taxes not included) for all the call-up items. In the example above, Offeror 1 would meet DND's requirements at a lower total firm cost than Offeror 2. Therefore, Offeror 1 would be selected.

Step 2 - Contact the offeror selected in Step 1 by telephone, fax or e-mail with a right of first refusal and provide the following information:

- type of vehicle required
- rental period
- brief description of how the vehicle is to be used (eg: destination, carriage of dangerous goods, etc)
- time and date service is required
- delivery method: pick-up at Offeror's premises or delivery to workplace
- call-up number (PO #)
- Identified user's name and telephone number
- billing address
- urgent request (if applicable)

Note: Services can be requested by telephone, fax or electronic means. When the required services are requested over the telephone, the Identified user must send written confirmation of the call-up.

Step 3: Within **24 hours** of the date on which the Identified user issues the request, the Offeror must confirm in writing whether it is able to provide the service in accordance with the Identified user's requirements. If the request is urgent, the Offeror must provide written confirmation no more than **four (4) hours** after the Identified user has issued the request. The Identified user will specify in the initial request (Step 2) whether the request is urgent. If the Offeror does not respond or refuses the request, the Identified user must contact the next offeror on the list until a call-up is issued or the requirement is cancelled.

Step 4: Issue a call-up using the Call-up Instrument (see article 9 and 10 below).

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9. Call-up Instrument

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

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$ 40,000.00** (Applicable Taxes included).

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2014-09-25), General Conditions - Services (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment ;
- g) Annex C, Rate Table;
- h) Annex D, Contractor's contact and List of branches per region;
- i) the Offeror's offer dated _____ .

12. Certifications

12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

12.3 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification

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13. Applicable Laws

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

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B. RESULTING CONTRACT CLAUSES

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

1. Requirement

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

2.1.1 Interest on Overdue Accounts

Section 13, Interest on Overdue Accounts, of *2010C* (2014-03-01), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

2.1.2 Performance of Work

If the contractor cannot deliver the vehicle reserved in the call-up, the parties agree that, as an acceptable solution to avoid a default under **section 8 or 21** of **2010C** (2014-03-01), General Conditions - Services (Medium Complexity), the contractor must provide Canada with an upgrade for the reserved vehicle at the call-up rate.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment - Firm Unit Prices

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 C - Table Rate and in accordance with the Annex B - Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

5.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16), Limitation of Price

5.3 Method of Payment

5.3.1 Single Payment

For rentals of **30 days or less**, the identified user will make a single payment.

SACC Manual clause H1000C (2008-05-12), Single Payment

5.3.2 Monthly payments

For rentals of **more than 30 days**, the identified user will make monthly payments.

SACC Manual clause H1008C (2008-05-12), Monthly Payments

5.4 SACC Manual Clauses

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

6. Invoicing Instructions

1. In all cases, the contractor must submit invoices in accordance with the section in the General Conditions entitled Invoicing Instructions. Invoices must not be submitted until all the work to which the invoice pertains has been completed.
 - (a) For rentals **not exceeding 30 days**, submit the invoice to the designated user when the vehicle is returned to the contractor.
 - (b) For rentals **exceeding 30 days**, submit an invoice to the designated user at the end of each rental month and a final invoice when the vehicle is returned to the contractor.
2. Send the original and two (2) copies to the identified user named in the call-up for certification and payment.
3. Designated users may also settle invoices using a Government of Canada acquisition card.
4. The Government of Canada will only pay accounts on receipt of a satisfactory invoice and any other documentation specified in the Standing Offer.
5. Submit invoices on a "per call-up" basis using the contractor's own documents and including (at least) the following:
 - (a) Contractor's name, address, procurement business number (PBN), etc
 - (b) Shipping address shown on the call-up
 - (c) Contractor's standing offer number, eg: E6QUE-130003/00X/QCL

-
- (d) Call-up reference number quoted by the designated user (PO #)
 - (e) Period for which the vehicle was leased (short-term rental) or period to which the invoice applies (long-term rental)
 - (f) Description of the vehicle leased
 - (g) Number of km billed (if applicable)
 - (h) Description of any other item billed
 - (i) Total amount payable, in accordance with the payment arrangements specified in the Standing Offer.

6. Any claims for damage to a leased vehicle must be invoiced separately from the rental service. However, contractors must clearly identify the call-up with which such a claim is associated. This can be done by quoting the relevant call-up invoice or call-up number or by any other means agreed on between the parties.

Each claim for damage to a leased vehicle must be supported by:

- (a) copies of invoices, receipts and back-ups for all direct costs;
- (b) a copy of the estimate accepted in advance by Canada.

