

**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**

<b>Title - Sujet</b> LAWN MOWER, FRONT MOUNTED	
<b>Solicitation No. - N° de l'invitation</b> W8476-134000/A	<b>Date</b> 2012-08-21
<b>Client Reference No. - N° de référence du client</b> W8476-134000	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-604-61053	
<b>File No. - N° de dossier</b> hs604.W8476-134000	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-10-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bertrand(hs604), Alain	<b>Buyer Id - Id de l'acheteur</b> hs604
<b>Telephone No. - N° de téléphone</b> (819) 956-4025 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5227
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> <div>Specified Herein Précisé dans les présentes</div>	

**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

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

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## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefing

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period

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

1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Contract Award

### **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

1. Security Requirement
2. Financial Capability

### **PART 7 - RESULTING CONTRACT CLAUSES**

1. Requirement
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities

Solicitation No. - N° de l'invitation

W8476-134000/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs604

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8476-134000

hs604W8476-134000

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6. Payment
7. Invoicing
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses
12. Inspection and Acceptance
13. Preparation for Delivery
14. Shipping Instructions - Delivery at Destination (Firm quantity)
15. Shipping Instructions (Option Quantity)
16. Insurance Requirements
17. Commercial General Liability Insurance
18. Vehicle Safety

## **Attachments**

Annex A - Pricing

Purchase Description

Technical Information Questionnaire

Consent to a criminal record verification (PWGSC-TPSGC 229)

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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, 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, the technical information questionnaire and Consent to a criminal record verification (PWGSC-TPSGC 229).

### **2. Summary**

The Department of National Defence has a requirement to purchase three (3) front mounted diesel driven lawn mowers and related items, including familiarization instruction/training, in accordance with the Purchase Description Lawn Mowers, DED, Front Mounted, dated 2012-07-06, and as described at Annex A - Pricing.

The requirement includes an option to purchase up to two (2) front mounted diesel driven lawn mowers and related items to be exercised within twelve (12) months from the effective date of the contract.

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The requirement is subject to the provisions of the 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.

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## 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 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 (2012-07-11) 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.

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## **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 8.5 x 11 inch (216 mm x 279 mm) 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<sup>(E)</sup>" 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.

## 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. Bidders should complete Annex A and submit it with their bid.

## 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

While delivery of the equipment/vehicle is requested by 28 February 2013, the best delivery that could be offered is as follows:

Item 001 – three (3) front mounted diesel driven lawn mowers and related items will be delivered within \_\_\_\_\_ weeks/calendar days from the effective date of the contract.

### 2.1.2 Optional Quantity

The best delivery that could be offered is as follows:

Item 002 - If an option is exercised, up to two (2) front mounted diesel driven lawn mowers and related items will be delivered within \_\_\_\_\_ weeks/calendar days.

## 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 100 kilometres.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

## 2.4 Manufacturer's Standard Warranty Period

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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.

Any extended warranty period offered will not be included in the financial evaluation.

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## **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. Bidders must provide all technical information requested in the bid solicitation, the Technical Information Questionnaire and the Purchase Description with their bid.

**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.

**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. Additional explanation must be provided to support their technical compliance such as, but not limited to, brochures, technical literature and specifications.

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Evaluation Criteria**

**1.2.1.1** Bids must be completed in full. Bidders must provide all financial information requested in the bid solicitation and at Annex A - Pricing with their bid.

**1.2.1.2** The prices of the bid must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for the firm quantity and FCA Free Carrier at Contractor's Canadian facility or the Contractor's Canadian Distribution Point, 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.

Solicitation No. - N° de l'invitation

W8476-134000/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs604

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

W8476-134000

File No. - N° du dossier

hs604W8476-134000

CCC No./N° CCC - FMS No/ N° VME

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### **1.2.1.3 Aggregate Evaluated Price**

Bids will be evaluated on an aggregate price basis for the firm quantity, the optional quantity and familiarization instructions/training (option).

