



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 877-558-2349
 Bid E-mail Address:
soumissionsest-bidseast@pc.gc.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Kouchibouguac, NB

Title: Vehicle Rentals, Forillon National Park	
Solicitation No.: 5P300-23-0289/A	Date: February 16, 2024
Client Reference No.: N/A	

Solicitation Closes: At: 2:00 PM On: March 14, 2024	Time Zone: EST
--	---------------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Lyne McDonald	
Telephone No.: 506-744-1818	Fax No.: N/A
Email Address: lyne.mcdonald@pc.gc.ca	
Destination of Goods, Services, and Construction: Parks Canada Agency 1501 blvd Forillon, Gaspé QC G4X 6M1	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Email Address:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is soumissionsest-bidseast@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsest-bidseast@pc.gc.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 877-558-2349.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Requirement

This requirement is for the rental of different categories of vehicles for a period of 4 to 6 months.

The requirement is detailed under Article 6.2 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.

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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](#) (2023-06-08), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 877-558-2349.

The only acceptable email address for responses to bid solicitations is soumissionsest-bidseast@pc.gc.ca.

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2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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.

2.4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Québec.

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

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. 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.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B.

Section II: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2. Basis of Selection

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

If there are no bidders able to provide all vehicles, **multiple contracts will be awarded on an item by item lowest evaluated price basis.**

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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 specified 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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex C to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex D to Part 5 of the Bid Solicitation** prior to contract award.

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5.2.3. 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](#) website.

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.

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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. Requirement

The Contractor must provide the items detailed under the "Requirement" 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](#) (2022-12-01), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar 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 a contract amendment.

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6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Lyne McDonald
Contracts & Procurement Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
186 route 117, Kouchibouguac, NB E4X 2P1

Telephone: 506-744-1818

E-mail address: lyne.mcdonald@pc.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.

6.5.2. Project Authority

The Project Authority for the Contract is:

***** to be provided at contract award *****

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.

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6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** *SACC Manual clause A3025C to be inserted at contract award, if applicable* ***

6.7. Payment

6.7.1. Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ _____ (to be inserted at contract award). Customs duties are included and 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.

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6.7.2. Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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.

6.8. 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. Invoices must be distributed as follows:
 - a. Invoices must be forwarded electronically to the Project Authority for certification and payment.

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.

of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 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) The general conditions [2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. Vehicles – Long Term Lease

1. The Contractor must not insure the risks to Canada arising from the use or operation of vehicles leased by Canada on a long-term basis (over 30 days) except where Provincial law makes it mandatory for the Contractor to insure any leased vehicles. Where Provincial law makes it mandatory to insure a leased vehicle, the Contractor must obtain insurance coverage in respect of the vehicle supplied under the lease, and a copy or evidence of such insurance is to be provided to Canada.
2. Canada may decide not to purchase Collision, All Perils or Comprehensive insurance. The option that must be chosen by Canada when renting a vehicle must depend on the applicable [Treasury Board Risk Management Policy](#).
3. In the event of an accident that is self-insured by Canada (as Lessee), Canada must obtain a written estimate for the repairs and, in consultation with the Contractor (as Lessor), must decide where the repairs are to be performed. If the Contractor decides to have the damage repaired at another place and the cost of said repairs is higher than the estimate obtained by Canada, Canada must only pay the lesser amount. Further, if the Contractor decides that the vehicle is to be repaired at a place other than the place Canada chooses, the Contractor must be responsible to pay transport costs of the vehicle to the alternate location.
4. When a rental vehicle is in a disabling accident, all rental charges must cease on said vehicle.

6.13. Division of Responsibilities – Vehicles Rental

Unless otherwise stated in the Contract, the following applies:

1. For the purposes of this clause,
 - a. The term "Lease" refers to the Contract resulting from a call-up, by which the Contractor (as Lessor) grants Canada (as Lessee), for the term specified in the call-up, the right to possess, use and enjoy the vehicle specified in the call-up. The lease will be an operating and closed end type of lease, and will not convey ownership of the vehicle to Canada nor create any obligation on Canada to purchase the vehicle at lease expiry.
 - b. The term "Normal Wear and Tear" refers to the natural amount of deterioration, which can be expected over the term of the lease and include:
 - i. tire wear, paint chips and minor scratches that do not extend to the base metal;
 - ii. all paint scratches and paint wear and minor dents to interior, top rails and tailgates of pick-up trucks;
 - iii. paint chips caused by stones thrown by the wheels of the vehicles;
 - iv. frayed or stretched emergency brake cables;
 - v. interior wear of vehicles not including holes, burns or tears of interior surfaces;
 - vi. interior wear of trucks including all paint scratches; and
 - vii. tire wear and damage, provided that the tires meet provincial safety standards.

