

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet ARCTIC LIGHT OVER-SNOW VEHICLES	
Solicitation No. - N° de l'invitation W8476-133770/B	Date 2012-05-17
Client Reference No. - N° de référence du client W8476-133770	
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-597-60491	
File No. - N° de dossier hs597.W8476-133770	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-27	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bourassa, Chantal	Buyer Id - Id de l'acheteur hs597
Telephone No. - N° de téléphone (819) 956-6763 ()	FAX No. - N° de FAX (819) 956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFSD MONTREAL 6363 RUE NOTRE DAME ST E. MONTREAL Quebec H1N2E9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into seven (7) parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The attachments include the Annex A - Pricing, the purchase description, and the technical information questionnaire.

2. Summary

The Department of National Defence has a requirement to purchase fifty five (55) Sled Self Propelled Light Duty and related items in accordance with the Purchase Description for Sled Self Propelled Light Duty ECC 140315 NSN 2350-51-878-7901 and as described at Annex A - Pricing.

The delivery at CFSD Montreal, Quebec, should be made for July 26, 2012 because the vehicles could be loaded on a ship for onward shipment by Canada to Resolute Bay, Nunavut..

This procurement is subject to the Nunavut Land Claims Agreement.

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The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement, the North American Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Peru Free Trade Agreement and the Agreement on Internal Trade.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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*

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (02/03/12) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 05.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: "Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation."

Insert: "Bids will remain open for acceptance for a period of not less than ninety (90) calendar days from the closing date of the bid solicitation."

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. 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.

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **seven (7)** calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

First page of the Request for Proposal signed by the bidder or an authorized representative of the Bidder (1 signed copy)

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications and Additional Information (1 hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria

under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

1. Substitutes and Alternatives

Bidders may propose substitutes and alternatives where "shall^(E)" is indicated in the technical requirement description (Purchase Description/Statement of Requirement/Statement of Work).

1. Substitutes and alternatives that are equivalent in form, fit, function and performance will be considered for acceptance by the Technical Authority where the Bidder:

- (a) Clearly identifies a substitute and/or an alternative;
- (b) Designates the brand name, model and/or part number of the substitute and/or of the product, where applicable;
- (c) States that the substitute product is fully interchangeable with the item specified in the technical requirement description;
- (d) Provides complete specifications and brochures, where applicable;
- (e) Provides compliance statements that include technical details showing the substitute and/or the alternative meet all technical requirements specified in the technical requirement description; and
- (f) Clearly identifies those areas in the technical requirement description and in the brochures that support the substitute and/or the alternative compliance with the technical requirements.

2. Substitutes and alternatives offered as equivalent in form, fit, function and performance will not be considered for acceptance by the Technical Authority if:

- (a) The bid fails to provide all of the information requested to allow the Technical Authority to fully evaluate the evaluate the equivalency; or
- (b) The substitute and/or the alternative fail to meet or fail to exceed the technical requirements specified in the technical requirement description.

3. In conducting the evaluation of bids, Canada may, but will have no obligation to request the bidder offering a substitute and/or an alternative, to provide a copy of the alternative standard and to demonstrate, at the bidder's sole cost, that it is equivalent to the technical requirement.

Section II: Financial Bid

Bidders must submit their bid in accordance with the Basis of Payment specified in Part 7 and at Annex A - Pricing.

1. SACC Manual Clauses

1.1 Exchange Rate Fluctuation

1. Unless otherwise specified in the bid solicitation, bids must be in Canadian currency.
2. Bidders may request Canada to assume the risk for exchange rate fluctuation. This request must be specifically made at time of bidding.
3. The foreign currency component is defined as the element of the price that will be directly affected by exchange rate fluctuations. It could include the net price FOB foreign manufacturer's plant, costs associated with applicable duty, excise tax, Goods and Services Tax or Harmonized Sales Tax, if applicable, entry fees, transportation costs or delivery charges payable in a foreign currency, and any other charges associated with being the importer of record if they originated from and are required to be paid in a foreign currency.
4. The foreign value of the foreign currency component of the bid or negotiated price must be provided before contract award. Form PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments, may be used for this purpose. If milestone payments are proposed, it is recommended to indicate on the above form the foreign currency component associated with each milestone event.
5. All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing, or such other date as may be specified in the bid solicitation, will be applied as the initial conversion factor for the specified currency. (Column 3 of the above form will be completed by the Contracting Authority.)
6. Rates proposed by bidders will not be accepted for the purposes of this exchange rate adjustment provision.
7. If there are two (2) identical bids, and provided that the bid selected would still be considered the most advantageous to Canada, preference will be given to the Bidder who assumes all or part of the exchange rate adjustment risk over a bidder who does not assume any of this risk. Furthermore, preference will be given to the Bidder who assumes all of the exchange rate adjustment risk over a bidder who assumes only part of this risk.
8. Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada or, as applicable, in accordance with one of the following clauses: C3015C, C3020C, C3025C, or C3030C.

