



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC  
tpsgc.padgtlprecsum-aptmdlbidrec  
.pwgsc@tpsgc-pwgsc.gc.ca

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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**

Travel Procurement Services Division/Division des  
services d'approvisionnement en voyage  
L'Esplanade Laurier, East Tower 7t  
L'Esplanade Laurier, Tour est 7e é  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Vehicle Rental Services in Phoenix,	
<b>Solicitation No. - N° de l'invitation</b> W0138-22TS02/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W0138-22TS02	<b>Date</b> 2021-10-12
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-80435	
<b>File No. - N° de dossier</b> lp003.W0138-22TS02	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-10-14</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gagnon, Nicholas	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (000) 000-0000 ( )	<b>FAX No. - N° de FAX</b> (000) 000-0000
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**REQUEST FOR PROPOSAL (RFP)  
FOR VEHICLE RENTAL SERVICES FOR THE CANADIAN ARMED FORCES (CAF)  
TO PARTICIPATE IN THE TIPIC SAUVAGE ALOUETTE MOBILE EXERCICE  
IN PHOENIX, ARIZONA, USA**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Canadian Armed Forces (CAF) has a requirement for vehicles rental services (174 vehicles), without drivers, in the Greater Phoenix Area, AZ, in USA.

These services are required when the CAF deploys to Luke Air Force Base, AZ, USA, for the period of 25<sup>th</sup> October to 17<sup>th</sup> December 2021 to participate in the Exercise TIPIC SAUVAGE and Exercise ALOUETTE MOBILE with the 56<sup>th</sup> Fighter Wing at Luke AFB

More details are provided in Annex "A" – Statement of Work.

### **1.2 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.

### **1.3 Trade Agreements**

The requirement is not subject to the provisions of any of the Trade Agreements.

## **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) (<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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC)  
Attn: Nick Gagnon [TPSGC.PADGTLPreCSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PADGTLPreCSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca)  
by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **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 5 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 Quebec, Canada.

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

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

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (1 electronic copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **Section III: 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.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Bids must comply with all terms and conditions of this Request for Proposal, including Mandatory technical and financial Criteria in Annexes “A” and “B”, to be considered responsive.

A bid that fails to meet all mandatory requirements of this RFP shall be disqualified from the bidding process and be given no further consideration.

A bid in which all the mandatory criteria have been met will proceed to the financial evaluation stage.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian/Foreign Bidders

### **4.2 Basis of Selection**

A bid must comply with all mandatory technical and financial evaluation criteria of the bid solicitation to be declared responsive. The responsive offer with the lowest evaluated price (in Annex B, Basis of Payment) will be recommended for award of a Contract.

The final number of required vehicles could vary based on Client final requirement.

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## **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.

## **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) (<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](#) (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **6.4 Term of Contract**

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

The period of the Contract is from the issuance of the contract until 17 January, 2022 inclusive.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name : Nick Gagnon  
Title : Procurement Agent  
Department : Public Works and Government Services Canada Acquisitions Branch  
Division : Travel Procurement Services Division - LP  
Address : Building Esplanade Laurier, East Tower  
140 O'Connor Street, 7<sup>th</sup> floor St 013 Ottawa, ON, K1A 0R5  
Telephone :  
E-mail address : [TPSGC.PADGTLPRecSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PADGTLPRecSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

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### 6.5.2 Technical Authority ***“To be inserted at Contract Award”***

The Technical Authority for the Contract is:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
E-mail address : \_\_\_\_\_

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 Project Authority

The Project Authority for the Contract is: ***“To be inserted at Contract Award”***

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
E-mail address : \_\_\_\_\_

In the absence of the Technical Authority, the Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.4 Contractor's Representative ***“To be inserted at Contract Award”***

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
E-mail address : \_\_\_\_\_

### 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- Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Basis of Payment. Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.2 Limitation of Price**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.3 Method of payment – Single Payment**

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

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

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

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

***To be inserted at contract award***

## **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:

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

**Part 1** of the invoice:

***To be inserted at contract award***

**Part 2** of the invoice:

***To be inserted at contract award***

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **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 \_\_\_\_\_ (**To be inserted at contract award**).