Removal of decals or signage and any resultant paint repairs are not considered normal wear and tear and will be chargeable as a repair.

2. The Contractor is responsible for:

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- a. Delivery of the vehicle to the designated dealer closest to the area identified in the call-up;
 - b. Pre-servicing the vehicle in the normal way for customer delivery;
 - c. Supplying one full tank of fuel with the vehicles delivered;
 - d. Ensuring each vehicle delivered has the following equipment and accessories:
 - i. two ignition keys
 - ii. vehicle jack
 - iii. wheel wrench
 - iv. all minimum features as detailed in the applicable *Government Motor Vehicle Ordering Guide* and specifications;
 - e. Oil, fluids and lubricants between and including routine oil changes;
 - f. Replacement of tires covered by the tire manufacturer's normal warranty. (Replacement tires will be to original equipment specifications with the same life, standard and quality.);
 - g. All Warranty Servicing: "Warranty servicing" means the supply of parts normally provided by the manufacturer's warranty together with the labour necessary to install such parts. The warranty service must be made available at any dealer for the make of vehicle leased, within Canada; and
 - h. Inspecting the vehicle upon its return to the designated dealer for any damages.
3. Canada is responsible for:
- a. Supply of fuel during the lease period;
 - b. Washing the vehicle;
 - c. Maintenance in accordance with Contractor's published maintenance schedule for the vehicle;
 - d. Ordinary tire repairs due to road hazards and replacement due to normal wear and tear, as required. (Replacement tires will be to original equipment specifications with the same life, standard and quality.);
 - e. Providing written notification to the Contractor, five (5) business days before the end of the lease, that the vehicle will be returned to the closest Contractor's dealer;
 - f. Returning the vehicle with one full tank of fuel;
 - g. Ensuring that all original manufacturers' components of the returned vehicle are in working condition; and
 - h. Fines for traffic violations, including unlawful parking issued to representatives of Canada during the lease period.

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4. Loss, damage, repairs

- a. Canada is responsible for loss and damage to the vehicle (including damage to optional equipment not requested but accepted by Canada) during the lease period and caused or contributed to by negligence or carelessness of representatives of Canada and recorded to the extent that the loss or damage is not the result of normal wear and tear. Loss or damage due to theft but not due to negligence of Canada will be self-underwritten by Canada.
- b. If a vehicle is returned to the Contractor at the end of the lease in damaged condition, the Contractor must provide to Canada within five (5) business days after the return of the vehicle, a written estimate for the cost of repairs or replacement of the loss to the authorized representative of Canada identified in the call-up document. Repair work must be in accordance with industry standard.
- c. Canada reserves the rights to obtain, through a third party, its own estimates for the identified repairs to validate the Contractor's estimate.
- d. Once the cost of repairs is agreed to by both parties, the Contractor will invoice Canada for the agreed amount. The Contracting Authority will resolve disagreements.
- e. If Canada decides to repair damage to a vehicle during the lease period, Canada will notify the Contractor before proceeding with the repairs. Both parties must agree to the repairs.

5. General

Where Canada requests the Contractor to plate the vehicle, an administration charge up to a maximum of \$25 may apply.

6.14. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.15. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.16. Vehicle 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 will upgrade, at the same rate as the reserved vehicle, to the next available category; or provide a similar vehicle from another rental agency at the same rate as that of the reserved vehicle.

The Contractor will not charge for the period (to the nearest half day) that the vehicle was disabled.

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

ANNEX A

REQUIREMENT

Vehicle Rental

Parks Canada requires 37 vehicle rentals for a period of four (4) to six (6) months.

Delivery dates vary from vehicle to vehicle, but the lease period will begin in April.

