

**REQUEST FOR QUOTE  
DEMANDE DE PRIX****RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À:**

Parks Canada Agency  
National Contracting Services  
Banff National Park  
216 Hawk Avenue, P.O. Box 900  
Banff, AB T1L 1K2

**Tender To: Parks Canada Agency**

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.

**Soumission aux: l'Agence Parcs 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

**Issuing Office - Bureau de distribution**

Parks Canada Agency  
216 Hawk Avenue, P.O. Box 900  
Banff, AB T1L 1K2

<b>Title-Sujet</b> Season Vehicle Leasing		
<b>Solicitation No. - No. de l'invitation</b> 5P421-18-1002		<b>Date:</b> April 10, 2018
<b>GETS Reference No. - No de reference de SEAG</b>		<b>Client Ref. No. - No. de réf du client.</b>
<b>Solicitation Closes:</b>		
<b>at - à</b> 02:00 PM	<b>on - le</b> April 19, 2018	<b>Time Zone - Fuseau horaire</b> MDT
<b>F.O.B. - F.A.B.</b>		
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> X <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Rose Marino - rose.marino@pc.gc.ca		
<b>Telephone No. - No de téléphone</b> (403) 760-1319		<b>Fax No. - No de FAX:</b> (403) 762-5057
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction:</b>		
See Herein - Voir ci-joint		

**TO BE COMPLETED BY THE BIDDER (type or print)  
À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE (taper ou  
écrire en caractères d'imprimerie)**

<b>Vendor/Firm Name - Nom du fournisseur/de l'entrepreneur</b>	
<b>Address - Adresse</b>	
<b>Name of person authorized to sign on behalf of the Vendor/Firm</b>	
<b>Titale - Titre</b>	
<b>Telephone No. - N° de téléphone:</b>	
<b>Facsimile No. - N° de télécopieur:</b>	
<b>Email - Courriel:</b>	
<b>Signature</b>	<b>Date</b>

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS.....	3
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT .....	3
2.4 ENQUIRIES - BID SOLICITATION .....	5
2.5 APPLICABLE LAWS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>5</b>
3.1 BID PREPARATION INSTRUCTIONS .....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>5</b>
4.1 EVALUATION PROCEDURES .....	5
4.2 BASIS OF SELECTION .....	6
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....</b>	<b>6</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	6
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	6
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>7</b>
6.1 SECURITY REQUIREMENTS .....	7
6.2 STATEMENT OF WORK.....	7
6.3 STANDARD CLAUSES AND CONDITIONS.....	7
6.4 TERM OF CONTRACT .....	7
6.5 AUTHORITIES.....	7
6.7 PAYMENT.....	8
6.8 INVOICING INSTRUCTIONS .....	9
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	9
6.10 APPLICABLE LAWS.....	9
6.11 PRIORITY OF DOCUMENTS .....	9
6.12 INSURANCE.....	9
<b>ANNEX "A" .....</b>	<b>10</b>
<b>STATEMENT OF WORK .....</b>	<b>10</b>
<b>ANNEX "B" .....</b>	<b>13</b>
<b>BASIS OF PAYMENT .....</b>	<b>13</b>
<b>ANNEX "C" .....</b>	<b>14</b>
<b>INTEGRITY PROVISIONS – LIST OF NAMES FORM .....</b>	<b>14</b>
<b>ANNEX D.....</b>	<b>16</b>
<b>VEHICLE INSPECTION CHECKLIST .....</b>	<b>16</b>

Solicitation No. - N° de l'invitation  
5P421-18-1002/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File Name. - Nom du dossier  
Seasonal Vehicle Leasing

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

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## **IMPORTANT NOTICE TO BIDDERS**

### **Direct Deposit**

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact Rose Marino at [rose.marino@pc.gc.ca](mailto:rose.marino@pc.gc.ca) in order to obtain a Direct Deposit enrolment form.

Additional information on this Government of Canada initiative is available at:  
<http://www.directdeposit.gc.ca>

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement applicable to the Contract.

### 1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### 1.3 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.

## 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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

### 2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) 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 six (6) calendar 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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 Alberta.

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**

#### **Section I: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment Annex B.

#### **Section II: Certifications**

Bidders must submit the certifications and additional information 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.

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-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 – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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" list at the time of contract award.

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## **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 Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### **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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from May 1, 2018 to March 31, 2019 inclusive.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Rose Marino  
Contracting Specialist  
National Contracting Services  
Banff Field Unit  
Chief Financial Officer Directorate  
P.O. Box 900  
216 Hawk Avenue  
Banff, Alberta T1L 1K2

Telephone: 403-760-1319 Facsimile: 403-762-5057 E-mail address: [rose.marino@pc.gc.ca](mailto:rose.marino@pc.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 Technical Authority**

The Technical Authority for the Contract is: To be Announced



The Technical Authority named above 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 Technical Authority, however the 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.

