

CANADIAN HERITAGE
REQUEST FOR STANDING OFFER

REQUEST NUMBER: 10150895

TITLE OF PROJECT: Rental Vehicles for Events

REQUEST DATE: November 3rd, 2015

CLOSING DATE AND TIME: November 24th, 2015, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Eric Lanthier
Materiel Management Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: (819) 953-5442
Fax: (819) 953-4133
E-mail: PCH.contracts-contracting.PCH@canada.ca

The Department of Canadian Heritage (PCH) has a requirement for the above services to be carried out in accordance with the **Statement of Work** attached hereto as **Annex "A"**. The services will be required on an as-and-when-required basis for a two (2) year period commencing upon the date of award of the Standing Offer, with the possibility of extending this period for up to one (1) additional one (1) year period. PCH will be awarding one (1) Standing Offer for these services.

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the work and addressed to the undersigned will be received up to **14:00 hours, (2 p.m.) EST: November 24th, 2015, at:**

Mail room / Bid Receiving
RFSO: 10150895
Attention: Eric Lanthier
15 Eddy Street, 2nd Floor (15.2.C)
Gatineau, Quebec
K1A 0M5

It is the Offeror's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

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PART 1 – GENERAL INFORMATION

1. INTRODUCTION

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

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

List of Annexes:

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| Annex A | Statement of Work |
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2. SUMMARY

The Department of Canadian Heritage (PCH) is seeking to establish a Standing Offer for the following period: two (2) years from date of award with one (1) additional option period of one (1) year.

The objective of this Request for Standing Offers is to find an Offeror that will be able to provide vehicle rental services for various events. This may include events that recur year to year or one-off special events that occur from time to time.

3. DEBRIEFINGS

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer 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 Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days
Insert: ninety (90) days

2. SUBMISSION OF OFFERS

Offers must be submitted only to Canadian Heritage (PCH) Mail room / Bid Receiving by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, Offers transmitted electronically or by facsimile to PCH will not be accepted.

3. ENQUIRIES - REQUEST FOR STANDING OFFER

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 (five) business days before the Request for Standing Offer (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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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 Ontario.

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 1: Technical Offer: two (2) hard copies;
- Section 2: Financial Offer: one (1) hard copy; and
- Section 3: 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 Offer.

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

- 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 1: Technical Offer

In their technical offer, Offerors should demonstrate how they propose to meet the requirements of the Statement of Work at Annex A and the Mandatory Technical Criteria at Annex B.

Section 2: Financial Offer

Offerors must submit their financial offer in accordance with Annex C, the Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable. Offerors must submit rates for each of the items listed in the Basis of Payment at Annex C.

Section 3: 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 Offer including the mandatory technical criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Mandatory Technical Criteria

Each offer will be reviewed to determine whether it meets the mandatory requirements of the Request for Standing Offer. Any element of the Request for Standing Offer that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in **Annex B – Mandatory Technical Criteria**.

2. BASIS OF SELECTION - LOWEST EVALUATED PRICE

2.1 To be declared responsive, an Offer must:

- (a) Comply with all the requirements of the Request for Standing Offer; and
- (b) Meet the mandatory technical criteria in Annex B – Mandatory Evaluation Criteria;
- (c) Offers not meeting (a) or (b) will be declared non-responsive. The offer with the lowest evaluated price will be recommended for issuance of a Standing Offer. The total evaluated price will be calculated in accordance with Attachment 1 to Part 4, Calculation of Price for Evaluation Purposes.

2.2 Offerors should note that all contracts are subject to PCH’s internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that an Offeror may have been recommended for Standing Offer award, issuance of any call-up against the Standing Offer will be contingent upon internal approval. If such approval is not given, no call-up against the Standing Offer will be awarded.

ATTACHMENT 1 TO PART 4
CALCULATION OF PRICE FOR EVALUATION PURPOSES

See separate document

PART 5 – CERTIFICATIONS

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

1. Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

1.1 Declaration of Convicted Offences

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) (<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 the Issuance of a Standing Offer and Additional Information

2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

6A. STANDING OFFER

1. OFFER

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. SECURITY REQUIREMENT

There is no security requirements associated with the resulting Standing Offer.

