

**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 VEHICLE RENTAL SAN DIEGO CA	
Solicitation No. - N° de l'invitation W8484-168428/A	Date 2015-07-29
Client Reference No. - N° de référence du client W8484-168428	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-67747	
File No. - N° de dossier lp003.W8484-168428	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-14	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Jacynthe	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (819) 420-2995 ()	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**

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

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

REQUEST FOR PROPOSAL

FLEET VEHICLES RENTAL, SAN DIEGO, CALIFORNIA (CA) USA FOR THE DEPARTMENT OF NATIONAL DEFENSE (DND)

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PART 1 - GENERAL INFORMATION

1. Statement of Work

DND has a requirement for a total of twenty-three (23) vehicles on a rental basis from 12 September to 28 November 2015 in San Diego, California, USA, at the San Diego International Airport. All vehicles are not required at the same time. On-site representative services are also required.

Statement of Work is detailed at Annex A.

1.2 Optional Goods and/or Services

The Contractor 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 by sending a written notice to the Contractor.

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 (2015-07-03) 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

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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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment 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**1.1.1 Mandatory Technical Criteria**

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

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

1.2 Financial Evaluation

Responsive bids will be evaluated in US dollars based on prices submitted in Annex 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 AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

2. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2015-07-03), 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 2015-11-28, 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 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, 6B3-37
Gatineau QC K1A 0S5

Telephone: 819-420-2995

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

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 C - Basis of Payment, Sales Tax is 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 Limitation of Price

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

6.3 Single Payment

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

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

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**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

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.

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 (2015-07-03), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (d) annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

ANNEX A -STATEMENT OF WORK (SOW)

VEHICLE RENTAL SERVICES SAN DIEGO, CALIFORNIA

1. Objective

The objective of this requirement is to obtain rental vehicles in San Diego, California, USA. The vehicles will support the Department of National Defence (DND), Canadian Armed Forces (CAF) personnel.

2. Scope

DND has a requirement for a Contractor to provide twenty-three (23) vehicles on a rental basis from 12 September to 28 November 2015 in San Diego, California, USA, at the San Diego International Airport. On-site representative services are also required.

3. Requirements

3.1 Vehicle Rental Requirement

3.1.1 The Contractor must provide the following rental vehicles:

Rental Period	Vehicle Type	Duration (days)	Quantity
12 Sept - 26 Sept	Minivan	15	7
12 Sept – 17 Oct	Minivan	36	4
12 Sept – 28 Nov	Large 4x4 SUVs	78	4
12 Sept – 28 Nov	Minivan	78	7
12 Sept – 28 Nov	Extra-large 4x4 SUV (Yukon XL or Expedition XL)	78	1

Note: The above dates and quantities are estimates, and are provided in good faith.

3.1.2 Vehicle Specifications:

- a. Mini Van
 - i. 7 person carrying capacity;
 - ii. Cargo area for the passengers' equipment; and
 - iii. Be a 2010 or newer model.
- b. Large 4x4 SUVs
 - i. 4 wheel drive capable;
 - ii. Have a high ground clearance robust to handle in the country side;
 - iii. 5/6 person's carrying capacity;
 - iv. Cargo area for the passengers' equipment; and
 - v. Be a 2010 or newer model.
- c. Extra-large 4x4 SUV
 - i. 4 wheel drive capable;
 - ii. Have a high ground clearance robust to handle in the country side;
 - iii. 5/6 person's carrying capacity;
 - iv. Cargo area for the passengers' equipment; and
 - v. Be a 2010 or newer model.