Parks Canada's rental needs, accessories included, are as follows:

1. 5 compact cars:

- Summer tires
- Two keys

2. 1 4X4 quarter-ton truck (e.g., Chevrolet Colorado):

- Summer tires
- Two car keys
- Back-up alarm
- Rear window protection

3. 16 half-ton, 5 passenger, 4X4 trucks with extended cab and short box:

- Summer tires
- Two keys
- Back-up alarm
- Side step
- Two-inch trailer hitch
- Protective mesh on rear window (Deezee model)

4. 3 cargo vans (e.g., Van Savana):

- Summer tires
- Two keys
- Back-up alarm
- Protective mesh required.

5. 6 compact SUVs (e.g., Ford Escape):

- Summer tires
- Two keys
- No Jeep Patriots
- Hybrid SUV is suggested.

Solicitation No.:
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Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

6. 2 3/4T 4X4, single-cab truck, with 8 ft. long covered box 5 passenger

- Summer tires
- Two keys
- Back-up alarm
- Side step
- Two-inch trailer hitch (including electrical wiring and electrical brake installed and operational)
- Protective mesh on rear window (Deezee model)

7. 1 mid-vehicle

- Summer tires
- Two keys

8. 3 minivans (e.g., Dodge Grand Caravan)

- Summer tires
- Two keys

- The rentals for all vehicles must have unlimited mileage.
- Vehicles must not be older than 3 years old.
- Vehicles must be delivered to and picked up from 1501 boul. de Forillon, Gaspé, QC G4X 6M1
- Longer-term rentals may be required for 2024-2025. (As well as the options years)
- Photos of the vehicles are to be provided by the Contractor to the Project Authority prior to vehicle acceptance.

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

ANNEX B

BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (b) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (c) Total Combined Evaluated Estimated Bid Price Calculation:
 - a. For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table C.
- (d) **If there are no bidders able to provide all vehicles, multiple contracts will be awarded on an item by item lowest bid basis.**
- (e) Bidders should submit prices to include **unlimited mileage** on all vehicles;

A. Contract Period – Contract award date to March 31, 2025

A. Required Services – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
A.1	Compact Car (2024-04-29 to 2024-08-16)	Per Day	\$	110	\$
A.2	Compact Car (2024-04-29 to 2024-08-16)	Per Day	\$	110	\$
A.3	Compact Car (2024-05-27 to 2024-08-30)	Per Day	\$	96	\$
A.4	Compact Car (2024-04-29 to 2024-10-11)	Per Day	\$	166	\$
A.5	Compact Car (2024-04-29 to 2024-10-11)	Per Day	\$	166	\$
A.6	4X4 quarter-ton compact truck – (2024-05-06 to 2024-09-27)	Per Day	\$	145	\$

Solicitation No.:
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Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

A.7	½ tonne, 5 passenger, 4X4 truck compact (2024-04-29 to 2024-08-30)	Per Day	\$	124	\$
A.8	½ tonne, 5 passenger, 4X4 truck compact (2024-06-17 to 2024-10-11)	Per Day	\$	117	\$
A.9	½ tonne, 5 passenger, 4X4 truck compact (2024-06-17 to 2024-09-20)	Per Day	\$	96	\$
A.10	½ tonne, 5 passenger, 4X4 truck compact (2024-04-29 to 2024-10-11)	Per Day	\$	166	\$
A.11	½ tonne, 5 passenger, 4X4 truck compact (2024-04-29 to 2024-09-20)	Per Day	\$	147	\$
A.12	½ tonne, 5 passenger, 4X4 truck compact (2024-04-29 to 2024-09-27)	Per Day	\$	154	\$
A.13	½ tonne, 5 passenger, 4X4 truck compact (2024-05-20 to 2024-10-11)	Per Day	\$	145	\$
A.14	½ tonne, 5 passenger, 4X4 truck compact (2024-04-29 to 2024-09-27)	Per Day	\$	152	\$
A.15	½ tonne, 5 passenger, 4X4 truck compact (2024-06-03 to 2024-09-27)	Per Day	\$	117	\$
A.16	½ tonne, 5 passenger, 4X4 truck compact (2024-05-20 to 2024-09-06)	Per Day	\$	110	\$
A.17	½ tonne, 5 passenger, 4X4 truck compact (2024-05-06 to 2024-10-11)	Per Day	\$	159	\$
A.18	½ tonne, 5 passenger, 4X4 truck compact (2024-05-06 to 2024-09-27)	Per Day	\$	145	\$
A.19	½ tonne, 5 passenger, 4X4 truck compact (2024-06-03 to 2024-09-27)	Per Day	\$	117	\$
A.20	½ tonne, 5 passenger, 4X4 truck compact (2024-06-03 to 2024-09-27)	Per Day	\$	110	\$