Section III: Certifications and Additional Information

1. Certifications

Bidders must submit the certifications required under Part 5.

2. Additional Information

Canada requests that bidders submit the following information:

2.1 Delivery

2.1.1 Firm Quantity

Item 001 to 25 CFSD Montreal, Quebec

While delivery of fifty-five (55) Sled Self Propelled Light Duty to be delivered at CFSD Montreal should be made for July 26, 2012 because the vehicles could be loaded on a ship for onward shipment by Canada, the best delivery that could be offered is as follows:

Item 001 – fifty-five (55) Sled Self Propelled Light Duty and related items will be delivered within _____ weeks/calendar days from the effective date of the contract.

2.2 Supplier Contacts

Name and telephone number of the person responsible for:

General enquiries

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

2.3 After Sales Service

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 50 kilometres.

Item 001 - Resolute Bay, Nunavut

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Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____

Address: _____

Telephone number: _____

2.4 Manufacturer's Standard Warranty Period

Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the vehicle/equipment and its component that exceeds the minimum warranty period of **twelve (12) months**. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for component/sub-assemblies will form part of the proposed contract.

2.5 Extended Warranty Period

Canada requests that the Bidder indicate if an extended warranty period is being offered that exceeds the minimum warranty period of twelve (12) months.

If yes, Canada requests that the Bidder provide details and pricing information of any extended warranty period available for the vehicle/equipment and any related items.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Evaluation Criteria

Bids must be completed in full and provide all technical information requested in the bid solicitation, the Technical Information Questionnaire and the Purchase Description by the bid closing date and time to enable a full and complete evaluation.

1.1.2 Bidders must submit with their bid the completed Technical Information Questionnaire(s) (attached).

A check mark must be added in the appropriate box of the Technical Information Questionnaire. Bidders should provide additional explanation to support their technical compliance.

1.1.2.1 Bidders proposing substitutes and/or alternatives must meet the following criteria: Bidders proposing substitutes and/or alternatives product must submit with their bid all the information as detailed in Part 3, Section 1 Substitutes and alternative to be considered for evaluation of a substitute and/or an alternative and to demonstrate their technical compliance to confirm form, fit, function and performance of these substitutes and/or alternatives.

1.1.2.2 Bidders must provide proof of compliance of the vehicle/equipment performance as detailed in the Purchase Description.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Evaluation Criteria

1.2.1.1 Bids must be completed in full and provide all financial information requested in the bid solicitation and at Annex A - Pricing by the bid closing date and time to enable a full and complete evaluation.

Any extended warranty period offered will not be included in the financial evaluation and further negotiations may be required.

1.2.1.2 Prices must be evaluated in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, Incoterms 2000 for the optional quantity, Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra.

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2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

(a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;

(b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

There is no security requirement associated with the requirement.

2. Financial Capability

SACC Reference	Title	Date
A9033T	Financial Capability	16/05/11

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

The Contractor must deliver fifty-five (55) Sled Self Propelled Light Duty and related items, in accordance with the Purchase Description for Sled Self Propelled Light Duty ECC 140315 NSN 2350-51-878-7901, dated April 2012, and at Annex A - Pricing.

This procurement is subject to the Nunavut Land Claims Agreement.

1.1 Technical Changes, Substitutes and Alternatives

Any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function and performance. Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the substitute or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

2. 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2030 (02/03/12), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

At Section 22, Warranty

Delete paragraphs 2, 3 and 4 in their entirety and replace with the following:

“2. In the event of a defect or non-conformance in any part of the Work during the warranty period, the Contractor, at the request of Canada to do so, must initiate corrective measures within two (2) working days and complete the repair, replacement or otherwise make good within a reasonable length of time at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract. If the Contractor fails to

initiate corrective measures within the 2 day period and complete the repair, replacement or otherwise make good within a reasonable length of time or has no repair facilities in the immediate vicinity (within 100 kilometres) of the specified delivery destinations (consignees), Canada reserves the right to make such repairs and be reimbursed by the Contractor at the rate of \$103.91 per hour for labour and the cost for replaced parts.