3. STANDARD CLAUSES AND CONDITIONS

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

3.1 General Conditions

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

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 for two (2) years from date of award.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional one (1) year period, under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. AUTHORITIES

5.1 Standing Offer Authority

The Standing Offer Authority is:

Eric Lanthier
Materiel Management Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5

E-mail: PCH.contrats-contracting.PCH@canada.ca

Telephone: 819-953-5442

Facsimile: 819-953-4133

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

5.2 Project Authority

The Project Authority will be identified at time of issuance of a Call-up against the Standing Offer.

5.3 Technical Authority

The Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

5.4 Offeror's Representative

(To be determined at issuance of the Standing Offer)

6. IDENTIFIED USERS

The Identified User authorized to make call-ups against the Standing Offer is: **Canadian Heritage**.

7. CALL-UP PROCEDURES

- a) Each call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed call-up can be charged to this Standing Offer or any call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every call-up made under this Standing Offer.
- d) **Only Authorized call-ups to be Accepted:** The Offeror agrees only to perform individual call-ups made by an authorized representative of Canada under this Standing Offer outlined below.

8. CALL-UP INSTRUMENT

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call up Against a Standing Offer (Form attached at Annex "E").

9. PRIORITY OF DOCUMENTS

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offer - Goods or Services;
- d) the general conditions 2010C (2015-09-03) - General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex C, Basis of Payment;
- g) the Offeror's offer dated _____ (*to be completed at issuance of the Standing Offer*)

10. CERTIFICATIONS

10.1 Compliance

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

11. 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 _____.
(To be determined at issuance of the Standing Offer)

12. INSURANCE REQUIREMENTS

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6B. RESULTING CONTRACT CLAUSES

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

1. STATEMENT OF WORK

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

2. STANDARD CLAUSES AND CONDITIONS

2.1 General Conditions

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

3. TERM OF CONTRACT

3.1 Period of the Contract

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

4. AUTHORITIES

4.1 Contracting Authority

The Contracting Authority will be identified at time of issuance of a Call-up against the Standing Offer.

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.

4.2 Project Authority (and/or Technical Authority)

The Project and/or Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

The Project and/or Technical 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 and/or Technical Authority; however, the Project and/or Technical 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. PAYMENT

5.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex C, for Work performed under the Call-up against the Standing Offer.

5.2 Limitation of Expenditure

- a) The Contractor will be paid for Work performed under each approved call-up, in accordance with the Basis of Payment at Annex C of the Standing Offer.
- b) Canada's total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

5.3 Method of Payment

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

6. INVOICING INSTRUCTIONS

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.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page one of the Call-up against the Standing Offer for certification and payment.

7. OFFICIAL LANGUAGES

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

8. GREEN PROCUREMENT

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoHS, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

ANNEX A

STATEMENT OF WORK

1. Title

Rental Vehicles for Events

2. Introduction

The Department of Canadian Heritage (PCH) is looking for an Offeror to provide a variety of types of vehicles under a Standing Offer Agreement for use during various events and celebrations held in the National Capital Region (NCR). This may include events that recur year to year or one-off special events on an as required basis. Although most rentals will be for use within the NCR, PCH may use them for out-of-town travel from time to time.

This initial Standing Offer Agreement shall be for a period of two years with option of extending beyond that period for one additional year.

3. Background and Specific Scope of the Requirement

PCH stages a number of public events throughout the year that require vehicles for the transportation of personnel and equipment. The following events take place on an annual basis. Dates are meant as a guide only. A detailed list of requirements will be provided for each event.

Winterlude: A variety of vehicles (Cars, Pick-up Trucks, SUVs and Cargo Trucks) will be required from the last week of December to the third week of February. For this event all vehicles shall be fitted with snow tires.

Canada Day: A variety of vehicles (Cars, Pick-up Trucks, SUVs and Cargo Trucks) will be required from the first week of June to the second week of July.

Christmas Lights Across Canada: One Pick-up Truck and one 16 foot Cube from November 23 to December 4th. For this event vehicles shall be fitted with snow tires.