### **6.11 Priority of Documents**

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the General Conditions 2010C (2020-05-28);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Electronic Payment Instruments;
- f) Annex D, Information and Contact;
- g) the Contractor's bid dated \_\_\_\_\_. (**To be inserted at contract award**).

**ANNEX "A"**  
**STATEMENT OF WORK**  
**EXERCISE TIPIC SAUVAGE / ALOUETTE MOBILE 2021**  
**Rental Vehicles in Phoenix, Arizona**

**1.0 Purpose**

The Canadian Armed Forces (CAF) requires driverless vehicle rental services (174 vehicles) in the Greater Phoenix, AZ area of the United States.

These services are required when the CAF is deployed to Luke Air Force Base, AZ, USA, for the period October 25 to December 17, 2021 to participate in Exercise TIPIC SAUVAGE and Exercise ALOUETTE MOBILE with 56 Fighter Wing Luke AFB.

**2.0 Tasks**

The Contractor must provide rental vehicles of the following types of vehicles and as per table below:

- a. Full sized sedans vehicles with four (4) doors and be capable of having a carrying capacity of five (5) people including the driver and their luggage;
- b. Minivans (or full sized SUV) capable of carrying seven (7) people including the driver and their luggage (minimum two 20 kg pieces of luggage per person);
- c. Pickup trucks defined as a light-duty truck having an enclosed cab and an open cargo area with low sides and tailgate. The pickup truck must have four (4) doors and capable of having a carrying capacity of four (4) people including the driver;

Dates		Minivan or full sized SUV	Full sized sedan	Pickup truck (open bed)
Delivery	Return			
25 Oct 21	29 Oct 21	4	6	1
29 Oct 21	18 Nov 21	22	24	1
18 Nov 21	20 Nov 21	30	30	1
20 Nov 21	14 Dec 21	22	24	1
14 Dec 21	17 Dec 21	1	6	1

- 2.1 The quantity of vehicles could be increased by 10% at the same rate or decreased by 10%.

### **3.0 Technical Requirement**

The Contractor must provide the above tasks (as applicable) in accordance with the technical requirements detailed herein; requirements that the Contractor **MUST** meet for each vehicle include:

- a) Be in good condition, cleaned, mechanically checked, serviced and highway inspected prior to delivery;
- b) Be no more than four years old and have no more than 75,000 kilometres;
- c) Have air conditioning, in good serviceable working order;
- d) Have all tires in new or near new condition; and
- e) Have a spare tire on a rim (compatible with the vehicle) in new or near new condition along with manufacturers' original tools necessary to change a flat tire.

Specifications detailed above are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

#### **3.1 Insurance requirements the Contractor must provide for each vehicle include:**

- a) Insurance that is defined as covering Collision Damage Waiver (CDW) shall be provided at a flat rate, and shown separately. Other insurances, such personal accident, bodily Injury, property damages, theft, and liability will be the responsibility of the individual members. Incidents as a result of driver intoxication or removal of items within the vehicle that are not as a result of theft will be the sole responsibility of the member;
- b) The Public Liability and Property Damage (PL/PD) insurance minimum coverage of one million dollars (\$1,000,000.00).

#### **4.0 Delivery and return location:**

Luke AFB Arizona  
14185 Falcon St  
AZ 85309, USA

#### **4.1 Delivery and inspection of the vehicles process must be completed, by the Contractor and the TA, in accordance with the following:**

- a) Upon delivery of the vehicle being provided, any damages or problems must be annotated on the Vehicle Inspection Sheet. Any vehicle that is not in a good state will not be accepted by the Technical Authority (TA). The contractor's Vehicle Inspection Sheet can be utilized;
- b) The TA reserves the right to amend the Vehicle Inspection Sheet for any latent problems, defects or concealed damage within the first ten (10) days of delivery. Any amendments made to the Vehicle Inspection Sheet will be provided to the Contractor within 24 hours;
- c) The Contractor agrees to repair or replace without delay any vehicles found with any latent problems, defects or concealed damage if so requested by the TA. No extra charges must be incurred by the CAF during the replacement or repair of the vehicle, as it is the sole responsibility of the Contractor to deliver vehicles in satisfactory condition; and
- d) The TA and the Contractor must sign duplicate copies of the Vehicle Inspection Sheet which shall be retained for use upon return of the vehicles at the termination or completion of the contract.

**4.2 The TA and the Contractor must complete acceptance of the vehicles process in accordance with the following:**

At time of vehicle delivery, in the event a vehicle is defective or otherwise not in conformity with the requirements of this SOW, the TA shall have the right either to reject the vehicle or have the vehicle replaced within 24hrs; and

Acceptance or rejection of the vehicle shall be made as promptly as practicable.

**4.3 The TA and the Contractor must complete the return of the vehicle process must be completed in accordance with the following:**

The TA and the Contractor must note any damage or problems with the vehicles that do not correspond to the original Vehicle Delivery Inspection Sheet;

The CAF shall only consider damage or problems with the vehicles that do not correspond to the original Vehicle Delivery Inspection Sheet for compensation; and  
The Contractor must provide a written estimate for any vehicle repairs as a result of neglect by CAF use within 12 hours of the return of the damaged vehicle.

**4.4 The TA and the Contractor must address loss, damages and repairs of the vehicles in accordance with the following:**

The CAF is NOT responsible for losses or damages due to normal wear and tear. The CAF will not be liable for the cost of repairs to rental vehicle failure or break down due to fair wear and tear. Some examples of normal wear and tear are:

- Flat tires incurred during operations on paved or gravel roads;
  - Metal fatigue (i.e. breaks at weld, broken springs, hinges, etc);
  - Replacement of headlights, wiper blades, etc;
  - Repairs for minor damages resulting from non-negligence (e.g. chip in window, tiny dents in doors and general body area, changing worn tires) shall not be authorized; and
  - Towing, if necessary, the vehicle from the point of vehicle breakdown to the contractor's repair facility;
- a) It is expressly agreed and understood that the CAF is ONLY responsible for losses, damages and repairs to the vehicles supplied under the Contract during the rental period that are caused by or contributed to by negligence or carelessness of the employees, officers or agents of Canada that are not covered by comprehensive insurance; and
- b) For losses, damages and repairs that are the responsibility of the CAF and not covered by comprehensive insurance, the CAF has the right to obtain its own estimates through a third party on the identified repairs, in order to validate the Contractor's estimates. Once the value of the repairs had been established, the CAF will enter into a separate contract whereby the Contractor will invoice the CAF for the repairs in accordance with the new contract for the repairs.

**4.5 Repair and Maintenance must be completed in accordance with the following:**

- a) Maintaining vehicle from normal wear and tear.
- b) Picking up the vehicle within 8 hours and delivers the vehicle within the following 8 hours. In the case that the vehicle cannot be repaired within the time lines, the Contractor shall provide another vehicle as a replacement. The vehicle must be of the same size and category of the original vehicle or better. Should the replacement vehicle require repairs, the Contractor must provide a

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new vehicle within 24 hours and will not bill Canada for the time required to provide the replacement vehicle until it has been delivered and inspected by the TA.

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

#### **4.6 Requirement for facilitating the processing of traffic tickets will be as follows:**

All CAF personnel must pay, within the specified timeline, all parking fines or traffic tickets during the rental period; and

In the event that fines have not been paid, the Contractor will invoice the TA for traffic tickets received as a result of offenses caused by the CAF or its personnel while operating the rental vehicle (eg. speeding tickets, parking tickets). An agreement administrative fee may be applied.

#### **5.0 Constraints**

Vehicles must be able to be driven by multiple drivers. All will be a minimum of 18 years of age and hold a valid DND Driver's Licence (DND 404);

Vehicles must be available for rent daily, weekly and/or monthly; and

Under normal circumstances, the Contractor must complete all paperwork in advance of the CAF personnel arriving to expedite the vehicle pick up process as quickly as possible.