## **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 aggregate 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. Code of Conduct Certifications - Consent to a Criminal Record Verification

#### 1.1 Bidders must submit with their bid, by the bid solicitation closing date:

(a) a complete list of names of all individuals who are currently directors of the Bidder;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

For information purposes an electronic copy of the Consent to a Criminal Record Verification can be found at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

### 2. 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.

#### 2.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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;

(d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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



Solicitation No. - N° de l'invitation

W8476-134000/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs604

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8476-134000

hs604W8476-134000

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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**  
A9033T

**Title**  
Financial Capability

**Date**  
2012-07-16

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## 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 three (3) front mounted diesel driven lawn mowers and related items, including familiarization instruction/training, in accordance with the Purchase Description Lawn Mowers, DED, Front Mounted, dated 2012-07-06, and at Annex A - Pricing.

An option is included to purchase up to two (2) vehicles and related items to be exercised within twelve (12) months from the effective date of the contract.

#### 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.

#### 1.2 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described herein under the same conditions and at the prices and or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The option may be exercised at the discretion of Canada in whole or in part or in more than one occasion, up to the maximum quantity identified herein.

The Contracting Authority may exercise the option within twelve (12) months after contract award by sending a written notice to the Contractor.

The Contractor must advise the Technical Authority and Contracting Authority of any design updates that could affect the procurement of additional vehicles/equipment.

### 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 Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

## 2.1 General Conditions

2030 (2012-07-16), 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 – three (3) front mounted diesel driven lawn mowers and related items must be delivered within **to be inserted by PWGSC** weeks/calendar days from the effective date of the contract.

## Optional Quantity

Item 002 - If the option is exercised, up to two (2) front mounted diesel driven lawn mowers and related items must be delivered within **to be inserted by PWGSC** weeks/calendar days after an option is exercised.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alain Bertrand  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
LEFTD - HS Division  
Place du Portage, Phase III, 7B1  
Gatineau, Quebec K1A 0S5  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 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: \_\_\_\_\_  
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:

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.

#### 6.1.2 Optional 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, FCA Free Carrier, at Contractor's Canadian facility or the Contractor's Canadian distribution point, 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	2007-11-30
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12

### 6.3 Exchange Rate/Payment on Delivery

1. 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.

2. 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.

3. 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.

4. 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.

5. Canada will have the right to audit any revision to costs and prices under this clause.

## **7. Invoicing**

### **7.1 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 on the invoice is completed.

2. 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 - Firm quantity, release of the holdback (10%) is conditional upon receipt and certified acceptance by DND of the said vehicle/equipment and related items such as familiarization instruction/training, the vehicle manuals, data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and initial parts kits.

For item 002 - optional quantity, 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, data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and initial parts kits.

Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and paid under the previous invoice.

- (a) The original invoice for the holdback must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.
- (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.

## **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 (2012-07-16) General Conditions - Higher Complexity - Goods;



(c) Annex A - Pricing;

(d) Purchase Description for Lawn Mowers, DED, Front Mounter, dated 2012-07-06;

(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	2012-07-16
C2800C	Priority Rating	2011-05-16
C2801C	Priority Rating - Canadian Contractors	2011-05-16
D5545C	ISO 9001:2008 Quality Management Systems - Requirements (QAC C)	2010-08-16

## 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 it's 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

1. The vehicle/equipment shall be serviced, adjusted and delivered in condition for immediate use. The interior and exterior shall be clean when it arrives at the delivery destination.

2. All vehicles/equipment are to be delivered by appointment only. Any attempt by the carrier to deliver the vehicles/equipment without an appointment may be refused. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable, to pay for any additional costs.

