



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> RENTAL VEHICLES	
<b>Solicitation No. - N° de l'invitation</b> W0134-17R020/A	<b>Date</b> 2017-01-22
<b>Client Reference No. - N° de référence du client</b> W0134-17R020	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-002-72271	
<b>File No. - N° de dossier</b> Ip002.W0134-17R020	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-02-03</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Asselin, Pierre	<b>Buyer Id - Id de l'acheteur</b> Ip002
<b>Telephone No. - N° de téléphone</b> (819) 420-0347 ( )	<b>FAX No. - N° de FAX</b> (819) 956-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> BASE TERMINAL NAVAL AIR STATION, KEY WEST ATTENTION: 410 Sqn KEY WEST, FL, USA Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	RENTAL VEHICLES	W0134	I - 1	1	Each	\$	\$		See Herein	

## REQUEST FOR PROPOSAL

### Flying Operations: Key West, Florida, 13 February 2017 to 17 March 2017

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- Annex D Electronic Payment Instruments – Bid Solicitation

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Canadian Armed Forces (CAF) has a requirement for rental vehicles, without drivers, while conducting flying operations in Key West, Florida during the period of 13 February 2017 to 17 March 2017.

The task is to provide rental vehicle of the following types of vehicle:

- a. 12 x full size sedans. Vehicles are to have four (4) doors and be capable of having a carrying capacity of five (5) people and their luggage;
- b. 42 x passenger vans capable of carrying 5+ people and their luggage (minimum two 20kg pieces of luggage per person). Passenger van is defined as having nine (9) passenger carrying capability (including the driver);
- c. 3 x ½ ton pickup truck with crew cab and 2" hitch receiver; and
- d. Provide one (1) portable Global Positioning System (GPS) for half the rental fleet.

Statement of Work is detailed at Annex A.

### **1.2 Debriefings**

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

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the Agreement of Internal Trade (AIT).

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 2016-04-04 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

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

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner. "pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of

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the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **2.4 Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **2.5 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid ( 1 copy )

Section II: Financial Bid ( 1 copy )

Section III: Certifications ( 1 copy)

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

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the services and how they will carry out the Work. Refers to Annex A – Statement of Work.

#### **Section II: Financial Bid**

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex D- Electronic Payment Instruments, to identify which ones are accepted.

If Annex D - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

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

Vehicle Rental must include all services required at Annex A – Statement of Work.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in US dollars, applicable taxes excluded, as submitted in Annex B – Basis of Payment.

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

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

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

#### **5.1 Certifications Required with the Bid**

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

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

## 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder 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 contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirement

There is no security requirement associated with the requirement.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from the issuance of contract until 2017-03-31, inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Pierre Asselin, ing., M.G.P. | P.Eng., M.P.M.**  
Supply Manager  
Public services and Procurement Canada  
Telephone 819-420-0347 / 613-325-7342  
Facsimile 819-956-4944

[Pierre.Asselin@tpsgc-pwgsc.gc.ca](mailto:Pierre.Asselin@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

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

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

### 6.5.3 Contractor's Representative

The Contractor's representative for the Contract is: ***To be added at Contract award***

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment

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

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

### **6.7.2 Method of Payment – Single Payment**

Canada will pay the Contractor for services performed in accordance with the payment provisions of the Contract if:

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

### **6.7.3 Electronic Payment of Invoices – Contract (to be updated at contract award)**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## **6.8 Invoicing**

### **6.8.1 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.

#### **6.8.1.2 Invoices must be distributed as follows:**

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

#### ***To be inserted at Contract award***

One copy must be forwarded to Contracting Authority.

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **6.10 Applicable Laws**

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (d) annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

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## ANNEX A -STATEMENT OF WORK

### 1.0 Purpose

- 1.1 The Canadian Armed Forces (CAF) has a requirement for rental vehicles, without drivers, while conducting flying operations in Key West, Florida during the period of 13 February 2017 to 17 March 2017.