### 6.5.3 Contractor's Representative

<b>Representative's Name:</b>		
<b>Title:</b>		
<b>Vendor/ Firm Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>Province/ Territory:</b>	<b>Postal Code:</b>
<b>Telephone:</b>		<b>Facsimile:</b>
<b>Email Address:</b>		
<b>Procurement Business Number or Goods and Services Tax Number:</b>		

#### Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

### 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

#### 6.7.2 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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.

## 6.8 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 must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.10 Applicable Laws

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

## 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 - Services (Medium Complexity) 2010C (2016-04-04),;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: ", as clarified on \_\_\_\_\_" **or** ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s))

## 6.12 Insurance

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.

## Annex "A"

### STATEMENT OF WORK

Banff National Park, Banff Field Unit (Canada) requires the short term lease of a variety of light duty trucks, sedans and vans for seasonal staff for use within Canada only. Light-duty vehicles are standard vehicles that are suitable for general use. They should have no high-dollar value options. Although they support departmental programs and mandates, they have no special equipment or features. Their only function is general transportation. These vehicles are primarily used to transport people and cargo in the conduct of routine government business.

#### Vehicle Requirements:

- 1) All vehicles must be white or light in color
- 2) Vehicles must be clean condition, excellent state of repair and have not been driven more than 50,000 kilometers (30,000 miles)
- 3) All vehicles supplied must meet the provisions of the Motor Vehicle Safety Act, S.C. 1993, c.16 and the applicable regulations that are in force on the date of its manufacture.
- 4) Vehicles must come with appropriate add-ons as indicated (canopies, hitch etc)
- 5) Vehicles must be gas powered, automatic transmission, power steering and air bags.
- 6) Lease rate must include unlimited mileage, air conditioning and any other specified equipment
- 7) All vehicles offered to be as listed in Annex B or equivalent, both in size and fuel consumption
- 8) Vehicles must have inter-provincial licensing within Canada

#### Division of Responsibilities:

Unless otherwise stated in the Contract, the following applies:

For the purposes of this clause,

The term "Normal Wear and Tear" refers to the natural amount of deterioration, which can be expected over the term of the lease period and include:

- (i) tire wear, paint chips and minor scratches that do not extend to the base metal;
- (ii) all paint scratches and paint wear and minor dents to interior, top rails and tailgates of pick-up trucks;
- (iii) paint chips caused by stones thrown by the wheels of the vehicles;
- (iv) frayed or stretched emergency brake cables;
- (v) interior wear of vehicles not including holes, burns or tears of interior surfaces;
- (vi) interior wear of trucks including all paint scratches; and
- (vii) tire wear and damage, provided that the tires meet provincial safety standards.

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

#### The Contractor is responsible for:

- 1) Pre-servicing the vehicle in the normal way for customer delivery;
- 2) Supplying approximately three quarters (3/4) tank of fuel with the vehicles delivered and
- 3) Ensuring each vehicle delivered has the following equipment and accessories:
  - (i) one ignition key
  - (ii) vehicle jack
  - (iii) wheel wrench
  - (iv) all minimum features as detailed in the applicable Government Motor Vehicle Ordering Guide and specifications;

4) Replacement of tires covered by the tire manufacturer's normal warranty. (Replacement tires will be to original equipment specifications with the same life, standard and quality.);

5) All Warranty Servicing: Warranty servicing means the supply of parts normally provided by the manufacturer's warranty together with the labour necessary to install such parts. The warranty service must be made available at any dealer for the make of vehicle rented, within Canada; and Inspecting the vehicle upon its return to the designated dealer for any damages.

**Canada is responsible for:**

- (a) Supply of fuel during the lease period;
- (b) Oil, fluids and lubricants between oil changes;
- (c) Washing the vehicle
- (d) Returning the vehicle with three quarters (3/4) tank of fuel except during assessment of and repair of damages;
- (e) Fines for traffic violations, including unlawful parking issued to representatives of Canada during the lease period. The Contractor shall not pay for traffic violations, including unlawful parking issued to representatives of Canada during the lease period. An original copy of the ticket or photo-radar shall be forwarded to the Identified User immediately, or as soon as the ticket is received, to avoid late payment charges. The Identified User shall contact and forward the ticket to the appropriate unit responsible for payment of the ticket.