#### **6.0 Responsibilities**

##### **6.1 Contractor Responsibilities**

- a) Contractor must provide vehicles that have a full tank of fuel upon issuance but no less than  $\frac{3}{4}$  full and agree to accept the vehicle to be returned with the same quantity of fuel that it was issued with;
- b) Contractor must provide a local point of contact and provide a contact number for a Contractor representative to respond to CAF queries on a twenty four (24) hours, seven (7) days a (24/7) week basis. Local is defined as being resident in the vicinity of Phoenix AZ to where the vehicle(s) are being rented. This point of contact must have the authority to liaise with the TA on site and ensure any issues can be resolved promptly;
- c) The Contractor must ensure that all documentation, including insurance, to allow more than one driver per vehicle is prepared and provided at no extra cost to the CAF. This documentation will be provided to the TA at vehicle pick up;
- d) The Contractor is responsible for the delivery and pickup of vehicles to the Technical Authority (TA) for the CAF;
- e) The contractor must allow every vehicle received to be inspected by an appointed member of CAF.
- f) Vehicle Keys: The Contractor must provide two sets of keys for each vehicle. Any unreturned keys will be subject to a lost key/replacement key charge.

- g) Traffic tickets and toll fees must not be charged against the Contract. The contractor must coordinate payment of tickets and fees via the TA who will ensure that fines and fees are paid in a timely manner.

## **6.2 CAF Responsibilities**

- a) The CAF will ensure drivers are qualified to operate vehicles they are assigned to drive;
- b) The CAF will use the rental vehicles for their intended use;
- c) The CAF will provide fuel for the vehicles while in their use;
- d) The CAF will ensure that each vehicle will be returned with the same quantity and type of fuel (diesel or gasoline) it was issued with as per para 6.1.a; and
- e) The CAF will contact police to file and obtain a police report for any loss, damages and repairs to the vehicle. The police report will determine liability for damages for the purposes of insurance.

## **7.0 Deliverables**

The Contractor must provide the following deliverables in accordance with this statement of work on an as-and-when requested basis.

- a) Rental of the vehicles described in 2.0, Tasks, above.
- b) Assist the processing of traffic violations by ensuring the TA is provided the information as quickly as possible. Ensure all information relevant to the rental vehicle involved in the violation is provided (ie vehicle type, tag number, pick up and drop off dates).

## **8.0 Termination**

In the event the Exercise is cancelled or changed, the TA will advise the contractor minimum 48 hours in advance of cancellation with termination or contract amendment. For less than 48 hours' notice, Canada will pay a penalty of one rental day per cancelled vehicle.

CAF may extend service beyond 13 March 2022. The TA will liaise with the Contractor no less than 48 hours of notice to confirm ability to provide required vehicles for duration of extension. Upon agreement/confirmation by the Contractor a contract amendment will be prepared by the PSPC Contract Authority.

## **9.0 Mechanical Breakdown**

In the event that a rental vehicle mechanically breaks down, it must be replaced promptly with a similar vehicle. If it cannot be replaced promptly with a similar vehicle, the Contractor must upgrade, at the same rate as the broken rental vehicle, to the next available category; or provide a similar vehicle from another rental agency at the same rate as that of the broken rental vehicle.

## **10.0 Client Support**

The Canadian Armed Forces (CAF) will ensure that contractor is fully compensated for all work performed as per contracted amount.

The contractor may be required to provide additional support and services not specifically identified within the contract. Any support or service provided without the prior authorization of the Crown Representative is at the contractor's risk and expense.

**ANNEX "B"- BASIS OF PAYMENT**

The Bidder must provide vehicle rental services in accordance with Annex A – Statement of Work, at the following rates. Basis of Payment will be firm monthly/weekly/daily rate per vehicle with unlimited mileage, CDW included, in Canadian dollars (CAD) or US dollars (USD), taxes not included, as per the table below. All other fees must be included in the rate: i.e.: Airport Concession Recovery Fee, Energy Recovery Fee, or any other fees or surcharges, if applicable.

**Unit prices must be shown everywhere applicable, including in the spots where there is zero value.**

**Note:** All fees and applicable taxes will be used for financial evaluation.

There will be **no additional fees** paid for drivers between 18 and 24 years old.