Vehicles required for one-off events will be booked on an as needed basis.

4. Requirements

4.1 Types of Vehicles

The Offeror shall be required to provide vehicles in the following categories:

| Category | Sub-category | | Description and/or Examples |
|-------------------------------|--------------|-----------------|--|
| A (Cars) | A.1 | Compact | Toyota Yaris, Nissan Versa or similar |
| | A.2 | Intermediate | Toyota Corolla, Kia Rio or similar |
| | A.3 | Standard | Hyundai Elantra, Volkswagen Jetta or similar |
| | A.4 | Full Size | Ford Fusion, Kia Optima or similar |
| | A.5 | Luxury Car | Cadillac CTS, BMW 3 Series or similar |
| B (Passenger Vans/SUVs) | B.1 | Minivan | Dodge Grand Caravan, Honda Odyssey or similar |
| | B.2 | 7 Passenger Van | GMC Savannah, Ford E-Series or similar fitted to carry a minimum of 7 passengers in addition to the driver |

| | | | |
|-----------------------|-----|--------------------------------|--|
| | B.3 | 10 Passenger Van | GMC Savannah, Ford E-Series or similar fitted to carry a minimum of 10 passengers in addition to the driver |
| | B.4 | Small SUV | Ford Escape, Toyota RAV4 or similar |
| | B.5 | Large SUV | Chevrolet Tahoe, GMC Yukon or similar |
| | B.6 | Elite SUV | Cadillac Escalade, BMW x 5 or similar |
| C (Pick-up Trucks) | C.1 | ½ Ton Pick-up truck 6ft box | Ford F-150, GMC Sierra or similar with 6ft cargo area and minimum 800 Kg load capacity. All Pick-up trucks must be 4 door full crew-cab models. |
| | C.2 | ¾ ton Pick-up truck 8ft box | Ford F-250, GMC Sierra or similar with 8ft cargo area and minimum 1600 Kg load capacity. All Pick-up trucks must be 4 door full crew-cab models. |
| D (Cargo Trucks) | D.1 | Cargo Van | GMC Savannah or Ford E-Series or similar. |
| | D.2 | 16 Foot Cube Truck | Truck fitted with 16 foot box with tie down points, minimum cargo capacity of 1100 kg and fitted with loading ramp or hydraulic lift. All cube trucks shall be fitted with hydraulic brakes and require only a G-License in Ontario or (Class 5) in Quebec. Air brakes are not acceptable. |
| | D.3 | 20 Foot Cube Truck | Truck fitted with 20 foot box with tie down points, minimum cargo capacity of 3200 kg and fitted with loading ramp or hydraulic lift. All cube trucks shall be fitted with hydraulic brakes and require only a G-License in Ontario or (Class 5) in Quebec. Air brakes are not acceptable. |
| | D.4 | 26 Foot Cube Truck | Truck fitted with 26 foot box with tie down points, minimum load capacity of 3200 kg and fitted with loading ramp or hydraulic lift. All cube trucks shall be fitted with hydraulic brakes and require only a G-License in Ontario or (Class 5) in Quebec. Air brakes are not acceptable. |

4.2 Specifications and Standards

- i) The contractor must provide; daily, weekly and monthly rates per type of vehicles listed in the Basis of Payment at Annex C;
- ii) Because the rented vehicles are visible at Winterlude and Canada Day official sites, vehicles in categories A, B and C must not have company logos larger than 12 square inches (77.4 square centimeters). Exceptions may be made but the Offeror must note which categories of vehicles are not available without logos conforming to this requirement;
- iii) PCH will attach event logos to the vehicles. All decals shall be fabricated using adhesives that will not damage vehicle paint and every effort will be made to remove them before the vehicles are returned;
- iv) The Offeror must provide and install winter tires for all vehicles used between December 15 and March 15 of each year;
- v) PCH requires individualized contracts, per vehicle, for tracking purposes;
- vi) PCH requires one final invoice per vehicle at the end of each event, to a maximum of 5 days after all vehicles have been returned;
- vii) PCH requires a full reservoir of fuel on delivery; PCH will return the vehicles full of fuel;
- viii) PCH will only pay invoices for actual quantities and days of usage;
- ix) The Offeror must be able to provide all vehicles with a minimum of 300 free kilometers per day, 2,000 free kilometers per week and 4,000 free kilometers per month,
- x) The Offeror shall identify any additional costs for: excess mileage, concession fee, vehicle licence fee, environmental fee, energy recovery fee and winter tire fee required in the Basis of Payment at Annex C.

