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**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Solicitation remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'invitation  
demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada -  
Pacific Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> RMSA - Bus Charters and Rentals	
<b>Solicitation No. - N° de l'invitation</b> E6VIC-200001/A	<b>Date</b> 2019-07-16
<b>Client Reference No. - N° de référence du client</b> E6VIC-200001	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> VIC-9-42027 (251)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-251-7758	
<b>Date of Original Request for Supply Arrangement</b> 2019-06-28 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2021-01-18</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fletcher, Erin	<b>Buyer Id - Id de l'acheteur</b> vic251
<b>Telephone No. - N° de téléphone</b> (250) 415-6020 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

**Solicitation Amendment 001 is raised to make the following changes:**

**DELETE:**

**6.4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from date of award to July 31, 2021.

**INSERT:**

**6.4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from date of award to September 30, 2021.

**ANNEX "B" – BASIS OF PAYMENT**

**DELETE IN ITS ENTIRETY.**

**INSERT:**

**1.0 SUBMISSION OF PRICING - INSTRUCTIONS**

*The Supplier is required to submit ceiling prices, rates or both that will apply for the term of the Supply Arrangement. The ceiling rates are subject to downward adjustment so as not to exceed the actual rates submitted as per the resulting solicitations within the scope of the Supply Arrangement.*

*Suppliers must submit firm unit pricing, in Canadian funds (Applicable Taxes extra) for at least one zone, for all cost elements of at least (1) Item of Items A1 through A6 (Charters) or of Items B1 through B6 (Rentals) for both pricing periods (Year 1 and Year 2) in order to be considered for issuance of a Supply Arrangement. Any bid that does not include all of the necessary price information will be rejected as non-compliant.*

**For example:**

*For Item A1, the cost elements are as follows: Minimum Daily Charge; OT Rate per hour; Cancellation Charge; Price per Kilometer Live; Price per Kilometer Deadhead; Waiting Time Hourly Rate; Hourly Rate. All of these elements must have quoted ceiling prices for both pricing periods (Period 1 and Period 2) in order for the bid to be considered. If there is no cost associated with a particular cost element, the Supplier must indicate \$0.00.*

*For Item B1, the cost elements are as follows: Daily, Weekly, and Monthly rates, the respective number of free kilometers and additional price per kilometer, and the cancellation charge. All of these elements must have quoted ceiling prices for both pricing periods (Period 1 and Period 2) in order for the bid to be considered. If there is no cost associated with a particular cost element, the Supplier must indicate \$0.00.*

**Blank Prices:** *Suppliers must insert \$0.00 for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Supplier leaves any price blank, Canada will consider that cost element as incomplete. No Supplier will be permitted to add a price after the solicitation period has ended.*

*Note to Suppliers: The instructions in italics above will be deleted from any resulting Supply Arrangement(s).*

**1. Rates:**

All prices are firm all-inclusive prices in Canadian funds, including Canadian customs duties and excise taxes, FOB destination(s) indicated, as applicable. **The firm unit prices and/or rates include all costs for applicable vehicle licensing, permits, insurance, full maintenance due to normal wear and tear, replacement of tires and tire repairs, all warranty servicing, depreciation and fuel where applicable.** GST is not included in pricing and must be shown as a separate item on invoices.

## 2. Application of Rental Rates:

Rental charges for any partial rental periods will be prorated at the most favourable combination of rates to Canada, i.e. a bus rented for a period of 33 days will be calculated at either four (4) weeks plus five (5) days prorated at weekly rate; or monthly rate plus three (3) days prorated at weekly rate; or any other combination of rates; whichever is lower.

## 3. Additional Allowable Expenses:

### 3.1 Fuel

For rentals returned with less than a full tank of fuel, the Contractor may charge Canada for the tank to be filled back to the full mark at the current pump price per litre without allowance for overhead or profit.

For charters, fuel is included in the charter rates and cannot be charged.