3. The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs. In the event of a warranty dispute with a component manufacturer, the Contractor must be held responsible for all warranty coverage.”

4. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant pursuant to subsection 3. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location directed by Canada.”

3. Security Requirement

There is no security requirement associated with the requirement.

4. Term of Contract

4.1 Delivery Date

Delivery of the vehicle/equipment must be made as follows:

Firm Quantity

Item 001 to 25 CFSD Montreal, Québec - The delivery of fifty-five (55) Sled Self Propelled Light Duty and related items will be delivered within **to be inserted by PWGSC** weeks/calendar days from the effective date of the contract.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Chantal Bourassa
Supply Officer
Public Works and Government Services Canada

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Acquisitions Branch

LEFTD - HS Division

Place du Portage, Phase III, 7B1

Gatineau, Quebec K1A 0S5

Telephone: 819-956-6763

Facsimile: 819-956-5227

E-mail address: chantal.bourassa@pwgsc-tpsgc.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.

5.2 Procurement Authority

The Procurement Authority for the contract is:

To be inserted by PWGSC

DLP _____

National Defence Headquarters

Mgen. George R. Pearkes Building

101 Colonel By Drive

Ottawa, Ontario K1A 0K2

Telephone: _____

Facsimile: _____

E-mail address: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Technical Authority

The Technical Authority for the Contract is:

To be inserted by PWGSC

National Defence Headquarters

Mgen. George R. Pearkes Building

101 Colonel By Drive

Ottawa, Ontario K1A 0K2

Telephone: _____

Solicitation No. - N° de l'invitation

W8476-133770/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs597

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

W8476-133770

File No. - N° du dossier

hs597W8476-133770

CCC No./N° CCC - FMS No/ N° VME

Facsimile: _____

E-mail address: _____

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.4 Contractor's Representative

General enquiries

Name: To be inserted by PWGSC

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up

Name: To be inserted by PWGSC

Telephone No. _____

Facsimile No. _____

E-mail address: _____

5.5 After Sales Service

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Item 001 - Resolute Bay, Nunavut

Distance between the delivery location and the dealer and/or agent: **to be inserted by PWGSC**
km

Name: _____

Address: _____

Telephone number: _____

6. Payment

6.1 Basis of Payment

6.1.1 Firm Quantity

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000 including Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax/Harmonized Sales Tax extra.

6.2 SACC Manual Clauses

SACC Reference	Title	Date
C2000C	Taxes - Foreign-based Contractor	30/11/07
C6000C	Limitation of Price	16/05/11
H1001C	Multiple Payments	12/05/08

6.3 Exchange Rate/Payment on Delivery

- The price in Canadian currency includes the foreign currency component in respect of goods, services or both originating outside Canada, as detailed in form PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments.
- The price must be adjusted to reflect the exchange rate in effect and applied by Canada Border Services Agency (CBSA) on the date of importation, but only in respect of the foreign currency component detailed in the above form.
- No price adjustment directly resulting from the application of the provisions contained in this clause will be applied for increases or decreases in the exchange rate within a variation of: plus or minus 2 percent of the exchange rate(s) mentioned above; or plus or minus \$100 of the total cumulative amount claimed for exchange rate adjustment under the Contract.
- On each invoice or claim for payment submitted under the Contract, the Contractor must indicate the exchange rate adjustment amount (either upward, downward or no change) as a separate item. In addition, the invoice must be accompanied by a copy of CBSA Form B3-3, Canada Customs Coding Form, for the imported goods, services or both.
- Canada will have the right to audit any revision to costs and prices under this clause.

7. Invoicing

7.1 Invoicing Instructions

- The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified on the invoice is completed.
- Invoices must be distributed as follows:

(a) The original must be forwarded to the Procurement Authority to the following address for certification and payment.

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention: DLP _____

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

(c) One (1) copy must be forwarded to the consignee.

7.2 Holdback

Canada will apply a ten (10) percent holdback on the total price of each vehicle/equipment on any due payment of the said vehicle/equipment.