	Start Date 2021	End Date 2021	# Days	# of Vehicles (A)	Monthly Rate CAD or USD (including CDW) (B)	Weekly Rate CAD or USD (including CDW) (C)	Daily Rate CAD or USD (including CDW) (D)	Total = A X (B +C+D) CAD or USD
<b>Full sized Sedan</b>	25 October	29 October	5	6	\$ _____ _x 0	\$ _____ x 0	\$ _____ x 5	_____ \$
	29 October	18 November	21	24	\$ _____ _x 0	_____ x 3	_____ x 1	_____ \$
	18 November	20 November	3	30	\$ _____ _x 0	_____ x 0	_____ x 6	_____ \$
	20 November	14 December	25	24	\$ _____ _x 0	_____ x 3	_____ x 3	_____ \$
	14 December	17 December	4	6	\$ _____ _x 0	_____ x 0	_____ x 6	_____ \$
<b>Minivan or full sized SUV</b>	25 October	29 October	5	4	\$ _____ _x 0	_____ x 0	_____ x 5	_____ \$
	29 October	18 November	21	22	\$ _____ _x 0	_____ x 3	_____ x 1	_____ \$
	18 November	20 November	3	30	\$ _____ _x 0	_____ x 3	_____ x 3	_____ \$
	20 November	14 December	25	22	\$ _____ _x 0	_____ x 3	_____ x 3	_____ \$
	14 December	17 December	4	1	\$ _____ _x 0	_____ x 3	_____ x 3	_____ \$
<b>light-duty Pick Up truck</b>	25 October	29 October	5	1	\$ _____ _x 0	_____ x 0	_____ x 5	_____ \$
	29 October	18 November	21	1	\$ _____ _x 0	_____ x 3	_____ x 1	_____ \$
	18 November	20 November	3	1	\$ _____ _x 0	_____ x 3	_____ x 3	_____ \$
	20 November	14 December	25	1	\$ _____ _x 0	_____ x 3	_____ x 3	_____ \$
	14 December	17 December	4	1	\$ _____ _x 0	_____ x 3	_____ x 3	_____ \$
<b>Number of vehicles:</b>				<b>174</b>	<b>Sub-Total Vehicles</b>		_____ \$	
Pick-up and delivery charge if applicable (to destination and return):				Rate per vehicle for delivery:		<b>X vehicles</b>	_____ \$	
<b>(1) SUB-TOTAL (Sub-Total Vehicles + Sub-Total Vehicle Delivery):</b>								_____ \$
<b>(2) Sub-Total Federal/State/Provincial Tax</b>								_____ \$
<b>TOTAL CONTRACT AMOUNT (Sub-Total Vehicles + Sub-Total Vehicle Delivery Fees + Tax Fees)</b>								_____ \$
								<b>(1+2)</b>

Solicitation No. - N° de l'invitation  
W6871-22-TS02  
Client Ref. No. - N° de réf. du client  
W6871-22-TS02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003. W6871-22-TS02

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

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Indicate Currency used : \_\_\_\_\_  
Indicate % of applicable Federal Tax: \_\_\_\_\_  
Indicate % of applicable State/Provincial Tax: \_\_\_\_\_  
Indicate % of applicable Local Tax: \_\_\_\_\_  
Other tax % (if applicable): \_\_\_\_\_  
CDW Insurance rates : Sedan: \_\_\_\_\_ Cargo Van: \_\_\_\_\_ Pick up: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W6871-22-TS02  
Client Ref. No. - N° de réf. du client  
W6871-22-TS02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003. W6871-22-TS02

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

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**ANNEX "C"**  
**PART 3 OF THE BID SOLICITATION**  
**ELECTRONIC PAYMENT INSTRUMENTS**

*The Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

**ANNEX "D"**  
**INFORMATION AND CONTACTS**

**1. Bidder Information**

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
Company legal name:	
Company operating name:	
Address:	
Procurement Business Number PBN if any:	
This company is:	An individual ( <input type="checkbox"/> ); a Corporation ( <input type="checkbox"/> ) or a Joint Venture ( <input type="checkbox"/> )

**2. Vehicle Company Information**

Company legal name:	
Company operating name:	
Street address:	
City:	
Province/ State:	
Postal /Zip or Area Code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	
Procurement Business Number (PBN), if any:	

**Note: Procurement Business Number (PBN) for Canadians Bidders only**

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJldGlubj1yZWdpc3Rlci5pbnRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at **1-800-811-1148** to obtain the telephone number of the nearest Supplier Registration Agent