### 3.2 Indeterminate Costs

For charters, highway tolls, bridge tolls, ferry fares, and parking fees are extra to the Supply Arrangement pricing and chargeable to Canada at cost. Receipts to substantiate all expenses must be submitted with the invoice(s) to the Project Authority.

## 4. Pricing Periods:

**Period 1 – Issuance of Supply Arrangement to July 31, 2020**

**Period 2 – August 1, 2020 to September 30, 2021**

## 5. Travel and Living Expenses – National Joint Council Travel Directive (if applicable for Driver(s) overnight)

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

## 6. Payment Schedules by Zone

### 6.1 Zone(s) Offered

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\_\_\_\_\_ ZONE 1 – Greater Vancouver and Fraser Valley (including the Lower Mainland from Whistler to Hope)

\_\_\_\_\_ ZONE 2 – Vancouver Island (including the Gulf Islands)

\_\_\_\_\_ ZONE 3 – Central British Columbia

\_\_\_\_\_ ZONE 4 – Northern British Columbia

\_\_\_\_\_ ZONE 5 – Yukon Territory

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**6.2 CEILING PRICES – CHARTERS (BUSES WITH DRIVER)**

**Period 1 (Issuance of Supply Arrangement to July 31, 2020) – ZONE: \_\_\_\_\_ (Bidder to indicate)**

Item No.	Description of Bus	Passenger Capacity	Minimum Daily Charge	Overtime Charge per Hour (if applicable)	Cancellation Charge	Price per Kilometer		Waiting Time Hourly Rate	OR	Hourly Rate (when charters are not charged by km)
						Live	Deadhead			
A1	Highway Cruiser with Lavatory	47/48	\$	\$	\$	\$	\$	\$		\$
A2	Highway Cruiser with Lavatory	55/56	\$	\$	\$	\$	\$	\$		\$
A3	School Bus	48	\$	\$	\$	\$	\$	\$		\$
A4	Activity Bus	48	\$	\$	\$	\$	\$	\$		\$
A5	School Bus	20-22	\$	\$	\$	\$	\$	\$		\$
A6	Mini Coach	20-28	\$	\$	\$	\$	\$	\$		\$

Item No.	Description	Price per Day
A7	Daily rate for the provision of an Extra Driver	\$

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**Period 2 (August 1, 2020 to September 30, 2021) – ZONE: \_\_\_\_\_ (Bidder to indicate)**

Item No.	Description of Bus	Passenger Capacity	Minimum Daily Charge	Overtime Charge per Hour (if applicable)	Cancellation Charge	Price per Kilometer		Waiting Time Hourly Rate	OR	Hourly Rate (when charters are not charged by km)
						Live	Deadhead			
A1	Highway Cruiser with Lavatory	47/48	\$	\$	\$	\$	\$	\$		\$
A2	Highway Cruiser with Lavatory	55/56	\$	\$	\$	\$	\$	\$		\$
A3	School Bus	48	\$	\$	\$	\$	\$	\$		\$
A4	Activity Bus	48	\$	\$	\$	\$	\$	\$		\$
A5	School Bus	20-22	\$	\$	\$	\$	\$	\$		\$
A6	Mini Coach	20-28	\$	\$	\$	\$	\$	\$		\$

Item No.	Description	Price per Day
A7	Daily rate for the provision of an Extra Driver	\$

Solicitation No. - N° de l'invitation  
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### 6.3 CEILING PRICES – BUS RENTALS (WITHOUT DRIVER)

PERIOD 1 (Issuance of Supply Arrangement to July 31, 2020) – ZONE: \_\_\_\_\_ (Bidder to indicate)

Item No.	Description of Bus	Passenger Capacity	Daily Rentals			Weekly Rentals			Monthly Rentals			Cancellation Charge
			Daily Rate	Free km	Per Addt'l km	Weekly Rate	Free km	Per Addt'l km	Monthly Rate	Free km	Per Addt'l km	
B1	Highway Cruiser with Lavatory	47/48	\$		\$	\$		\$			\$	\$
B2	Highway Cruiser with Lavatory	55/56	\$		\$	\$		\$			\$	\$
B3	School Bus	48	\$		\$	\$		\$			\$	\$
B4	Activity Bus	48	\$		\$	\$		\$			\$	\$
B5	School Bus	20-22	\$		\$	\$		\$			\$	\$
B6	Mini Coach	20-28	\$		\$	\$		\$			\$	\$