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

### **15. Shipping Instructions (Optional Quantity)**

1. Delivery will be FCA Free Carrier at the Contractor's Canadian facilities or the Contractor's Canadian Distribution Point, Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3. **(The DND Inbound Logistics Coordination Center will be identified if the option is exercised.)**

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:

- (a) the Contract number;
- (b) consignee address (for multiple addresses, items must be packaged and labeled separately with each consignee address);
- (c) description of each item;
- (d) the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
- (e) actual weight and dimensions of each piece type, including gross weight;
- (f) full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian Dangerous Goods Shipping Regulations, and a copy of the materiel safety data sheet.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labeling, and the marking of each piece with a Transportation Control Number.

5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.

7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

## **16. 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.

## **17. 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.

## **18. 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.

## ANNEX A - PRICING

### Item 001 – Front mounted diesel driven lawn mowers (**Firm Quantity**)

The Contractor must deliver three (3) front mounted diesel driven lawn mowers and related items such as vehicle manuals, data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and Initial Parts Kits including familiarization instruction/training, in accordance with the attached Purchase Description Lawn Mowers, DED, Front Mounter, dated 2012-07-06.

Firm lot price of \$\_\_\_\_\_ per vehicle/equipment Delivered Duty Paid at CFB Edmonton, Edmonton, AB in accordance with Part 7 Basis of Payment.

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

### Item 002 – Front mounted diesel driven lawn mowers (**Optional Quantity**)

If this option is exercised, the Contractor must deliver up to two (2) front mounted diesel driven lawn mowers and related items such as vehicle manuals, data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and Initial Parts Kits, excluding familiarization instruction/training, in accordance with the attached Purchase Description Lawn Mowers, DED, Front Mounter, dated 2012-07-06.

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Firm lot price of \$\_\_\_\_\_ per vehicle/equipment, FCA Free Carrier at Contractor's Canadian facility or Contractor's Canadian distribution point as detailed in Part 7 Basis of Payment.

### Item 003 - Familiarization Instruction/Training (**Option**)

If this option is exercised, the Contractor must provide up to two (2) familiarization instruction/training, in accordance with the attached Purchase Description for Lawn Mowers, DED, Front Mounter, dated 2012-07-06.

Firm unit price of \$\_\_\_\_\_ Goods and Services Tax or the Harmonized Sales Tax extra.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Solicitation No. - N° de l'invitation

W8476-134000/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs604W8476-134000

Buyer ID - Id de l'acheteur

hs604

CCC No./N° CCC - FMS No/ N° VME

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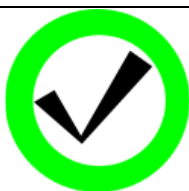
All travel must have the prior authorization of the Technical Authority Authority. All payments are subject to government audit.

All travel and living expenses incurred in the performance of the work outside Canada will be the Contractor's responsibility.

#### **Item 004 – 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.

2012-07-06



**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**

**LAWN MOWERS, DED, FRONT MOUNTED**

**1. SCOPE**

1.1 **Scope** - This purchase description covers the requirements for a range of front mounted rotary blade lawn mowers.

1.2 **Instructions** - The following instructions **shall** be used to interpret this specification:

- (a) Requirements, which are identified by the word "**shall**", are mandatory. Deviations will not be permitted;
- (b) Requirements identified by "**shall**<sup>(B)</sup>" 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 the purchaser and require no action/obligation on the Contractor's part;
- (d) Where "**shall**", "**shall**<sup>(B)</sup>", 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.

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**OPI DSVPM 4 - DAVPS 4**

Issued on Authority of the Chief of the Defence Staff

Publiée avec l'autorisation du chef de état-major de la Défense



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1.3 **Definitions** - The following definitions **shall** be used to interpret this specification:

- (a) "Technical Authority" - The 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. The certificate of attestation **shall** show the representative's printed name, qualifications and position.

1.4 **Configuration Capability Table** - Vehicles covered by this Purchase Description are represented as configurations. The following table shows required performance and dimensions by configuration, with clause reference.