For item 001 release of the holdback (10%) is conditional upon receipt and certified acceptance by DND of the said vehicle/equipment and related items such as the vehicle manuals, operator's manual, preventive maintenance replacement parts kit list, warranty letter(s), list of special tools and safety recalls and servicing data.

8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. 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 2030 (02/03/12) General Conditions - Higher Complexity - Goods;
- (c) Annex A - Pricing;

(d) Purchase Description for Sled Self Propelled Light Duty, ECC 140315, NSN 2350-51-878-7901, dated April 2012;

(e) The Contractor's bid dated **(to be inserted by PWGSC)** _____, as amended **(to be inserted by PWGSC)** _____.

11. SACC Manual Clauses (as applicable)

SACC Reference	Title	Date
A9006C	Defence Contract	12/05/08
C2800C	Priority Rating	16/05/11
C2801C	Priority Rating - Canadian Contractors	16/05/11
D5510C	Quality Assurance Authority - (DND) - Canadian Based Contractor	16/05/11
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	11/01/10
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	16/08/10
D5604C	Release Document (DND) - Foreign Based Contractor	12/12/08
D5605C	Release Documents (DND) - United States-based Contractor	11/01/10
D5606C	Release Documents (DND) - Canadian-based Contractor	30/11/07

12. Inspection and Acceptance

The Technical 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 Purchase Description 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.

13. Preparation for Delivery

If delivery can be made prior to 26 July 2012, the vehicles will be factory PDI'D, with the fuel stabilized for sea transit.

If delivery is after 26 July 2012, then the vehicles must be factory PDI'D, then purged of fluids prior to final crating and delivery to 25 CFSD. The Contractor must prepare a purge certificate for each vehicle destined for 25 CFSD Montreal.

Crating must be of sufficient strength to enable three row stacking of crates.

14. Shipping Instructions - Delivery at Destination (Firm Quantity)

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... named place of destination) as specified below. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified below. The consignee may refuse shipments when prior arrangements have not been made.

Item 001 - 25 CFSD Montreal

The contact person at destination is: **to be inserted by PWGSC**. The goods must be delivered to **to be inserted by PWGSC**.

15. Release Documents - Distribution

The Contractor must prepare the release documents and distribute them as follows:

- (a) Copy 1: mail to consignee marked: "Attention: Receipts Officer";
- (b) Copies 2 and 3: with shipment (in a waterproof envelope) to the consignee;
- (c) Copy 4: to the Contracting Authority;
- (d) Copy 5: to:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2

Attention: DLP _____

- (e) Copy 6: to the Quality Assurance Representative;
- (f) Copy 7: to the Contractor;
- (g) Copy 8: all non-Canadian contractors to:

DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2

16. Post-Contract Award Meeting

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

17. Progress Reports

The Contractor must prepare and submit a monthly progress report electronically to the Procurement Authority, Technical Authority and Contracting Authority.

The Contractor must answer the following questions:

- (i) Is the delivery of the vehicle/equipment and related items on schedule?
- (ii) Is this requirement free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

18. Insurance Requirements

The Contractor must comply with the insurance requirements specified herein. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

19. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract.

The interest of Canada as additional insured should read as follows: Canada, represented by the department of National Defence and/or Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

20. Vehicle Safety

Each vehicle supplied pursuant to the Contract must meet the applicable provisions of the Motor Vehicle Safety Act, S.C. 1993, c. 16, and the applicable regulations that are in force on the date of its manufacture.

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

hs597

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

W8476-133770

CCC No./N° CCC - FMS No/ N° VME

ANNEX A - PRICING

Item 001 – Sled Self Propelled Light Duty (Firm Quantity)

The Contractor must deliver fifty-five (55) Sled Self Propelled Light Duty and related items such as vehicle manuals, preventive maintenance replacement parts kit list, warranty letter(s), list of special tools and safety recalls and servicing data, in accordance with the attached Purchase Description for Sled Self Propelled Light Duty, ECC 140315, NSN 2350-51-878-7901, dated April 2012.

Firm lot price of \$_____ per vehicle/equipment Delivered Duty Paid at **25 CFSD Montreal, Quebec**, in accordance with Part 7 Basis of Payment.