4.3 Change Management Procedure

4.3.1 Changes initiated by PCH:

- i) Identification of the revised requirement by PCH
- ii) Communicate new requirement to the Offeror as soon as possible
- iii) Request feasibility and revised quote from the Contractor for the revised requirement
- iv) If quote does not affect the total cost of the Call up against the Standing Offer, the Contractor will be given a go to proceed as soon as possible
- v) If revised quote changes the total above the call-up, PCH will need to go through internal processes in order to increase the value of the call-up
- vi) Once the amendment is processed, PCH will issue an approval to proceed with the revised requirement and issue the amended call-up
- vii) The Offeror will inform PCH of any changes to the schedule that the revised requirements may incur.

4.3.2 Changes initiated by the Offeror:

- i) Identification of the required change by the Offeror
- ii) Communication of the required change to PCH
- iii) Identify the issues leading to the change
- iv) Identify steps to remedy the issue
- v) Identify costs, if any, to remedy the issue
- vi) Identify schedule impacts of the issue on all dependencies
- vii) Provide revised quote for remedy
- viii) PCH will provide a decision on remedy solution as soon as possible
- ix) PCH may ask for a different or modified solution based on the Offeror's proposed remedy solution
- x) If the change is required due to a fault of the Offeror or its suppliers PCH will not incur additional charges
- xi) If the change is required through no fault of the Offeror, PCH will issue an approval to proceed as soon as the amendment to the call-up is processed and provide the Offeror with a copy of the amended call-up.

5. Other Terms and Conditions of the SOW

5.1 PCH's Obligations

PCH shall:

- i) Ensure all staff and volunteers who are driving rental vehicles are appropriately licensed and insured;
- ii) Supply a preliminary list of vehicles 45 days prior to the first required rental;
- iii) Supply a complete final listing of vehicle no less than 15 days before the first required rental. Last minute requirements may surface, a certain degree of flexibility will be required;
- iv) Report any defect or damage that occurs while vehicles are in the possession of PCH within 48 hours of their occurrence;
- v) Make arrangements for insurance coverage through our own supplier and shall furnish the Offeror with insurance information as and if required;
- vi) Shall contact the Offeror 24 hours in advance of vehicle pick-ups to ensure availability.

5.2 Offeror's Obligations

The Offeror shall:

- i) Provide vehicles that are clean and road-worthy; meaning that vehicles in categories A, B and C are not older than 2 years, and that vehicles in Class D are not older than 3 years over the course of the entire Standing Offer. The Offeror should be available to provide maintenance records for all rented vehicles, upon request. If a vehicle is deemed unsafe by PCH, the Offeror will be required to change it at no additional cost. A definition of unsafe could be caused by worn tires, any warning lights or messages being activated or any other reasonable assessment that the vehicle poses a risk to the occupants or to PCH;
- ii) Accompany PCH staff members to inspect the vehicle for damage before releasing the vehicle and make note of existing damage(s);
- iii) Provide all road side assistance programs normally available to renters;
- iv) Provide a new rental vehicle within 24 hours of a request;
- v) Provide all estimates within 2 business days of the request;
- vi) Provide all repair estimates when vehicles are brought back with damage;
- vii) Provide invoices for each vehicle within five (5) business days of the return of a vehicle by email to the Project Authority.

6. Location of Services and Delivery Point

6.1 Location of Services

The rental vehicle will mainly be used in the National Capital Region, although they may be used for trips outside of the National Capital region on some occasions.

