

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**ATB Place North Tower**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

**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**

<b>Title - Sujet</b> Vehicle Rentals, Miramar, CA	
<b>Solicitation No. - N° de l'invitation</b> W0134-15R096/A	<b>Date</b> 2015-01-15
<b>Client Reference No. - N° de référence du client</b> W0134-15R096	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-607-10353	
<b>File No. - N° de dossier</b> EDM-4-37224 (607)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-02-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Jenkinson, Lorraine	<b>Buyer Id - Id de l'acheteur</b> edm607
<b>Telephone No. - N° de téléphone</b> (780) 497-3593 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 6550 STN FORCES COLD LAKE Alberta T9M2C6 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**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

Solicitation No. - N° de l'invitation

W0134-15R096/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-4-37224

Buyer ID - Id de l'acheteur

edm607

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

W0134-15R096

CCC No./N° CCC - FMS No/ N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement applicable to this Contract.

### 1.2 Requirement

The Royal Canadian Air Force (RCAF) will deploy to Marine Corps Air Station Miramar (MCAS), San Diego, California (CA) between 10–February-2015 and 17-March-2015 for Exercise Cougar South 2015. The requirement is for a fleet of forty-three (43) rental vehicles for CF personnel starting 10–February-2015 and 17-March-2015.

### 1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 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 (2014-09-25), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 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.

**Bids transmitted by facsimile to PWGSC will be accepted.**

### 2.3 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 FPSs, 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.

#### 2.3.1 Definitions

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

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

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

"pension" means 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.

### 2.3.2 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 FPSs 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, 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.

### 2.3.3 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:

- 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.

## 2.4 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 hard copy or 1 fax copy)
- Section II: Financial Bid (1 hard copy or 1 fax copy)
- Section III: Certifications (1 hard copy or 1 fax copy)
- Section IV: Insurance Requirements (1 hard copy or 1 fax 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) (<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

- 1) Bidders must submit their financial bid in US currency in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

- 2) **Exchange Rate Fluctuation**  
C3011T (2013-11-06), Exchange Rate Fluctuation

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

### Section IV: Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Articles 6.13, 6.14, and Article 5 in Annex "A".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Bidders are required to comply with all the mandatory criteria below to be considered responsive; a bid must meet all of the mandatory requirements of this bid solicitation. Bids that are determined to be non-responsive will receive no further consideration.

The Bid must include all services required at Annex A - Requirement.

#### 4.1.2 Financial Evaluation

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

#### **4.2 Basis of Selection**

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

### **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

#### **5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

##### **5.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

#### **6.1 Security Requirements**

- 6.1.1 There is no security requirement applicable to this Contract.

#### **6.2 Requirement**

The Contractor must provide the services detailed under the "Requirement" at Annex "A".



### 6.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from **2015-February-10 to 2015-March-17** inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Jenkinson  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
ATB Place, North Tower, 5<sup>th</sup> Floor  
10025 Jasper Avenue  
Edmonton, AB T5J 1S6

Telephone: 780-497-3593

Facsimile: 780-497-3510

E-mail address: [Lorraine.Jenkinson@pwgsc-tpsgc.gc.ca](mailto:Lorraine.Jenkinson@pwgsc-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.

#### 6.5.2 Project Authority

(to be named in the Contract)

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.

#### 6.5.3 Procurement Authority

(to be named in the Contract)

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The Procurement Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### 6.6 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.

#### 6.7 Payment

##### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex "B". 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.

##### 6.7.2 Single Payment

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

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

##### 6.7.3 SACC Manual Clauses

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

C2000C (2007-11-30) - Taxes Foreign-based Contractor

C2002C (2010-01-11) - Duties and Taxes - Foreign-based Contractor - State of California

**6.7.4 Method of Payment**

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

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

**6.8 Invoicing Instructions**

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

6.8.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**6.9 Certifications****6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

**6.10 Applicable Laws**

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

**6.11 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 Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25), General Conditions - Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: ", as clarified on \_\_\_\_\_" or ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s))

**6.12 Defence Contract**

SACC Manual clause A9006C (2012-07-16) - Defence Contract

**6.13 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Articles 6.14 and Article 5 in Annex "A". 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.

