

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

Pacific Region

401 - 1230 Government Street

Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

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

Public Works and Government Services Canada - Pacific Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

Title - Sujet RMSO - VEHICLE RENTAL	
Solicitation No. - N° de l'invitation E6VIC-150003/A	Date 2015-10-06
Client Reference No. - N° de référence du client E6VIC-150003	GETS Ref. No. - N° de réf. de SEAG PW-\$VIC-240-6817
File No. - N° de dossier VIC-5-38113 (240)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-28	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: Hogg(VIC), Mike	Buyer Id - Id de l'acheteur vic240
Telephone No. - N° de téléphone (250)363-3916 ()	FAX No. - N° de FAX (250)363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
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

Solicitation No. - N° de l'invitation

E6VIC-150003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic240

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

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PART 1 - GENERAL INFORMATION**1. Introduction**

The Request for Standing Offers (RFSO) template 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 instruction 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, if applicable, and the basis of selection;
- Part 5: Certifications: includes the certifications to be provided;
- Part 6: Security, Financial and Insurance 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 pursuant to the Standing Offer.

The Annexes include the [Requirement](#), the Basis of Payment and any other annexes.

2. Summary

For the issuance of a Regional Master Standing Offer (RMSO) for the rental of passenger and cargo vehicles [without operators](#) in accordance with the requirements detailed in this Request for Standing Offer (RFSO), British Columbia, Canada.

The period of Standing Offer is from date of issuance to 30-Nov-2018

The requirement is divided amongst five (5) geographical zones. Offerors must submit a Financial Offer for at least one (1) of three (5) zones:

- Zone 1 (GVRD/BC Lower Mainland): Vehicle pick-up and drop-off within the Greater Vancouver Regional District (GVRD), Lower Fraser Valley, and BC Lower Mainland. Offerors must maintain a minimum of one (1) operational control outlet in Chilliwack BC Area, one (1) outlet servicing Vancouver BC International Airport, plus one (1) [additional](#) outlet within the geographical zone. Offerors must identify any other outlets that can be accessed within this zone.

-
- Zone 2 (Northern BC): Vehicle pick-up and drop-off within Northern BC, including but not restricted to the following locations: Quesnel, Dawson Creek, Terrace, Fort St John, Fort Nelson, Williams Lake, Prince George, and Prince Rupert. Offerors must maintain a minimum of two (2) operational outlets within the geographical zone, and must identify any other outlets that can be accessed within this zone.
 - Zone 3 (BC Interior): Vehicle pick-up and drop-off within BC Interior, including but not restricted to the following locations: Kelowna, Penticton, Castlegar, Nelson, Cranbrook, Salmon Arm, Vernon, and Kamloops. Offerors must maintain a minimum of one (1) outlet operational control outlet in Vernon BC, [plus one \(1\) additional outlet within the geographical zone](#). Offerors must identify all other outlets that can be accessed within this zone.
 - Zone 4 (Southern Vancouver Island) Vehicle pick-up and drop-off within Greater Victoria, including but not restricted to the following locations: Greater Victoria. Offerors must maintain a minimum of one (1) outlet operational control outlet in Victoria BC. Offerors must identify all other outlets that can be accessed within this zone.
 - Zone 5 (Central Vancouver Island) Vehicle pick-up and drop-off within Comox/Courteney, including but not restricted to the following locations: Comox, Courteney. Offerors must maintain a minimum of one (1) outlet operational control outlet in either Comox or Courteney BC, Offerors must identify all other outlets that can be accessed within this zone.

The total estimated yearly value of this requirement is CAD \$1,670,000.00 including HST distributed as follows:

- Zone 1 (GVRD/BC Lower Mainland): CAD \$250,000.00/Year
- Zone 2 (Northern BC): CAD \$15,000.00/Year
- Zone 3 (BC Interior): CAD \$485,000.00/Year
- Zone 4 (Southern Vancouver Island): CAD \$800,000.00/Year
- Zone 5 (Central Vancouver Island): CAD \$120,000.00/Year

Offerors must be able to supply a minimum of 70% of the vehicles and related rental services listed in the Request for Standing Offer.

A maximum of two (2) Standing Offers will be issued per geographical zone. This solicitation process may result in the award of up to maximum of ten (10) Standing Offers in total.

The requirement is subject to a preference for Canadian goods and/or services.

This PWGSC office provides procurement services to the public in English.

3. Security Requirement

There is no security requirement associated with the requirement

4. Debriefings

After issuance of standing offers, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority [within twenty \(20\) calendar days](#) of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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](#)

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2015-0703) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

Offers 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 Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than [seven \(7\) 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 with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. 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 [British Columbia](#).

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.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (One (1) hard copy)

Section II: Financial Offer (One (1) hard copy)

Section III: Certifications (One (1) hard 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>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirement detailed in [Annex A](#).

Section II: Financial Offer

Offerors must submit their financial offer in accordance with [Annex B - Basis of Payment](#). The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

II.1 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

II.2 Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the Offer non-responsive.

II.3 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

II.4 Consolidated Invoicing

The identified User may prefer that rentals of one (1) month of duration or more be invoiced monthly, or twice monthly, in arrears. Otherwise, the Offeror must invoice separately for each call-up upon its completion.

Canada requests that offerors complete one of the following:

- (a) (☐) **Yes:** we can provide the above consolidated invoicing service if awarded a standing offer as a result of this solicitation as follows: [☐] **monthly** or [☐] **twice monthly**
- (b) (☐) **No:** we cannot offer the above consolidated invoicing service if awarded a standing offer as a result of this solicitation.

The Offeror is not obligated to accept consolidated invoicing.

Acceptance of consolidated invoicing will not be considered as an evaluation criterion.

The requirement for consolidated invoicing will apply onto to Standing Offers issued to offerors which indicated "Yes" in their offers. Consolidated invoicing will be included in individual call-ups as required.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

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

1.1. Technical Evaluation

The Offeror's Technical Offer must demonstrate compliance with all aspects of the requirement at [Annex A](#).

1.2 Financial Evaluation *

Offerors are required to provide firm daily, weekly, and monthly rates for the vehicle rental services detailed in [Annex A](#) for each year of the Standing Offer using the financial evaluation tables and instructions provided at [Annex B - Basis of Payment](#).

To be given further consideration, the Offeror must submit a Financial Offer for at least one (1) of the five (5) geographical zones and provide rates for at least **70% (20 line items)** of all vehicle rental services listed in financial evaluation [table B1 at Annex B \(line items 1 through 28\)](#) within any given zone.

If rates do not apply, please fill in rate as zero (\$0), not applicable (N/A), or no charge (N/C) or the line item will be deemed not available from the offeror.

For evaluation purposes only, items which are not quoted will be evaluated using the highest bid received for that item, multiplied by the usage.

Specified items that are not individually priced will be given the following values for evaluation purposes only:

- The greater of \$1.00 or the highest price proposed for that item by any offeror.

The daily, weekly, and monthly rates offered for each period of the Standing Offer for line items 1 through [28](#) will be multiplied by the corresponding estimated yearly usage and totaled.