Manufacturer: _____ Model: _____

Item 002 – Extended Warranty Period

If the warranty period is extended for an additional period of _____ months/calendar days, the Contractor will be paid a firm unit price of \$_____ per vehicle/equipment, Goods and Services Tax or the Harmonized Sales Tax extra.



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

PURCHASE DESCRIPTION

FOR

SLED

SELF PROPELLED

LIGHT DUTY

ECC 140315

NSN 2350-51-878-7901

APRIL 2012

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1. INSTRUCTIONS

- 1.1 Scope** - This document covers, sleds, self propelled, light duty. The purposes of these vehicles are to fill the requirement at each Command Areas to include the North (Resolute Bay).
- 1.2 Instructions** - The following instructions apply to this Purchase Description:
- a. Requirements, which are identified by the word “*shall*”, are mandatory. Deviations will not be permitted;
 - b. Requirements identified by “*shall(E)*” are mandatory. The Technical Authority will consider substitutes/alternatives for acceptance as an Equivalent;
 - c. Requirements identified with a “*will*” define actions to be performed by Canada and require no action/obligation on the Contractor’s part;
 - d. Where “*shall*”, “*shall(E)*”, or “*will*” are not used, the information provided is for guidance only;
 - e. In this document “provided” shall mean “provided and installed”;
 - f. Where technical certification is required, a copy of the certification or an acceptable proof of compliance shall be provided upon request;
 - g. Metric measurements shall be used to define the requirement. Other measurements are for reference only and may not be exact conversions; and
 - h. Dimensions stated as nominal shall be treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.
- 1.3 Definitions** - The following definitions apply to the interpretation of this Purchase Description:
- a. “Technical Authority” - The government official responsible for technical content of this requirement;
 - b. “Equivalent” - A standard, means, or component type, which has been accepted by the Technical Authority as meeting the specified requirements for form, fit, function and performance; and

- c. “Proof of Compliance” - A document such as a brochure, a third party test report, a report generated by third party software, or a certificate of attestation signed by a senior representative of the Original Equipment Manufacturer (such as a certified engineer) indicating the performance and/or feature specified.

2. APPLICABLE DOCUMENTS

2.1 Government Furnished Documents - NOT APPLICABLE

2.2 **Other Publications** - The following documents form part of this Purchase Description. Web sites for the organization are given when available. Effective documents are those in effect on date of manufacture. Sources are as shown:

- a. SAE Handbook

Society of Automotive Engineers Inc.
400 Commonwealth Dr.,
Warrendale, PA, 15096
<http://www.sae.org>

3. REQUIREMENTS

3.1 **Standard Design** – The vehicle/equipment shall:

- a. Be the latest model from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle for at least 1 year;
- b. Have engineering certification available, upon demand, for this application from the original manufacturer of major equipment systems and assemblies;
- c. Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture; and
- d. Have system and component capacities not greater than their published ratings (i.e. product or component brochures) or accompanied by proof of compliance.

3.2 **Operating Conditions** – The vehicle/equipment, under all load conditions, shall operate safely and efficiently as follows without appreciable degradation in reliability and maintainability:

- a. **Towing capacity** – The vehicle/equipment shall be capable of being operated with passenger while towing a minimum load of 200 kg;
- b. **Weather** - The vehicle/equipment shall operate under the extremes of weather found in Canada in temperatures ranging from -40 to 10° C (-40 to 50° F);
- c. **Terrain** - The vehicle/equipment shall be capable of being operated off-road (e.g. construction sites, open fields and snow covered trails). Terrain conditions shall include winter operations on deep snow and ice.

3.3 Safety Regulations – The vehicle should comply with applicable Canadian Federal safety regulations.

3.4 Human Engineering and Safety – The following applies:

- a. All systems and controls should be safe and easy to use by a full range of operators (5th percentile female to 95th percentile male), in general accordance with SAE J833 (ISO 3411) and SAE J898 (ISO 6682).
- b. Safety devices such as warning plates, instruction plates, non-slip surfaces, grab handles and heat shields should be provided, where required, to ensure safe operation.

3.5 Vehicle Delivery Condition –The vehicle shall be delivered to destination in a fully operational condition (serviced and adjusted) and both the interior and exterior shall be cleaned. If the vehicle requires assembly at destination, the Contractor shall be responsible for all manpower and equipment to perform assembly. The consignee will provide the area required for assembly. For shipment verification, all items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose with the equipment, shall be listed on the shipping certificate or to an attached packing note.