### 2.0 Tasks

- 2.1 Provide rental vehicle of the following types of vehicle:
- e. 12 x full size sedans similar to Chevy Impala or Ford Taurus. Vehicles are to have four (4) doors and be capable of having a carrying capacity of five (5) people and their luggage;
  - f. 42 x passenger vans capable of carrying 5+ people and their luggage (minimum two 20kg pieces of luggage per person). Passenger van is defined as having nine (9) passenger carrying capability (including the driver);
  - g. 3 x ½ ton pickup truck with crew cab and 2" hitch receiver; and
  - h. Provide one (1) portable Global Positioning System (GPS) for half the rental vehicles.

### 3.0 Technical Requirement

- 3.1 The above tasks (as applicable) must be provided in accordance with the technical requirements detailed herein; requirements that MUST be met for each vehicle include:
- a. Be in good condition, cleaned, mechanically checked, serviced and highway inspected prior to delivery.
  - b. Be no more than four years old and have no more than 75,000 kilometres.
  - c. Have air conditioning, in good serviceable working order.
  - d. Have power steering system.
  - e. Have all tires in new or near new condition, with at least seventy five percent (75%) or greater tread life remaining.
  - f. Have a spare tire on a rim (compatible with the vehicle) in new or near new condition (with at least seventy five percent (75%) or greater tread life remaining) along with manufacturers' original tools necessary to change a flat tire.
- 3.2 Specifications detailed above are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.
- 3.3 Insurance requirements that must be provided for each vehicle include:
- a. Insurance that is defined as covering Collision Damage Waiver (CDW) shall be provided at a flat rate, and shown separately at Annex B. Other insurances, such personal accident, bodily Injury, property damages, theft, and liability will be the responsibility of the individual members. Incidents as a result of driver intoxication or removal of items within the vehicle that are not as a result of theft will be the sole responsibility of the member.

- b. The Public Liability and Property Damage (PL/PD) insurance minimum coverage of one million dollars (\$1,000,000.00).

**4.0 Delivery and return location:**

4.1 Delivery and return location:

Base Terminal  
Naval Air Station, Key West  
Key West, FL, USA

4.2 Delivery and inspection of the vehicles process must be completed in accordance with the following:

- a. Upon delivery of the vehicle being provided, any damages or problems must be annotated on the Vehicle Inspection Sheet. Any vehicle that is not in a good state will not be accepted by the CAF Point of Contact. The CAF's Vehicle Inspection Sheet can be found at appendix 1 to this annex. This version or the contractor's version can be utilised as long as it contains at minimum the information on the CAF's version.
- b. The CAF Point of Contact reserves the right to amend the Vehicle Inspection Sheet for any latent problems, defects or concealed damage within the first ten (10) days of delivery. Any amendments made to the Vehicle Inspection Sheet will be provided to the Contractor within 24 hours.
- c. The Contractor agrees to repair or replace without delay any vehicles found with any latent problems, defects or concealed damage if so requested by the CAF Point of Contact. No extra charges shall be incurred by the CAF during the replacement or repair of the vehicle, as it is the sole responsibility of the Contractor to deliver vehicles in satisfactory condition.
- d. The CAF Point of Contact and the Contractor shall sign duplicate copies of the Vehicle Inspection Sheet which shall be retained for use upon return of the vehicles at the termination or completion of the contract.

4.3 Acceptance of the vehicles process must be completed in accordance with the following:

- a. At time of vehicle delivery, in the event a vehicle is defective or otherwise not in conformity with the requirements of this SOW, the CAF Point of Contact shall have the right either to reject the vehicle or have the vehicle replaced within 24hrs.
- b. Acceptance or rejection of the vehicle shall be made as promptly as practicable.

4.4 Return of the vehicle process must be completed in accordance with the following:

- a. The CAF Point of Contact and the Contractor shall note any damage or problems with the vehicles that do not correspond to the original Vehicle Delivery Inspection Sheet.
- b. The CAF shall only consider damage or problems with the vehicles that do not correspond to the original Vehicle Delivery Inspection Sheet for compensation.
- c. The Contractor must provide a written estimate for any vehicle repairs as a result of neglect by CAF use within 12 hours of the return of the damaged vehicle.