All line items extended totals for each period of the Standing Offer will be added together to obtain the Total Evaluated Aggregate Price:

[Est. Usage x Rates for Line Items 1 to [28](#), Year 1]

+ [Est. Usage x Rates for Line Items 1 to 28, Year 2]
 + [Est. Usage x Rates for Line Items 1 to 28, Year 3]
 = Total Evaluated Aggregate Price

Estimated usages are for evaluation purposes only and are not indicative of actual rental services under this Standing Offer. They will not form part of the Standing Offer and resulting call-ups.

1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, [FOB Offeror Point](#), the Goods and Services Tax or the Harmonized Sales Tax excluded, 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.

The responsive offer with the lowest total evaluated aggregate price for each geographical zone will be recommended for issuance of the primary Standing Offer for an estimated 75% of the value of all call-ups for that geographical zone.

The responsive offer with the second lowest total evaluated aggregate price for each geographical zone will be recommended for issuance of the secondary Standing Offer for an estimated 25% of the value of all call-ups for that geographical zone.

If there is only one responsive offer for each geographical zone, this offer will be recommended for issuance of a Standing Offer for 100% of the estimated value of all call-ups for that geographical zone.

A maximum of two (2) Standing Offers will be issued per geographical zone.

This solicitation process may result in the issuance of up to a maximum of ten (10) Standing Offers.

Yearly estimated value of all call-ups for each geographical zone is as follows:

- Zone 1 (GVRD/BC Lower Mainland): CAD \$250,000.00/Year
- Zone 2 (Northern BC): CAD \$15,000.00/Year
- Zone 3 (BC Interior): CAD \$485,000.00/Year
- Zone 4 (Southern Vancouver Island): CAD \$800,000.00/Year
- Zone 5 (Central Vancouver Island): CAD \$120,000.00/Year

[These estimated values should be prorated to the firm period of the Standing Offer.](#)

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer.

The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

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1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

1.1 Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, 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 Issuance of a Standing Offer

Offerors must submit the certifications as provided below:

2.1 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 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 requirements within that time period will render the offer non-responsive

2.1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953- 8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada
- (b) () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- (c) () is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. _____ has not been declared an ineligible contractor by HRSDC).

Further information on the [FCP](#) is available on the HRSDC Web site.

2.2 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

2.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the services offered being treated as non-Canadian services.

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

2.2.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

PART 6 - SECURITY, FINANCIAL, AND INSURANCE REQUIREMENTS

1. Security Requirement

There is no security requirement associated with the requirement.

2. Financial Capability

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

3. 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 [Annex C](#).

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 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at [Annex A](#).

2. Security Requirement

There is no security requirement associated with the requirement

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](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Subsection 5 of 2005 (2011-05-16), General Conditions - Standing Offers - Goods or Services, is deleted in its entirety and replaced with the following:

Identified Users will use the form PWGSC-TPSGC 942 Call-up Against a Standing Offer *OR* an equivalent Departmental Call-up Document *ONLY* to order goods, services or both. Goods, services or both may be ordered by facsimile or electronic means but not by telephone. All call-ups must be issued in writing to facilitate the tracking and reporting of call-ups.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both 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 requirement detailed in [Annex D](#). If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted [on a quarterly basis](#) to the Standing Offer Authority.

The quarterly reporting periods are defined as follows: (*Inserted at time of issuance of Standing Offer*)

1st quarter: [December - February](#)

2nd quarter: March - May

3rd quarter: June - August

4th quarter: [September - November](#)

The data must be submitted to the Standing Offer Authority no later than [twenty \(20\) calendar days](#) after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is [from the date of issuance of the Standing Offer to 30-Nov-2018 inclusive](#).

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Buyer ID - Id de l'acheteur

vic240

CCC No./N° CCC - FMS No/ N° VME

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Mike Hogg
Public Works and Government Services Canada
1230 Government Street, Suite 401
Victoria, British Columbia Canada V8W 3X4
Telephone : (250) 363-3916
E-mail: Mike.Hogg@pwgsc-tpsgc.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/she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is: *(Inserted at time of issuance of Standing Offer)*

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

5.3 Offeror's Representative *(To be filled in as specified in the Offeror's Offer)*

Name and telephone number of the person to be contacted for:

	Receipt, process and acknowledgment of Call-ups	Roadside & emergency repairs	Invoicing Enquiries	General Enquiries
Contact Name				
Telephone				
Facsimile				
Email address				

5.3 List of operational outlets:

(List of operational outlets as specified by the Offeror in its offer)

6. Authorized Clients: The Offeror is authorized to provide services to, and on the request of, the following who shall constitute the list of "Client Departments" for this Regional Master Standing Offer:

Federal Departments (Schedule I, FAA);
Departmental Corporations (Schedule II, FAA);
Branches designated as departments for the purposes of the FAA;
Parent Crown Corporations (non-autonomous) Schedule III, Part I, FAA);
Parent Crown Corporation (autonomous) Schedule III, Part II, FAA).

For Federal reference: <http://canada.gc.ca/depts/major/depind-eng.html>

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7. Call-up Instrument

The Work will be authorized or confirmed by the Identified Users designated in Article 6 using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* OR equivalent Departmental Call-up Document.

8. Call-up Procedures for claims for damages

Call-up amendments issued against the Standing Offer for claims for damages must include the following statement:

The Offeror agrees that, upon payment of \$ _____ (insert amount) to the Offeror for damages (or "repairs", as applicable) to the vehicle rented by Canada pursuant to Call-up No. ____ (insert number), Canada will be released and forever discharged from all manner of actions, claims suits and demands which may arise as a result of the call-up issued against the Standing Offer.

9. Limitation of Call-ups

Individual call-ups for the geographical zone(s) covered by this Standing Offer must not exceed the amount per geographical zone indicated in the table below:

Geographical Zone	Limitation (GST / HST Included)
Zone 1 (GVRD/BC Lower Mainland)	CAD \$40,000.00
Zone 2 (Northern BC)	CAD \$40,000.00
Zone 3 (BC Interior)	CAD \$40,000.00
Zone 4 (Southern Vancouver Island):	CAD \$40,000.00
Zone 5 (Central Vancouver Island):	CAD \$40,000.00

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.

- The call up against the Standing Offer, including any annexes;
- The Standing Offer;
- The general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- The general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity);
- Annex A - Requirement;
- Annex B - Basis of Payment;
- Annex C - Insurance Requirements;
- Annex D - Vehicle Inspection Check List;
- The Offeror's offer dated _____ *(Inserted at time of issuance of Standing Offer)*

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the

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Offeror does not comply with any certification or 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.

11.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

12. 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 _____. *(Insert the name of the province or territory as specified by the offeror in its offer, if applicable).*

13. Insurance Requirements

The Offeror must comply with the insurance requirements specified in Annex C. The Offeror must maintain the required insurance coverage for the duration of the Standing Offer. Compliance with the insurance requirements does not release the Offeror from or reduce its liability under the Standing Offer and resulting contracts.