			CONFIGURATION		
CHARACTERISTIC	CLAUSE	UNITS	A	B	
FORWARD SPEED	3.4.1	kmh		14	
		mph		9.3	
REVERSE SPEED		km/h		7	
		mph		4.6	
MOWER SWATH	3.5.1 (a)	mm		1800	
		in		71	
CUTTING HEIGHT		mm		26-125	
		in		1-5	
MOWER DISCHARGE					SIDE

## 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:

*SAE Handbook*

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

*Yearbook*

Tire and Rim Association Inc.,  
 3200 West Market St.,  
 Akron, Ohio, 44321  
<http://www.us-tra.org/traHome.htm>



International Organization for Standardization (ISO)

ISO Central Secretariat  
1, ch. de la Voie-Creuse  
CP 56, CH-1211 Geneva 20  
Switzerland  
<http://www.iso.org/iso/home.htm>

### 3. REQUIREMENTS

#### 3.1 Standard Design - The vehicle/equipment **shall**:

- (a) Be the latest model. The manufacturer **shall** have manufactured and sold 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 manufacturers 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 the published ratings (i.e. product or component brochures) or accompanied by Proof of Compliance.

#### 3.2 Operating Conditions

3.2.1 Weather - The vehicle/equipment **shall** operate under the extremes of weather conditions found in Canada in temperatures ranging from -10 to 37° C (14 to 99° F).

3.2.2 Terrain - The lawn mower **shall** be capable of working on lawns and travelling on paved roads and dirt tracks.

#### 3.3 Safety Standards

3.3.1 Noise Level - The vehicle/equipment noise levels **shall** meet the requirements of legislation relative to Occupational Safety and Health both at the operator's station and exterior to the vehicle.

3.3.2 Hazardous Materials - The contractor **shall** minimize the use of hazardous materials, ozone depleting substances, polychlorinated biphenyls, asbestos and heavy metals used in the fabrication of the product supplied. Items considered as hazardous materials **shall** be those given in the Hazardous Products Acts. The contractor **shall** provide Material Safety Data Sheets to the Technical Authority of all the above substances used in the fabrication of the product supplied.

#### 3.4 Performance - Performance **shall** be validated with Proof of Compliance.

3.4.1 Vehicle Performance - The tractor **shall** have a forward speed of at least that given as "FORWARD SPEED" and a reverse speed of at least that given as "REVERSE SPEED" in The Configuration Capability Table.

3.4.2 Vehicle Delivery Condition - The vehicle **shall** be delivered to destination in a fully operational condition (serviced and adjusted). Both the interior and exterior of the vehicle **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.

### 3.5 Equipment

#### 3.5.1 Application Equipment - Equipment/features below **shall** be provided:

- (a) Front Mounted Mower - A front mounted mower, which **shall**:
  - i Be a rotary blade type mower, with at least 3 rotary blades;
  - ii Be complete with anti scalping rollers mounted to the mower deck;
  - iii Have a cutting swath of no less than that given as "MOWER SWATH" in the Configuration Capability Table;
  - iv Have a cutting height adjustable from at least that given as "CUTTING HEIGHT" in the Configuration Capability Table; and
  - v Have a discharge as indicated by "MOWER DISCHARGE" in the Configuration Capability Table.

#### 3.6 Operator Station - The operator station **shall** include:

- (a) ROPS Structure - A Roll Over Protective Structure (ROPS), which **shall**<sup>(B)</sup> conform to the requirements of SAE J1194, SAE J2194 or ISO 3471;
- (b) Seat - A padded water-resistant operator's seat and backrest equipped with seat belts. The seat **shall**<sup>(B)</sup> be adjustable (horizontal and vertical); and
- (c) Canopy - A canopy fitted to the ROPS structure. The canopy **shall** be water proof and UV resistant.

#### 3.7 Chassis - The vehicle chassis **shall** be the manufacturer's standard for a vehicle of this type and size.

#### 3.8 Engine - The engine **shall** be diesel powered.

##### 3.8.1 Engine Components - Engine components **shall** be the manufacturer's standard.

##### 3.8.2 Fuel Tank(s) - The fuel tank(s) **shall** be the manufacturer's standard. The fuel tank(s) **shall** be at least half full when delivered.