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

A.21	½ tonne, 5 passenger, 4X4 truck compact (2024-06-03 to 2024-09-20)	Per Day	\$	117	\$
A.22	½ tonne, 5 passenger, 4X4 truck compact (2024-04-29 to 2024-09-27)	Per Day	\$	152	\$
A.23	Compact SUV (2024-05-27 to 2024-10-04)	Per Day	\$	131	\$
A.24	Compact SUV (2024-05-27 to 2024-10-04)	Per Day	\$	131	\$
A.25	Compact SUV (2024-05-27 to 2024-10-04)	Per Day	\$	131	\$
A.26	Compact SUV (2024-05-27 to 2024-10-11)	Per Day	\$	138	\$
A.27	Compact SUV (2024-05-27 to 2024-10-11)	Per Day	\$	138	\$
A.28	Compact SUV (2024-05-20 to 2024-10-11)	Per Day	\$	145	\$
A.29	Mini-Van (2024-04-29 to 2024-09-20)	Per Day	\$	145	\$
A.30	Mini-Van (2024-05-20 to 2024-09-20)	Per Day	\$	124	\$
A.31	Mini-Van (2024-05-20 to 2024-10-11)	Per Day	\$	145	\$
A.32	Mid-vehicle (2024-04-29 to 2024-09-27)	Per Day	\$	152	\$
A.33	Extended Van with 3/4t high roof (2024-04-22 to 2024-11-01)	Per Day	\$	194	\$
A.34	Extended Van with 3/4t high roof (2024-05-06 to 2024-09-27)	Per Day	\$	145	\$
A.35	Extended Van with 3/4t high roof (2024-05-20 to 2024-10-25)	Per Day	\$	159	\$
A.36	¾ tonne, 5 passenger, 4X4 truck, crew cab (2024-06-03 to 2024-10-25)	Per Day	\$	145	\$
A.37	¾ tonne, 5 passenger, 4X4 truck, crew cab (2024-04-29 to 2024-10-11)	Per Day	\$	166	\$
(A)	TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

B. Option Period 1 – April 1, 2025 to March 31, 2026

B. Required Services – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
B.1	Compact Car (2025-04-28 to 2025-08-15)	Per Day	\$	110	\$
B.2	Compact Car (2025-04-28 to 2025-08-15)	Per Day	\$	110	\$
B.3	Compact Car (2025-05-26 to 2025-08-29)	Per Day	\$	96	\$
B.4	Compact Car (2025-04-28 to 2025-10-10)	Per Day	\$	166	\$
B.5	Compact Car (2025-04-28 to 2025-10-10)	Per Day	\$	166	\$
B.6	4X4 quarter-ton compact truck (2025-05-05 to 2025-09-26)	Per Day	\$	145	\$
B.7	½ tonne, 5 passenger, 4X4 truck compact (2025-04-28 to 2025-08-29)	Per Day	\$	124	\$
B.8	½ tonne, 5 passenger, 4X4 truck compact (2025-06-16 to 2025-10-10)	Per Day	\$	117	\$
B.9	½ tonne, 5 passenger, 4X4 truck compact (2025-06-16 to 2025-09-19)	Per Day	\$	96	\$
B.10	½ tonne, 5 passenger, 4X4 truck compact (2025-04-28 to 2025-10-10)	Per Day	\$	166	\$
B.11	½ tonne, 5 passenger, 4X4 truck compact (2025-04-28 to 2025-09-19)	Per Day	\$	147	\$
B.12	½ tonne, 5 passenger, 4X4 truck compact (2025-04-28 to 2025-09-26)	Per Day	\$	154	\$