7. Insurance Requirements

The Contractor must comply with the insurance requirements specified in this section. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.1 Commercial General Liability Insurance

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 **\$1,000,000.00** per accident or occurrence and in the annual aggregate.
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.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority *thirty (30) days* written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of *at least 12 months* after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

7.2 Automobile Liability Insurance

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 **\$2,000,000.00** per accident or occurrence.
2. The policy must include the following:
 - (a) Third Party Liability - **\$2,000,000.00** 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) OPCF/QEF/SEF #4a - Permission to Carry Explosives.

Note : Some Identified Users will need to carry Explosives in the leased vehicles. The contractors that agree to let the Identified Users carry Dangerous goods in the leased vehicles will be identified in **annex D, Contractor's contact and List of branches per region**.

7.3 Vehicules – Short term and Long term Leases

The Contractor must insert as lessee: *Canada, as presented by _____ (insert name of the employee's Department).*

7.4 Explanatory Table of Insurance Coverage

7.4.1 Rentals for Travel Within Canada

Insurance for light vehicle rental	Description	Short-term rental (30 days or less)
Commercial General Liability Insurance	Commercial General Liability Insurance covers damages arising from bodily injury or property damage to third parties and defence-related costs in the event of legal action.	Commercial General Liability Insurance must be included in the rental rate submitted in Annex C - Rate Table .
Automobile Liability Insurance for operators of rented vehicles	Automobile liability insurance protects the insured if a third party is killed or injured or sustains damage to property. The insurance policy indemnifies the insured in the event of injuries sustained in an automobile accident. Uninsured motorist coverage provides protection if the insured is injured by a driver who is not insured or who leaves the scene.	Automobile Liability Insurance must be included in the rental rate submitted in Annex C - Rate Table .
Permission to carry explosives	Identified Users are occasionally required to transport dangerous goods and ammunition <u>in category D vehicles (see Annex C - Rate Table)</u> . Contractors who agree to allow Identified Users to transport explosives in rented vehicles will be identified in Annex D - Contractor's contact and List of branches per region. The rates for this endorsement will be indicated in the associated section of Annex C - Rate Table. When renting a vehicle, the Identified user reserves the right to agree to pay the additional cost for this coverage or to rent the vehicle without this endorsement because he or she has chosen to self-insure.	
Coverage against physical damage to a vehicle (physical damage,	This coverage protects against physical damage to the leased vehicle. It covers	Coverage against physical damage to a vehicle must not be included in the rental rates. The Contractor can (if if such insurance is offered in

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Insurance for light vehicle rental	Description	Short-term rental (30 days or less)
collisions and accidents not involving collision or overturning).	damage sustained by the vehicle when it collides with another vehicle or overturns. "Collision" means that the leased vehicle strikes another vehicle, is struck by another vehicle or is the cause of an accident. This insurance also protects the vehicle against other risks besides collision and overturning. It protects against vandalism, theft, falling of flying objects and fire.	Canada) provide specific rates for this type of coverage in Annex C, Rate Table . <u>This coverage is optional, and it is up to the Identified User to choose whether to add it on.</u> Canada usually self-insures and will assume the risks associated with renting the vehicle. The Contractor can stipulate a rate for insurance without a deductible and a rate for insurance with a \$500 deductible.

7.4.2 Short and Long Term Rental for Travel to the United States

This Regional Master Standing Offer (RMSO) does not include specific prices for insurance for travel to the United States. The Identified User may take out insurance with the Contractor for the period of travel to the United States. In such cases, the Identified User will take the necessary measures with the contractors selected from the directory to agree on the type of insurance required for call-ups against the Standing Offer.

8. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
A9068C (2010-01-11), Government Site Regulations

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ANNEX "A" - Requirement

1. Title

Regional Master Standing Offer for light vehicle rental.

2. Description

A Contractor's inventory is being drawn up for rental services of light vehicles rental services, by region and for various categories of vehicles. The list of vehicles by category is detailed in Annex A - Rate Table.

Provide, as and when ordered, rental services for light vehicles (short term (30 days or less) and long term (more than 30 days) to all Government of Canada departments, organizations, Crown corporations and agencies of the Quebec Region (including those described in the *Financial Administration Act*).

The Standing Offers will be used for operational needs of Federal departments and agencies only (example : to increase the vehicle fleet). Rental must be on behalf of a department and not an individual.