The Public Liability and Property Damage (PL/PD) insurance minimum coverage of one million dollars (\$1,000,000.00) for vehicles rented in Canada and used in Canada and in the USA is included in the daily rate and will be the insurance of first instance.

The Offeror is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing Offer and any resulting contracts and to ensure compliance with any applicable law. Any additional insurance coverage is at the Offeror's expense, and for its own benefit and protection.

The Offeror must forward to the Standing Offer Authority within ten (10) calendar days after the date of issuance of the Standing Offer, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Offeror must, if requested by the Standing Offer Authority, forward to Canada a certified true copy of all applicable insurance policies.

14. Consolidated Invoicing in arrears *(As specified in the Offeror's Offer)*

If required in a call-up for rentals of one (1) month of duration or more, the Offeror will provide consolidated invoicing [] monthly or [] twice monthly, in arrears. Otherwise, the Offeror must invoice separately for each call-up upon its completion.

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.

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1. Requirement

The Contractor must provide the [vehicle rental](#) services [without operator](#) detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2015-09-03), General Conditions - Services (Medium Complexity, apply to and form part of the Contract.

Section [13](#) Interest on Overdue Accounts, of 2010C (2012-07-16) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards at point of sale

3. Term of Contract

3.1 Period of Contract

The [vehicle rental services](#) must be rendered in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the [Basis of Payment in Annex B](#), to a limitation of expenditure equal to [the amount of the call-up](#). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2 Limitation of Price

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

4.3 Payment by Credit Card *(As specified by the Offeror under Part 3 of the request for standing Offers)*

The following credit card is accepted: _____. [OR](#)

The following credit cards are accepted: _____ and _____.

4.4 SACC Manual Clauses

C0710C (2007-11-30) Time and Contract Price Verification

H1001C (2008-05-12) Multiple Payments

5. Invoicing Instructions

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.
2. Unless otherwise specified in the call-up, Work must be invoiced upon completion of the call-up, and a separate invoice made out for each vehicle under each call-up.
3. Invoices must include the following information:
 - (a) the name and address of the Identified User as shown on the call-up;
 - (b) the Standing Offer number;
 - (c) the call-up number;
 - (d) Offeror name, address, and HST number;
 - (e) Vehicle control number, license number, and type of vehicle
 - (f) Rental period requested by the Identified User, including notification times and dates
 - (g) copy of the invoices, receipts, vouchers for all reimbursable expenses allowed under the Standing Offer, if applicable. Charges must be itemized.
4. Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the address shown on the call-up for certification and payment.
5. In the event of an overcharge or undercharge, the Contractor must provide a new invoice.
6. All invoicing enquiries must be directed to:
(Applicable address(es) to be inserted at time of issuance of Standing Offer)

6. SACC Manual Clauses

A9049C (2011-05-16) Vehicle Safety

ANNEX A - REQUIREMENT

RENTAL OF PASSENGER AND CARGO VEHICLES WITHOUT OPERATORS FOR USE WITHIN CANADA ONLY

1. Summary of requirement:

Request for a Regional Individual Standing Offer (RISO) for the rental of passenger and cargo vehicles *without operators* in accordance with the geographical zones and requirements detailed below for British Columbia, Canada.

The types of vehicles required and the estimated usage distribution by type of vehicle are as follows:

- Sedans (Intermediate, Standard, Full Size, Premium) 2%
- Passenger vans (7-passenger Mini Vans) 20%
- Sports Utility Vehicles (SUVs) 6%
- Pick-Up Trucks
 - ½ - 1 Ton pick ups (short & long box) 30%
 - Crew cab/extended cab pick ups 25%
- Cargo vehicles
 - ½ - 1 Ton Panel Vans 2%
 - 1 - 2 Ton Cube Vans 13%
 - 2 - 5 Tons Cargo Trucks 2%

The Offeror must maintain an operational control outlet in each geographical zone as follows:

- Zone 1 (GVRD/BC Lower Mainland): Vehicle pick-up and drop-off within the Greater Vancouver Regional District (GVRD), Lower Fraser Valley, and BC Lower Mainland. Offerors must maintain a minimum of one (1) operational control outlet in Chilliwack BC Area, one (1) outlet servicing Vancouver BC International Airport, plus one (1) [additional](#) outlet within the geographical zone. Offerors must identify any other outlets that can be accessed within this zone.
- Zone 2 (Northern BC): Vehicle pick-up and drop-off within Northern BC, including but not restricted to the following locations: Quesnel, Dawson Creek, Terrace, Fort St John, Fort Nelson, Williams Lake, Prince George, and Prince Rupert. Offerors must maintain a minimum of two (2) operational outlets within the geographical zone, and must identify any other outlets that can be accessed within this zone.
- Zone 3 (BC Interior): Vehicle pick-up and drop-off within BC Interior, including but not restricted to the following locations: Kelowna, Penticton, Castlegar, Nelson, Cranbrook, Salmon Arm, Vernon, and Kamloops. Offerors must maintain a minimum of one (1) outlet operational control outlet in Vernon BC, [plus one \(1\) additional outlet within the geographical zone](#). Offerors must identify all other outlets that can be accessed within this zone.
- Zone 4 (Southern Vancouver Island) Vehicle pick-up and drop-off within Greater Victoria, including but not restricted to the following locations: Greater Victoria. Offerors must maintain a minimum of one (1) outlet operational control outlet in Victoria BC. [Offerors](#) must identify all other outlets that can be accessed within this zone.
- Zone 5 (Central Vancouver Island) Vehicle pick-up and drop-off within Comox/Courteney, including but not restricted to the following locations: Comox, Courteney. Offerors must maintain a minimum of one (1) outlet operational control outlet in either Comox or Courteney BC, Offerors must identify all other outlets that can be accessed within this zone.

2. Vehicle Requirements:

- I. All vehicles rented under this Standing Offer must be in clean condition, excellent state of repair, and have not been driven more than 50,000 kilometers (30,000 miles).
- II. All equipment must be supplied without operators.
- III. All vehicles supplied must meet the provisions of the Motor Vehicle Safety Act, S.C. 1993, c.16, and the applicable regulations that are in force on the date of its manufacture.

3. Basic Equipment:

Rental vehicles must have the following basic equipment:

(X = must have)	Sedans Passenger Vans SUVs (all types)	Pick-up Trucks Std. & Crew cabs (all types)	Panel Vans ½ - 1 Ton	Cube Vans 1 or 1.5 Ton / 14-16 FT 2 Ton / 16 FT	Cargo Trucks 3-3 ½ Ton / 20FT 5 Ton / 24-26 FT
1. Automatic Transmission	X	X	X	X	X
2. Power Steering	X	X	X	X	X
3. Cruise Control	X	X	X	X	X
4. Air Conditioning	X	X	X	X	X
5. AM/FM Stereo and CD or Cassette	X	X	X	X	X
6. Towing Capability		X			
7. Side and Rear Doors Loading			X		
8. Roll-up Loading Door / Loading Ramp				X	
9. Power Lift Gate / Ramp					X
10. Drive Air Ride Seat					X

4. Additional Equipment:

The Identified User may periodically require snow tires, pick-up trucks with locking canopies and/or trailer towing. These requirements will be included in individual call-ups and must be itemized on the invoice as separate charges.