#### 3.9 Transmission - The vehicle **shall** have 4-wheel drive and **shall** be equipped with a continuous power transmission, such as a power shift or power shuttle, or hydrostatic drive.

#### 3.10 Brake System - The vehicle **shall** be equipped with manufacturer's standard braking system.

#### 3.11 Steering - The vehicle **shall** be equipped with the manufacturer's standard steering system with rear wheel steer.

#### 3.12 Wheels, Rims and Tires - The wheels, tires and rims **shall** be the manufacturer's standard.

3.13 **Controls** - Controls *shall* be manufacturer's standard including a safety device ensuring that engine can only be started with the transmission in a neutral position and a throttle control positioned for convenient operation.

3.14 **Instruments** - Instruments *shall*<sup>(B)</sup> be manufacturer's standard including: a low pressure oil light with an audible warning alarm and a numeric read-out hour-meter, which displays accumulated running time up to 9,999 hours.

3.15 **Electrical System** - The vehicle electrical system *shall* be the manufacturer's standard.

3.16 **Lighting** - The vehicle *shall* have the manufacturer's standard lights.

3.17 **Hydraulic System** - The hydraulic system *shall* be the manufacturer's standard.

3.18 **Lubricants and Hydraulic Fluids** - The vehicle *shall* be serviced with the manufacturer's non-proprietary standard lubricants and hydraulic fluids.

3.19 **Paint** - The vehicle *shall* be painted using manufacturer's standard commercial colours. The prime coating *shall* be a high-durability, corrosion-resistant type. The prime coating *shall*<sup>(B)</sup> be epoxy type or baked powder coat.

3.20 **Identification** - The following information *shall* be permanently marked in a conspicuous and protected location:

(a) Manufacturer's name, model and serial number.

4. **Integrated Logistic Support** - The Contractor is required to ensure that spare parts required to properly maintain and repair vehicles are available for purchase for a period of 10 years.

4.1 **Documentation and Support Items** - The Contractor *shall* provide the following documentation and support items.

4.1.1 **Items with Each Vehicle** - The Contractor *shall* provide the following items with each vehicle:

(a) **Vehicle Manuals** - Manuals required for safe operation, maintenance and repair of the vehicle. It is preferred that complete sets of manuals are provided on CD/DVD-ROM (without password(s), installation requirements or requiring an Internet connection). An Operator's Manuals in paper format *shall* always be provided with each vehicle. The Vehicle Manuals *shall* include:

i **Operator's Manuals** - Operator's manuals in a bilingual format or as 2 manuals in a single binder (one English, and one French);

ii **Parts Manuals** - The Parts Manuals in English (French translation is desirable);

iii **Maintenance (Shop Repair) Manuals** - The Maintenance (Shop Repair) Manual in English (French translation is desirable); and

(b) **Warranty Letter** - A paper copy of the completed bilingual Warranty Letter in the approved format provided with each vehicle shipped. Designated warranty providers *shall* honour the warranty letter.

4.1.2 **Documents Provided to Technical Authority** - Example documents are available from the Technical Authority. The Contractor **shall** provide the following documents to the Technical Authority:

- (a) **Data Summary** - A bilingual Data Summary for each make/model/configuration with data and a vehicle picture on the Technical Authority provided form. This provides a document in accordance CFTO D-01-100-200/SF-002: "Preparation of Data Summaries for Commercial Vehicles & Equipment". The contractor may request the CFTO if they need further information. The Contractor **shall** provide a Data Summary before shipment of vehicles;
- (b) **Sample Manuals** - A set of Sample Manuals in digital format, including the Operator, Parts and Maintenance Manuals. The sample manuals **shall** be delivered to the Technical Authority 30 working days before delivery of vehicles. Sample manuals will not be returned. The Technical Authority will provide manual approval or comments within 30 days;
- (c) **Warranty Letter Technical Authority Copy** - The Contractor **shall** send a copy of the Warranty Letter, in electronic format, to the Technical Authority for each vehicle, at shipment;
- (d) **Photographs** - Two (2) digital pictures, one left-front three-quarter view, and one right-rear three-quarter view of each make/model/configuration. It is preferred that pictures have an uncluttered background. Pictures **shall** have a size of at least four (4) Mega pixels;
- (e) **Initial Parts Kit List** - A list of parts needed to perform preventive maintenance on one vehicle for a 6-month period. A complete change of all filters and filter elements **shall** be included in the list. 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.
- (f) **Material Safety Data Sheets** - The contractor **shall** provide a listing of all hazardous materials used in the fabrication of the product supplied to the Technical Authority, if there are no hazardous materials used, this **shall** be noted on the listing. The contractor **shall** provide Material Safety Data Sheets for all the hazardous materials used in the fabrication of the product supplied.

4.1.3 **Delivered Items** - The following items **shall** be provided:

- (a) **Initial Parts Kit** - One Initial Parts Kit, which **shall** include all items in the Initial Parts Kit List approved by the Technical Authority, **shall** accompany each vehicle.

- 4.2 **Training** - The Contractor **shall** perform the following training:
- (a) **Familiarization** - At least 1-day (8 hours) familiarization instruction at each destination, for a maximum of 8 personnel, no later than one month after delivery of each vehicle. The instruction **shall** include the detailed operation and normal servicing of the vehicle/equipment and **shall** be split into two - four (4) hour segments for operator familiarization and maintainer familiarization. Familiarization instructions **shall** be available in both official languages for destinations in the province of Quebec or as requested by the Technical Authority. The training dates **shall** be arranged in conjunction with the Technical Authority. After completion of the familiarization session, the Contractor **shall** have a "PROOF OF FAMILIARIZATION INSTRUCTION" certificate signed by the consignee. The Technical Authority will supply this document in an electronic format, when requested.

2012-07-06



**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**

**CONFIGURATION B**

This Questionnaire covers technical information, which **shall** be provided for evaluation of the vehicle/equipment offered. Where a company is unsure if their vehicle/equipment/product/system complies, they **shall** provide a complete explanation.

**Company Name** - \_\_\_\_\_

**Name of Representative** - \_\_\_\_\_

**Title of Representative** - \_\_\_\_\_

**Address** - \_\_\_\_\_

**Telephone Number** - \_\_\_\_\_ **Fax Number** - \_\_\_\_\_

**Manufacturer's Name** - \_\_\_\_\_

**Make** - \_\_\_\_\_ **Model** - \_\_\_\_\_

**Compliance**

Equipment provided complies with all specified requirements? YES ☐ NO ☐

**Substitutes/Alternatives**

Are any substitutes/alternatives offered as equivalent? YES ☐ NO ☐

If yes, list substitutes/alternatives:

\_\_\_\_\_  
\_\_\_\_\_

If yes, list information provided for evaluation of substitutes/alternatives:

\_\_\_\_\_

**Signature** - \_\_\_\_\_ **Date** - \_\_\_\_\_

**OPI DSVPM 4 - DAPVS 4**

Issued on Authority of the Chief of the Defence Staff

Publiée avec l'autorisation du Chef d'état-major de la Défense



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**COMPLIANCE TABLES**

The representative completing this questionnaire is requested to complete the tables below. The **VALUE** column is for the numerical quantity of the capability described in the **CHARACTERISTIC** column. Please ensure that the **VALUE** represents the metric units.

It is preferred that each **VALUE** be certified by a Proof of Compliance such as a brochure. For each **VALUE**, please list the document title and page number where that value is found in the **DOCUMENT TITLE** and **PAGE** columns. The bidder is encouraged to circle or highlight the referred value in the Proof of Compliance.