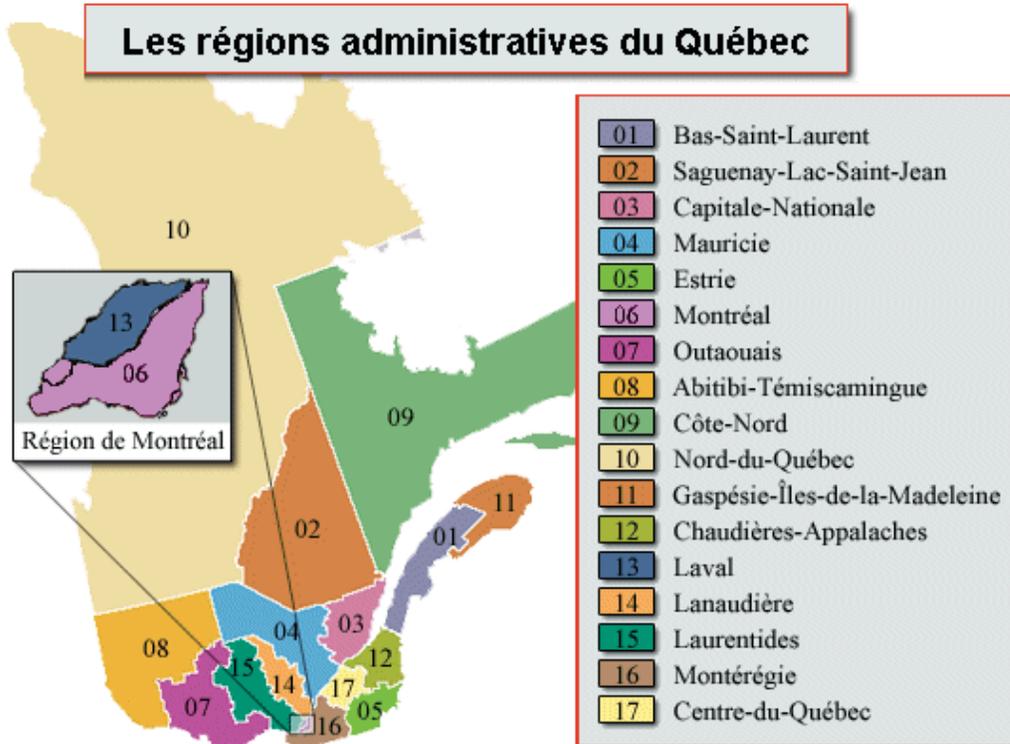
For the Standing Offer purposes, the region to be covered will be set out according to **fifteen (15) province of Quebec administratives regions***. The Outaouais (administrative region 07) and the Nord-du-Quebec (administrative region 10) are excluded.

List of province of Quebec administrative regions covered by this Standing Offer :

Bas-Saint-Laurent - region 01;
Saguenay-Lac-Saint-Jean - region 02;
Québec - region 03;
Mauricie - region 04;
Estrie - region 05;
Montréal - region 06;
Abitibi-Témiscamingue - region 08;
Côte-Nord - region 09;
Gaspésie-Île-de-la-Madeleine - region 11;
Chaudières-Appalaches - region 12;
Laval - region 13;
Lanaudière - region 14;
Laurentides - region 15;
Montérégie - region 16;
Centre-du-Québec - region 17.

Important : *The Outaouais (administrative region 07) and the Nord-du-quebec (administrative region 10) are excluded from this Standing Offer.*

* You will find below, the province of Quebec map with the different administrative regions. For additional information concerning the province of Quebec administrative regions, you may refer to the following Government of Quebec address :
<http://www.gouv.qc.ca/portail/quebec/pgs/commun/portrait/regions/description/?lang=en>



Important : Please note that to avoid any confusion, the administrative region 03 - Capitale-Nationale, has been replaced by "Québec".

The Outaouais (administrative region 07) and the Nord-du-quebec (administrative region 10) are excluded from this Standing Offer.

3. Condition and Maintenance of Rented Vehicles

3.1 Condition by Category of Vehicle

3.1.1 Sections A, B and C (see annex C - Rate table) - Passenger Vehicles, Sport Utility Vehicles and Personnel Carriers

For these sections, **2013 or more recent models** must be supplied. The vehicles must be clean, in excellent working order and have **no more than 50,000 kilometres** on them. Contractors are required to fit the vehicles with **compliant and safe winter tires**, pursuant to the current statutes and regulations administered by the Ministère des Transports du Québec (http://www.mtq.gouv.qc.ca/portal/page/portal/grand_public_en/vehicules_promenade/securite_routiere/securite_conditions_hivernales). Moreover, upon the request of the Identified User, the Contractor must fit the vehicle with winter tires before the date required by law.