5. Roadside and emergency repair assistance

The Offeror shall respond to a breakdown request within one (1) hour, and if a breakdown is expected to exceed two (2) hours, the Offeror must supply a suitable replacement.

A 24-hour, 7-day per week vehicle breakdown telephone number shall be provided by the Offeror for immediate authorization of repairs to broken down vehicles.

6. Availability of Rental Units:

The Identified User shall have access to a range of vehicles (various makes and models). Crew Cabs and Mini Vans are the most required. The Identified User shall be permitted to use full-size vehicles to meet the minimum requirement at no additional cost, subject to the acceptance of the Identified User.

7. Delivery of Rental Units:

The Offeror shall be locally situated, to deliver vehicles and facilitate easy access by the Identified User within forty eight (48) hours from receipt of a duly authorized call-up. The Offeror shall reply and confirm

availability within one (1) hours of receipt of call-up. The Project Authority will be responsible for requesting vehicles on behalf of the Identified User.

8. Termination:

The Standing Offer Authority [or designated Call-Up Authority](#) is responsible for termination of call-ups for rental vehicles. Termination of rentals more than two (2) hours beyond the time indicated for the daily, weekly or monthly rate will constitute an additional daily rate. Two hours or less shall be at no charge to the identified User.

9. Traffic Infractions/Tickets:

The Offeror shall not pay for traffic violations, including unlawful parking issued to representatives of Canada during the rental period. An original copy of the ticket or photo-radar shall be forwarded to the Identified User immediately, or as soon as the ticket is received, to avoid late payment charges. The Identified User shall contact and forward the ticket to the appropriate unit responsible for payment of the ticket.

10. Rental Extensions:

Extensions to call-ups for rental extensions must be authorized by the Standing Offer Authority [or designated Call-Up Authority](#). Regardless of the number of extension requests, the monthly rate will be applied first (if applicable) followed by weekly rate and then the daily rate.

11. Supply of Alternative Vehicle:

The Offeror shall provide the type of vehicle requested by the Identified User in the call-up. Should the Offeror substitute a vehicle having a higher rental rate than the type requested, the applicable charge shall be the one for the vehicle requested. The Offeror shall advise the Identified User of any substitution, and all substitutions must be approved by the Identified User. Should the substitute vehicle have a lower rate than the type requested, the applicable charge shall be the lower of the two in accordance with the firm rates offered in [Annex B](#).

12. Dangerous Cargo:

The Offeror shall allow dangerous and hazardous cargo including ammunition to be carried in the rental vehicles.

13. Silent Hours:

During silent hours, the Offeror shall maintain an answering machine to facilitate call-in returns by the Identified User. Invoices shall indicate the time of call-in as the return time.

14. Vehicle Licensing Requirements: *

Rental vehicles must have inter-provincial licensing within Canada.

15. Division of Responsibilities:

Unless otherwise stated in the Standing Offer, the following applies:

1. For the purposes of this clause,
 - b) The term "Normal Wear and Tear" refers to the natural amount of deterioration, which can be expected over the term of the rental period and include:
 - (i) tire wear, paint chips and minor scratches that do not extend to the base metal;
 - (ii) all paint scratches and paint wear and minor dents to interior, top rails and tailgates of pick-up trucks;
 - (iii) paint chips caused by stones thrown by the wheels of the vehicles;
 - (iv) frayed or stretched emergency brake cables;
 - (v) interior wear of vehicles not including holes, burns or tears of interior surfaces;

- (vi) interior wear of trucks including all paint scratches; and
- (vii) tire wear and damage, provided that the tires meet provincial safety standards.

Removal of decals or signage and any resultant paint repairs are not considered normal wear and tear and will be chargeable as a repair.

2. The Offeror is responsible for:

- (a) Delivery and pick-up of the vehicle to and from any location within the geographical zone(s) specified in the Standing Offer as identified in the call-up, unless the call-up specifies Identified User pick-up and drop-off;
- (b) Pre-servicing the vehicle in the normal way for customer delivery;
- (c) Supplying approximately three quarters (3/4) tank of fuel with the vehicles delivered and supplying fuel during periods of vehicle repair and maintenance;
- (d) Ensuring each vehicle delivered has the following equipment and accessories:
 - (i) one ignition key
 - (ii) vehicle jack
 - (iii) wheel wrench
 - (iv) all minimum features as detailed in the applicable Government Motor Vehicle Ordering Guide and specifications;
- (e) Replacement of tires covered by the tire manufacturer's normal warranty. (Replacement tires will be to original equipment specifications with the same life, standard and quality.);
- (f) All Warranty Servicing: Warranty servicing means the supply of parts normally provided by the manufacturer's warranty together with the labour necessary to install such parts. The warranty service must be made available at any dealer for the make of vehicle rented, within Canada; and
- (g) Inspecting the vehicle upon its return to the designated dealer for any damages.

3. Canada is responsible for:

- (a) Picking up and dropping off of rented vehicles at the designated dealer if expressly identified in individual call-ups;
- (b) Supply of fuel during the rental period;
- (c) Oil, fluids and lubricants between oil changes;
- (d) Washing the vehicle;
- (e) Returning the vehicle with three quarters (3/4) tank of fuel or remunerating the Offeror in accordance with Annex B if the tank is less than ¾ full except during assessment of and repair of damages;
- (f) Fines for traffic violations, including unlawful parking issued to representatives of Canada during the rental period.

4. Loss, damage, repairs

- (a) Canada is responsible for loss and damage to the vehicle (including damage to optional equipment not requested but accepted by Canada) during the rental period and caused or contributed to by negligence or carelessness of representatives of Canada and recorded to the extent that the loss or damage is not the result of normal wear and tear. Loss or damage due to theft but not due to negligence of Canada will be self-underwritten by Canada.

- (b) If a vehicle is returned to the Offeror at the end of the call-up in damaged condition, the Offeror must provide to Canada within five (5) business days after the return of the vehicle, a written estimate for the cost of repairs or replacement of the loss to the authorized representative of Canada identified in the call-up document. Repair work must be in accordance with industry standard.
- (c) Canada may require the Offeror to provide three (3) quotes for repair work. Canada also reserves the rights to obtain, through a third party, its own estimates for the identified repairs to validate the Offeror's estimate.
- (d) Once the cost of repairs is agreed to by both parties, the Offeror will invoice Canada, in accordance with the invoicing provisions of the Standing Offer and applicable call-up, for the agreed amount. The Standing Offer Authority will resolve disagreements.
- (e) If Canada decides to repair damage to a vehicle during the rental period, Canada will notify the Offeror before proceeding with the repairs. Both parties must agree to the repairs.

16. Initial Inspection:

All rental vehicles shall be inspected by the Identified User, and the Offeror, jointly, for damages prior to the release of a vehicle to the Identified User. Any damages located will be notated in the vehicle inspection sheet at Annex E, and signed by both parties. The Identified User will reject rental units that fail the acceptance inspection, and another rental unit must be provided by the Offeror without delay.

