

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

**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> SKIDSTEER LOADER	
<b>Solicitation No. - N° de l'invitation</b> 01804-130456/A	<b>Date</b> 2013-01-17
<b>Client Reference No. - N° de référence du client</b> 01804-13-0456	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-210-8890	
<b>File No. - N° de dossier</b> HAL-2-69338 (210)	<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 2013-02-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<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> Thorpe, Susan	<b>Buyer Id - Id de l'acheteur</b> hal210
<b>Telephone No. - N° de téléphone</b> (902) 496-5191 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF AGRICULTURE AND AGRI-FOOD NAPPAN RESEARCH FARM 4016 HIGHWAY 302 NAPPAN NOVA SCOTIA B0L 1C0 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**  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The requirement is detailed under Article 2 of the resulting contract clauses.

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be 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 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(2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### **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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 Nova Scotia.

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.

### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

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

Section I: Technical Bid (two hard copies)  
 Section II: Financial Bid (one hard copy)  
 Section III: Certifications (one hard copy)

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Bid

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Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

**1.1 SACC Manual Clauses**  
C3011T (2010-01-11), Exchange Rate Fluctuation

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**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 Criteria - as fully detailed in Annex "A"**

**1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian Dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

**2. Basis of Selection**

- 2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical 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 and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

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Remark to Contracting Authority: Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation. Consult 4.45 and 5.16 of the Supply Manual for more information.

## **1. Mandatory Certifications Required Precedent to Contract Award**

### **1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## **2. Additional 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 - Certification**

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, and/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.

## 2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex A.

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

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

#### **3.1 General Conditions**

2010A (2012-11-19) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Delivery Date**

It is mandatory that all the deliverables requested are to be received on-site and set to work on or before 29 March 2013. If delivery cannot be met, the contract will be terminated.

**It is understood and agreed that if awarded a Contract, the Contractor's best delivery date offered is \_\_\_\_\_ days from date of award. (as specified by the Bidder)**

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Susan Thorpe  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 3C9

Telephone: (902) 496-5191

Solicitation No. - N° de l'invitation

01804-130456/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal210

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

01804-13-0456

File No. - N° du dossier

HAL-2-69338

CCC No./N° CCC - FMS No/ N° VME

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Facsimile: (902) 496-5016

E-mail address: susan.thorpe@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 Project Authority

The Project Authority for the Contract is: to be announced upon contract award.

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B, Basis of Payment for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.2 SACC Manual Clauses

#### Limitation of Price

SACC Manual clause C6000C (2011-05-16), Limitation of Price

#### Single Payment

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SACC Manual clause H1000C (2008-05-12), Single Payment

**FOB Destination**

SACC Manual clause Z0003C (1992-04-01), FOB Destination

**6.3 Delivery Terms****Shipping Instructions - Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Agriculture & Agri-Food Canada, Atlantic Food and Horticulture Research Centre Incoterms 2000 for shipments from a commercial contractor.

**6.4 Taxes - Foreign-based Contractor**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

**7. Invoicing Instructions**

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

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**8. Certifications**

**8.1** 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**

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

## 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.

- 200(a) the Articles of Agreement;
- (b) 2010A (2012-11-19) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Cross Reference;
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid).

## 11. Insurance

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

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Annex "A"

Requirement

COMPACT LOADER, SCOOP TYPE, 4 X 4, SKID STEER

1. SCOPE

1.1 Scope This purchase description covers the requirements for a diesel engine driven, four wheel drive, skid steer loader.

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 " 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", 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

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.

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.

CHARACTERISTIC	CLAUSE	UNITS	Configuration D
FORWARD SPEED	3.4.1	km/h	19.3
		mph	12
REVERSE SPEED	3.4.1	km/h	8
		mph	5
RATED OPERATING CAPACITY	3.4.2 (a)	kg	1453
		lbs	3200
CLEARANCE HEIGHT	3.4.2 (c)	mm	2590
		in	102
DUMP REACH	3.4.2 (d)	mm	803
		in	31.6

1.4.1 Attachment Capability Table - The following table shows required performance and capacity information by attachment with a clause reference.

ATTACHMENT TYPE	CHARACTERISTIC	CLAUSE	UNITS	QUANTITY
GENERAL PURPOSE BUCKET	BUCKET CAPACITY	3.5.1 (a)	m <sup>3</sup>	0.43
			ft <sup>3</sup>	15.2
FORKLIFT ATTACHMENT	FORKLIFT CAPACITY	3.5.2 (a)	kg	1453
			lbs	3200

1.4.2 Attachment and Option Applicability Table - The following table indicates with "ü" for each configuration, the attachments or options which shall be provided.

