



**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> Location de vehicule Alaska	
<b>Solicitation No. - N° de l'invitation</b> W0772-170001/A	<b>Date</b> 2017-06-28
<b>Client Reference No. - N° de référence du client</b> W0772-170001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-73052	
<b>File No. - N° de dossier</b> lp003.W0772-170001	<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 2017-07-10</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<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> Amyot, Jason J.	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (819) 420-7133 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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>

## REQUEST FOR PROPOSAL

### FLEET VEHICLES RENTAL, Eielson, Alaska, USA FOR THE DEPARTMENT OF NATIONAL DEFENSE (DND)

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## **PART 1 - GENERAL INFORMATION**

### **1. Requirement**

The Canadian Armed Forces (CAF) requires the provision of services in the Greater Eielson Area, Alaska, USA, for rental vehicles.

These services are required when the CAF deploys to Eielson, AK, USA, for the period of 17 July to 15 August 2017 to participate in the RED FLAG Exercise with the 353 CTS at Eielson Air Force Base.

The CAF will require Minivans (7 passengers' capability) and mid-sized cars (minimum of 5 passengers' capability) for a total of 28 vehicles.

Statement of Work is detailed at Annex A.

### **1.2 Debriefings**

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

### **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 (2017-04-27) 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 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 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 Ontario.

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

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

### **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.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process 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, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

#### **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.

#### **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.

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

#### **4.1.2 Financial Evaluation**

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

### **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 a contract.

If there are no bidders able to provide all vehicles, multiple contracts will be awarded on a lowest bid basis.

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

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

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

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

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

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

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), 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 – List of Names**

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

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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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 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.

#### **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 2017-08-20, inclusive.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Jason Amyot  
Supply Specialist  
Public Works and Government Services Canada  
Travel Procurement Services Division - LP  
11 Laurier Street, 6B3-37  
Gatineau QC K1A 0S5

Telephone: 819-420-7133  
Facsimile: 819-956-4944  
E-mail address: [jason.amyot@tpsgc-pwgsc.gc.ca](mailto:jason.amyot@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 Procurement Authority**

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### **6.5.4 Contractor's Representative**

***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 Limitation of Price**

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

### **6.7.3 Single Payment**

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

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

### **6.7.4 Electronic Payment of Invoices – Contract**

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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 Instructions**

6.8.1 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.

6.8.2 Invoices must be distributed as follows:

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

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

- b) One copy to be forwarded electronically 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 additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **6.10 Applicable Laws to be updated if necessary at contract award**

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

## **6.11 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 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 \_\_\_\_\_

## ANNEX A - STATEMENT OF WORK (SOW)

### EXERCISE RED FLAG 17 Rental Vehicles in Eielson, Alaska

#### 1. SCOPE

1.1 The Canadian Armed Forces (CAF) requires the provision of services in the Greater Eielson area, Alaska, USA, for rental vehicles.

1.2 These services are required when the CAF deploys to Eielson, AK, USA, for the period of 17 July to 15 August 2017 to participate in the RED FLAG Exercise with the 353 CTS at Eielson Air Force Base.

#### 2. GENERAL REQUIREMENTS

2.1 Vehicles Requirements: The CAF will require Minivans (7 passengers' capability) and mid-sized cars (minimum of 5 passengers' capability) as per the table below:

Dates		Days	Mini Van	Mid-size Car	Total
Delivery	Return				
19 Jul 17	13 Aug 17	26	6	0	6
21 Jul 17	13 Aug 17	24	14	8	22
Totals			20	8	28

2.2 Vehicle Specifications: All requested vehicles must be in good working condition, cleaned, mechanically checked and inspected prior to acceptance by CAF personnel.

#### 3. TECHNICAL REQUIREMENTS

3.1 The Contractor must ensure that all equipment will be serviceable and that services are provided in all weather conditions.

3.2 Subject to availability, the CAF reserves the option to request additional vehicles not to exceed a maximum of seven (7) at the agreed upon rates for the vehicle category listed by the Contractor. If the requirement for quantity of vehicles is reduced, the CAF has the option to notify the Contractor of the reduced quantity without penalty. The TA or Representative shall give the Contractor no less than Seven (7) days advance notice of a change of vehicle numbers.

3.3 Loss, Damage and Repairs: The CAF is only responsible for losses and damage to the vehicles supplied under the Contract during the rental period that are caused by or contributed to by negligence or carelessness of CAF personnel. 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:

- a. Flat tires incurred during operations on paved or gravel roads;
- b. Metal fatigue (i.e. breaks at weld, broken springs, hinges, etc.);

- c. Replacement of headlights, wiper blades, etc.; and
  - d. Minor damages resulting from non-negligence (e.g. chip in window, tiny dents in doors and general body area).
- 3.4 The CAF has the right to obtain its own estimates through a third party on the Identified repairs, in order to validate Contractor's estimates. Once the value of the repairs had been established, the Contractor will invoice the CAF for the agreed amount.
- 3.5 Age of Operators: The operators of the rental vehicles identified in the requirement may be under the age of twenty-five (25).
- 3.6 Safety Guidelines: The Contractor will ensure that all vehicles meet State of Alaska department of transport safety guidelines for motor vehicles.