6.2 Delivery Point

All vehicles will be picked up at the nearest location of the Offeror to the PCH warehouse at 84 Bayview, Ottawa, Ontario (Canada). Vehicles will be returned at the same location. Some arrangements may be made to return the vehicle at an alternate location at no additional cost to PCH.

7. Project Schedule and Estimates

7.1 Expected Start and Completion Dates

For Winterlude

Rentals are expected to start the last week of December and continue to be picked up throughout January. Completion dates are usually 7 days after the end of Winterlude. Estimated requirement of 30 vehicles

For Canada Day

Rentals are expected to start the first week of June and continue to be picked up throughout June. Completion dates are usually 7 days after the end of Canada Day. Estimated requirement of 30 vehicles

For the Christmas lights program

Rentals are expected to start the last week of November. Completion dates are usually 2 days after the launch of the program which is usually the first week of December. Estimated Requirement of 2 vehicles

ANNEX B
MANDATORY EVALUATION CRITERIA

MANDATORY EVALUATION CRITERIA: The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror in meeting mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

| MANDATORY CRITERIA – RENTAL AND OPERATION OF TRANSPORTATION EQUIPMENT | | | | | |
|--|---|------------|----------------|--------------------------------------|--|
| Mandatory Requirements | | Met | Not Met | Cross- Reference in the Offer | |
| M1 | Offerors must demonstrate their capacity to provide ALL categories and sub-categories of vehicles listed in paragraph 4.1 of the Statement of Work at Annex A. | | | | |
| M2 | Offerors must demonstrate their capacity to meet the requirements of paragraph 5.2 i) of the Statement of Work at Annex A in regards to road-worthiness of the vehicles provided. | | | | |

ANNEX C

BASIS OF PAYMENT

The Offeror will be paid in accordance with the following Basis of Payment pursuant to the issuance of a Call-up.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra.

During the period of the Standing Offer, for Work performed in accordance with each Call-up against the Standing Offer, the Offeror will be paid as specified under article 1.0, 2.0 and 3.0 below.

Definitions:

Daily Rate: Rate to be charged for a rental period of up to 24 hours with a 1 hour grace period to return the vehicle.

Weekly Rate: Rate to be charged for a rental period of up to 7 consecutive 24 hour periods. Should the use of the Daily Rate to calculate the cost of any rental period of less than 7 consecutive 24 hour periods add up to a lesser amount, the Offeror is to charge the lesser of the two (2) rates. This shall include a 1 hour grace period to return the vehicle.

Monthly Rate: Rate to be charged for a rental period of up to 30 consecutive 24 hour periods. Should a rental exceed 30 consecutive 24 hour periods, the Offeror shall charge additional daily or weekly rates as applicable. Should the use of Daily and/or Weekly Rates to calculate the total rental cost of a rental of less than 30 consecutive 24 hour periods add up to a lesser amount, the Offeror is to charge the lowest of the three (3) amounts. This shall include a 1 hour grace period to return the vehicle.

1.0 INITIAL STANDING OFFER PERIOD

Two (2) years from issuance of the Standing Offer

Category A: Cars

| Sub-category | Description | Daily Rate | Weekly Rate | Monthly Rate |
|--------------|--------------|------------|-------------|--------------|
| A.1 | Compact | | | |
| A.2 | Intermediate | | | |
| A.3 | Standard | | | |
| A.4 | Full Size | | | |
| A.5 | Luxury | | | |

Other Costs Category A

| Description | | Daily Rate | Weekly Rate | Monthly Rate |
|---------------------|-----|------------|-------------|--------------|
| Excess mileage | /km | | | |
| Concession Fee | % | | | |
| Vehicle license fee | | | | |
| Environmental fee | | | | |
| Energy Recovery fee | | | | |
| Winter Tires | | | | |

Category B: Passenger Van/SUV

| Category | Description | Daily Rate | Weekly Rate | Monthly Rate |
|----------|------------------|------------|-------------|--------------|
| B.1 | Minivan | | | |
| B.2 | 7 Passenger Van | | | |
| B.3 | 10 Passenger Van | | | |
| B.4 | Small SUV | | | |
| B.5 | Large SUV | | | |
| B.6 | Elite SUV | | | |