**6.14 Vehicles - Long Term Lease**

- 6.14.1 Canada may decide not to purchase Collision, All Perils or Comprehensive insurance. The option that must be chosen by Canada when renting a vehicle must depend on the applicable [Treasury Board Risk Management Policy](#).
- 6.14.2 In the event of an accident that is self-insured by Canada (as Lessee), Canada must obtain a written estimate for the repairs and, in consultation with the Contractor (as Lessor), must decide where the repairs are to be performed. If the Contractor decides to have the damage repaired at another place and the cost of said repairs is higher than the estimate obtained by Canada, Canada must only pay the lesser amount. Further, if the Contractor decides that the vehicle is to be repaired at a place other than the place Canada chooses, the Contractor must be responsible to pay transport costs of the vehicle to the alternate location.
- 6.14.3 When a rental vehicle is in a disabling accident, all rental charges must cease on said vehicle.

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## ANNEX "A" - REQUIREMENT

### 1. Requirement

The Royal Canadian Air Force (RCAF) has a requirement for rental vehicles in Miramar, California, USA between 10-February-2015 and 17-March-2015. 410 Tac F (OT) Sqn is seeking rental vehicles for Exercise Cougar South 2015. Rental vehicles must meet the following requirements:

- Rental cars must be clean, non-smoking and fully fueled for pick-up.
- The drop off of vehicles at the Visitor Centre (Main Gate) at Marine Corps Air Station Miramar (a.k.a. MCAS Miramar) must be provided for vehicle pick-up on date required no later than (NLT) 12:00rs (local). If the rental type is not available, an upgraded model must be provided at no additional cost.
- Drivers will be of all ages, including under 25 years of age. Fees must either be waived or accounted for separate from the cost of the rental vehicles.
- Multiple driver fees must be waived, as all participants will be utilizing the vehicles. Rates must not include mileage restrictions or limits.
- Rentals must be able to cross State lines.
- Cars must be standard-sized sedans or equivalent with capacity for 5 passengers, the passenger vans must be able to carry a minimum of 6 passengers and the trucks must be a minimum ½ ton pick-up.
- Any other incidental services will be part of a separate agreement with the participant.
- Additional vehicles may be requested prior to 10 Feb 2015 to accommodate changes or increases in personnel attending the Exercise.

Break down of Vehicles:

- 13 x Standard-sized sedans
- 26 x Passenger Vans
- 1 x Cargo Van
- 3 x ½ ton truck

Canada guarantees a minimum of 5 vehicles from 10-February-2015 to 17-March-2015.

### 2. Reservations:

Vehicle rental reservations will be made by a driver OPI list that includes a clear listing of the name, arrival/departure dates, drivers' licenses and types of vehicle desired for each individual. The driver OPI list must be received no later than 48 hours prior to arrival, 8-February-2015. All reservations made by vehicle list will be guaranteed for arrival. Rental agreements must be created prior to arrival to reduce the time it takes to pick up each car. A full list of the assigned drivers with rental vehicle model, type, colour and applicable license plates for the rental vehicles must be provided to 410 Sqn NLT 8-February-2015.

### 3. Constraints

Due to the nature of the deployment, actual numbers of personnel (pers) may fluctuate. As well, the end date for the deployment is dependent on the ability for all pers and equipment to leave at the end or

training. Therefore, provider shall be flexible to changes in dates and personnel with a minimum of 48 hours notice.

The current unit requirements to date are for 43 vehicles for 10-February-2015 to 17-March-2015 but are subject to change based on conditions beyond our control.

#### **4. Payment**

The Contractor must accept corporate Mastercard. Payment will be done by Master Card credit card or invoice at the end of the Exercise.

#### **5. Liability Insurance**

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

#### **6. Collision Damage Waiver (CDW) Insurance**

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

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

#### **7. CF Personnel between 21 and 24 Years Old**

For CF personnel between 21 and 24 years old, a surcharge will be allowed as shown in Annex "B" – Basis of Payment.