**CONFIGURATION CAPABILITY COMPLIANCE TABLE**

CLAUSE	CHARACTERISTIC	VALUE	UNIT	DOCUMENT TITLE	PAGE
3.4.1	FORWARD SPEED		km/h		
3.4.1	REVERSE SPEED		km/h		
3.5.1 (a)	MOWER SWATH		mm		
3.5.1 (a)	CUTTING HEIGHT		mm		
3.5.1 (a)	MOWER DISCHARGE				

**PURCHASE DESCRIPTION PARAGRAPHS**

3.1 **Standard Design** - Complies? YES ☐ NO ☐

(a) **Make** \_\_\_\_\_ - **Model** \_\_\_\_\_

**Length of time this model in production/sold commercially** \_\_\_\_\_ **years**

(d) Are system/component used within published capacities? YES ☐ NO ☐

3.2 **Operating Conditions**

3.2.1 **Weather** - Vehicle operates between -10 and 37° C? YES ☐ NO ☐

**List preparations required (if any)** \_\_\_\_\_

\_\_\_\_\_

3.2.2 **Terrain** - Vehicle operates in specified terrain? YES ☐ NO ☐

**Explanations** \_\_\_\_\_

3.3 **Safety Standards**

3.3.1 **Noise Level** - Complies? YES ☐ NO ☐

**Explanations** \_\_\_\_\_

3.3.2 **Hazardous Materials** - Will be complied with? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.4 **Performance**

3.4.1 **Vehicle Performance** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.4.2 **Vehicle Delivery Condition** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.5 **Equipment**

3.5.1 **Application Equipment**

(a) **Front Mounted Mower** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.6 **Operator Station**

(a) **ROPS Structure** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

Is ROPS presently certified? YES ☐ NO ☐

Certification Date \_\_\_\_\_ Certification Standard \_\_\_\_\_

(b) **Seat** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

(c) **Canopy** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.7 **Chassis** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.8 **Engine** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.8.1 **Engine Components** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.8.2 **Fuel Tank(s)** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_

3.9 **Transmission** - Complies? YES ☐ NO ☐

Explanations \_\_\_\_\_



- 3.10 **Brake System** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.11 **Steering** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.12 **Wheels, Rims and Tires** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.13 **Controls** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.14 **Instruments** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.15 **Electrical System** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.16 **Lighting** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.17 **Hydraulic System** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.18 **Lubricants and Hydraulic Fluids** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.19 **Paint** - Complies? YES ☐ NO ☐  
 Explanations \_\_\_\_\_
- 3.20 **Identification** - Complies? YES ☐ NO ☐
4. **Integrated Logistics Support** - Will be provided as requested? YES ☐ NO ☐
- 4.1 **Documentation and Support Items**
- 4.1.1 **Items with Each Vehicle**
- (a) **Vehicle Manuals** - Will be provided as requested? YES ☐ NO ☐
- (b) **Warranty Letter** - Will be provided as requested? YES ☐ NO ☐
- 4.1.2 **Documents Provided to the Technical Authority**
- (a) **Data Summary** - Will be provided as requested? YES ☐ NO ☐
- (b) **Sample Manuals** - Will be provided as requested? YES ☐ NO ☐
- (c) **Warranty Letter Technical Authority Copy** - Will be provided as requested? YES ☐ NO ☐
- (d) **Photographs** - Will be provided as requested? YES ☐ NO ☐

(e) Initial Parts List - Will be provided as requested? YES ☐ NO ☐

(f) Material Safety Data Sheets - Will be provided as requested? YES ☐ NO ☐

4.1.3 Delivered Items

(a) Initial Parts Kit - Will be provided as requested? YES ☐ NO ☐

4.2 Training

(a) Familiarization - Will be provided as requested? YES ☐ NO ☐

Explanations \_\_\_\_\_



**FOR GOVERNMENT USE ONLY**  
**POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.  
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)  
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION**  
**CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.  
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

**A**

**PRIVACY ACT STATEMENT**  
**ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

**B**

**BIOGRAPHICAL INFORMATION - Must be completed by the individual**  
**RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)  
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male  
Masculin

☐

Female  
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information**  
**Information résidentielle actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource