

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet SUV Rental Nevada	
Solicitation No. - N° de l'invitation W847L-160074/A	Date 2015-06-08
Client Reference No. - N° de référence du client W847L-160074	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-67459	
File No. - N° de dossier lp003.W847L-160074	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-23	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Jacynthe	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (819) 934-0768 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

REQUEST FOR PROPOSAL

FLEET VEHICLES RENTAL, RENO, NEVADA USA FOR THE DEPARTMENT OF NATIONAL DEFENSE (DND)

PART 1 - GENERAL INFORMATION

1. Statement of Requirement
2. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents

List of Annexes:

- | | |
|---------|--------------------------|
| Annex A | Statement of Requirement |
| Annex B | Basis of Payment |
| Annex C | Information and Contacts |

**FLEET VEHICLES RENTAL, NEVADA USA
FOR THE DEPARTMENT OF NATIONAL DEFENSE (DND)**

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

Department of National Defence (DND), and Canadian Armed Forces (CAF) personnel are required to support test and evaluation activities at the Nevada Automotive Test Center during the estimated period of 01 August 2015 to 24 October 2015. The rental period may be extended until 05 December 2015.

The anticipated requirement is for eleven (11) rental Full Size Sport Utility vehicles for CF and DND personnel.

Statement of Requirement is detailed at Annex A.

2. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS**1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the
(<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. Submission of Bids

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

3. Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as

such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 copy)

Section II: Financial Bid (1 copy)

Section III: Certifications (1 copy)

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

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

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

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

Solicitation No. - N° de l'invitation

W847L-160074/A

Amd. No. - N° de la modif.

File No. - N° du dossier

Ip003W847L-160074

Buyer ID - Id de l'acheteur

Ip003

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

W847L-160074

CCC No./N° CCC - FMS No/ N° VME

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

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

1.1 Technical Evaluation**1.1 Technical Evaluation****1.1.1 Mandatory Technical Criteria**

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

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

1.2 Financial Evaluation

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

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Required Precedent to Contract Award

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 . The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Requirement

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from the issuance of contract until 2015-10-24, inclusive.

4.2 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jacynthe Tremblay
Supply Specialist
Public Works and Government Services Canada
Traffic Management Directorate
Travel Procurement Services Division - LP
11 Laurier Street, 6B3-28
Gatineau QC K1A 0S5

Telephone: 819-934-0768

Facsimile: 819-956-4944

E-mail address:

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

5.2 Project Authority

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

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

5.3 Procurement Authority

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

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.

5.3 Contractor's Representative

To be added at Contract award

Solicitation No. - N° de l'invitation

W847L-160074/A

Amd. No. - N° de la modif.

File No. - N° du dossier

Ip003W847L-160074

Buyer ID - Id de l'acheteur

Ip003

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

W847L-160074

CCC No./N° CCC - FMS No/ N° VME

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit rates, as specified in Annex B - Basis of Payment, taxes extra, if applicable.

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

6.2 Method of Payment - Monthly Payment

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

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

7. Invoicing Instructions

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

7.2 Invoices must be distributed as follows:

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

To be inserted at Contract award

8. Certifications

8.1 Compliance

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

9. Applicable Laws to be updated if necessary at contract award

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. The Rental Contract must be interpreted and governed by the substantive laws in jurisdiction in which there are executed.

Solicitation No. - N° de l'invitation

W847L-160074/A

Amd. No. - N° de la modif.

File No. - N° du dossier

Ip003W847L-160074

Buyer ID - Id de l'acheteur

Ip003

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

W847L-160074

CCC No./N° CCC - FMS No/ N° VME

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Requirement;
- (d) annex B, Basis of Payment;
- (e) the Contractor's bid dated_____

ANNEX A - STATEMENT OF REQUIREMENT

1. Background

The objective of this requirement is to obtain rental vehicles from approximately 01 August 2015 to 24 October 2015 in Reno, Nevada USA to support test and evaluation activities at Nevada Automotive Test Center. The vehicles will support the Department of National Defence (DND), and Canadian Armed Forces (CAF) personnel.

2. Terminology

Department of National Defence of Canada (DND)

Canadian Forces (CF)

United States of America (USA)

3. Requirements

3.1 The Contractor will provide eleven (11) rental vehicles to CF personnel for the estimated period starting 01 August to 24 October 2015.

3.2 Technical Requirements:

The Contractor will provide CF personnel with the following services:

A. At least 11 X Full Size Sport Utility Vehicles (SUVs) with:

- a. 4 wheel drive capable;
- b. Have a high ground clearance robust to handle in the country side;
- c. 5 person carrying capacity;
- d. Cargo area for the passengers' equipment; and
- e. Be a 2011 or newer model
- f. Unlimited mileage.

B. Location: Preferred pick up and drop off location is Reno-Tahoe International Airport (IATA: RNO).

C. Vehicles must be in good repair

D. Once vehicles are picked up, they must not be required to be returned to Contractor for periodic "check in". Vehicles will only be returned to Contractor and end of contract period, or if repairs are required as per Para 10.

4. Constraints

Due to the nature of the test and evaluation activities, actual numbers of personnel may fluctuate. As well, the end date for the deployment is dependent on the ability for all personnel and equipment to leave at the end of test and evaluation activities. Therefore, Contractor shall be flexible to changes in dates and number of vehicles required with a minimum of 48 hours notice once the period has commenced. Canada will confirm the exact start date of the requirement no later than 15 days before 01 August 2015 (17 July 2015).

The current estimated requirements are for eleven (11) vehicles from 01 August 2015 to 24 October 2015 but are subject to change.

5. Optional Services – Refers to Part 6 – Resulting Contract Clauses 4.2 Optional Good and/or Services.

The requirement to obtain rental vehicles in Reno, Nevada USA to support test and evaluation activities at Nevada Automotive Test Center may extend past 24 October 2015. The same quantity and quality of rental vehicles may be required until 05 December 2015.

6. 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.

7. 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).

8. CF Personnel under 21 Years Old

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

9. 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.

10. Mechanical Breakdown

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

11. Authorized Drivers

Personnel will be allowed to drive any of the rental vehicles as long as they are driving on authorized Canadian government/Canadian military business.

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:

i- six (6) times the daily car rental rate, plus

li- six (6) times the daily CDW rate if the coverage was purchased by Canada User from the Contractor, and

lii- any applicable taxes, if applicable.

Type of Vehicle	Start Date 2015	End Date 2015	Number Of Days	Computed days	Number Of Vehicles	Daily Rate USD	Total Estimated Value of Contract USD
Full Size Sport Utility Vehicle	01 August	24 October	85	73	11		

CDW Daily Rate: _____

Indicate % of applicable State Tax: _____

Indicate % of applicable Local Tax: _____

Other applicable taxes: _____

Solicitation No. - N° de l'invitation

W847L-160074/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

lp003

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W847L-160074

lp003W847L-160074

ANNEX C

INFORMATION and CONTACTS

1. Bidder Contact Person Information

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

2. Rental Company Information

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