#### **8. Members of the CAF under the age of 21 years old**

Members under the age of 21 years old will not be authorized to drive the rental vehicles.

#### **9. Mechanical Breakdown.**

In the event of a rental vehicle mechanical break-down, it must be replaced promptly with a similar vehicle. If it cannot be replaced promptly, the Contractor will be required to upgrade the vehicle at the same rate as the disabled vehicle.

#### **10. Normal Wear and Tear**

The term "normal wear and tear" refers to the natural amount of deterioration, which can be expected over the term of the rental and include:

- tire wear, paint chips and minor scratches that do not extend to the base metal;
- all paint scratches and paint wear and minor dents to interior, top rails and tailgates of pick-up trucks;
- paint chips caused by stones thrown by the wheels of the vehicles;
- frayed or stretched emergency brake cables;
- interior wear and tear of vehicles not including holes, burns or tears of interior surfaces;
- interior wear of trucks including all paint scratches;
- tire wear and damage, provided that the tires meet provincial safety standards;

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## **11. Traffic Violations**

DND will be responsible for all costs associated with Highway Traffic Act violations, parking infractions, toll fees, red light camera violations and impound fees.

All ticket fines will be processed by the Offeror. An invoice recovering these costs along with any administration fees will be forwarded to the applicable DND location for payment within two months of receipt of fine.

**Vehicle Rentals for 410 Squadron in MCAS Miramar, California:**

A block of vehicles totaling 36 days for participants is estimated to be required from 10-February-2015 to 17-March 2015.

The following is an estimated breakdown of the **STANDARD-SIZE SEDANS** required:

Mon, 9, Feb	Tue, 10, Feb	Wed, 11, Feb	Thu, 12, Feb	Fri, 13, Feb	Sat, 14, Feb	Sun, 15, Feb	Mon, 16, Feb	Tue, 17, Feb	Wed, 18, Feb	Thu, 19, Feb	Fri, 20, Feb	Sat, 21, Feb
0	6	6	6	13	13	13	13	13	13	13	13	13
Sun, 22, Feb	Mon, 23, Feb	Tue, 24, Feb	Wed, 25, Feb	Thu, 26, Feb	Fri, 27, Feb	Sat, 28, Feb	Sun, 1, Mar	Mon, 2, Mar	Tue, 3, Mar	Wed, 4, Mar	Thu, 5, Mar	Fri, 6, Mar
13	13	13	13	13	13	13	13	13	13	13	13	13
Sat, 7, Mar	Sun, 8, Mar	Mon, 9, Mar	Tue, 10, Mar	Wed, 11, Mar	Thu, 12, Mar	Fri, 13, Mar	Sat, 14, Mar	Sun, 15, Mar	Mon, 16, Mar	Tue, 17, Mar	Wed, 18, Mar	Thu, 19, Mar
13	13	13	13	13	13	13	13	13	13	6	0	0

The following is an estimated breakdown of the **PASSENGER VANS** required.

Mon, 9, Feb	Tue, 10, Feb	Wed, 11, Feb	Thu, 12, Feb	Fri, 13, Feb	Sat, 14, Feb	Sun, 15, Feb	Mon, 16, Feb	Tue, 17, Feb	Wed, 18, Feb	Thu, 19, Feb	Fri, 20, Feb	Sat, 21, Feb
0	1	1	1	26	26	26	26	26	26	26	26	26
Sun, 22, Feb	Mon, 23, Feb	Tue, 24, Feb	Wed, 25, Feb	Thu, 26, Feb	Fri, 27, Feb	Sat, 28, Feb	Sun, 1, Mar	Mon, 2, Mar	Tue, 3, Mar	Wed, 4, Mar	Thu, 5, Mar	Fri, 6, Mar
26	26	26	26	26	26	26	26	26	26	26	26	26
Sat, 7, Mar	Sun, 8, Mar	Mon, 9, Mar	Tue, 10, Mar	Wed, 11, Mar	Thu, 12, Mar	Fri, 13, Mar	Sat, 14, Mar	Sun, 15, Mar	Mon, 16, Mar	Tue, 17, Mar	Wed, 18, Mar	Thu, 19, Mar
26	26	26	26	26	26	26	26	26	26	1	0	0



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The following is an estimated breakdown of the **CARGO VAN** required.