#### 4. CONTRACTOR RESPONSIBILITIES

- 4.1 The following are mandatory technical criteria for vehicle rental services:
- 4.2 The Contractor must provide the services outlined in this Statement of Work.
- 4.3 The Contractor is responsible for the delivery and pickup of vehicles to the Technical Authority (TA) for the CAF.
- 4.4 The contractor must allow every vehicle received to be inspected by an appointed member of CAF.
- 4.5 As the contract will be awarded by the CAF, the vehicles must be signed out to the CAF and therefore any member of the CAF with valid military driver's license (404s) will be authorized to drive the vehicles.
- 4.6 Traffic tickets and toll fees must not be charged against the Contract. The contractor must coordinate payment of tickets and fees via the POC below who will ensure that fines and fees are paid in a timely manner.
- 4.7 Point of Contact: The Contractor must provide a point of contact with the authority to:
- a. Liaise with the CAF TA on site; and
  - b. Ensure that the Contractor is able to respond to any maintenance issues.
- 4.8 Liability Insurance: All vehicles must include supplemental liability coverage insurance up to \$1,000,000.00 USD. This insurance must remain the insurance of first instance.
- 4.9 Collision Damage Waiver Insurance: Optional Collision Damage Waiver (CDW) Insurance must be included for all vehicles. The CDW rate must provide coverage that fully insures Canada and CAF personnel with nil-deductible against collision, loss, damage, fire, theft, vandalism, tire damage, glass damage and loss of use, except in cases in which CAF person has been charged and convicted of an indictable offense while using the rental vehicle. The CDW rate must provide coverage when the vehicle is used on unpaved roads, as long as these roads are maintained by some level of government (federal, state, municipal or local).
- 4.10 Vehicle Repairs: The Contractor must pick-up the vehicle within 12 hours and will deliver the vehicle within the following 12 hours. In the case that the vehicle cannot be repaired within the time lines above, the contractor shall bring another vehicle as a replacement. The vehicle must meet the aforementioned standards and be of the same size and category of the original vehicle or better. Should the replacement vehicle require repairs,

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the contractor must provide a new vehicle within 24 hours and will not bill Canada for the time required to provide the second replacement vehicle until it has been delivered and inspected by the Technical Authority or Representative.

4.11 The Contractor expressly agrees to repair or replace without delay any vehicles found with any latent problems, defects or concealed damage if so demanded by the TA. No extra charges shall be incurred during the replacement or repair of the vehicle, as it is the sole responsibility of the Contractor to deliver the vehicles in satisfactory condition.

4.12 Vehicle repairs are to include but are not limited to:

- a. Maintaining the vehicle from normal wear and tear, including repairing flat tires when required;
- b. Ensuring all vehicles is equipped with a serviceable spare tire on a rim compatible with the vehicle;
- c. Changing worn tires;
- d. Towing, if necessary, the vehicle from the point of vehicle breakdown to the contractor's repair facility;

4.13 Inspection on Delivery: The Contractor must allow the vehicle to be inspected by the TA or an appointed member of the CAF upon delivery and note all conditions issues and damages on vehicle delivery inspection sheet. The TA or Representative and the Contractor shall note any damage or problems with the vehicles on the Vehicle Delivery Inspection Sheet. The TA shall not accept any vehicle that is not in a good state of repair. The TA or Representative reserves the right to amend the Vehicle Delivery Inspection Sheet for any latent problems defects or concealed damage within the first ten (10) days of delivery. The TA and the Contractor shall sign duplicate copies of the Vehicle Delivery Inspection Sheet which shall be retained for use upon return of the vehicles at the termination or completion of the contract.

## 5. ADMINISTRATION/SPECIAL INSTRUCTIONS:

5.1 Fuel Level on Delivery: The Contractor will ensure that the fuel tanks of all vehicles are at level of no less than  $\frac{3}{4}$  full upon delivery to CAF personnel.

5.2 CAF Personnel Under 25 Years of Age: CAF personnel under 25 years of age will be allowed to drive rental vehicles as long as they are driving on authorized Canadian government/Canadian military business.

5.3 Vehicle Keys: The Contractor will provide two sets of keys for each vehicle. Any unreturned keys will be subject to a lost key/replacement key charge.

5.4 The CAF shall be responsible for:

- a. The provision of fuel throughout the duration of the contract after the initial delivery of requested vehicles;
- b. Providing qualified operators for the vehicles listed in para 2.1;
- c. Using the rental vehicles for their intended use;
- d. Daily Operator maintenance, including washing and cleaning;
- e. Damages caused through driver neglect; and
- f. Ensuring fuel tanks are filled upon return.

## 6. CLIENT SUPPORT:

- 6.1 Department of National Defence will ensure that contractor is fully compensated for all work performed as per contracted amount.
- 6.2 The contractor may be required to provide additional support and services not specifically identified within the contract. Any support or service provided without the prior authorization of the Crown Representative is at the contractor's risk and expense.
- 6.3 The Technical Authority for direction and acceptance of this work is Capt Sebastien Carle, 425 TFS Logistics officer 418-550-3120.

**ANNEX B – BASIS OF PAYMENT**

The Bidder must provide vehicle 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:

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

Submit bids according to availability, refers to Basis of Selection.

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	Pick up Date 2017	Return Date 2017	Number of Days	Number of Computed Days	Number of Vehicles	Daily Rate USD	CDW Daily	Total Estimated Contract Value including CDW before taxes
Minivan	19 Jul	13 Aug	26	23	6			
Minivan	21 Jul	13 Aug	24	21	14			
Mid-size Car	21 Jul	13 Aug	24	21	8			
Total Estimated Value before taxes:								

Solicitation No. - N° de l'invitation  
W0772-17001  
Client Ref. No. - N° de réf. du client  
W0772-17001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
lp003 W0772-17001

Buyer ID - Id de l'acheteur  
lp003  
CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX C**

### **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);

Solicitation No. - N° de l'invitation  
W0772-17001  
Client Ref. No. - N° de réf. du client  
W0772-17001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003 W0772-17001

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No/ N° VME

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## ANNEX D

### INFORMATION and CONTACTS

#### 1. Bidder Contact Person Information

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

#### 2. Rental Company Information

Company name:	
Street address:	
City:	
Province/ State:	
Postal /Zip code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	
Procurement Business Number (PBN):	