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

B.13	½ tonne, 5 passenger, 4X4 truck compact (2025-05-19 to 2025-10-10)	Per Day	\$	145	\$
B.14	½ tonne, 5 passenger, 4X4 truck compact (2025-04-28 to 2025-09-26)	Per Day	\$	152	\$
B.15	½ tonne, 5 passenger, 4X4 truck compact (2025-06-02 to 2025-09-26)	Per Day	\$	117	\$
B.16	½ tonne, 5 passenger, 4X4 truck compact (2025-05-19 to 2025-09-05)	Per Day	\$	110	\$
B.17	½ tonne, 5 passenger, 4X4 truck compact (2025-05-05 to 2025-10-10)	Per Day	\$	159	\$
B.18	½ tonne, 5 passenger, 4X4 truck compact (2025-05-05 to 2025-09-26)	Per Day	\$	145	\$
B.19	½ tonne, 5 passenger, 4X4 truck compact (2025-06-02 to 2025-09-26)	Per Day	\$	117	\$
B.20	½ tonne, 5 passenger, 4X4 truck compact (2025-06-02 to 2025-09-19)	Per Day	\$	110	\$
B.21	½ tonne, 5 passenger, 4X4 truck compact (2025-06-02 to 2025-09-26)	Per Day	\$	117	\$
B.22	½ tonne, 5 passenger, 4X4 truck compact (2025-04-28 to 2025-09-26)	Per Day	\$	152	\$
B.23	Compact SUV (2025-05-26 to 2025-10-03)	Per Day	\$	131	\$
B.24	Compact SUV (2025-05-26 to 2025-10-03)	Per Day	\$	131	\$
B.25	Compact SUV (2025-05-26 to 2025-10-03)	Per Day	\$	131	\$
B.26	Compact SUV (2025-05-26 to 2025-10-10)	Per Day	\$	138	\$
B.27	Compact SUV (2025-05-26 to 2025-10-10)	Per Day	\$	138	\$
B.28	Compact SUV (2025-05-19 to 2025-10-10)	Per Day	\$	145	\$

Solicitation No.:
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Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

B.29	Mini-Van (2025-04-28 to 2025-09-19)	Per Day	\$	145	\$
B.30	Mini-Van (2025-05-19 to 2025-09-19)	Per Day	\$	124	\$
B.31	Mini-Van (2025-05-19 to 2025-10-10)	Per Day	\$	145	\$
B.32	Mid-vehicle (2025-04-28 to 2025-09-26)	Per Day	\$	152	\$
B.33	Extended Van with 3/4t high roof (2025-04-21 to 2025-10-31)	Per Day	\$	194	\$
B.34	Extended Van with 3/4t high roof (2025-05-05 to 2025-09-26)	Per Day	\$	145	\$
B.35	Extended Van with 3/4t high roof (2025-05-19 to 2025-10-24)	Per Day	\$	159	\$
B.36	¾ tonne, 5 passenger, 4X4 truck, (2025-06-02 to 2025-10-24)	Per Day	\$	145	\$
B.37	¾ tonne, 5 passenger, 4X4 truck, crew cab (2025-04-28 to 2025-10-10)	Per Day	\$	166	\$
(B)	TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

C. Option Period 2 – April 1, 2026 to March 31, 2027

C. Required Services – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
C.1	Compact Car (2026-04-27 to 2026-08-14)	Per Day	\$	110	\$
C.2	Compact Car (2026-04-27 to 2026-08-14)	Per Day	\$	110	\$
C.3	Compact Car (2026-05-26 to 2026-08-28)	Per Day	\$	96	\$

Solicitation No.:
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Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

C.4	Compact Car (2026-04-27 to 2026-10-09)	Per Day	\$	166	\$
C.5	Compact Car (2026-04-27 to 2026-10-09)	Per Day	\$	166	\$
C.6	4X4 quarter-ton compact truck (2026-05-04 to 2026-09-25)	Per Day	\$	145	\$
C.7	½ tonne, 5 passenger, 4X4 truck compact (2026-04-27 to 2026-08-28)	Per Day	\$	124	\$
C.8	½ tonne, 5 passenger, 4X4 truck compact (2026-06-15 to 2026-10-09)	Per Day	\$	117	\$
C.9	½ tonne, 5 passenger, 4X4 truck compact (2026-06-15 to 2026-09-18)	Per Day	\$	96	\$
C.10	½ tonne, 5 passenger, 4X4 truck compact (2026-04-27 to 2026-10-09)	Per Day	\$	166	\$
C.11	½ tonne, 5 passenger, 4X4 truck compact (2026-04-27 to 2026-09-18)	Per Day	\$	147	\$
C.12	½ tonne, 5 passenger, 4X4 truck compact (2026-04-27 to 2026-09-25)	Per Day	\$	154	\$
C.13	½ tonne, 5 passenger, 4X4 truck compact (2026-05-18 to 2026-10-09)	Per Day	\$	145	\$
C.14	½ tonne, 5 passenger, 4X4 truck compact (2026-04-27 to 2026-09-25)	Per Day	\$	152	\$
C.15	½ tonne, 5 passenger, 4X4 truck compact (2026-06-01 to 2026-09-25)	Per Day	\$	117	\$
C.16	½ tonne, 5 passenger, 4X4 truck compact (2026-05-18 to 2026-09-04)	Per Day	\$	110	\$
C.17	½ tonne, 5 passenger, 4X4 truck compact (2026-05-04 to 2026-10-09)	Per Day	\$	159	\$
C.18	½ tonne, 5 passenger, 4X4 truck compact (2026-05-04 to 2026-09-25)	Per Day	\$	145	\$