Other Costs Category B

| Description | | | | |
|---------------------|--|------------|-------------|--------------|
| Excess mileage | | /km | | |
| Concession Fee | | % | | |
| | | Daily Rate | Weekly Rate | Monthly Rate |
| Vehicle license fee | | | | |
| Environmental fee | | | | |
| Energy Recovery fee | | | | |
| Winter Tires | | | | |

Category C: Pick-up Trucks

| Category | Description | Daily Rate | Weekly Rate | Monthly Rate |
|----------|-----------------------|------------|-------------|--------------|
| C.1 | ½ Ton Pick-up 6ft box | | | |
| C.2 | ¾ Ton Pick-up 8ft box | | | |

Other Costs Category C

| Description | | | | |
|---------------------|--|------------|-------------|--------------|
| Excess mileage | | /km | | |
| Concession Fee | | % | | |
| | | Daily Rate | Weekly Rate | Monthly Rate |
| Vehicle license fee | | | | |
| Environmental fee | | | | |
| Energy Recovery fee | | | | |
| Winter Tires | | | | |

Category D: Cargo Trucks

| Category | Description | Daily Rate | Weekly Rate | Monthly Rate |
|----------|--------------------|------------|-------------|--------------|
| D.1 | Cargo Van | | | |
| D.2 | 16 foot cube truck | | | |
| D.3 | 20 foot truck | | | |
| D.4 | 26 foot truck | | | |

Other Costs Category D

| Description | | | | |
|---------------------|--|------------|-------------|--------------|
| Excess mileage | | /km | | |
| Concession Fee | | % | | |
| | | Daily Rate | Weekly Rate | Monthly Rate |
| Vehicle license fee | | | | |
| Environmental fee | | | | |
| Energy Recovery fee | | | | |

2.0 OPTION PERIOD

Option Year 1:

Category A: Cars

| Sub-category | Description | Daily Rate | Weekly Rate | Monthly Rate |
|--------------|--------------|------------|-------------|--------------|
| A.1 | Compact | | | |
| A.2 | Intermediate | | | |
| A.3 | Standard | | | |
| A.4 | Full Size | | | |
| A.5 | Luxury | | | |

Other Costs Category A

| Description | | | |
|---------------------|------------|-------------|--------------|
| Excess mileage | /km | | |
| Concession Fee | % | | |
| | Daily Rate | Weekly Rate | Monthly Rate |
| Vehicle license fee | | | |
| Environmental fee | | | |
| Energy Recovery fee | | | |
| Winter Tires | | | |

Category B: Passenger Van/SUV

| Category | Description | Daily Rate | Weekly Rate | Monthly Rate |
|----------|------------------|------------|-------------|--------------|
| B.1 | Minivan | | | |
| B.2 | 7 Passenger Van | | | |
| B.3 | 10 Passenger Van | | | |
| B.4 | Small SUV | | | |
| B.5 | Large SUV | | | |
| B.6 | Elite SUV | | | |

Other Costs Category B

| Description | | | |
|---------------------|------------|-------------|--------------|
| Excess mileage | /km | | |
| Concession Fee | % | | |
| | Daily Rate | Weekly Rate | Monthly Rate |
| Vehicle license fee | | | |
| Environmental fee | | | |
| Energy Recovery fee | | | |
| Winter Tires | | | |

Category C: Pick-up Trucks

| Category | Description | Daily Rate | Weekly Rate | Monthly Rate |
|----------|-----------------------|------------|-------------|--------------|
| C.1 | ½ Ton Pick-up 6ft box | | | |
| C.2 | ¾ Ton Pick-up 8ft box | | | |

Other Costs Category C

| Description | | | | |
|---------------------|--|------------|-------------|--------------|
| Excess mileage | | /km | | |
| Concession Fee | | % | | |
| | | Daily Rate | Weekly Rate | Monthly Rate |
| Vehicle license fee | | | | |
| Environmental fee | | | | |
| Energy Recovery fee | | | | |
| Winter Tires | | | | |