3.1.2 Section D (see annex C - Rate table) - Pick-Up Trucks

For this section, **2010 or more recent models** must be supplied. The vehicles must be clean, in excellent working order and have **no more than 100,000 kilometres** on them. Contractors are required to fit the vehicles with **compliant and safe winter tires**, pursuant to the current statutes and regulations administered by the Ministère des Transports du Québec (http://www.mtq.gouv.qc.ca/portal/page/portal/grand_public_en/vehicules_promenade/securite_routiere/securite_conditions_hivernales). Moreover, upon the request of the Identified User, the Contractor must fit the vehicle with winter tires before the date required by law.

3.1.3 All Sections

Vehicles must be fitted with radial tires, in accordance with government standards administered by Transport Canada (<http://www.tc.gc.ca/lois-reglements/generale/lisa/reglements/rsvp/annexes/rsvpav.html>). Light vehicles must not be fitted with retreaded or reconditioned tires.

4. Roadside Assistance

Contractor must provide roadside assistance service round the clock and every day of the week (24/7) for every type of vehicle listed in the Standing Offer everywhere in Canada (including remote and northern regions). Roadside assistance service must include at least the following services: towing, unlocking, battery boosting, spare wheel installation and fuel delivery in case of depletion. Contractor will have a maximum of **twelve (12) hours** to provide this service from the time that the designated user notifies him that roadside assistance service is needed.

5. Analysis and Prevention

- (a) When Canada takes possession of a vehicle, it will be visually inspected, and an inspection report must be signed by a representative of Canada and a representative of the Contractor. The inspection will identify breakages, scratches or any other defects of the bodywork, tires and/or windows. Canada reserves the right to refuse a vehicle on the basis of the report if the vehicle is deemed inadequate for the task at hand or fails to meet the clauses and conditions of the Standing Offer. A similar visual inspection must be made at the end of the rental period to identify breakages, scratches or any other defects of the bodywork, tires and/or windows. At this second inspection, both parties must identify any damage that was not apparent at the time of the initial inspection and sign an inspection report. At the request of either party, photographs will be taken and appended to the inspection report.

* Canada will take possession of the vehicle at the Contractor's site if Canada is responsible for delivery and at the designated user's site if the Contractor is responsible for delivery.

- (b) Throughout the rental period, each vehicle may be subjected to a more thorough inspection than that described in point (a) (eg: mechanical inspection) without prior notice by an authorized representative of the designated user. Such inspections will be chargeable to Canada. Pursuant to such inspection, Canada may require the Contractor to replace the leased vehicle if it deems (at its sole discretion) that the vehicle is inadequate for the task at hand or fails to meet the clauses and conditions of the Standing Offer.

6. Maintenance

Vehicle preventive maintenance (e.g. lubrication, oil changes, tune-ups, and so on) is at the contractor's expense ***throughout the lease period.***

7. Mechanical Breakdown / Poor Tire Condition

In the event of mechanical breakdown or poor tire condition, the rented vehicle must promptly be replaced with a similar vehicle, even if the vehicle is in another region. If the rented vehicle cannot be replaced with a similar or superior vehicle, the Contractor will provide (at the same rate as the booked vehicle) an available vehicle of the next category up. The Contractor will not invoice Canada for the period during which the vehicle was out of order (to the nearest half day).

8. Accidents or Mechanical Failure

- (a) If an accident or mechanical failure puts a leased vehicle out of service and Canada determines that a replacement vehicle is not needed, all rental charges must cease to apply as of the moment when the Contractor is informed that the vehicle is out of service.
- (b) **If Canada is identified in the mechanical report as being responsible for the breakdown of a vehicle self-insured by Canada (as lessee) and the Contractor decides to have repairs made elsewhere than at the place agreed on with Canada and at a higher cost than in the estimate made, Canada will be required to pay only the lesser amount. Further, if the Contractor decides to have repairs made elsewhere than at the place agreed on with Canada, the Contractor will assume the cost of towing the vehicle to such alternative location.**
- (c) Any claims for damage to vehicles leased by Canada (including boosting charges) must be at actual cost with no mark-up. This means no overhead, profit or other increment.

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9. Pick up and Delivery

Unless otherwise specified in the call-up, when the contractor is responsible for the vehicle delivery, the vehicles must be delivered at the requested site no later than **24 hours** after the issuance of the call-up against the Standing Offer.

If the identified user informs the contractor that the **request is urgent**, the contractor must deliver the vehicle no later than **two (2) hours** after the issuance of the call-up against the Standing Offer.