### DROP-OFF AND PICK-UP CHARGES

The following charges apply Daily Rentals only. No charges will be allowed for drop-off or pick-up when weekly or monthly rental rates are applied. Please provide information for the zone(s) selected above.

ZONE	Drop-Off Charge	Pick-up Charge
Zone _____	\$	\$

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**PERIOD 2 (August 1, 2020 to September 30, 2021) – ZONE \_\_\_\_\_ (Bidder to indicate)**

Item No.	Description of Bus	Passenger Capacity	Daily Rentals			Weekly Rentals			Monthly Rentals			Cancellation Charge
			Daily Rate	Free km	Per Addt'l km	Weekly Rate	Free km	Per Addt'l km	Monthly Rate	Free km	Per Addt'l km	
B1	Highway Cruiser with Lavatory	47/48	\$		\$	\$		\$		\$		\$
B2	Highway Cruiser with Lavatory	55/56	\$		\$	\$		\$		\$		\$
B3	School Bus	48	\$		\$	\$		\$		\$		\$
B4	Activity Bus	48	\$		\$	\$		\$		\$		\$
B5	School Bus	20-22	\$		\$	\$		\$		\$		\$
B6	Mini Coach	20-28	\$		\$	\$		\$		\$		\$

**DROP-OFF AND PICK-UP CHARGES**

The following charges apply Daily Rentals only. No charges will be allowed for drop-off or pick-up when weekly or monthly rental rates are applied. Please provide information for the location(s) selected above.

ZONE	Drop-Off Charge	Pick-up Charge
Zone _____	\$	\$

## 7. Definition of Terms

### 7.1 TERMS DEFINED BY THE SUPPLIER: *(Bidder to complete)*

#### i. Overtime (OT) Rate:

We, the Offeror, define the Overtime (OT) Rate per hour that we have quoted as being applicable as follows:

\_\_\_\_\_

\_\_\_\_\_

Any overtime must be authorized in advance by the Project Authority.

#### ii. Minimum Daily Charge:

\_\_\_\_\_ hours

### 7.2 TERMS DEFINED BY CANADA:

#### 7.2.1 Buses with Driver:

##### i. Charter:

The supply of a bus rental with a driver to be provided by the Contractor. Charges for charters are either charged per kilometre OR per hour OR a minimum daily charge, whichever is greater, plus the OT Rate (if applicable).

##### ii. Cancellation Charge:

A charge that is to be paid by the Identified User if the bus reports to the Identified User at the Identified User's request, but is not required upon arrival, or if it is cancelled without providing sufficient notice. It is the responsibility of the Identified User to advise the Contractor of any cancellation at least 12 hours in advance of the stated pick-up time. Persons calling to cancel reservations must identify themselves, obtain the agent's name and the cancellation number, and note the time and date the cancellation was made. If the request for service has not been cancelled at least 12 hours in advance of the stated pick-up time in the contract, the cancellation charge will apply.

##### iii. Minimum Daily Charge:

The minimum daily charge provided by the Contractor will apply to any charter where this amount exceeds the total amount of the Price per Kilometre rate (Live and Deadhead km rates multiplied by the number of km travelled) OR the hourly rate multiplied by the number of hours; i.e. the greater of the Minimum Daily Charge + OT Rate (if applicable) or the Price per Kilometre + OT Rate (if applicable), or the price per Hour + OT Rate (if applicable) will apply.

- iv. Live km:**  
Charges levied for charter km travelled with passengers.
- v. Deadhead km:**  
Charges levied for charter km travelled without passengers. Not to be applied for travel to original pick-up point. With respect to the final drop-off point, if applicable, Deadhead rates will apply from the final drop-off point to either the original pick-up point or the Contractor's location, whichever is cheaper (closer).
- vi. Extra Driver:**  
An additional qualified and licensed driver, if the trip cannot be completed within commercial regulations and the Contractor has to supply an additional driver to meet the requirement of the trip.
- vii. Waiting Time:**  
Waiting time is not used in the calculation of charter rates when the supplier charges by the hour. These hours are included in the length of the charter. Waiting time will only apply when suppliers charge by live/deadhead km. Waiting time is not a consideration on overnight trips.

#### 7.2.2 Bus Rentals without Driver

- i. One Day (for the calculation of the Daily Rate):**  
Any consecutive twenty-four (24) hour period, starting at the time identified in the Contract.
- ii. One Week (for the calculation of the Weekly Rate):**  
Any consecutive seven (7) calendar day period, starting at the time identified in the Contract.
- iii. One Month (for the calculation of the Monthly Rate):**  
Any consecutive thirty (30) calendar day period, starting at the time identified in the Contract.
- iv. Free km**  
Kilometres included in the rate for the respective rental period.
- v. Add'l km**  
Kilometres in excess of the included free km.
- vi. Cancellation Charge**  
  
A charge that is to be paid by the Identified User if the bus is to be delivered to the Identified User at the Identified User's request, but it is not required upon delivery, or it is cancelled without providing sufficient notice. It is the responsibility of the Identified User to advise the Contractor of any cancellation at least 12 hours in

advance of the stated delivery time. Persons calling to cancel reservations must identify themselves, obtain the agent's name and the cancellation number, and note the time and date the cancellation was made. If the request for service has not been cancelled at least 12 hours in advance of the stated delivery time in the contract, the cancellation charge will apply.

## 8. Contracts under the Supply Arrangement

- 8.1 The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Contract.
- 8.2 The Basis of Payment outlined in Annex B will be used to price any Contract made pursuant to this Supply Arrangement.
- 8.3 Depending on the type of contract, one of the following will apply:

### a) For all Charters (Highway Cruiser with Lavatory/School/Activity Buses with Driver)

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid the firm rate(s) as stipulated in the contract, calculated in accordance with Annex "B". Customs duties and Applicable Taxes are extra.

The Contractor will be paid either:

- i. the Hourly Rate multiplied by the number of hours, plus the Overtime Rate multiplied by the number of overtime hours worked (if applicable);

OR

- ii. the Minimum Daily Charge multiplied by the number of days, plus the Overtime Rate multiplied by the number of overtime hours worked (if applicable);

OR

- iii. the Price per Kilometre, both Live and Deadhead, for the distance relevant to each trip, plus waiting time in hours multiplied by the hourly rate for waiting time, plus the Overtime Rate multiplied by the number of overtime hours worked (if applicable);

AND

- iv. if applicable, any authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and incidental expenses provided in Appendices B, C, and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than to those referring to "employees";

AND

- v. if applicable, any charges for the provision of an extra driver;

AND

- vi. if applicable, any Indeterminate Costs as incurred and supported by receipts.

OR

- vii. the Cancellation Charge (if applicable).

The greater of either i. or ii. above shall apply to each Charter, unless iii. applies, or unless the Charter has been cancelled by the Identified User without sufficient notice (as per Annex "B", Articles 7.21 ii. and 7.22 vi.)

**b) For all Bus Rentals (Highway Cruiser with Lavatory/School/Activity Buses with Driver):**

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid the firm daily, weekly, or monthly rate(s) as stipulated in the contract, calculated in accordance with Annex "B". For Daily Rentals, the Contractor will be paid the firm drop-off and pick-up rate(s), if applicable, as stipulated in the contract, in accordance with Annex "B". Customs duties are included and Applicable Taxes are extra.

- 8.4** Any invoice submitted that includes any costs not in strict accordance with Annex "B" will be rejected by Canada.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**