17. Final Inspection:

Upon return, rental units will be inspected by Identified User, and the Offeror, jointly, and notated using the same form referenced in Paragraph 16 of this Annex. Any new damage found shall be reported on the form and shall be signed in agreement by both parties. Mutual authorization must be obtained prior to proceeding with repairs in accordance with Paragraph 15 of this Annex. The Offeror must obtain a written authorization from the Identified User prior to proceeding with repairs;

18. Local Mechanical Breakdowns

As mutually agreed upon by both parties at the time of the incident, the Offeror will provide a replacement vehicle immediately upon notification of a mechanical breakdown or a licensed mechanic and mobile service unit to perform repairs within four (4) hours notice from the Identified User. Replacement vehicles are to be provided at no extra cost to Canada.

19. Mechanical Breakdowns:

The Offeror shall provide instructions for repair or replacement by providing emergency contact information as specified in Paragraph 5 of this Annex. The Offeror will authorize the Identified User to either go ahead and repair the vehicle or provide information as to how to obtain a replacement vehicle.

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20. Damages and Accidents:

The Offeror shall report all damages or accidents immediately to the Identified User. In the event of an accident or damage, rental vehicle call-ups may be suspended until further notice or terminated by the Standing Offer Authority or [designated Call-Up Authority](#). No extra vehicle rental charges will be incurred or paid during the period of suspension.

21. Replacement Vehicles:

The Offeror shall be responsible for all delivery, offloading and travel expenses, if applicable, when providing a replacement vehicle. Replacement vehicles must be subject to the inspection and acceptance by Canada. A credit shall be issued by the Offeror to the Identified User for reimbursement to Canada for minor repairs done or parts replaced by Canada or paid for by Canada with the agreement of the Offeror in situations in which Canada is not at fault. Where possible, the Identified User will return all vehicle parts replaced, including damaged or worn tires, to the Offeror.

22. Changes to Rental Plans:

In the event that rental plans are changed after a call-up has been issued but before delivery or pick-up of the rental vehicle, it is the responsibility of the Identified User to advise the Offeror of any changes to the call-up, including possible termination of the call-up. Failure to do so within the time frames indicated in [Table B2 at Annex B](#) may result in additional change of plan fees incurred by Canada in accordance with Annex B. In notifying the Offeror of any change to rental plans, the Identified User designated representative must identify themselves, obtain a notification number and note the time and date of the notification. The Standing Offer Authority or [designated Call-Up Authority](#) will amend or terminate the call-up once notification has been given to the Offeror by the Identified User and any fees incurred by Canada have been invoiced and paid.

ANNEX B - BASIS OF PAYMENT

Rates offered below must include:

- Unlimited kilometre allowance
- 24/7 Roadside emergency assistance and towing;
- Canopies, Carrying racks, cinch bars, screens or bulkheads (if applicable) to separate driver/passenger from cargo as per WCB Regulations, and air conditioning.
- The Public Liability and Property Damage (PL/PD) insurance minimum coverage of one million dollars (\$1,000,000.00) for vehicles rented in Canada and used in Canada and in the USA is included in the daily rate and will be the insurance of first instance.

Rates offered must not include:

- Collision damage waiver (CDW)

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Additional allowed expenses

- Any applicable taxes, Air Conditioning Surcharge Recovery Fees (ACSRF), Vehicle Licensing Fees (VLF) and, if applicable, Airport Concession Recovery Fees (ACRF), must be charged at the rates set in accordance with the applicable federal or provincial laws and regulations, and must be itemized on the invoice.
- For vehicles returned with less than $\frac{3}{4}$ tank of fuel, the Offeror may charge Canada for the tank to be filled to $\frac{3}{4}$ full at the current pump price per litre for regular unleaded gas or diesel, with a firm mark-up as specified in this Annex.
- Additional equipment or services listed in this Annex and Annex A, e.g. winter tires, lockable canopy, trailer towing capabilities for pick-up trucks, delivery/pickup charges, or Collision Damage Waiver (CDW) - if authorized on the call-up - will be charged in accordance with the firm rates offered in this Annex.
- Airport , ferry charges and other similar charges (for internal vehicle transfers to and from other locations) are the responsibility of the Offeror and will not be charged to Canada.

Application of the Rates

- Should the Identified User rent a vehicle for seven (7) consecutive days, the total charge will not exceed six (6) times the applicable daily rate. This also applies to the cost of calculating additional weekly charges including collision damage waiver/loss damage waiver (CDW/LDW) if required by the Identified User in the call-up, the VLF, the ACSRf, and the ACRF (if applicable). Should the Identified User rent a vehicle exceeding the seven (7) days, the "Weekly Rate" and/or the "Monthly Rate" shall apply.
- Rental periods are defined as follows: Rental Week = Seven (7) Days; Rental Month = Thirty (30) Days. Rental charges for any partial rental periods will be prorated at the most favorable combination of rates to Canada, i.e., a unit rented for a period of 33 days will be calculated at either four (4) weeks plus five (5) days prorated at weekly rate; or monthly rate plus three (3) days prorated at weekly rate; or any other combination or rates; whichever is lower
- The terms and conditions of this Standing Offer will apply to any call-up and resulting contract, even if at the time of reservation or pickup of the rented vehicle, the Offeror gives the identified user a rate that is lower than the rates that are part of the Standing Offer

FINANCIAL EVALUATION TABLE B1 - FIRM RENTAL RATES (HST EXTRA)

Offerors must indicate for which geographical zone the rates offered apply by checking the appropriate box(es). Offerors must submit a separate financial evaluation table B1 for each zone offered.

ZONE 1 - GVRD/BC LOWER MAINLAND

ZONE 2 - NORTHERN BC

ZONE 3 - BC INTERIOR

ZONE 4 - SOUTHERN VANCOUVER ISLAND

ZONE 5 - CENTRAL VANCOUVER ISLAND

#	Description of Types of Vehicles	Estimated annual usage For all 5 zones	Rates Year 1 CAD\$ From date of Issuance To 30-Nov-2016	Rates Extension Year 2 CAD\$ From 01-Dec-2016 To 30-Nov-2017	Rates Extension Year 3 CAD\$ From 01-Dec-2017 To 30-Nov-2018
Sedans					
1a	Intermediate / Mid-Size Sedans 4 doors, 5 passengers, 2/3 pieces of luggage. e.g. Dodge Caliber, Hyundai Sonata (or equivalent)	40	day(s)	\$ /day	\$ /day
1b		30	week(s)	\$ /week	\$ /week
1c		2	month(s)	\$ /month	\$ /month
2a	Standard Sedans 4 doors, 5 passengers, 4 pieces of luggage. e.g. Chrysler Sebring, Ford Fusion, Pontiac G6 (or equivalent)	40	day(s)	\$ /day	\$ /day
2c		30	week(s)	\$ /week	\$ /week
2c		2	month(s)	\$ /month	\$ /month
3a	Full Size Sedans 4 doors, 5 passengers, 4/5 pieces of luggage. e.g. Ford Taurus, Chevrolet Impala, Dodge Charger (or equivalent)	20	day(s)	\$ /day	\$ /day
3b		10	week(s)	\$ /week	\$ /week
3c		2	month(s)	\$ /month	\$ /month
4a	Premium Sedans 4 doors, 5 passengers, 5 pieces of luggage. e.g. Ford Crown Victoria, Buick Allure (or equivalent)	20	day(s)	\$ /day	\$ /day
4b		10	week(s)	\$ /week	\$ /week
4c		2	month(s)	\$ /month	\$ /month

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FINANCIAL EVALUATION TABLE B1 - FIRM RENTAL RATES (HST EXTRA)

Offerors must indicate for which geographical zone the rates offered apply by checking the appropriate box(es). Offerors must submit a separate financial evaluation table B1 for each zone offered.

ZONE 1 - GVRD/BC LOWER MAINLAND**ZONE 2 - NORTHERN BC****ZONE 3 - BC INTERIOR****ZONE 4 - SOUTHERN VANCOUVER ISLAND****ZONE 5 - CENTRAL VANCOUVER ISLAND**

#	Description of Types of Vehicles	Estimated annual usage For all 5 zones		Rates Year 1 CAD\$ From date of Issuance To 30-Nov-2016	Rates Extension Year 2 CAD\$ From 01-Dec-2016 To 30-Nov-2017	Rates Extension Year 3 CAD\$ From 01-Dec-2017 To 30-Nov-2018
5a	Mini Vans - 7 passengers 4 doors, 4 pieces of luggage, e.g. Dodge Grand Caravan, Ford Freestar (or equivalent)	60	day(s)	\$ /day	\$ /day	\$ /day
5b		40	week(s)	\$ /week	\$ /week	\$ /week
5c		30	month(s)	\$ /month	\$ /month	\$ /month
Sports Utility Vehicles (SUV)						
6a	Standard SUV 4 doors, 5 passengers, 3 pieces of luggage. e.g. Ford Escape, Jeep Liberty (or equivalent)	70	day(s)	\$ /day	\$ /day	\$ /day
6b		30	week(s)	\$ /week	\$ /week	\$ /week
6c		2	month(s)	\$ /month	\$ /month	\$ /month
7a	Medium SUV 4 doors, 5 passengers, 6 pieces of luggage. e.g. Jeep Grand Cherokee, Ford Explorer, Chevrolet Equinox (or equivalent)	70	day(s)	\$ /day	\$ /day	\$ /day
7b		30	week(s)	\$ /week	\$ /week	\$ /week
7c		2	month(s)	\$ /month	\$ /month	\$ /month

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FINANCIAL EVALUATION TABLE B1 - FIRM RENTAL RATES (HST EXTRA)

Offerors must indicate for which geographical zone the rates offered apply by checking the appropriate box(es). Offerors must submit a separate financial evaluation table B1 for each zone offered.

ZONE 1 - GVRD/BC LOWER MAINLAND

ZONE 2 - NORTHERN BC

ZONE 3 - BC INTERIOR

ZONE 4 - SOUTHERN VANCOUVER ISLAND

ZONE 5 - CENTRAL VANCOUVER ISLAND

#	Description of Types of Vehicles	Estimated annual usage For all 5 zones		Rates Year 1 CAD\$ From date of Issuance To 30-Nov-2016	Rates Extension Year 2 CAD\$ From 01-Dec-2016 To 30-Nov-2017	Rates Extension Year 3 CAD\$ From 01-Dec-2017 To 30-Nov-2018
8a	Large SUV 4 doors, 7 passengers, 5 pieces of luggage. e.g. GMC Yukon, Chevrolet Tahoe, Ford Expedition (or equivalent)	70	day(s)	\$ /day	\$ /day	\$ /day
8b		10	week(s)	\$ /week	\$ /week	\$ /week
8c		2	month(s)	\$ /month	\$ /month	\$ /month
9a	Premium or X-Large SUV 4 doors, 7 passengers, 5 pieces of luggage. e.g. Chevrolet Suburban (or equivalent)	70	day(s)	\$ /day	\$ /day	\$ /day
9b		10	week(s)	\$ /week	\$ /week	\$ /week
9c		2	month(s)	\$ /month	\$ /month	\$ /month
Pick-Up Trucks - Short and long box						
10a	Pick-Up 2x4 - ½ to ¾ TON 2 doors, 2-3 passengers e.g. Ford F150, Chev Silverado 1500 (or equivalent)	200	day(s)	\$ /day	\$ /day	\$ /day
10b		100	week(s)	\$ /week	\$ /week	\$ /week
10c		10	month(s)	\$ /month	\$ /month	\$ /month
11a	Pick-Up 2x4 - 1 TON 2 doors, 2-3 passengers e.g. Ford F250, Chev Silverado 2500 (or equivalent)	200	day(s)	\$ /day	\$ /day	\$ /day
11b		100	week(s)	\$ /week	\$ /week	\$ /week
11c		10	month(s)	\$ /month	\$ /month	\$ /month

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FINANCIAL EVALUATION TABLE B1 - FIRM RENTAL RATES (HST EXTRA)

Offerors must indicate for which geographical zone the rates offered apply by checking the appropriate box(es). Offerors must submit a separate financial evaluation table B1 for each zone offered.

ZONE 1 - GVRD/BC LOWER MAINLAND

ZONE 2 - NORTHERN BC

ZONE 3 - BC INTERIOR

ZONE 4 - SOUTHERN VANCOUVER ISLAND

ZONE 5 - CENTRAL VANCOUVER ISLAND

#	Description of Types of Vehicles	Estimated annual usage For all 5 zones		Rates Year 1 CAD\$ From date of Issuance To 30-Nov-2016	Rates Extension Year 2 CAD\$ From 01-Dec-2016 To 30-Nov-2017	Rates Extension Year 3 CAD\$ From 01-Dec-2017 To 30-Nov-2018
12a	Pick-Up 4x4 - ½ to ¾ TON 2 doors, 2-3 passengers e.g. Ford F150, Chevrolet Silverado 1500 (or equivalent)	200	day(s)	\$ /day	\$ /day	\$ /day
12b		100	week(s)	\$ /week	\$ /week	\$ /week
12c		10	month(s)	\$ /month	\$ /month	\$ /month
13a	Pick-Up 4x4 - 1 TON 2 doors, 2-3 passengers e.g. Ford F250, Chev Silverado 2500 (or equivalent)	200	day(s)	\$ /day	\$ /day	\$ /day
13b		100	week(s)	\$ /week	\$ /week	\$ /week
13c		10	month(s)	\$ /month	\$ /month	\$ /month
Pick-Up Trucks - Crew Cab/extended cab						
14a	Crew Cab 4x2 - ¾ TON 4 doors, 5-6 passengers, Front or split seat, e.g. Ford F250, Chev Silverado 2500 (or equivalent)	150	day(s)	\$ /day	\$ /day	\$ /day
14b		80	week(s)	\$ /week	\$ /week	\$ /week
14c		10	month(s)	\$ /month	\$ /month	\$ /month
15a	Crew Cab 4x4 - ¾ TON 4 doors, 5-6 passengers, Front or split seat, e.g. Ford F250, Chev Silverado 2500, Dodge Ram 2500 (or equivalent)	150	day(s)	\$ /day	\$ /day	\$ /day
15b		80	week(s)	\$ /week	\$ /week	\$ /week
15c		10	month(s)	\$ /month	\$ /month	\$ /month

FINANCIAL EVALUATION TABLE B1 - FIRM RENTAL RATES (HST EXTRA)

Offerors must indicate for which geographical zone the rates offered apply by checking the appropriate box(es). Offerors must submit a separate financial evaluation table B1 for each zone offered.

ZONE 1 - GVRD/BC LOWER MAINLAND

ZONE 2 - NORTHERN BC

ZONE 3 - BC INTERIOR

ZONE 4 - SOUTHERN VANCOUVER ISLAND

ZONE 5 - CENTRAL VANCOUVER ISLAND

#	Description of Types of Vehicles	Estimated annual usage For all 5 zones		Rates Year 1 CAD\$ From date of Issuance To 30-Nov-2016	Rates Extension Year 2 CAD\$ From 01-Dec-2016 To 30-Nov-2017	Rates Extension Year 3 CAD\$ From 01-Dec-2017 To 30-Nov-2018
16a	Crew Cab 4x2 - 1 TON 4 doors, 5-6 passengers, Front or split seat, e.g. Ford F350, Chev Silverado 3500, Dodge Ram 3500 (or equivalent)	150	day(s)	\$ /day	\$ /day	\$ /day
16b		80	week(s)	\$ /week	\$ /week	\$ /week
16c		10	month(s)	\$ /month	\$ /month	\$ /month
17a	Crew Cab 4x4 - 1 TON 4 doors, 5-6 passengers, Front or split seat, e.g. Ford F350, Chev Silverado 3500, Dodge Ram 3500ST (or equivalent)	150	day(s)	\$ /day	\$ /day	\$ /day
17b		80	week(s)	\$ /week	\$ /week	\$ /week
17c		10	month(s)	\$ /month	\$ /month	\$ /month
Cargo Vehicles						
18a	Panel Van ½ - 1 TON 2 doors, 2 passengers e.g. GMC Savanna 2500, Ford Econoline (or equivalent)	120	day(s)	\$ /day	\$ /day	\$ /day
18b		40	week(s)	\$ /week	\$ /week	\$ /week
18c		10	month(s)	\$ /month	\$ /month	\$ /month

FINANCIAL EVALUATION TABLE B1 - FIRM RENTAL RATES (HST EXTRA)

Offerors must indicate for which geographical zone the rates offered apply by checking the appropriate box(es). Offerors must submit a separate financial evaluation table B1 for each zone offered.

ZONE 1 - GVRD/BC LOWER MAINLAND

ZONE 2 - NORTHERN BC

ZONE 3 - BC INTERIOR

ZONE 4 - SOUTHERN VANCOUVER ISLAND

ZONE 5 - CENTRAL VANCOUVER ISLAND

#	Description of Types of Vehicles	Estimated annual usage For all 5 zones		Rates Year 1 CAD\$ From date of Issuance To 30-Nov-2016	Rates Extension Year 2 CAD\$ From 01-Dec-2016 To 30-Nov-2017	Rates Extension Year 3 CAD\$ From 01-Dec-2017 To 30-Nov-2018
19a	Cube Van - 1 or 1½ TON 14-16 FT 2 passengers e.g. Chevrolet Express, Ford E350 (or equivalent)	260	day(s)	\$ /day	\$ /day	\$ /day
19b		130	week(s)	\$ /week	\$ /week	\$ /week
19c		10	month(s)	\$ /month	\$ /month	\$ /month
20a	Cube Van - 2 TON - 16 FT 2 passengers e.g. Chevrolet Express, LWD, Ford E450 (or equivalent)	260	day(s)	\$ /day	\$ /day	\$ /day
20b		130	week(s)	\$ /week	\$ /week	\$ /week
20c		10	month(s)	\$ /month	\$ /month	\$ /month
21a	Cargo Truck - 3 - 3 ½ TON - 20 FT 2/3 passengers e.g. FMC T7500 (or equivalent)	40	day(s)	\$ /day	\$ /day	\$ /day
21b		10	week(s)	\$ /week	\$ /week	\$ /week
21c		2	month(s)	\$ /month	\$ /month	\$ /month
22a	Cargo Truck - 5 TON - 24-26 FT 2/3 passengers e.g. GMC Topkick C7500 (or equivalent)	40	day(s)	\$ /day	\$ /day	\$ /day
22b		10	week(s)	\$ /week	\$ /week	\$ /week
22c		2	month(s)	\$ /month	\$ /month	\$ /month
Additional allowed expenses						

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FINANCIAL EVALUATION TABLE B1 - FIRM RENTAL RATES (HST EXTRA)

Offerors must indicate for which geographical zone the rates offered apply by checking the appropriate box(es). Offerors must submit a separate financial evaluation table B1 for each zone offered.

ZONE 1 - GVRD/BC LOWER MAINLAND

ZONE 2 - NORTHERN BC

ZONE 3 - BC INTERIOR

ZONE 4 - SOUTHERN VANCOUVER ISLAND

ZONE 5 - CENTRAL VANCOUVER ISLAND

#	Description of Types of Vehicles	Estimated annual usage For all 5 zones		Rates Year 1 CAD\$ From date of Issuance To 30-Nov-2016	Rates Extension Year 2 CAD\$ From 01-Dec-2016 To 30-Nov-2017	Rates Extension Year 3 CAD\$ From 01-Dec-2017 To 30-Nov-2018
23	Snow Tires (if authorized on the call-up)	60	day(s)	\$ /day	\$ /day	\$ /day
24	Trailer tow package (if authorized on the call-up)	60	day(s)	\$ /day	\$ /day	\$ /day
25a	Lockable Canopy for pick-up trucks (if authorized on the call-up)	60	day(s)	\$ /day	\$ /day	\$ /day
25b		10	week(s)	\$ /week	\$ /week	\$ /week
25c		10	month(s)	\$ /month	\$ /month	\$ /month
26	Delivery or Pick-up charges per vehicle within a 30 minutes distance from Offeror's counter (if authorized on the call-up)	100	Each Per vehicle One way	\$	\$	\$
27	Fuel Charges for vehicles returned with less than a $\frac{3}{4}$ tank of fuel. Fuel to be charged at a current pump price per litre for regular unleaded gas or diesel plus a firm mark-up of	\$10,000.00		+ _____% markup	+ _____% markup	+ _____% markup
28	Collision Damage Waiver (CDW) (if authorized on the call-up)	500	day(s)	\$ /day	\$ /day	\$ /day

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TABLE B2 - CANCELLATION FEES

Offerors must indicate for which geographical zone the rates offered apply by checking the appropriate checkbox. Offerors must submit a separate financial evaluation table B2 for each zone offered.

ZONE 1 - GVRD/BC LOWER MAINLAND**ZONE 2 - NORTHERN BC****ZONE 3 - BC INTERIOR****ZONE 4 - SOUTHERN VANCOUVER ISLAND****ZONE 5 - CENTRAL VANCOUVER ISLAND**

	Maximum fee percentage of firm rental rate that may be charged		
	Year 1 CAD\$ From date of Issuance To 30-Nov-2016	Extension Year 2 CAD\$ From 01-Dec-2016 To 30-Nov-2017	Extension Year 3 CAD\$ From 01-Dec-2017 To 30-Nov-2018
Business Hours Prior to Pickup			
Less than 04 hours	_____ %	_____ %	_____ %
04 to 08 hours	_____ %	_____ %	_____ %
08 to 24 hours	_____ %	_____ %	_____ %
24 hours +	_____ %	_____ %	_____ %

ANNEX C - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

- I. The Offeror 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 \$2,000,000 per accident or occurrence and in the annual aggregate.
- II. 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 Offeror'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 Offeror.
 - (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 Offeror and/or arising out of operations that have been completed by the Offeror.
 - (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 (SIB) 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 Offerors' Protective Liability: Covers the damages that the Offeror becomes legally obligated to pay arising out of the operations of a subofferor.
 - (m) Non -Owned Automobile Liability - Coverage for suits against the Offeror resulting from the use of hired or non-owned vehicles.
 - (n) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt.

For the province of Quebec, send to:

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Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice,
234 Wellington Street, East Tower,
Ottawa, Ontario, K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Offeror's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Offeror's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Collision Damage Waiver and Minimum Public Liability and Property Damage =

The Collision Damage Waiver (CDW) to reduce the Standard deductible amount in use by the rental agent shall not be purchased regardless of the period rental, unless requested and authorized by the Identified User on the call-up.

The Public Liability and Property Damage (PL/PD) insurance minimum coverage of one million dollars (\$1,000,000.00) for vehicles rented in Canada and used in Canada and in the USA is included in the daily rate and will be the insurance of first instance.

The management of risk for personnel shall be governed by the general principle that the Government of Canada self underwrites these risks to which it alone is exposed and over which it generally has control. Consequently, the preferred approach when hiring is to assume all responsibility for loss or damage to the hired MSE. When personnel are at fault or negligent, it will assume all responsibility to third parties (i.e. Bodily injury and property damage) and all sums which its personnel become legally obligated to pay as damage.

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ANNEX D - STANDING OFFER REPORTING FORMAT

STANDING OFFER USAGE REPORT		STANDING OFFER No. _____		
REPORTING PERIOD: from _____ to _____				
OFFEROR: _____		ZONE 1 - GVRD/BC LOWER MAINLAND		
Contact Name: _____		ZONE 2 - NORTHERN BC		
Telephone: _____		ZONE 3 - BC INTERIOR		
		ZONE 4 - SOUTHERN VANCOUVER ISLAND		
		ZONE 5 - CENTRAL VANCOUVER ISLAND		
Email address: _____				

#	Vehicle Type	Total Vehicle Quantity Rented during the reporting period	Average Car Rental Duration during the reporting period	Total Rental Charges during the reporting period
Sedans				
1	Intermediate / Mid-Size Sedans			\$
2	Standard Sedans			\$
3	Full Size Sedans			\$
4	Premium Sedans			\$
Passenger Vans				
5	Mini Vans - 7 passengers			\$
Sports Utility Vehicles (SUVs)				
6	Standard SUV			\$
7	Medium SUV			\$
8	Large SUV			\$
9	Premium or X-Large SUV			\$
Pick-Up Trucks - Short and long box				
10	Pick-Up 2x4 - 1/2 to 3/4 TON			\$
11	Pick-Up 2x4 - 1 TON			\$

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STANDING OFFER USAGE REPORT		STANDING OFFER No. _____		
REPORTING PERIOD: from _____ to _____				
OFFEROR: _____		ZONE 1 - GVRD/BC LOWER MAINLAND		
Contact Name: _____		ZONE 2 - NORTHERN BC		
Telephone: _____		ZONE 3 - BC INTERIOR		
		ZONE 4 - SOUTHERN VANCOUVER ISLAND		
		ZONE 5 - CENTRAL VANCOUVER ISLAND		
Email address: _____				

#	Vehicle Type	Total Vehicle Quantity Rented during the reporting period	Average Car Rental Duration during the reporting period	Total Rental Charges during the reporting period
12	Pick-Up 4x4 - 1/2 to 3/4 TON			\$
13	Pick-Up 4x4 - 1 TON			\$
Pick-Up Trucks - Crew Cab/extended cab				
14	Crew Cab 4x2 - 3/4 TON			\$
15	Crew Cab 4x4 - 3/4 TON			\$
16	Crew Cab 4x2 - 1 TON			\$
17	Crew Cab 4x4 - 1 TON			\$
Cargo Vehicles				
18	Panel Van 1/2 - 1 TON			\$
19	Cube Van - 1 to 1 1/2 TON 14-16FT			\$
20	Cube Van - 2 TONS - 16 FT			\$
21	Cargo Truck - 3 to 3 1/2 TONS - 20FT			\$
22	Cargo Truck - 5 TONS - 24-26 FT			\$
Additional allowed expenses				
23	Snow Tires			\$
24	Trailer tow package			\$

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STANDING OFFER USAGE REPORT		STANDING OFFER No. _____		
REPORTING PERIOD: from _____ to _____				
OFFEROR: _____		ZONE 1 - GVRD/BC LOWER MAINLAND		
Contact Name: _____		ZONE 2 - NORTHERN BC		
Telephone: _____		ZONE 3 - BC INTERIOR		
		ZONE 4 - SOUTHERN VANCOUVER ISLAND		
		ZONE 5 - CENTRAL VANCOUVER ISLAND		
Email address: _____				

#	Vehicle Type	Total Vehicle Quantity Rented during the reporting period	Average Car Rental Duration during the reporting period	Total Rental Charges during the reporting period
25	Lockable Canopy			\$
26	Delivery/pick-up charges			\$
27	Fuel Charges			\$
28	Collision Damage Waiver (CDW)			\$
Total usage amount for the reporting period (HST and other applicable taxes extra)				\$

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ANNEX E - VEHICLE INSPECTION CHECK LIST

Location: _____

Date Delivered: _____ Date:Returned: _____

Make/Model/Colour/VIN: _____

Unit Number: _____ Licence Number: _____

Odometer Reading: Start _____ Finish _____

Fuel: E ____|____|____|____ F Lights: _____

Are the tires as requested in contract; please specify:

Spare Tire: _____ Keys: _____

Jackall: _____

Date : _____

Received by Signature: _____

Delivered by: _____ Picked up By: _____

Inspected by: _____

GENERAL COMMENTS

Please note any vehicle damage here and indicate the area of damage in the diagrams below :

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NOTE: This form must be dated and signed by each party upon delivery to Canada, and when the vehicle is returned to the Offeror.