3.6 Dimensions – The following shall be provided:

- a. A minimum rear suspension travel of 300 mm;
- b. A minimum track length of 3400 mm;
- c. A minimum track width of 380 mm.
- d. Maximum overall width of vehicle 12,200 mm.

4. CHASSIS AND POWER TRAIN SYSTEMS

4.1 Engine Systems – The following applies:

- a.** The engine displacement shall be at least 500 cc;
- b.** The engine shall be liquid cooled;
- c.** The engine shall have a minimum of two (2) cylinders;
- d.** The engine shall be a 2-stroke engine;
- e.** Exhaust pipe and spark arresting muffler shall be provided;
- f.** Fuel type shall be unleaded gasoline.

4.2 Fuel Tank – The following applies:

- a.** A minimum 38 liters fuel tank capacity shall be provided;
- b.** Fuel tank cap should indicate the use of gasoline fuel;
- c.** Fuel tank and/or fuel tank cap shall(*E*) indicate the level of fuel in the tank.

4.3 Transmission – the following applies:

- a.** A minimum of one forward and one reverse gear shall be provided.

4.4 Brakes – The following shall be provided:

- a.** Hydraulic disc brake;
- b.** A parking brake.

5. BODY SYSTEMS

5.1 Body Features – The following shall be provided:

- a.** Rear cargo box/rack behind the seat;

- b. Wide skis with plastic liners and carbide runners.
- c. Rear passenger support leg.

5.2 Seating and Driver/Passenger Compartment – The following shall be provided:

- a. A seat in a 2-up style for two (2) adults dressed in heavy clothing;
- b. A backrest for the passenger.
- c. A tall windshield;
- d. Mirrors on each side of the vehicle;
- e. Heated throttle lever and grips.

5.3 Controls and Instruments – The following applies:

- a. Electrical starting with manual recoil back-up shall be provided;
- b. Speedometer shall be provided;
- c. Fuel gauge shall be provided;
- d. Gear indicator shall be provided. The gear indicator shall be, as a minimum, markings on and/or a decal next to the gear selector lever; and
- e. A tether switch to turn off the engine and/or to stop the vehicle in the event that the operator falls off during operation shall be provided.

6. ELECTRICAL SYSTEMS – The following shall be provided:

- a. Heavy-duty maintenance-free battery;
- b. A 12V outlet in the driver/passenger compartment.

7. MISCELLANEOUS

7.1 Special Equipment – The following shall be provided:

- a. A storage cover;
- b. A rear mounted hinged hitch plate.
- c. Snowmobile Dolly set shall have;
 - i. Set of three roller pieces ;

- ii. Minimum 1500 lbs loading capacity
- iii. Surface made of heavy duty rust-resistance steel.
- iv. Maximum weight 15lbs.
- v. Minimum set of four (4) 360 degree hard rubber Swivel casters per ski for each three(3) pieces .

7.2 Color – The following applies:

- a. The color of external surfaces shall be a bright color as per Manufacturer's standard color.

7.3 Tools – The following applies:

- a. A basic tool kit shall be provided with each vehicle;
- b. The tools shall be stored in heavy cotton Canvas bag and shall include, as a minimum, tools specific to the vehicle for roadside maintenance.

7.4 Identification Plate – The following information shall be provided as a minimum, permanently marked and in a conspicuous and protected location:

- Manufacturer;
- Model;
- Model year;
- Serial number;
- Gross Vehicle Weight Rating (GVWR);
- NATO Stock Number (NSN);
- Equipment Configuration Code (ECC);
- Contract number.

7.5 Equipment Location and Layout – Location and layout for unique components shall be subject to review and acceptance by the Technical Authority.

8. INTEGRATED LOGISTIC SUPPORT – The Contractor is required to ensure that spare parts required to properly maintain and repair completed vehicles are available for purchase for a period of 5 years.

8.1 Documentation with each vehicle – The Contractor shall provide following documents:

- a. **Vehicle Manuals** –The following manuals shall be provided:

- i. **Operator's Manuals** – Operator's Manuals shall be provided in a bilingual format or as 2 manuals in a single binder (one English, one French). Operator's Manual(s) shall be supplied in paper format. The Operator's Manual shall include:
 - Instructions for the safe operation of the vehicle;
 - Daily operator maintenance instructions/checks (including lubrication);
 - Safety warnings: and
 - Hand signals (as necessary).