4.5 Loss, damages and repairs of the vehicles must be addressed in accordance with the following:

- a. The CAF is NOT responsible for losses or damages due to normal wear and tear. The CAF will not be liable for the cost of repairs to rental vehicle failure or break down due to fair wear and tear. Some examples of normal wear and tear are:
    - i. Flat tires incurred during operations on paved or gravel roads;
    - ii. Metal fatigue (i.e. breaks at weld, broken springs, hinges, etc);
    - iii. Replacement of headlights, wiper blades, etc; and
    - iv. Repairs for minor damages resulting from non-negligence (e.g. chip in window, tiny dents in doors and general body area) shall not be authorized.
  - b. It is expressly agreed and understood that the CAF is ONLY responsible for losses, damages and repairs to the vehicles supplied under the Contract during the rental period that are caused by or contributed to by negligence or carelessness of the employees, officers or agents of Canada that are not covered by comprehensive insurance.
  - c. For losses, damages and repairs that are the responsibility of the CAF and not covered by comprehensive insurance, the CAF has the right to obtain its own estimates through a third party on the identified repairs, in order to validate the Contractor's estimates. Once the value of the repairs had been established, the CAF will enter into a separate contract whereby the Contractor will invoice the CAF for the repairs in accordance with the new contract for the repairs.
- 4.6 Repair and Maintenance must be completed in accordance with the following:
- a. Maintaining vehicle from normal wear and tear.
  - b. Picking up the vehicle within 12 hours and delivers the vehicle within the following 12 hours. In the case that the vehicle cannot be repaired within the time lines, the Contractor shall provide another vehicle as a replacement. The vehicle must be of the same size and category of the original vehicle or better. Should the replacement vehicle require repairs, the Contractor must provide a new vehicle within 24 hours and will not bill Canada for the time required to provide the replacement vehicle until it has been delivered and inspected by the CAF Point of Contact.
- 4.7 GPS Rental must be provided meeting the following:
- a. Appropriate quantity of Global Positioning System (GPS) vehicle units. The GPS units' software must be updated to be current (ie within the last twelve months).
- 4.8 Requirement for facilitating the processing of traffic tickets will be as follows:
- a. All CAF personnel must pay, within the specified timeline, all parking fines or traffic tickets during the rental period.
  - b. In the event that fines have not been paid, the Contractor will invoice the CF Point of Contact for traffic tickets received as a result of offenses caused by the CF or its personnel while operating the rental vehicle (eg. speeding tickets, parking tickets). An agreement administrative fee shall be applied.
- 5.0 Constraints**
- 5.1 Vehicles must be able to be driven by multiple drivers. All will be a minimum of 18 years of age and hold a valid DND Driver's Licence (DND 404).

- 5.2 Vehicles must be available for rent daily, weekly and/or monthly.
- 5.3 Under normal circumstances, all paperwork must be completed by the Contractor in advance of the CAF personnel arriving to expedite the vehicle pick up process as quickly as possible.
- 6.0 CAF Personnel under 21 Years Old**
- 6.1 CAF personnel under 21 years old will be allowed to drive rental vehicles as long as they are driving on authorized Canadian government/Canadian military business. A surcharge will be allowed as shown in Annex B - Basis of Payment.
- 7.0 CAF Personnel between 21 and 24 Years Old**
- 7.1 For CAF personnel between 21 and 24 years old, will be allowed to drive rental vehicles as long as they are driving on authorized Canadian government/Canadian military business. A surcharge will be allowed as shown in Annex B - Basis of Payment.
- 8.0 Responsibilities**
- 8.1 Contractor Responsibilities
- a. Contractor must provide vehicles that have a minimum of a one quarter ( $\frac{1}{4}$ ) tank of fuel upon issuance and agree to accept the vehicle to be returned with the same quantity of fuel that it was issued with.
  - b. Contractor must provide a local point of contact and provide a contact number for a Contractor representative to respond to CAF queries on a twenty four ( 24) hours, seven (7) days a (24/7) week basis. Local is defined as being resident in the vicinity of Key West to where the vehicle(s) are being rented. This point of contact must have the authority to liaise with the CAF Point of Contact on site and ensure any issues can be resolved promptly.
  - c. The Contractor must ensure that all documentation, including insurance, to allow more than one driver per vehicle is prepared and provided at no extra cost to the CAF. This documentation will be provided to the CAF Point of Contact at vehicle pick up.
- 8.2 CAF Responsibilities
- a. The CAF will ensure drivers are qualified to operate vehicles they are assigned to drive.
  - b. The CAF will use the rental vehicles for their intended use.
  - c. The CAF will provide fuel for the vehicles while in their use.
  - d. The CAF will ensure that each vehicle will be returned with the same quantity and type of fuel (diesel or gasoline) it was issued with.
  - e. The CAF will contact police to file and obtain a police report for any loss, damages and repairs to the vehicle. The police report will determine liability for damages for the purposes of insurance.
- 9.0 Deliverables**
- 9.1 The Contractor must provide the following deliverables in accordance with this statement of work on an as-and-when requested basis.

