

SIN 532112
Leasing of Passenger Cars, SUVs, Vans, and Light Trucks
Requirements

A. NOTICE TO ALL OFFERORS

The following optional equipment is not permitted:

- Sunroof,
- Full leather interior
- Navigation systems
- DVD-Video Systems
- Audio/radio systems beyond, AM/FM/CD/MP3 with 3.5 mm jack or USB port
- Special paint
- Custom wheels
- Conversion vans
- After market equipment up fit.

No Law Enforcement sedans, SUVs or Pickup Trucks are permitted

For Pick Up Trucks: Crew & Club Cab variants are acceptable as well as short or long pick-up truck beds; 2 wheel and 4 wheel drive variants, as well as gasoline, E-8 or diesel power trains are acceptable.

No luxury brands are acceptable

For SUV vehicles: AWD, 2 wheel and 4 wheel drive trains are acceptable.

B. RETURN EQUIPMENT

1. Thirty (30) days prior to the expiration or termination of orders against this contract, the lessee will contact the lessor to determine whether the equipment should be returned to the same place where delivery was accomplished or to a destination mutually agreeable to both parties.
2. The contractor shall be responsible for performing an appraisal as to the condition of each piece of equipment prior to its removal from Government custody and shall furnish to the agency/department a copy signed and dated by both the Government representative and the contractor of each appraisal report. The agencies/departments will assume full responsibility for reconditioning the equipment, excluding normal wear and tear as defined below, at its expense. The agency/department will not be responsible for damage not listed on the appraisal report. What do I do if I receive notification of a recall on my leased vehicle? Most leases require you to respond to the recall notice and have the repair made by the manufacturer's representative. Not responding to the recall may affect your warranty coverage or the excessive wear-and-tear charges at the end of the lease
3. Equipment will be returned to the Contractor for this inspection not later than five (5) days after termination or expiration of the contract period for that equipment.
4. For purposes of any lease entered into under any orders against the contract awarded under this solicitation, normal wear and tear is defined as those dents, dings, paint chips, scratches, pitted, but not cracked windshields and interior wear such as soiled carpets and seats normally accrued to a motor equipment used in both rural and metropolitan areas over a period of 12 to 36 months. In any event, the agency department's liability for reconditioning equipment acquired as a result of this solicitation shall be limited to replacement of glass and exterior trim, repair to body damage attributable to collision only

SIN 532112
Leasing of Passenger Cars, SUVs, Vans, and Light Trucks
Requirements

and repair of interior damage such as cut, or burnt materials, as well as mechanical repairs.

C. OPERATION AND MAINTENANCE

The individual agencies/departments shall keep and maintain each piece of equipment in normal operating condition. Each agency shall be responsible for the performance of all service, maintenance, and repair (except as covered by the basic manufacturer's warranty) required for the continued validation as the equipment warranty. The various agencies/departments shall furnish all gasoline and oil necessary for the operation of each equipment according to the manufacturer's specification and shall furnish any and all other maintenance or service desired which is not specifically the obligation of the Contractor.

D. DEFINITIONS

Define Unique Lease Terms: All terms and conditions pertaining to Government leases must be defined and disclosed in lease agreement provided to a Government customer.

Federal Standard: Federal Vehicle Standards are created yearly to provide technical and related information regarding vehicle models acceptable for use by the Government. A full listing of the Federal Standards and models covered under them can be found here:

<https://vehiclestd.fas.gsa.gov/>

SP 800-87 Code: Special Publication 800-87 (SP 800-87) is a published list of organizational codes created under Homeland Security Presidential Directive 12 (HSPD-12) created to ensure the interoperable use of identity credentials to allow physical and logical access to Federal government locations and systems. For the purposes of Schedule 751, the codes listed in SP 800-87 are to be used for the identification of Government customers utilizing leasing services under this Schedule as vendors fulfill reporting requirements detailed in the solicitation document.

E. DESCRIPTION OF WORK

The Contractor shall provide vehicle leasing and related services to assist the Government in meeting its vehicle needs.

F. SCOPE & COMPLEXITY

Provide a full range of services necessary to satisfy ordering agencies' vehicle lease requirements. The Government is seeking services that industry normally accords to commercial customers.

Be capable of providing services for ordering agencies with multiple organizational levels and geographic locations nationwide and/or worldwide as specified in the Scope of the Contract clause

Be capable of handling multiple task orders simultaneously.

F. REQUIREMENTS

SIN 532112
Leasing of Passenger Cars, SUVs, Vans, and Light Trucks
Requirements

The Contractor shall:

Provide vehicle leasing services as ordered by agencies and specified herein.

Ensure that its staff maintains any generally required professional certification, accreditation, license, bond, and proficiency relative to their area of expertise. The Contractor shall retain documentation of such records. The Government will not pay for expenses to meet this requirement.

Provide the same level of service provided to commercial/corporate customers.

Any lease agreements must be approved in advance by the GSA Contracting Officer and be made a part of this contract. Any proposed lease agreement must include terminology as follows: In the event of a conflict between this and the GSA Schedule contract, the terms of the GSA Schedule contract shall govern.

H. GSA REPORTING REQUIREMENTS

The Contractor shall provide the GSA Contracting Officer with a quarterly report that details each ordering agency's vehicle lease expenditures for the given report period, and provide a cumulative total across all agencies serviced, by type of vehicle leased. Please note, the Government operates on a fiscal year basis of October 1 through September 30 of each year. The report is due by the 15th calendar day after the end of each report period (i.e., due January 15, April 15, July 15, and October 15).

The information shall be provided in an electronic commercial format readable in Microsoft Office and emailed to ontheroad@gsa.gov subject: Quarterly Vehicle Leasing Report, By Agency, or at GSA's option, through an automated reporting tool provided by the GSA or third party as designated by GSA. All GSA reporting is at no additional cost to the Government.

Data fields to be reported are:

- SP 800-87 Code
- Agency Name
- Description of Services
- Dollar Value