



RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

Canada Border Services Agency (CBSA)
Bid Receiving Unit (BRU)
333 North River Road, Tower A
Mailroom, Main floor
Ottawa, Ontario K1A 0L8
343-291-6384

The BRU is open from Monday to Friday inclusively, between the hours of 07:30 to 15:30, excluding Statutory Holidays. We invite Bidders to send an email to confirm their bid submission at CBSA-ASFC\_Solicitations-Demandes\_de\_soumissions@cbsa-asfc.gc.ca.

Agence des services frontaliers du Canada (ASFC)
Module de réception des soumissions (MRS)
333 Chemin North River, Tour A
Salle du courrier, Rez-de-chaussée
Ottawa, Ontario K1A 0L8
343-291-6384

La Réception des soumissions est ouverte du lundi au vendredi inclusivement, entre les heures de 7h30 à 15h30, à l'exclusion des jours fériés. Nous invitons les soumissionnaires à envoyer un courriel pour confirmer le dépôt de leur soumission à CBSA-ASFC\_Solicitations-Demandes\_de\_soumissions@cbsa-asfc.gc.ca.

Request for Standing Offer
Demande d'offres à commandes

Proposal to: Canada Border Services Agency (CBSA)
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 à : l'Agence des services frontaliers du Canada (ASFC)

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT - LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Issuing Office - Bureau de distribution

CBSA / ASFC
355 Ch. North River Road, 17th Floor - 17ième étage
Ottawa ON K1A 0L8

Table with 2 columns: Solicitation No. - N° de l'invitation (1000342215 Amendment no. 1) and Date (March 6, 2019)

Table with 2 columns: Solicitation Closes - L'invitation prend fin (At /à: 2:00 p.m. (hours/heures) On/le : March 15, 2019) and Time Zone - Fuseau horaire (EST, EDT)

F.O.B. - F.A.B.
Plant-Usine: [ ] Destination: [ ] Other - Autre: [x]

Address Enquiries to - Adresser toutes questions à:

All communications related to this solicitation must be sent to:
EMAIL: CBSA-ASFC\_Solicitations-Demandes\_de\_soumissions@cbsa-asfc.gc.ca

Attn: NANCY CLEROUX

Table with 2 columns: Telephone No. - No de téléphone (343-291-5727) and FAX No. - No de télécopieur (N/A)

Destination - of Goods and or Services:
Destination - des biens et ou services :
Canada Border Services Agency (CBSA) -
Agence des services frontaliers du Canada (ASFC)

Instructions: See Herein - Voir aux présentes

Table with 2 columns: Delivery Required - Livraison exigée and Delivery Offered - Livraison proposée. Includes Vendor/Firm Name and Address, and contact information.

Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Table with 2 columns: Signature and Date



Amendment no. 1

This amendment 001 is issued to extend the solicitation closing date to March 15, 2019. Modify the Price Schedule & the statement work, this amendment is effective immediately and will form part of the contractual documents.

1- RFP amendment is raised to:

- Amend and Revise details in Price Schedule;
- Add information to the Statement of work
- Extend the end date of the solicitation period to March 15, 2019.

Delete and replace with;

**ATTACHMENT 2 TO PART 4 OF THE REQUEST FOR STANDING OFFERS**

**PRICE SCHEDULE**

Bidders must provide a firm all-inclusive price(s) for all work to be performed which includes all vehicles, drivers, vehicle maintenance, fuel and any other expenses that may be incurred for the contract period and option periods. The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

The volumetric data included in the tables below are provided solely for the purpose of determining the evaluated price of the bid. They should not be considered as a contractual guarantee.

Note to Bidders: Additional Services, this section will not be subject to evaluation

A - INITIAL PERIOD (24 months period)

REGULAR SERVICES

1. From Rigaud College to Pierre Elliott-Trudeau (Dorval) Airport

Type of Shuttle	Estimated no. of trips per year	Price per trips	Total Price per Trips
1 to 3 passengers(s)	5		
4 to 10 passenger(s)	20		
11 to 25 passenger(s)	20		
26 + passenger(s)	20		
<b>Total evaluated price</b>			

2. From Pierre Elliott-Trudeau (Dorval) Airport to Rigaud College

Type of Shuttle	Estimated no. of trips per year	Price per trips	Total Price per Trips
1 to 3 passengers(s)	5		
4 to 10 passenger(s)	20		
11 to 25 passenger(s)	20		



26 + passenger(s)	20		
<b>Total evaluated price</b>			

**ADDITIONAL SERVICES**

3. All other locations, such as the National Capital Region (Ottawa / Hull), offices in Montreal or Dorval, hotels in the surrounding area, etc.