- a. Rentals of the following types of vehicle:
  - i. 42 x 9-Passenger vans
  - ii. 12 x Full-size sedan
  - iii. 3 x ½ ton Pickup trucks with regular crew cab and a two inch (2") hitch receiver
- b. Global Positioning System (GPS) for half the vehicles.
- c. Assist the processing of traffic violations by ensuring the CAF Point of Contact is provided the information as quickly as possible. Ensure all information relevant to the rental vehicle involved in the violation is provided (i.e. vehicle type, tag number, pick up and drop off dates).

## **10.0 Termination**

- 10.1 In the event the Exercise is cancelled or changed, CAF Procurement Authority will advise the contractor minimum 48 hours in advance of start of contract with termination or contract amendment. CAF may extend service beyond 17 March 2017. The CAF Point of Contact will liaise with the Contractor no less than 48 hours of notice to confirm ability to provide required vehicles for duration of extension. Upon agreement/confirmation by the Contractor a contract amendment will be prepared.

## **11.0 Mechanical Breakdown**

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

### ANNEX B - BASIS OF PAYMENT

The Bidder must provide car rental services in accordance with Annex A – Statement of Work at the following rates.

Basis of payment will be firm daily rate per vehicle with unlimited mileage, US dollars, taxes not included.

All other fees must be included in the daily rate: Airport Concession Recovery Fee, Energy Recovery Fee, or any other fees or surcharges, if applicable.

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

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

**CDW Insurance Rates:** Sedan = \$ \_\_\_\_\_ per day  
Pax Van = \$ \_\_\_\_\_ per day  
Pick Up = \$ \_\_\_\_\_ per day

**33 days (4x6+5):** 29 x (1 Sedan x \$CDW +42 Vans x \$CDW +3 Pick Ups x \$CDW): \$ \_\_\_\_\_

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

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

Indicate Rent Tax per vehicle: \_\_\_\_\_

Surcharge for drivers under 21 years old: \_\_\_\_\_

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

Type of Vehicle	Start Date 2017	End Date 2017	Number of Days	Number of Vehicles	Daily Rate USD	Total Estimated Value of Contract USD
Full Size Sedan	13 Feb 17	17 Mar 17	33(4x6+5)= 29	12	\$ _____	\$ _____
9 Pax Van	13 Feb 17	17 Mar 17	33(4x6+5)= 29	42	\$ _____	\$ _____
½ Ton Pick Up Truck w/ 2" Hitch	13 Feb 17	17 Mar 17	33(4x6+5)= 29	3	\$ _____	\$ _____
GPS Units	13 Feb 17	17 Mar 17	33(4x6+5)= 29	29	\$ _____	\$ _____
<b>VEHICLE TOTALS</b>				<b>57</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>GPS TOTALS</b>				<b>29</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>GRAND TOTALS</b>					<b>\$ _____</b>	<b>\$ _____</b>

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## ANNEX C - INFORMATION and CONTACTS

### 1. Bidder Contact Person Information

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

### 2. Rental Company Information

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

## **ANNEX D to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);