- b. **Warranty Letter** – A paper copy of the completed bilingual Warranty Letter with each vehicle shipped in the approved format. The Contractor shall send a copy of the Warranty Letter, in electronic format, to the Technical Authority for each vehicle, at shipment. Designated warranty providers shall honour the warranty letter.

8.2 Documentation/Items to the Technical Authority – The Contractor shall provide 15 sets of the following documents to the Technical Authority:

- a. **Vehicle Manuals** – The Technical Authority shall be provided with all manuals required for the safe operation, maintenance and repair of the vehicles and all sub-systems, attachments, components and accessories included in the vehicle supplied. The following manuals shall be provided:
 - i. **Parts Manuals** – The Parts Manuals shall be in English (French translation is desirable). The Parts Manuals shall include:
 - Illustrations showing all components of the vehicle including equipment and accessories from other manufacturers that is supplied for the requirements of the contract. The illustrations shall have numbers for the itemization of the parts;
 - A listing for all itemized manufacturer's parts showing the manufacturer's part number of the illustration, the part name and a brief description of the item; and
 - Cross reference relating the manufacturer part number to the correct figure and item number.

 - ii. **Maintenance (Shop Repair) Manuals** - The Maintenance (Shop Repair)

Manual shall be in English (French translation is desirable). The Maintenance (Shop Repair) Manuals shall include:

- A trouble shooting guide, showing the steps and tests required to determine the exact cause of a problem and an explanation of what steps would be required to correct a problem;
- A listing of the necessary tolerances, torque levels, fluid volumes required and a section listing any special tools (including item part numbers);
- Information on the order of disassembly and assembly of the systems and components of the vehicle; and
- Complete electrical diagrams.

iii. **Manuals on CD/DVD-ROM** - A copy of the manuals on CD/DVD-ROM *shall* be provided, if available. This shall include all the manuals provided in clauses i, ii, and iii above. For usability, CD/DVD-ROM shall not require password and/or Internet connection to be accessed. Operator's manuals shall also be supplied in paper format.

Notes: In the event that the manuals are not available at time of shipment, provisional manuals shall accompany the vehicle/equipment. Provisional manuals shall be clearly identified with the word "**PROVISIONAL**". Provisional manuals shall be replaced with approved manuals to all shipping locations within 30 calendar days of receipt of approval of manuals.

b Preventive Maintenance Replacement Parts Kit List - A list of parts needed to perform preventive maintenance on one vehicle for six (6) months period or equivalent amount of hours. A complete change of all filters and filter elements shall be included. The list will be reviewed, amended (if required) and approved by the Technical Authority. The list shall include the following elements:

- i. Part description;
- ii. Original Equipment Manufacturer Part number;
- iii. Suggested quantity; and
- iv. Unit cost.

c List of Special Tools - The Contractor shall provide a list detailing the special tools required for the vehicle that would not be included in a mechanics toolbox. This

would include items such as special wrenches, or extraction devices and special diagnostic tools;

d Safety Recalls and Servicing Data – The following information is required to be provided to all customer locations, on a continuing basis, throughout the life expectancy of the vehicle or for no less than 5 years:

- v. Safety Recalls; and
- vi. Manufacturers technical Service Bulletins, or equivalent.

NOTE: This service can be made available as an Internet Service.

e Brochures – Up-to-date brochures and other applicable information for each make/model/configuration shall be supplied to the Technical Authority.



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

TECHNICAL INFORMATION QUESTIONNAIRE

(To be typed)

This questionnaire covers technical information, which shall be provided for evaluation of the vehicle/equipment offered. The questionnaire shall be filled in, or at least signed, by an authorized technical representative

The Contractor shall provide to the Technical Authority bilingual technical documentation with pictures of the vehicle/equipment to support the claims made in the Technical Information Questionnaire. This documentation may be in the form of a brochure / technical specifications sheet of the product/equipment offered.

Where a company is unsure if their vehicle / equipment / product / system complies, they shall provide a complete explanation.

NOTE: IT IS THE BIDDERS RESPONSIBILITY TO CLARIFY OUTSTANDING TECHNICAL ISSUES, BY WRITTEN REQUEST, TO THE CONTRACTING AUTHORITY PRIOR TO BID SUBMISSION.