DESCRIPTION OF OPTION CLAUSE		CONFIGURATION					
		A	B	C	D	E	F
GENERAL PURPOSE BUCKET	3.5.1 (a)				ü		
FORKLIFT ATTACHMENT	3.5.2 (a)				ü		
FORK-LEVELING SYSTEM	3.5.2 (b)				ü		
AIR CONDITIONING	3.6.1 (a)				ü		
BACK-UP ALARM SYSTEM	3.15.1 (a)				ü		
AMBER COLOURED STROBE LIGHT	3.16.1 (a)				ü		
AUXILIARY HYDRAULIC SYSTEM	3.17.1 (a)				ü		
INITIAL PARTS KIT	4.1.1 (c)				ü		
TRAINING - MAINTENANCE PERSONNEL	4.2 (a)				ü		

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Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

hal210

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

01804-13-0456

CCC No./N° CCC - FMS No/ N° VME

DESCRIPTION OF OPTION CLAUSE		CONFIGURATION					
		A	B	C	D	E	F

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>

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 their published ratings (i.e. product or component brochures), or if not, a proof of compliance shall be provided.

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 -40 to 37° C (-40 to 99° F).

3.2.2 Terrain - The vehicle/equipment shall be capable of being operated on highways, secondary roads, gravel roads, and off-road (e.g. construction sites, open fields and dirt tracks). Terrain conditions shall include year round operations on snow, mud, sand and ice.

### 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.

3.4 Performance - Proof of Compliance shall be provided to validate performance.

3.4.1 Vehicle Performance The skid steer loader shall have forward and reverse speeds of at least that given in the Configuration Capability Table as "FORWARD SPEED" and "REVERSE SPEED" respectively.

3.4.2 Loader Performance - The skid steer loader, without optional equipment or features, and in accordance with SAE 732, ISO 7131 or ISO 8313, shall:

(a) Have a rated operating load which shall be measured in accordance with SAE J818, of no less than the value given as "RATED OPERATING CAPACITY" in the Configuration Capability Table;

(b) Have a bucket width of no less than the vehicle width;

(c) Have a dump height, with the general purpose bucket at maximum dump angle, of the bucket cutting edge of no less than the value given as "CLEARANCE HEIGHT" in the Configuration Capability Table; and

(d) Have a reach at the specified dump height of no less than that given as "DUMP REACH" in the Configuration Capability Table.

3.4.3 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 supply 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) General Purpose Bucket - A general-purpose bucket. The general-purpose bucket shall have a heaped capacity of no less than the "BUCKET CAPACITY" given in the Attachment Capability Table;

(b) Lift Arms - Manufacturers standard Lift arms complete with lift arm safety device;

(c) Loader Arm Quick-Connect Attachment - A quick-connect attachment. The quick-connect attachment shall:

i Allow attachments to be mounted and demounted by an operator from inside the cab; and

ii Include all fittings for connection of hydraulic power required for operation of all attachments required for the Configuration in the Options Availability Table. Hydraulic Fittings shall be spill-proof.

(d) Protection against Vandalism - Vandal protection measures including provisions for locking the engine covers, filler caps and cab; and

(e) Recovery Hooks - Towing hooks, loops or a component with equivalent capability at the front and rear of the vehicle. Recovery hooks whose location is other than the vehicle chassis shall be approved by the Technical Authority.

3.5.2 Equipment and Features - The following equipment and features shall be provided, when indicated with a check mark in the Attachment and Option Applicability Table:

(a) Forklift Attachment - The forklift attachment. The forklift shall be capable of lifting a pallet weighing no less than the value given as "FORKLIFT CAPACITY" in the Attachment Capability Table at a load centre of 610 mm (24 in);

(b) Fork-Leveling System - A system that keeps the forks of the fork attachment at the same angle to the ground throughout the full lift of the loader arms. This may be either a design feature of the loader arms or a hydraulic system that maintains the angle of inclination;

3.6 Operator Station - The operator station shall include:

(a) ROPS Cab - A weatherproof pressurized, insulated cab incorporating Roll Over Protective Structure, which shall(E) conform to SAE J1040 or ISO 3471. The cab shall:

i Have a ventilation and defrosting system capable of keeping windows free from frost and moisture and include a heater conforming to SAE J1503 and SAE J169 or conforming to ISO 10263-4;

ii Have safety glass in windows. It is preferred the glass be tinted to reduce solar heating load;

iii Have windshield wipers conforming to SAE J198 having at least 2 speeds preferably with an intermittent setting, including a windshield washer for each wiper; and

iv Have two lockable doors, or one door and at least visibly labelled one window as an emergency operator escape route.

(b) Seat - A padded water-resistant operator's seat and backrest equipped with seat belts; and

(c) Mirror(s) - Rear view mirror(s) positioned to provide a full view of both sides for safe reverse operations.

3.6.1 Operator Station Options - The following options shall be provided when specified in the Attachment and Option Applicability Table:

(a) Air Conditioner - An air conditioning system conforming to SAE J1503 and SAE J169 or conforming to ISO 10263-4. Air conditioning units shall not use ozone depleting refrigerants such as CFCs (ChloroFluoroCarbons) but preferably use HFCs (Hydro FluoroCarbons).

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.

3.8.3 Engine Cold Weather Aids - The engine shall be equipped with cold weather aids to enable the engine (operating with winter grade fuels/oils) to be started at temperatures down to -40° C. The following shall be included:

(a) 110-volt engine heater(s) with a capacity as recommended by the engine manufacturer or conforming to SAE Information Sheet J1310; and

(b) A low temperature starting aid. The engine shall have an ether injection system, glow plug or intake air preheat system.