Type of Shuttle	Price per KM
1 to 3 passengers(s)	
4 to 10 passenger(s)	
11 to 25 passenger(s)	
26 + passenger(s)	

4. For round trip (if the designated driver has to wait; If the driver has to wait more than one hour, the hourly rate starting on arrival at the designated place (if the waiting period is less than one hour, the CBSA will not pay a surcharge):

Type of Shuttle	Price per Trip
1 to 3 passengers(s)	
4 to 10 passenger(s)	
11 to 25 passenger(s)	
26 + passenger(s)	

**5. Other Services**

Description	Price per Service
Attendants when required	\$ _____/hour
Waiting time	\$ _____/hour
Cancellation Fee, if less than 24 hours' notice	\$

**B - OPTION PERIOD 1 (24 months period)**

**REGULAR SERVICES**

1. From Rigaud College to Pierre Elliott-Trudeau (Dorval) Airport

Type of Shuttle	Estimated no. of trips per year	Price per trips	Total Price per Trips
1 to 3 passengers(s)	5		
4 to 10 passenger(s)	20		
11 to 25 passenger(s)	20		
26 + passenger(s)	20		
<b>Total evaluated price</b>			

2. From Pierre Elliott-Trudeau (Dorval) Airport to Rigaud College

Type of Shuttle	Estimated no. of trips per year	Price per trips	Total Price per Trips



1 to 3 passengers(s)	5		
4 to 10 passenger(s)	20		
11 to 25 passenger(s)	20		
26 + passenger(s)	20		
<b>Total evaluated price</b>			

**ADDITIONAL SERVICES**

3. All other locations, such as the National Capital Region (Ottawa / Hull), offices in Montreal or Dorval, hotels in the surrounding area, etc.

Type of Shuttle	Price per KM
1 to 3 passengers(s)	
4 to 10 passenger(s)	
11 to 25 passenger(s)	
26 + passenger(s)	

4. For round trip (if the designated driver has to wait; If the driver has to wait more than one hour, the hourly rate starting on arrival at the designated place (if the waiting period is less than one hour, the CBSA will not pay a surcharge):

Type of Shuttle	Price per Trip
1 to 3 passengers(s)	
4 to 10 passenger(s)	
11 to 25 passenger(s)	
26 + passenger(s)	

**5. Other Services**

Description	Price per Service
Attendants when required	\$ _____/hour
Waiting time	\$ _____/hour
Cancellation Fee, if less than 24 hours' notice	\$ _____

**C - INITIAL PERIOD 2 (12 months period)**

**REGULAR SERVICES**

1. From Rigaud College to Pierre Elliott-Trudeau (Dorval) Airport

Type of Shuttle	Estimated no. of trips per year	Price per trips	Total Price per Trips
1 to 3 passengers(s)	5		
4 to 10 passenger(s)	20		
11 to 25 passenger(s)	20		
26 + passenger(s)	20		
<b>Total evaluated price</b>			

2. From Pierre Elliott-Trudeau (Dorval) Airport to Rigaud College

Type of Shuttle	Estimated no. of trips per year	Price per trips	Total Price per Trips



1 to 3 passengers(s)	5		
4 to 10 passenger(s)	20		
11 to 25 passenger(s)	20		
26 + passenger(s)	20		
<b>Total evaluated price</b>			

**ADDITIONAL SERVICES**

3. All other locations, such as the National Capital Region (Ottawa / Hull), offices in Montreal or Dorval, hotels in the surrounding area, etc.

Type of Shuttle	Price per KM
1 to 3 passengers(s)	
4 to 10 passenger(s)	
11 to 25 passenger(s)	
26 + passenger(s)	

4. For round trip (if the designated driver has to wait; If the driver has to wait more than one hour, the hourly rate starting on arrival at the designated place (if the waiting period is less than one hour, the CBSA will not pay a surcharge):

Type of Shuttle	Price per Trip
1 to 3 passengers(s)	
4 to 10 passenger(s)	
11 to 25 passenger(s)	
26 + passenger(s)	

**5. Other Services**

Description	Price per Service
Attendants when required	\$ _____/hour
Waiting time	\$ _____/hour
Cancellation Fee, if less than 24 hours' notice	\$ _____

<b>Total Estimated Cost</b> (Sum of Initial Period + Option 1 + Option 2) =	\$ _____, GST/HST extra
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## ANNEX A - STATEMENT OF WORK

### Background

The Canada Border Services Agency (CBSA) College wishes to obtain transportation services from the Montréal-Pierre Elliott Trudeau International Airport to Rigaud and from Rigaud to the Airport, and for other types of travel in Quebec and Ontario.

The CBSA College offers a training program for Canada's new border services officers. While its primary role is to provide its services to CBSA employees, the College also offers its facilities to other federal agencies. The CBSA College is located at 475 Chemin Grande Ligne in Rigaud, Quebec, 50 km from Montreal and 150 km from Ottawa.

### Requirement

The CBSA foresees approximately 75 trips between Dorval and Rigaud and other destinations annually. The estimated number of trips may fluctuate up or down depending on operational needs.

