

**REQUEST FOR PROPOSAL (RFP)
RENTAL VEHICLE SERVICES GREATER HONOLULU AREA,
HI.
IN SUPPORT OF
CANADIAN ARMED FORCES**

for the DEPARTMENT OF NATIONAL DEFENCE (DND)

Bid Solicitation Number: W8484-22-0234

Submit Proposals by email to Amber Tower

Email to: amber.tower@forces.gc.ca

(DND will confirm receipt of proposal)

Submit Inquiries by email to amber.tower@forces.gc.ca

RFP Closing Time and Date: 24 May 2022 @ 1000 EDT

(All proposals must be received by DND by the RFP Closing Time and Date)

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

This requirement is Unclassified and there is no security associated with this requirement.

1.2 Statement of Work

The work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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

Unless otherwise specified in the bid solicitation or directed by the Contracting Authority, bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile 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: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (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 Ontario.

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.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid: one (1) soft copy by email;

Section II: Financial Bid: one (1) soft copy by email;

Section III: Certifications: one (1) soft copy by email; and

Section IV: Additional Information: one (1) soft copy by email.

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 Annex B Basis of Payment.

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.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

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 not meeting these mandatory technical criteria will be declared non-responsive:

MT1	The Contractor must provide rental vehicles in accordance with the number, types and dates as outline in Annex A SOW, Table 2.1 and defined in Annex A SOW, Para 2.1 and 2.2.
MT2	The Contractor must coordinate and provide the delivery of requested vehicles on 13 June 2022 at Daniel K. Inouye Airport as specified in Annex A SOW, Table 2.1 line #1.
MT3	The Contractor must coordinate and accept the return of requested vehicles on 11 August 2022 at Daniel K. Inouye Airport as specified in Annex A SOW, Table 2.1 line #1.
MT4	The Contractor must provide insurance in accordance with Annex A SOW defined in Para 4.4 – 4.6

By providing a bid, the bidder agrees to comply with all aspects of the Statement of Work. Full compliance of the Statement of Work is Mandatory.

4.1.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

The price of the bid will be evaluated in USD. Bidder must complete Annex B following the instructions provided within the Annex.

4.2 Basis of Selection

4.2.1 SACC *Manual* Clause A0069T (2007-05-25), Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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](#) (2020-05-08), 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 date of the Contract to 30 August 2022.

6.5 Authorities

(to be inserted at contract award)

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Works and Government Services Canada
Acquisitions Branch

Directorate: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(to be inserted at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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.

6.5.3 Contractor's Representative

(to be inserted at contract award)

Name: _____

Title: _____

Telephone: _____

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: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

6.7.1 Basis of Payment

C0207C (2013-04-25) Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price, 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 Expenditure

C6001C (2017-08-17) Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Terms of Payment

H1000C (2008-05-12) – 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 delivered 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)

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only);

6.8 Invoicing Instructions

1. 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.
2. 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 Ontario.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) general conditions 2010C (2020-05-28) General Conditions – Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments; and
- (f) the Contractor's bid dated _____.

6.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A" STATEMENT OF WORK**RENTAL VEHICLES – RIMPAC 2022****1. SCOPE**

The Canadian Armed Forces (CAF) requires the provision of services in the Greater Honolulu Area, HI, USA, for rental vehicles.

1.1 Background. These services are required when the CAF deploys to Honolulu/Waikiki, HI, USA, for the period of 13 June to 11 August 2022 to participate in the Rim of the Pacific Exercise (RIMPAC) 2022.

2. GENERAL REQUIREMENTS

2.1 Vehicle Requirements. The CAF will require Minivans (7 passenger capability), Cargo Panel Vans, Mid-Sized Cars (minimum of 5 passenger capability), 2-ton Trucks, Full-sized Pick-up trucks, and Sport Utility Vehicles (SUV) as per the table below:

Dates		Days	SUV	Full Size Pickup	Minivan	Cargo Panel Van	2 Ton Cube Van	Mid-size Car	Total
Pickup	Drop-off								
13-Jun	11-Aug	59			6	1		2	9
14-Jun	18-Jun	4					2		2
17-Jun	10-Aug	54			2	2		7	11
24-Jun	07-Aug	44		1				2	3
25-Jun	05-Aug	41			7			20	27
25-Jun	07-Aug	43		2	1				3
27-Jun	05-Aug	39			4			4	8
27-Jun	04-Aug	38						4	4
01-Jul	06-Aug	36						3	3
01 Jul	04 Aug	34			9			10	19
05-Jul	04-Aug	30			3			11	14
07-Jul	18-Jul	11			1				1
09-Jul	24-Jul	15	3						3
07-Aug	10-Aug	3					2		2
Total			3	3	33	3	4	63	109

2.2 Vehicle Specifications. All requested vehicles must be in good working condition, cleaned, mechanically checked and inspected prior to acceptance by CAF personnel.

2.2.1 The Full Size Pickups requested for 25 June to 7 August 2022 as per the table at paragraph 2.1 line #6 are required to be equipped with a towing package with standard two (2) inch receiver or a 2 5/16 inch ball and capable of towing 7 500 pounds.

3. TECHNICAL REQUIREMENTS

3.1 The Contractor must ensure that all equipment will be serviceable and services continue to be provided in all weather conditions.

3.2 Subject to availability, the CAF reserves the option to request additional mid-size cars and minivans during the period of 05 July to 03 August 2022, not to exceed a maximum of five (5), by category, at the agreed upon rates listed by the Contractor. If the requirement for quantity of vehicles is reduced, the CAF has the option to notify the Contractor of the reduced quantity without penalty. The Technical Authority (TA) or Representative shall give the Contractor no less than five (5) days advance notice of a change of vehicle numbers.

3.3 Loss, Damage and Repairs. The CAF is only responsible for losses and damage to the vehicles supplied under the Contract during the rental period that are caused by or contributed to by negligence or carelessness of CAF personnel. 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 normal wear and tear. Normal wear and tear includes, but is not limited to:

- a. Flat tires incurred during operations on paved or gravel roads;
- b. Metal fatigue (i.e. breaks at weld, broken springs, hinges, etc);
- c. Replacement of headlights, wiper blades, etc; and
- d. Minor damages resulting from non-negligence (e.g. chip in window, tiny dents in doors and general body area).

3.4 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.

3.5 Safety Guidelines. The Contractor will ensure that all vehicles meet State of Hawaii department of transport safety guidelines for motor vehicles (<http://hidot.hawaii.gov/highways/library/motor-vehicle-safety-office/>)

4. MANDATORY REQUIREMENTS

The following are mandatory technical criteria for vehicle rental services:

4.1 The Contractor must provide the services outlined in the Statement of Work.

4.2 All pick-up and drop-off of vehicles will be done by designated CAF personnel as coordinated by the TA or Representative. Pick-up of vehicles requested on 13 June to 11 August 2022 as per the table at paragraph 2.1 line #1 will be at the Daniel K. Inouye International Airport. The remainder will be picked up at the Contractor location. Drop-off will be done by designated CAF personnel to the contractor location less the vehicles requested on 13 June to 11 August 2022 as per the table 2.1 line #1, which will be dropped off by designated CAF personnel at the Daniel K. Inouye International Airport.

4.3 Point of Contact. The Contractor must provide a point of contact with the authority to:

- a. Liaise with the CAF TA on site; and
- b. Ensure that the Contractor is able to respond to any maintenance issues.

4.3.1 The Contractor must provide a contact number that may be used 24/7 to respond to any CAF queries.

4.4 Liability Insurance. All vehicles must include supplemental liability coverage insurance up to \$1,000,000.00 USD. This insurance must remain the insurance of first instance.

4.5 Collision Damage Waiver Insurance. Optional Collision Damage Waiver (CDW) Insurance must be included for all vehicles. The CDW rate must provide coverage that fully insures Canada and CAF personnel with nil-deductible against collision, loss, damage, fire, theft, vandalism, tire damage, glass damage and loss of use, except in cases in which a CAF person has been charged and convicted of a criminal offence under Hawaii State or U.S. Federal laws, such as Driving Under the Influence, while using the rental vehicle.

4.6 The CDW rate must provide coverage when the vehicle is used on unpaved roads, as long as these roads are maintained by some level of government (federal, state, municipal or local), including maintained roads on Department of Defense training areas.

4.7 Vehicle Repairs. The Contractor must pick-up the vehicle within 12 hours of being notified by the TA, or Representative, and will deliver the vehicle within the following 12 hours. In the case that the vehicle cannot be repaired within the time lines above, the Contractor shall bring another vehicle as a replacement. The vehicle must meet the aforementioned standards and be of the same size and category of the original vehicle or better. Should the replacement vehicle require repairs, the Contractor must provide a new vehicle within 24 hours and will not bill Canada for the time required to provide the second replacement vehicle until it has been delivered and inspected by the TA or Representative.

4.7.1 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 shall 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.

4.7.2 Vehicle repairs are to include but are not limited to:

- a. Maintaining the vehicle from normal wear and tear, including repairing flat tires when required;
- b. Ensuring all vehicles are equipped with a serviceable spare tire on a rim compatible with the vehicle, with tools required to change a tire;
- c. Changing worn tires;
- d. Towing, if necessary, the vehicle from the point of vehicle breakdown to the Contractor's repair facility; and
- e. Scheduled maintained such as oil changes.

4.8 Inspection on Delivery. The Contractor must allow the vehicle to be inspected by the TA or an appointed member of the CAF upon delivery and note all condition issues and damages on vehicle Delivery Inspection Sheet. The TA shall not accept any vehicle that is not in a good state of repair. The TA or Representative reserves the right to amend the Vehicle Delivery Inspection Sheet for any latent problems defects or concealed damage within the first ten (10) days of delivery. The TA and the Contractor shall sign duplicate copies of the Vehicle Delivery Inspection Sheet which shall be retained for use upon return of the vehicles at the termination or completion of the contract.

4.9 Vehicle Mileage Rates. Vehicles are to be provided with unlimited mileage.

5. ADMINISTRATION/SPECIAL INSTRUCTIONS

5.1 Fuel Level on Delivery. The Contractor will ensure that the fuel tanks of all vehicles are full upon delivery to CAF personnel.

5.2 CAF Personnel under 25 Years of Age. CAF personnel under 25 years of age will be allowed to drive rental vehicles as long as they are driving on authorized Canadian government/Canadian military business. A surcharge will be allowed as shown in Annex B - Basis of Payment.

5.3 Traffic Tickets. CAF personnel are responsible to pay the appropriate ticketing agency for any parking fines or traffic tickets they receive during the rental period. In the event that fines have not been paid, the Contractor must invoice the CAF for traffic tickets received as a result of offenses caused by the CAF or its personnel while operating the rental vehicle (i.e. speeding tickets and parking tickets). An administrative fee may be applied as per agreed charges.

5.4 Vehicle Keys. The Contractor will provide one set of keys for each vehicle with access to a second or replacement set within 12 hours. Any unreturned keys will be subject to a lost key/replacement key charge.

5.5 The CAF shall be responsible for:

- a. The provision of fuel throughout the duration of the contract after the initial delivery of requested vehicles;
- b. Providing qualified operators for the vehicles listed in para 2.1;
- c. Using the rental vehicles for their intended use to include but not limited to traveling to place of duty, restaurants, and professional development and physical fitness activities.
- d. Identifying vehicles any driver under the age of 25 will be assigned to drive;
- 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; and
- f. Ensuring that the fuel tanks of all vehicles are full upon return to the Contractor.

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Client Ref. No. - N° de réf. du client

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Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

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 daily rate per vehicle with unlimited mileage for the duration of the Contract.

- All prices are in US dollars,
- Applicable taxes are extra

All other fees must be included in the daily rate: Airport Concession Recovery Fee, Energy Recovery Fee, or any other fees or surcharges, if applicable.

The under 25 years of age driver surcharge will not be included in the financial evaluation.

Type of Vehicle	Pickup Date	Drop-off Date	Number of Days	Number of Computed days	Number of Vehicles	Daily Rate USD	CDW Daily	Total Estimated Value including CDW before taxes
Mid-size car	13 Jun	11 Aug	59		2			
Minivan	13 Jun	11 Aug	59		6			
Cargo Panel Van	13 Jun	11 Aug	59		1			
2 Ton Cube Van	14 Jun	18 Aug	4		2			
Mid-size car	17 Jun	10 Aug	54		7			
Minivan	17 Jun	10 Aug	54		2			
Cargo Panel Van	17 Jun	10 Aug	54		2			
Mid-size car	24 Jun	07 Aug	44		2			
Full Size Pickup	24 Jun	07 Aug	44		1			
Mid-size car	25 Jun	05 Aug	41		20			
Minivan	25 Jun	05 Aug	41		7			
Minivan	25 Jun	07 Aug	43		1			
Full-size Pickup	25 Jun	07 Aug	43		2			
Mid-size car	27 Jun	05 Aug	39		4			
Minivan	27 Jun	05 Aug	39		4			
Mid-size car	27 Jun	04 Aug	38		4			
Mid-size car	01 Jul	06 Aug	36		3			
Mid-size car	01 Jul	04 Aug	34		10			

Type of Vehicle	Pickup Date	Drop-off Date	Number of Days	Number of Computed days	Number of Vehicles	Daily Rate USD	CDW Daily	Total Estimated Value including CDW before taxes
Minivan	01 Jul	04 Aug	34		9			
Mid-size car	05 Jul	04 Aug	30		11			
Minivan	05 Jul	04 Aug	30		3			
Minivan	07 Jul	18 Jul	11		1			
SUV	09 Jul	24 Jul	15		3			
2 Ton Cube Van	07 Aug	10 Aug	3		2			

TOTAL COST RENTAL CARS: _____

Taxes / Fees (if applicable): _____

TOTAL COST: _____

Additional Charges if applicable:	Daily Surcharge per Driver:
Drivers under 21 years of age	
Drivers between 21 and 24 years of age	

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- Direct Deposit (Domestic and International);
- Wire Transfer (International Only);