Mon, 9, Feb	Tue, 10, Feb	Wed, 11, Feb	Thu, 12, Feb	Fri, 13, Feb	Sat, 14, Feb	Sun, 15, Feb	Mon, 16, Feb	Tue, 17, Feb	Wed, 18, Feb	Thu, 19, Feb	Fri, 20, Feb	Sat, 21, Feb
0	1	1	1	1	1	1	1	1	1	1	1	1
Sun, 22, Feb	Mon, 23, Feb	Tue, 24, Feb	Wed, 25, Feb	Thu, 26, Feb	Fri, 27, Feb	Sat, 28, Feb	Sun, 1, Mar	Mon, 2, Mar	Tue, 3, Mar	Wed, 4, Mar	Thu, 5, Mar	Fri, 6, Mar
1	1	1	1	1	1	1	1	1	1	1	1	1
Sat, 7, Mar	Sun, 8, Mar	Mon, 9, Mar	Tue, 10, Mar	Wed, 11, Mar	Thu, 12, Mar	Fri, 13, Mar	Sat, 14, Mar	Sun, 15, Mar	Mon, 16, Mar	Tue, 17, Mar	Wed, 18, Mar	Thu, 19, Mar
1	1	1	1	1	1	1	1	1	1	1	0	0

The following is an estimated breakdown of the ½ **TON PICK-UP** required.

Mon, 9, Feb	Tue, 10, Feb	Wed, 11, Feb	Thu, 12, Feb	Fri, 13, Feb	Sat, 14, Feb	Sun, 15, Feb	Mon, 16, Feb	Tue, 17, Feb	Wed, 18, Feb	Thu, 19, Feb	Fri, 20, Feb	Sat, 21, Feb
0	2	2	2	3	2	3	3	3	3	3	3	3
Sun, 22, Feb	Mon, 23, Feb	Tue, 24, Feb	Wed, 25, Feb	Thu, 26, Feb	Fri, 27, Feb	Sat, 28, Feb	Sun, 1, Mar	Mon, 2, Mar	Tue, 3, Mar	Wed, 4, Mar	Thu, 5, Mar	Fri, 6, Mar
3	3	3	3	3	3	3	3	3	3	3	3	3
Sat, 7, Mar	Sun, 8, Mar	Mon, 9, Mar	Tue, 10, Mar	Wed, 11, Mar	Thu, 12, Mar	Fri, 13, Mar	Sat, 14, Mar	Sun, 15, Mar	Mon, 16, Mar	Tue, 17, Mar	Wed, 18, Mar	Thu, 19, Mar
3	3	3	3	3	3	3	3	3	3	2	0	0

**ANNEX "B" – BASIS OF PAYMENT**

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

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

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

Item	Type of Vehicle	Start Date 2015	End Date 2015	Number of Days (A)	Number of Vehicles (B)	Daily Rate USD (C)	Total Estimated value USD (AxBxC)	CDW Daily Rate
1	Standard-size Sedan car	10 Feb.	17 Mar		13			
2	Passenger Van, minimum 6 passenger	10 Feb.	17 Mar		26			
3	Cargo Van	10 Feb.	17 Mar		1			
4	Pick-up Truck, ½ ton	10 Feb.	17 Mar		3			
<b>Total estimated value of contract:</b>							<b>\$</b>	

**Indicate % of applicable State Tax:** \_\_\_\_\_

**Indicate % of applicable Local Tax:** \_\_\_\_\_

**Surcharge for drivers between 21 and 24 years old:** \_\_\_\_\_

The estimated funding available for the Contract resulting from the bid solicitation is \$75,000.00 CAD (Applicable Taxes extra). This disclosure does not commit Canada to pay the maximum funding available.

The Bidder should provide the Make/Model offered for each vehicle type.

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## ANNEX "C" - CAR RENTAL COMPANY INFORMATION

### 1. Bidder Contact Person Information

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

### 2. Rental Company Information

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