### Deliverables

The contractor must provide transportation services within 12 hours for the following travel:

#### Regularly requested travel:

- From the CBSA College to the Montréal-Pierre Elliott Trudeau International Airport in Dorval
- From the Montréal-Pierre Elliott Trudeau International Airport in Dorval to the CBSA College (these trips are mainly on Sundays or during holidays)

All other locations likely to require transportation services from various pick-up points.

#### Example:

- Airport (cargo), ports of entry and some federal buildings in Quebec and Ontario (e.g., Lacolle, Ottawa Airport and Prescott Port of Entry)
- Some hotels in Quebec and Ontario (e.g., Vaudreuil, Valleyfield and Hawkesbury)

**Note:** Some of these might be return trips made the same day according to a predetermined schedule, meaning that the driver will be required to wait.

### Tasks & Constraints:

#### 1. Vehicle requirements

- a) All the vehicles used (school bus and minibus) must be 2015 models or newer.
- b) Two (2) vehicles at a minimum must have a capacity of up to 48 passengers.
- c) All of the vehicles supplied must come equipped with a first aid kit, an emergency kit, and a mobile and/or cellular radio in the event of breakdown or accident.



d) Upon request, at least one (1) vehicle must be adapted for people with a disability or with reduced mobility (e.g. people in a wheelchair).

e) All of the vehicles used under the contract must have a luggage compartment.

f) A sign approximately 24 inches wide and 12 inches high bearing the words CBSA/ASFC COLLEGE must be supplied by the contractor and must be visible to passengers when boarding. The contractor must supply a photograph of the sign for approval by the CBSA at the beginning of the contract.

g) The interior and exterior of all vehicles must be clean at all times.

h) All vehicles must be kept operationally safe, in accordance with provincial (Quebec and Ontario) regulations and with the Canadian Motor Vehicle Safety Act.

## 2. Driver requirements

a) The contractor must supply drivers and replacement drivers who hold valid bus driver's licences required in Quebec and/or Ontario. Proof of such licences for each driver must be provided by the selected contractor prior to contract award.

b) The CBSA reserves the right to request a replacement for any driver proposed or supplied by the contractor. The CBSA also reserves the right to approve, based on the mandatory criteria, the application of a new driver before that person takes up the position, after the contractor receives notice. Any replacement requests must be made within five business days before a trip.

c) The contractor must supply other drivers and/or buses, in accordance with the following timeframes:

- within the first 15 minutes where the contractor's driver fails to show up at the planned location;
- within the next hour (60 minutes) where the driver is unable to finish the route for any reason whatsoever, such as a breakdown, an accident or a health issue.

d) Language requirements: Drivers must have knowledge of both official languages, namely English and French, for communication in simple situations.

e) Drivers and/or attendants must wear their employer's uniform.

f) Drivers and/or attendants must visibly wear the company logo at all times.

## 3. Contractor's responsibilities

a) For the CBSA to be able to submit its shuttle service requests, the contractor must provide the telephone number and email address of a contact and that person's replacement upon contract issuance.

b) The contractor must also provide a 24/7 telephone number for any emergencies.

c) The contractor must supply an attendant for airport arrivals at the CBSA's request only in order to check passengers against a list provided by the CBSA and to direct them towards the bus. The attendant will be the point of contact for the driver.

d) If the CBSA does not request an attendant, the passenger list must be provided to the driver so that they may take attendance and make certain that no one is left behind.



- e) The contractor must supply a sign approximately 24 inches wide and 12 inches high bearing the words CBSA/ASFC COLLEGE. The contractor must supply a photograph and/or a sample of the sign for approval by the CBSA at the beginning of the contract.
- f) The contractor must submit a price (bid) with the trip itinerary by email at the CBSA's request for special trips (other locations).
- g) The contractor must bear all costs associated with the vehicle's use, including but not limited to gas, oil, insurance, repairs, parking and traffic violation tickets.
- h) The contractor must replace any vehicle that is no longer operational for any reason whatsoever and must comply with the same conditions.
- i) The contractor must be able to add other vehicles and drivers upon request, on 12 hours' notice.
- j) The contractor must observe the project lead's passenger pick up point requirements.
- k) Where special needs arise (e.g. evacuation), the contractor must be able to supply additional vehicles on 2 hours' notice.

#### **CBSA responsibilities**

- a) The project manager will request services by telephone or by email, specifying the number of passengers to be aboard the vehicle and the location. For round trips, the contractor will be informed of the schedule.
- b) The CBSA will submit any modifications (time or address changes, or cancellations) by email with 2 hours' notice.
- c) The CBSA will reimburse the contractor for airport costs upon presentation of supporting documents, such as copies of invoices.
- d) The CBSA will provide a passenger list according to its needs.

**All other terms and conditions remains the same**





Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Solicitation No. - N° de l'invitation : 1000342215

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