Company name: _____

Name of the Authorized Representative: _____

Title of the Authorized Representative: _____

Signature of the Authorized Representative: _____

Manufacturer's name: _____

3. REQUIREMENTS

3.1 Standard Design – Complies? Yes No

- a. Make: _____
Model: _____
Model Year: _____
Length of time this model in production/sold commercially _____ years

Comments: _____

3.2 Operating Conditions – the equipment, under all load conditions, shall operate safely and efficiently as follows without appreciable degradation in reliability and maintainability:

- a. **Towing capacity** – A minimum load of 200 kg. Yes No
- b. **Weather** - Temperatures ranging from -40 to 10° C. Yes No
- c. **Terrain** – As described. Yes No

Comments: _____

3.3 Safety Regulations – Complies? Yes No

Comments: _____

3.4 Human Engineering and Safety – Complies? Yes No

Comments: _____

3.5 Vehicle Delivery Condition – Complies? Yes No

Comments: _____

3.6 Dimensions – The following shall be provided:

- a. Vehicle has a minimum rear suspension travel of 300 mm. Yes No
- b. Vehicle has a minimum track length of 3400 mm. Yes No
- c. Vehicle has a minimum track width of 380 mm. Yes No
- d. Maximum overall width of 12,200mm. Yes No

Comments: _____

4. CHASSIS AND POWER TRAIN SYSTEMS

4.1 Engine Systems – The following applies:

- a. Engine displacement is at least 500 cc. Yes No
- b. Engine is liquid cooled. Yes No
- c. Engine has at least two (2) cylinders. Yes No
- d. Engine is a 2-stroke engine. Yes No
- e. Exhaust pipe and a spark arresting muffler are provided. Yes No
- f. Engine fuel type is unleaded gasoline. Yes No

Comments: _____

4.2 Fuel Tank - The following applies:

a. Fuel tank has a minimum capacity of 38 liters. Yes No

c. Fuel tank and/or fuel tank cap indicated the fuel level. Yes No

Comments: _____

4.3 Transmission – The following shall be provided:

a. Transmission has a minimum of one forward and one reverse gear. Yes
No

Comments: _____

4.4 Brakes – The following shall be provided:

a. Vehicle has hydraulic disc brakes. Yes No

b. Vehicle is equipped with a parking brake. Yes No

Comments: _____

5. BODY SYSTEMS

5.1 Body Features – The following shall be provided:

a. Rear cargo box/rack behind the seat. Yes No

b. Wide skis with plastic liners and carbide runners. Yes No

c. Rear passenger support leg. Yes No

Comments: _____

5.2 Seating and Driver/Passenger Compartment - The following shall be provided:

- a. A seat as described. Yes No
- b. A backrest for the passenger Yes No
- c. A tall windshield. Yes No
- d. Mirrors on each side of the vehicle. Yes No
- e. Heated throttle lever and grips. Yes No

Comments: _____

5.3 Controls and Instruments – The following applies:

- a. Electrical starting with manual recoil back-up. Yes No
- b. Speedometer. Yes No
- c. Fuel gauge. Yes No
- d. Gear indicator. Yes No
- e. Tether switch as described. Yes No

Comments: _____

6. ELECTRICAL SYSTEMS – The following shall be provided:

- a. Heavy-duty maintenance-free battery. Yes No
- b. 12V outlet in the driver/passenger compartment. Yes No

Comments: _____

7. MISCELLANEOUS

7.1 Special Equipment – The following shall be provided:

- a. A storage cover. Yes No
- b. A rear mounted hinged hitch plate. Yes No
- c-i Dollies are set of three roller pieces. Yes No
- c-ii Dollies Capacity is minimum 1500lbs Yes No
- c-v Dollies each have 4 swivel caster wheel Yes No

Comments: _____

7.2 Color – Complies? Yes No

Comments: _____

7.3 Tools – The following shall be provided:

- a. A basic tool kit with each vehicle. Yes No
- b. Tool Kit bag made of Heavy cotton Canvas Yes No

Comments: _____

7.4 Identification Plate – Complies? Yes No

Comments: _____

8. INTEGRATED LOGISTIC SUPPORT

8.1 Documentation with each vehicle – Complies? Yes

No

Comments: _____

8.2 Documentation/Items to the Technical Authority – Complies? Yes

No

Comments: _____