Category D: Cargo Trucks

| Category | Description | Daily Rate | Weekly Rate | Monthly Rate |
|----------|--------------------|------------|-------------|--------------|
| D.1 | Cargo Van | | | |
| D.2 | 16 foot cube truck | | | |
| D.3 | 20 foot truck | | | |
| D.4 | 26 foot truck | | | |

Other Costs Category D

| Description | | | | |
|---------------------|--|------------|-------------|--------------|
| Excess mileage | | /km | | |
| Concession Fee | | % | | |
| | | Daily Rate | Weekly Rate | Monthly Rate |
| Vehicle license fee | | | | |
| Environmental fee | | | | |
| Energy Recovery fee | | | | |

3. CANCELLATIONS

If Canada cancels an event, the Offeror will be paid as follows:

| | |
|--|--|
| Cancellation – less than 24 hours before event | 100% of firm all-inclusive call-up value |
| Cancellation – more than 24 hours before the event | No charge |

ANNEX D

OFFER OF SERVICES FORM

REQUEST FOR STANDING OFFER 10150895

RENTAL VEHICLES FOR EVENTS

| | |
|--|--|
| <i>(to be filled in by Offeror)</i> | |
| Offeror's full legal name | |
| Authorized Representative of Offeror for evaluation purposes (e.g., clarifications) | Name |
| | Title |
| | Address |
| | Telephone # |
| | Fax # |
| | Email |
| Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i> | |
| Offeror's GST/HST/QST number | |
| Tax rate to be charged on any resulting contract | Specify percentage: _____ % |
| Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) | |
| Former Public Servants See the Article in Part 2 of the Request for Standing Offer for a definition of "Former Public Servant". | Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification" |
| | Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification" |

| | |
|---|--|
| <p>On behalf of the Offeror, by signing below, I confirm that I have read the entire Request for Standing Offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:</p> <ol style="list-style-type: none">1. The Offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;2. This Offer is valid for the period requested in the RFSO;3. All the information provided in the Offer is complete, true and accurate; and4. If the Offeror is awarded a Standing Offer, it will accept all the terms and conditions set out in Part 6 - Resulting Standing Offer and Contract (Call-up) Clauses included in the bid solicitation. | |
| Signature of Authorized Representative of Offeror | |
| | |

ANNEX E

942 FORM CALL-UP AGAINST A STANDING OFFER

| Item No. Article n° | | Description Description | U of I U de I | Quantity Quantité | Unit Price Prix unitaire | Disc Disc | Est. Price Prix prévu |
|---|--|--|------------------------------|--|-----------------------------|---------------------------------|----------------------------------|
| Vendor # - N° fournisseur 285002 | | Contact Name - Nom du contact | Acc. # - N° comp. | Tel. No - N° de Tél. | Fax. No. - N° de télécop. | Date required - Demandé pour le | |
| To - À : | | PST No - N° de TPS As per standing offer Selon l'offre permanente | Contact - Personne-ressource | Tel. No - N° de Tél. | | Fax. No. - N° de télécop. | Order No. N° de la demande |
| | | Standing offer No. - N° d'offre permanente | | | | | Order date Date de la demande |
| Delivery Address - Adresse de livraison | | Invoicing address - Adresse de facturation See Delivery Address / Voir adresse de livraison | | FOB - FAD | | Amount - Montant / CAD | |
| | | | | Terms of payment - Modalités de paiement A/P, Due 30 Days From Document Date | | T. taxes - T. taxes / CAD | |
| | | | | | | T. Amount - Montant T. / CAD | |
| Special Instructions - Instructions spéciales | | | | Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. | | | |
| To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande. | | | | Signature _____ Date _____ | | | |
| | | | | Approved for the Minister: Approuvé pour le Ministre | | | |
| | | | | Signature _____ Date _____ | | | |



ANNEX F

CHECKLIST FOR SUBMITTING AN OFFER

When submitting an Offer, ensure the following documents and/or information is provided with your Offer:

- Documents/certifications to support compliance with Mandatory Technical Criteria at Annex B
- Completed Basis of Payment at Annex C (sealed in a separate envelope)
- Completed and signed Annex D – Offer of Services Form