**Loss, damage, repairs**

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

(b) If a vehicle is returned to the Contractor at the end of the call-up in damaged condition, the Contractor must provide to Canada within five (5) business days after the return of the vehicle, a written estimate for the cost of repairs or replacement of the loss to the authorized representative of Canada identified in the call-up document. Repair work must be in accordance with industry standard.

(c) Canada may require the Contractor to provide three (3) quotes for repair work. Canada also reserves the rights to obtain, through a third party, its own estimates for the identified repairs to validate the Contractor's estimate.

(d) Once the cost of repairs is agreed to by both parties, the Contractor will invoice Canada, in accordance with the invoicing provisions of the Standing Offer and applicable call-up, for the agreed amount. The Standing Offer Authority will resolve disagreements.

(e) If Canada decides to repair damage to a vehicle during the lease period, Canada will notify the Contractor before proceeding with the repairs. Both parties must agree to the repairs.

**Initial Inspection:**

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

Solicitation No. - N° de l'invitation  
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File Name. - Nom du dossier  
Seasonal Vehicle Leasing

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

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**Final Inspection:**

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

**Annex "B"**

**BASIS OF PAYMENT**

Bidders are to complete the table below indicating the equivalent vehicle offered. Bids are to be inclusive of all costs and in accordance with Annex A.

No.	Vehicle Type or equivalent	Dates required	Quantity	Price Per day	Extended Total
1	Chevrolet Spark 4cyl 1DS48 1SD Offered:	May 1 – Sept 7	1 x 130 days	=	
2	Dodge GR Caravan FWD CVP RTKH53/29E Offered:	May 22- Sept 7	4 x 120 days	=	
3	Dodge GR Caravan FWD CVP RTKH53/29E Offered:	Apr 23 -Sept 21	5 x 152 days	=	
4	Dodge GR Caravan FWD CVP RTKH53/29E Offered:	May 28-Sept 21	1 x 117 days	=	
5	Ford Transit Van 10 Passenger (1 c/w hitch) Offered:	Apr 23 – Oct 12	4 x 173 days	=	
6	Chevrolet Cruse HB 1BT68 1SD Station Wgn Offered:	May 28 -Sept21	1 x 115 days	=	
7	Nissan Micra 1.6SV S5RG78/AE00 Offered:	Apr 23-Sept 7	1 x 138 days	=	
8	Ford F150 F1C 100A 6cyl reg cab c/w locking canopy and hitch Offered:	Aug 1 to Oct 30	1 x 90 days	=	
9	Chevrolet Silverado CK15543 1WT LV3 6cyl crew cab 4x4 Offered:	May 1-Sept 7	5 x130 days	=	
10	Chevrolet Silverado CK15543 1WT LV3 6cyl crew cab 4x4 Offered:	May 22 – Oct 12	1 x 144 days	=	
11	Nissan Rogue 4x4 AWD Y6BG18 AA00 Offered:	June 1-Aug 31	1 x 92 days	=	
<b>Total Lease Bid</b>					
12	<b>Delivery and Pick-up 216 Hawk Ave Banff</b>		<b>25 x</b>	<b>Ea=</b>	
<b>Total Bid Price</b>					

**ANNEX "C"**

**INTEGRITY PROVISIONS – LIST OF NAMES FORM**

**Requirements**

Section 17 of the Ineligibility and Suspension Policy (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership, firm, or a society do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to Information Bulletin: Required information to submit a bid or offer for additional details.

<b>Supplier's Legal Name:</b>	
<b>Organizational Structure:</b>	<input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership, Firm, or Society

**List of Names**

Name	Title

Solicitation No. - N° de l'invitation  
5P421-18-1002/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File Name. - Nom du dossier  
Seasonal Vehicle Leasing

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

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### Declaration

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of

(supplier's name) \_\_\_\_\_, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

---

### Signature

Please include with your bid or offer.



**Annex D**

**Vehicle Inspection Checklist**

Location: \_\_\_\_\_

Date Delivered: \_\_\_\_\_ Date: Returned: \_\_\_\_\_

Make/Model/Colour/VIN: \_\_\_\_\_

Unit Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Odometer Reading: Start \_\_\_\_\_ Finish \_\_\_\_\_

Fuel: E \_\_\_\_\_ F \_\_\_\_\_ Lights: \_\_\_\_\_

Spare Tire: Yes/No # of Keys: \_\_\_\_\_ Jackall: Yes/No

Date : \_\_\_\_\_

Received by Signature: \_\_\_\_\_

Delivered by: \_\_\_\_\_

Picked up By: \_\_\_\_\_

Inspected by: \_\_\_\_\_

**GENERAL COMMENTS**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