When the contractor drives to one of the identified users' sites to drop off a rented vehicle and, at the same time, picks up another rented vehicle on the same site, that counts for a single trip and the identified user **must not be charged double**.

10. Fuel

For a call-up, the vehicle must be delivered to the client with a full tank of fuel. Similarly, the Identified User must return the vehicle to the Contractor with a full tank of fuel at the end of the rental period.

11. Registration

It must be the contractor's responsibility to ensure that all its vehicles are registered and insured for travel in all provinces of Canada. The contractor must not impose traffic restrictions inside Canada for the leased vehicles.

Contractor must hold a license issued by the appropriate Governmental Authorities which authorise them to provide a car rental service.

12. Parent company

See Annex D, Contractor's contact and List of branches per region.

The offeror I identified as the "parent company" in Annex D is responsible to take all call-ups of the Identified users.

13. Contact Persons - Communication

The contact people identified in **Annex D** who are authorized to take call-ups from designated users must be able to communicate orally and in writing in **French**.

14. Contractor's Rental Contract

Canada's representative is strictly forbidden to sign any contractor's rental contract. It is also strictly forbidden to solicit Canada's representative to sign any document waiving any clause or condition applicable to this Standing Offer.

15. Minimum Age of Drivers

Contractor must agree that any driver identified by the Identified user who is age **18 or over** and holds a valid driver's licence for the leased vehicle category may drive leased vehicles.

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16. List of Vehicles

The list of vehicles by category is contained in **Annex C - Rate Table**.

17. Fleet

The Contractor must have for each administrative region where it is offering services, a minimum fleet of ten (10) Rental Vehicles for the categories of vehicles of sections A, B and C of the Annex C - Rate Table.

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Annex B - Basis of Payment

1. Price calculation

Calculation of the rental amount begins on the date on which the delivery of the vehicle has been requested, not on the date on which the vehicle is delivered at the designated location. Calculation ends when the contractor has been notified that the vehicle is no longer needed.

If the vehicle is delivered late, calculation of the rental cost begins when the user takes possession and ends when the user notifies the contractor that the vehicle is no longer needed. Article 07 of General Conditions 2010C - Services (Medium Complexity) apply to those situations.

The contractor must take the following instructions into account depending on the rental period.

Rates	Definition
Day	Price applicable for a period of 24 hours or less
Week	Price applicable for a period of 7 calendar days
Month	Price applicable for a period of 30 calendar days, regardless of the month. Ex. : from October, 10 to November, 9 (31 days) = 1 month + 1 day.
Kilometrage	Price applicable on Cargo Carriers vehicles only (section D). Rate per km besides rental firm rate.

1.1 Prices for incomplete periods shall be prorated, as follow :

Rates applicable for an incomplete period :

Rental of seven (7) days or less , the lesser amount between
Number of days X Daily rate
OR
Weekly rate

Rental of less than one (1) month , the lesser amount between
Monthly rate
OR
[Number of weeks X Weekly rate] + [Number of days X Daily rate]

Rental of more than one (1) month
Number of period of 30 days X Monthly rate
PLUS
Number of days left X Daily rate OR Weekly rate (as applicable)

2. Firm Rates

- (a) All the rates in Annex C, Rate Table must include :
- municipal taxes (if applicable), administration expenses, profit and tire management fees (wear, winter tires, summer tires, etc.) ;
 - the air conditioning surcharge and vehicle registration costs;
 - the surcharge for environmental costs.
- (b) All the rates in Annex C, Rate Table must not include federal, provincial and state sales taxes.
- (c) All the rates in Annex C, Rate Table must be at unlimited kilometrage.

3. Instructions for the Annex C, Rate Table

The Offeror must provide its rates in accordance with the provisions of the above items 1 and 2 and in accordance with the following instructions:

- (a) Rates must be provided for each category of vehicle the Offeror wishes to supply. Rates are daily, weekly or monthly, as applicable. For insurance-related information, please refer to item 7 of part 7.B of the Request for Standing Offers. All within the same region must have the same rates.
- (b) The Offeror that is willing to deliver and pick up vehicles to the identified user must provide the rates in the spaces provided.
- (c) For each of the fields for which the Offeror is offering services free of charge, the Offeror must indicate N/C (for no charge).
- (d) If information regarding a category, surcharge, delivery or other item is unavailable or you do not wish to submit a rate for that item, please indicate N/A (for not available) in the appropriate box.

4. Insurance

For information about which insurance should be included in the rates shown in *Annex C, Rates Table*, please refer to the *item 7 (Table of Insurance Coverage) of Part 7 B of this document*.