3.1.3 Vehicle Delivery and Return Instructions:

- a. The Contractor's rental vehicles must have a full tank of gas at time of pick-up
- b. The Contractor's rental vehicles must be available to be picked up by noon (local time) at San Diego International Airport, on the respective pick-up date of 12 September, 2015.
- c. The Contractor's rental vehicles can be signed out by multiple DND members, identified as the Technical Authority (TA), or the TA's designate for this requirement and must have the flexibility to be driven by any licensed DND member(s) assigned by the TA.
- d. Contractor shall arrange for adequate parking space at San Diego International Airport to accommodate all rental vehicles during pick-up, delivery and return process.
- e. Contractor shall be prepared to receive vehicles prior to the schedule return dates of 26 September, 17 October, and 28 November, 2015, as liaised and coordinated through the TA's, in the event that a specific rental vehicle is no longer required by DND.

3.2 On-Site Representative Services

3.2.1 Contractor shall provide a contact name, email and telephone number for a person to act as the Contractor's representative, who can be contacted, prior to and during the vehicle rental timeframe, to liaise with the TA's in working any logistics and to resolve any issues.

3.2.2 Contractor must provide a local staff member as the primary point of contact.

3.2.3 The individual must be available from 08hrs00 to 18hrs00 daily.

3.2.4 For matters occurring outside these hours, a contact person and number must be provided if different than the designated individual.

4. DND Responsibilities

4.1 Vehicle Delivery and Return

4.1.2 DND shall be responsible for pick-up and return of all rental vehicles from and to the agreed upon delivery point location within San Diego International Airport.

4.1.3 DND shall return all of Contractor's rental vehicles with a full tank of fuel.

4.1.4 DND shall return rental vehicles by 17:00 (local time) at the latest, at San Diego International Airport, on the respective return dates of 26 September, 17 October, and 28 November, 2015.

4.2 Vehicle Drivers

4.2.1 DND shall provide a licensed driver/operator for all of Contractor's rental vehicles.

4.3 Notice to the Contractor

4.3.1 DND shall provide Contractor with a minimum of twenty-four (24) hours' notice prior to returning any vehicles, before the schedule return dates of 26 September, 17 October, and 28 November, 2015. In such case, the return of said vehicle(s) can be made at a mutual agreed location and/or a location within a twenty-five (25) km radius of San Diego International Airport.

5. Vehicle Inspection

The contractor shall provide a pre and a post visual inspection for all rental vehicles provided. The inspection shall be conducted with the DND TA or the TA's designate in attendance to verify any minor or major damages. Any damages, whether minor or major in nature, shall be confirmed in writing. The post inspection shall be conducted immediately upon vehicle drop-off to Contractor. Any damages incurred above normal wear and tear shall be reported in writing to the Procurement Authority of the Contract within seventy-two (72) hours.

6. Insurance

Allowing for the consideration of insurance protection for both parties, the Contractor shall provide the following insurance coverage for each vehicle:

6.1 Liability

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

6.2 Collision Damage Waiver (CDW) Insurance

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

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).

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

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

7. CAF Personnel under 21 Years Old

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

8. CAF Personnel between 21 and 24 Years Old

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

9. 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.

10. Payment

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The billing will be done via a Master Account, individuals must not be responsible to pay rental.

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.

Estimated numbers below are only for budgeting and evaluation purposes.

Canada will confirm numbers and dates 48 hours prior to reservation.

Type of Vehicle	Start Date 2015	End Date 2015	Number Of Days	Computed days	Number Of Vehicles	Daily Rate USD	Total Estimated USD
Minivan	12 Sept	26 Sept	15	13	7		
Minivan	12 Sept	17 Oct	36	31	4		
Large 4x4 SUV	12 Sept	28 Nov	78	67	4		
Minivan	12 Sept	28 Nov	78	67	7		
Extra-large 4x4 SUV (Yukon XL or Expedition XL)	12 Sept	28 Nov	78	67	1		
Total estimated value of Contract:							

CDW Daily Rate: _____

Surcharge for driver under 21 years old: _____

Surcharge for driver between 21 and 24 years old: _____

Indicate % of applicable State Tax: _____

Indicate % of applicable Local Tax: _____

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Ip003

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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:	