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

C.19	½ tonne, 5 passenger, 4X4 truck compact (2026-06-01 to 2026-09-25)	Per Day	\$	117	\$
C.20	½ tonne, 5 passenger, 4X4 truck compact (2026-06-01 to 2026-09-18)	Per Day	\$	110	\$
C.21	½ tonne, 5 passenger, 4X4 truck compact (2026-06-01 to 2026-09-25)	Per Day	\$	117	\$
C.22	½ tonne, 5 passenger, 4X4 truck compact (2026-04-27 to 2026-09-25)	Per Day	\$	152	\$
C.23	Compact SUV (2026-05-25 to 2026-10-02)	Per Day	\$	131	\$
C.24	Compact SUV (2026-05-25 to 2026-10-02)	Per Day	\$	131	\$
C.25	Compact SUV (2026-05-25 to 2026-10-02)	Per Day	\$	131	\$
C.26	Compact SUV (2026-05-25 to 2026-10-09)	Per Day	\$	138	\$
C.27	Compact SUV (2026-05-25 to 2026-10-09)	Per Day	\$	138	\$
C.28	Compact SUV (2026-05-18 to 2026-10-09)	Per Day	\$	145	\$
C.29	Mini-Van (2026-04-27 to 2026-09-18)	Per Day	\$	145	\$
C.30	Mini-Van (2025-05-19 to 2025-09-19)	Per Day	\$	124	\$
C.31	Mini-Van (2026-05-18 to 2026-10-09)	Per Day	\$	145	\$
C.32	Mid-vehicle (2026-04-27 to 2026-09-25)	Per Day	\$	152	\$
C.33	Extended Van with 3/4t high roof (2026-04-20 to 2026-10-30)	Per Day	\$	194	\$
C.34	Extended Van with 3/4t high roof (2026-05-04 to 2026-09-25)	Per Day	\$	145	\$
C.35	Extended Van with 3/4t high roof (2026-05-18 to 2026-10-23)	Per Day	\$	159	\$

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

C.36	¾ tonne, 5 passenger, 4X4 truck, crew cab (2026-06-01 to 2026-10-23)	Per Day	\$	145	\$
C.37	¾ tonne, 5 passenger, 4X4 truck, crew cab (2026-04-27 to 2026-10-09)	Per Day	\$	166	\$
(C)	TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

D. Total Evaluated Bid Price

Item	Description	Bid Price
(A)	Contract Period – Contract award date to March 31, 2025 SUB-TOTAL EVALUATED BID PRICE	\$
(B)	Option Period 1 – April 1, 2025 to March 31, 2026 SUB-TOTAL EVALUATED BID PRICE	\$
(C)	Option Period 2 – April 1, 2026 to March 31, 2027 SUB-TOTAL EVALUATED BID PRICE	\$
(D)	TOTAL EVALUATED BID PRICE Sum of Bid Price(s)	\$

Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

ANNEX C TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

Declaration

I, _____, (*name*)

_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature: _____

Date: _____

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

ANNEX D TO PART 5 OF THE BID SOLICITATION

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 (<input type="checkbox"/>) No (<input type="checkbox"/>)

If so, the Bidder must provide the following information, for all FPS 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

Solicitation No.:
5P300-23-0289/A

Amendment No.:
00

Contracting Authority:
Lyne McDonald

Client Reference No.:
N/A

Title:
Vehicle Rentals, Forillon National Park

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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.