



		<b>REQUEST FOR QUOTATION (RFQ)</b>	
<b>Subject:</b> <p style="text-align: center;"><b>Automobile Insurance</b></p> <p>For further details, please refer to the Statement of Work attached as Annex "A" of this document.</p>			
<b>Issue Date:</b>	<b>Closing Date and Time:</b>	<b>RFP No:</b>	
September 23, 2019	October 10, 2019 at 14:00 EST	<b>SEN-40 19/20</b>	
<b>SENATE INFORMATION</b>			
<b>For all inquiries:</b>  <b>Contact:</b> Shirley Chartrand <b>Title:</b> Senior Procurement Advisor <b>Address:</b> 40 Elgin Street, Room 1110 Ottawa, ON K1A 0A4, Canada <b>Telephone no:</b> 613-943-3551 <b>E-mail:</b> <a href="mailto:Proc-appr@sen.parl.gc.ca">Proc-appr@sen.parl.gc.ca</a>		Offers can be delivered by e-mail only to the address of the Contracting Authority below.  <b>E-mail:</b> <a href="mailto:Proc-appr@sen.parl.gc.ca">Proc-appr@sen.parl.gc.ca</a>  <b>PLEASE MARK ALL CORRESPONDANCE WITH THE RFP NUMBER INDICATED ABOVE.</b>	
<b>BIDDER SIGNATURE BLOCK</b>			
<p>The Bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out therefore.</p> <p>The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business.</p>			
Name of Firm:			
Name of Representative:			
Authorized Signature:		Date:	
Position Title:			
Email Address:			
Telephone Number:		Fax Number:	
GST Registration or Business Number:			

## Table of Contents

INSTRUCTIONS TO BIDDERS .....	3
1. Summary .....	3
2. Receipt of Submission .....	3
3. Definition .....	3
4. Signature Requirement.....	3
5. Irrevocable Bids.....	3
6. Cost Related to the Preparation of Proposal.....	3
7. General Instruction.....	3
8. Inquiries and Communications .....	3
9. Basis of Award.....	4
10. Debriefing Sessions .....	4
GENERAL TERMS AND CONDITIONS .....	5
1. Appropriate Law .....	5
2. Safeguarding of Senate information.....	5
3. Term of Contract.....	5
3.1 Term Extension (Option years).....	5
4. Cost Increases .....	5
5. Assignment .....	5
6. Time is of the Essence .....	5
7. Indemnity Against Claims .....	6
8. Termination of Agreement.....	6
9. Warranties.....	6
10. Records to be Kept by the Contractor .....	6
11. Confidentiality .....	6
12. Rules and Regulations.....	7
13. Miscellaneous Restrictions .....	7
14. No Implied Obligations.....	7
15. Amendments to the Agreement.....	7
16. Conflict of Interest .....	7
17. Discrimination and Harassment in the Workplace.....	7
18. Replacement of Specific Individuals .....	7
19. Sales Tax.....	7
20. Basis of Payment.....	8
21. Method of Payment.....	8
22. Interest on Overdue Accounts.....	8
23. Advertisement.....	8
24. Entire Agreement .....	8
25. Priority of Documents.....	9
26. Insurance Requirements .....	9
27. Proactive Disclosure .....	9
ANNEX “A” - STATEMENT OF REQUIREMENT .....	10
ANNEX “B” – MANDATORY REQUIREMENTS .....	12
ANNEX “C” - BASIS OF PAYMENT .....	13

## INSTRUCTIONS TO BIDDERS

### 1. Summary

The Senate of Canada invites the submission of quotations for the provision of insurance coverage as stated in this document and in accordance with the stated mandatory requirements set forth in this Request for Quotations (RFQ). The Senate of Canada currently has insurance in place that expires on November 12, 2019.

### 2. Receipt of Submission

Quotations must be received by the Senate of Canada on or before the stated closing date and time (see Page 1). Quotations received after the stated closing date and time will be rejected and not considered.

### 3. Definition

I. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for services. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

### 4. Signature Requirement

I. All pages of this RFQ must be completed, initialed or signed, dated and returned with your bid thereby acknowledging having read, understood and accepted the complete bid package and all addendums issued.

II. The Chief Executive Officer or a designate that has been authorized to commit the Contractor to contracts must sign the RFQ.

III. Failure to sign the cover page (Page 1) will result in the disqualification of the proposal.

### 5. Irrevocable Bids

I. Bids will remain open for acceptance for a period of not less than **ninety (90) days** from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation.

II. The Senate of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of **five (5) days** before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

### 6. Cost Related to the Preparation of Proposal

No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of your quotation in response to this RFQ. All copies of documents submitted in response to this Request for Quotation shall become the property of the Senate of Canada and will not be returned.

### 7. General Instruction

I. All specifications stated in this document are **mandatory** and no substitutes are allowed.

II. All prices must be in Canadian funds.

III. The Senate is PST exempt. GST/HST will be paid on the Total Proposed Price; however, it should not be reflected in the Total Proposed Amount.

IV. Failure to sign the cover page will result in the disqualification of the proposal.

### 8. Inquiries and Communications

I. The contracting officer for all inquiries and other communications in regard to this RFQ is stated on Page 1 of this document. All communication or inquiries must be directed **ONLY** to this person. Non-compliance with this condition for that reason alone will result in the disqualification of Bidder's submission.

- II. All enquiries regarding this RFQ must be received by e-mail at: [proc-appr@sen.parl.gc.ca](mailto:proc-appr@sen.parl.gc.ca) by the Contracting Authority noted below, no later than **October 3, 2019 at Noon EST**. 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 the Senate of 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 the Senate of Canada determines that the enquiry is not of a proprietary nature. The Senate of 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 the Senate of Canada.
- III. To ensure the equality of information among Bidder, answers to enquiries which are relevant to the request for quotation will be provided to all Bidder simultaneously without revealing the sources of the inquiry.

#### **9. Basis of Award**

- I. The basis of award of the RFQ shall be the lowest total cost who have met all the mandatory requirements submitted by a qualified supplier.
- II. Quotations that do not meet all the mandatory requirements set forth in this RFQ will be disqualified.

#### **10. Debriefing Sessions**

- I. A bidder in a competition may request a debriefing session within two days of the day on which the bidder was notified of the results. The debriefing session shall take place no later than four days after the day on which all bidders were notified of the results.

## GENERAL TERMS AND CONDITIONS

### 1. Appropriate Law

This contract shall be governed by and construed in accordance with the laws in force in the Province of Ontario.

### 2. Safeguarding of Senate information

The Contractor shall ensure that all information on senate vehicles and their personnel is kept in Canada.

### 3. Term of Contract

The Contractor shall, upon signature of both parties to November 12, 2020, perform and complete with care, skill, diligence and efficiency the work that is described in this document and deliver all services.

#### 3.1 Term Extension (Option years)

- I. The Contractor grants to the Senate of Canada the irrevocable option to extend the term of this contract by up to **two (2) additional one (1) year period** under the same terms and conditions, rate to be negotiated. The Contractor agrees that, during the extended period, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- II. The Senate of Canada may exercise this option at any time by sending a written notice to the Contractor at least **thirty (30) days** before the expiry date of the contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through an amendment.

### 4. Cost Increases

- I. Price quotes shall be firm for a minimum of one (1) year. Beyond the first year, the Contractor must provide the Senate of Canada with a thirty (30) day written notice for any increase in cost of service proposed. This notice must be accompanied with the notification from the insurance provider advising the Contractor of the price increase.
- II. Upon receipt of a formal notice, the Senate reserves the option to:
  - a) amend the contract to reflect the new cost
  - b) cancel the contract in its entirety.

### 5. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate of Canada.

### 6. Time is of the Essence

- I. Time is of the essence in this contract.
- II. Any delay by the Contractor in performing the Contractor's obligations under the contract which is caused by events beyond the Contractor's control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate of Canada, a "work around plan" including alternative sources and any other means that the Contractor will utilize to overcome the delay.
- III. Unless the Contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

## 7. Indemnity Against Claims

- I. Except as otherwise provided in the contract, the Contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of;
  - any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof ; and
  - any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments has been made by the Senate of Canada.

## 8. Termination of Agreement

- I. The Senate of Canada may immediately terminate this agreement if the Contractor is for any reason unable to provide the work, services or goods required under this agreement. Such termination notice shall be made in writing.
- II. The agreement may be immediately terminated by the Senate of Canada if it is determined that the work, services or goods provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- III. The agreement may be terminated by the Senate of Canada upon a ten (10) days written notice if it is determined that the work, services or goods provided by the Contractor, either in whole or in part, are no longer required.
- IV. Either party may terminate this agreement upon a ten (10) days written notice.
- V. In the event that this agreement is terminated prematurely, the fee shall be reduced pro rata.

## 9. Warranties

The Contractor warrants that:

- I. The Contractor is competent to perform the Work required under this Contract and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. The Contractor shall provide under this Contract a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;
- III. The Contractor has complete authority to enter into this Contract;
- IV. The Contractor warrants all work and services performed or goods delivered for a period of no less than 12 months from the completion of services or date of delivery.

## 10. Records to be Kept by the Contractor

- I. The Contractor shall keep proper accounts and records of the costs of work, services and goods and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following the completion of the work or services or delivery of goods.

## 11. Confidentiality

Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its employees, agents or contractors to which the Contractor or any of its employees, or agents or sub-contractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

## 12. Rules and Regulations

In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.

## 13. Miscellaneous Restrictions

Under no circumstances shall the Contractor use any stationery with Senate of Canada letterhead to conduct business under this agreement. The Contractor, its directors, officers, employees and agents shall not represent themselves as an agent of the Senate of Canada.

## 14. No Implied Obligations

It is the intention of the parties that this agreement is for the provision of work, services or goods. The Contractor is engaged as an independent contractor providing work, services or goods in accordance with this contract, to the Senate of Canada. The Contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

## 15. Amendments to the Agreement

No person other than the Manager of Procurement and Contracting or his designate can amend this agreement in any form. Any changes to the original agreement must be made in writing.

## 16. Conflict of Interest

- I. The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this contract.

## 17. Discrimination and Harassment in the Workplace

- I. The Contractor declares that the Contractor its directors or officers have not suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If such judgments are made against the Contractor, its directors or officers during the life of this Contract, the Senate of Canada reserves the right to immediately terminate the Contract. In such cases, the Senate of Canada shall only be liable for payment for goods delivered or services performed. No other costs or fees shall be due or payable by the Senate of Canada.

## 18. Replacement of Specific Individuals

- I. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- II. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with better than or equivalent qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to the Senate of Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.
- III. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## 19. Sales Tax

- I. The Senate of Canada is exempt from Provincial Sales Taxes.
- II. The GST/HST is not included in the contract amount.
- III. The GST/HST tax must be listed as a separate line item on all invoices.

## 20. Basis of Payment

The Senate shall only be liable for payment of goods or services that are received and accepted by the Senate and that are ordered through a formal Senate Purchase Order. All such goods and services must be in accordance with this RFQ and the selected Contractor's response to such.

## 21. Method of Payment

I. A claim in the form of an itemized invoice certified by the Contractor shall be forwarded to;

**The Senate of Canada  
Finance and Procurement Directorate  
40 Elgin Street, 11<sup>th</sup> floor  
Ottawa, Ontario  
K1A 0A4**

**Or by e-mail at: [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)**

II. Payment by the Senate of Canada to the Contractor for work, goods or services, shall be made;

- In the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
- In the case of a final payment, within thirty (30) days following the date of receipt of a final claim for payment, or within thirty (30) days following the date on which the work is completed, or the goods delivered and accepted, whichever date is the later;
- If the Senate of Canada has any objections to the form of the claim for payment or its contents, written notification of the nature of such objections shall be forwarded to the Contractor within fifteen (15) days of its receipt.

## 22. Interest on Overdue Accounts

- I. In this section, an amount is "due and payable" when it is due and payable by the Senate of Canada to the Contractor according to the terms and conditions of the contract.
- II. For the purpose of this section, an amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. In this section, "date of payment" means the day prior to the date of the negotiable instrument drawn by the Receiver General for Canada and given in payment of an amount payable.
- IV. In this section, "Bank Rate" means the discount rate of interest set by the Bank of Canada.
- V. The Bank rate shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- VI. The Senate of Canada shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment, inclusive. However, interest shall not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate of Canada is responsible for the delay in paying the Contractor. In the event that the Senate of Canada is not responsible for the delay in paying the Contractor, no interest shall be paid.
- VII. The Senate of Canada shall not be liable to pay the Contractor any interest on unpaid interest.

## 23. Advertisement

The Contractor shall not without prior written consent from the Senate, advertise or publicize any work performed or goods provided to the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

## 24. Entire Agreement

This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.



## 25. 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 the Request for Quotation including all annexes;
- b) the resulting insurance policy;
- c) the articles of the Contract;
- d) the Contractor's Bid dated *(To be identified upon contract issuance)*.

## 26. Insurance Requirements

- The Contractor must comply with the insurance requirements specified in Annex A – Statement of Requirement. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable laws. Any additional insurance coverage is at the Contractor's expense and for its own benefit and protection.
- The Contractor shall forward to the Contracting Authority within five (5) days after the award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force effective November 12, 2019.
- The Contractor shall forward to the Contracting Authority a certified true copy of the insurance policy 2 days prior to its commencement.

## 27. Proactive Disclosure

All contracts awarded by the Senate of Canada must reflect fairness in the spending of public funds. The Senate of Canada is obligated to report every quarter on its website, all contract awarded that have a value of more than \$10,000.00 or whose value has exceeded \$10,000.00 via amendment.

## ANNEX “A” - STATEMENT OF REQUIREMENT

The Senate of Canada requires full insurance coverage on its fleet of vehicles as listed below.

Item	Description	Serial number	Use	Incidents (no claims filed)
1	2015 Honda CRV Sport Utility	5J6RM4H91FL802368	Private Passenger	
2	2014 Ford/Goshen Coach E350/Pacer II LTD, 16 passengers plus driver, Body type BU	1FDWE3FL0EDA36006	Bus Unit	2018 - \$813.60 2019 - \$660.37
3	2014 Ford/Goshen Coach E350/Pacer II LTD, 10 passengers plus driver, wheelchair accessibility, Body type BU	1FDWE3FL9EDA36005	Bus Unit	2017 - \$738.15 2018 - \$1,835.95 2018 - \$3,308.76
4	2004 International Diamond SPECtm 4300 SBA 4X2 (MA025) Model 40S, Body Type CT	1HTMMAAPO4H669015	Heavy Commercial Unit	
5	2019 Ford E350 CTV Bus Van	1FDEE3F69KDC05487	Bus Unit	2019 - \$2,094.65 2019 - \$1,207.97 2019 - \$1,809.04 2019 - \$2,316.61
6	2019 Ford E350 CTV Bus Van	1FDEE3F69KDC05488	Bus Unit	2019 - \$515.28
7	2013 Chevrolet Equinox, , 4 cylinder, automatic transmission, Body type TY	2GNFLCEK9D6151713	Private Passenger	
8	2012 Ford Transit Connect, Model S6B 310A, automatic transmission, body type FV	NMOLS6BN0CT117659	Light Commercial Unit	
9	2012 Ford Transit Connect, Model S6B 310A, automatic transmission, body type FV	NMOLS6BN6CT117875	Light Commercial Unit	2018 - \$1,341.31 2019 - \$301.11

**Buses:** The use of these buses is to provide transportation services between all buildings in the Parliamentary Precinct with the Senate Shuttle Service. The area of the Parliamentary Precinct includes Parliament Hill, 111 Wellington Street and the municipal area of Ottawa bordered by Wellington Street (to the north) Lisgar Street 9to the south) Bronson Avenue (to the West) and Elgin Street (to the east). The passengers consist of Senators, Members of Parliament and Senate employees. All drivers of these busses are Senate employees.

**Heavy Commercial Units:** The five-ton truck is used to transport furniture/orders and other heavy equipment to and from 95 Noel, Gatineau (Québec). The radius is from Parliamentary Precinct designated areas including: Parliament Hill, 111 Wellington Street; and The municipal area of Ottawa bordered by Wellington Street (to the north), Lisgar Street (to the south), Bronson Avenue (to the west) and Elgin Street (to the east). Also included is Parliament Precinct Loading Docks: Designated areas including:

- Parliament Hill, 111 Wellington Street (Centre Block and East Block loading docks), Ottawa, Ontario
- Victoria Building, 140 Wellington Street (O’Connor Street loading dock), Ottawa, Ontario
- Chambers Building, 40 Elgin Street (Queen Street loading dock), Ottawa, Ontario
- 95, Noel (loading area), Gatineau (Québec)

**Vans:** The Senate Van is used to pick-up the Senate of Canada mail from Post Canada and deliver to Center Block, East Block and Victoria’s loading docks. Also deliver from Parliamentary Precinct to: Designated areas including: Parliament Hill, 111 Wellington Street; and the municipal area of Ottawa bordered by Wellington Street (to the north), Lisgar Street (to the south), Bronson Avenue (to the west), Elgin Street (to the east) and 95 Noel, Gatineau (Québec).

**Private Passenger** – The use of these vehicles varies – Ottawa region

**These vehicles are garaged as follows:**

The Senate Shuttle Buses are garaged on Parliament Hill.  
The Senate vans are garaged on Parliament Hill or at 95 Noel, Gatineau (Québec)

Private passenger vehicles parked on Parliament Hill and the 2015 Honda CRV is parked at 2 Rideau Street, Ottawa.

- Drivers:** All drivers are 25 years of age or older and have held drivers' licenses for more than five (5) years  
 All drivers have no major driving offenses or more than 2 minor driving offenses.  
 Motor vehicle records are requested from all drivers  
 All drivers have driver's permit for Quebec (Class 3) or Ontario (Class D) or Ontario (Class F) for buses and carry the permit when operating a senate vehicle.

The following insurance coverage is required:

<ul style="list-style-type: none"> <li>• Third Party Liability – \$5,000,000</li> </ul>
<ul style="list-style-type: none"> <li>• Accident Benefits – Basic Benefits</li> </ul>
<ul style="list-style-type: none"> <li>• Uninsured Automobiles – Included</li> </ul>
<ul style="list-style-type: none"> <li>• Direct Compensation – Nil Deductible</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Collision Deductibles</b></li> <li>• \$500 on Private Passenger and Light Commercial units</li> <li>• \$1,000 on Heavy Commercial units</li> <li>• \$2,500 on Bus units</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Comprehensive Deductibles</b></li> <li>• \$300 on Private Passenger and Light Commercial units</li> <li>• \$1,000 on Heavy Commercial units</li> <li>• \$2,500 on Bus units</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Endorsements:</b></li> <li>• Permission to Carry Passengers for Compensation (buses only)</li> <li>• Transportation Replacement</li> <li>• Collision Deductible \$500.00, Comprehensive Deductible \$300.00. private passenger vehicles only (if applicable)</li> <li>• Limited Waiver of Depreciation (vehicles that qualify)</li> <li>• Family Protection Endorsement</li> </ul>

## ANNEX “B” – MANDATORY REQUIREMENTS

**Bidders must complete and return this page indicating if they met or not met these requirements.**

**Failure to not return this page with your bid submission will result in the disqualification of the bid.**

	Mandatory Criterion	Met Not Met
1	<p>All Information pertaining to this RFQ, any resulting contract, the Senate of Canada, its employees shall be stored in Canada.</p> <p>The Bidder must provide a statement to this effect:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>	
2.	The quote provided meets the minimum insurance requirements of this RFQ	
3.	<p>The contact person for this insurance policy is:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone number: _____</p> <p>E-Mail address: _____</p> <p>Failure to provide this information will result in your bid being given no further consideration</p>	

## ANNEX “C” - BASIS OF PAYMENT

Pricing must include all requirements as set forth in the RFQ.

Item	Description	Qty	Total Price
1	2015 Honda CRV Sport Utility Serial Number: 5J6RM4H91FL802368	1	
2	2014 Ford/Goshen Coach E350/Pacer II LTD, 16 passengers plus driver, Body type BU Serial Number: 1FDWE3FL0EDA36006	1	
3	2014 Ford/Goshen Coach E350/Pacer II LTD, 10 passengers plus driver, wheelchair accessibility, Body type BU Serial Number: 1FDWE3FL9EDA36005	1	
4	2004 International Diamond SPECtm 4300 SBA 4X2 (MA025) Model 40S, Body Type CT Serial Number: 1HTMMAAPO4H669015	1	
5	2019 Ford E350 CTV Bus Van Serial Number: 1FDEE3F69KDC05487	1	
6	2019 Ford E350 CTV Bus Van Serial Number: 1FDEE3F69KDC05488	1	
7	2013 Chevrolet Equinox, 4-cylinder, automatic transmission, Body type TY Serial Number: 2GNFLCEK9D6151713	1	
8	2012 Ford Transit Connect, Model S6B 310A, automatic transmission, body type FV Serial Number: NMOLS6BN0CT117659	1	
9	2012 Ford Transit Connect, Model S6B 310A, automatic transmission, body type FV Serial Number: NMOLS6BN6CT117875	1	
<b>TOTAL COST</b>			

**NOTE:** Fees for option years, if exercised, shall be adjusted in accordance with the number of claims in the previous year.

## ANNEX “D” - DIRECT DEPOSIT FORM

### INSTITUTION AND ACTION REQUIRED

#### Modify - Senate of Canada

Reason for action:

Submit the scanned form (and attachment) in the following **15 days** to the Senate Finance and Procurement Directorate by e-mail at [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)

### Section 1 - SUPPLIER DETAILS

LEGAL NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

OPERATING NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

**ADDRESS:**

Street No./PO BOX: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**Remittance Address if different from above:**

Street No./PO BOX: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

HST/GST (for applicable Corporation)

Social Insurance Number (for Contractor)

### Section 2 - SUPPLIER PAYMENT DETAILS

CANADIAN \$       OTHER CURRENCY \_\_\_\_\_

**Method of Payment:**

CHEQUE       CAD DIRECT DEPOSIT Attach a blank cheque with “VOID” written on it or other related banking documents

**DD Payment Notification:**

E-MAIL Address 1: \_\_\_\_\_ EMAIL Address 2: \_\_\_\_\_

### Section 3 - CONSENT

I give consent to the Senate of Canada to pay the invoices for the supplier identified in Section 2 through Direct Deposit to the financial institution that I have designated through the attach cheque with “VOID” written on it or my other attached related banking documents

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 4 - Senate FinProc use ONLY

XXXXX01 Suppliers; ( i.e. GRAND01 for Grand & Toy)

SUPPLIER PARKED       SUPPLIER UNPARKED

**COMMENTS:**