3.9 Transmission - The loader shall:

(a) Be fitted with a hydrostatic type transmission or a continuously engaged clutch-type transmission;

(b) Deliver full power to all wheels; and

(c) Have the same rotation or opposite rotation on wheels on opposite sides.

3.10 Brake System - The manufacturer's standard brake system shall be provided and shall conform with ISO 3450.

3.11 Steering - The steering system shall be the joystick controlled.

3.12 Tires - The tires shall be tubeless radial tires.

3.12.1 Tire Options - The following tire options shall be provided when specified in the Attachment and Option Applicability Table:

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 be manufacturer's standard including a numeric read-out hour-meter, which displays accumulated running time up to 9,999 hours.

3.15 Electrical System - The vehicle shall be equipped with the manufacturer's standard electrical system, which shall include:

(a) Warning Horn - A readily accessible driver-operated warning horn.

3.15.1 Electrical System Options - The following shall be provided when indicated in the Attachment and Option Applicability Table:

(a) Back-Up Alarm System - A back-up alarm system to alert personnel that the vehicle is in back-up mode.

3.16 Lighting - The vehicle shall have the manufacturer's standard lights. The lights shall be LED where commercially available.

3.16.1 Optional Lighting Equipment - The following Lighting shall be provided as indicated in the Attachment and Option Applicability Table:

(a) Amber Coloured Strobe Light - Amber coloured omni-directional strobe light(s) either on continuously or with a dash mounted control switch. The strobe light(s) shall provide maximum vehicle visibility.

3.17 Hydraulic System - The hydraulic system shall be the manufacturer's standard complete with all components required for the operation of the hydraulic equipment specified.

3.17.1 Hydraulic System Options - When specified in the Attachment and Option Applicability Table, the following hydraulic system options shall be provided:

(a) Auxiliary Hydraulic System - An auxiliary hydraulic system which shall include all the components to provide additional hydraulic power required for the operation of attachments that have high hydraulic flow requirements

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(E) 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; and
- (b) Manufacturer's Vehicle Identification Number (VIN), where applicable.

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); and

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

(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.

(c) Initial Parts Kit - One Initial Parts Kit accompanying each vehicle/ equipment. Each Initial Parts Kit shall include the set of filters and filter elements from the Original Equipment Manufacturer required for the first 6 months of regular maintenance.

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 in accordance with the requirements of CFTO D-01-100-200/SF-002: "Preparation of Data Summaries for Commercial Vehicles & Equipment" with data and a vehicle picture. The Contractor shall provide a Data Summary before shipment of vehicles;

(b) 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;

(c) 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;

(d) Preventive Maintenance Replacement Parts Kit List - A list of parts needed to perform preventive maintenance on a vehicle/equipment during the first scheduled preventive maintenance. The list shall include the parts provided in the Initial Parts Kit and additional items recommended by the Original Equipment Manufacturer for review and acceptance by the Technical Authority. The list should be no more than 50 items. The list shall include the following elements:

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

(e) 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.

4.2 Training - The Contractor shall perform the following training:

(a) Training - Maintenance Personnel - The Contractor shall provide a maintenance/repair training course. The course shall be given at the destination or contractor's facilities for a minimum duration of one (1) day to provide training of up to eight (8) maintenance personnel. Training shall be available in both official languages for destinations in the province of Quebec or when requested by the Technical Authority. The final dates shall be arranged with the Technical Authority. After completion of the course the Contractor shall have a "PROOF OF MAINTAINER TRAINING" certificate signed by a Crown

Representative for the destination. The Technical Authority will supply this document in an electronic format. The course curriculum shall include:

- i Operation and maintenance safety precautions;
- ii Preventive maintenance including servicing schedules (10 % of classroom time);
- iii Trouble shooting, testing and adjustments (70 % of classroom time); and
- iv Special tools and test equipment.

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## **Annex "B"**

### **Basis of Payment**

The price for the COMPACT LOADER, SCOOP TYPE, 4 X 4, SKID STEER shall be \$\_\_\_\_\_ exclusive of HST, including all delivery charges.

TECHNICAL INFORMATION QUESTIONNAIRE

CONFIGURATION D

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 - \_\_\_\_\_

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:

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

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(Note: substitutes/alternatives are allowed only for Technical Authority Equivalent ("*shall*<sup>(B)</sup>") requirements. Please provide information for evaluation of substitutes/alternatives.)

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



**CONFIGURATION CAPABILITY COMPARISON TABLE**

The following table forms part of the bid evaluation criteria. The columns that are blank *shall* be filled in by the bidder. 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.

CLAUSE	CHARACTERISTIC	VALUE	UNIT	DOCUMENT TITLE	PAGE
3.4.1	FORWARD SPEED		km/h		
3.4.1	REVERSE SPEED		km/h		
3.4.2 (a)	RATED OPERATING CAPACITY		kg		
3.4.2 (c)	CLEARANCE HEIGHT		mm		
3.4.2 (d)	DUMP REACH		mm		

**ATTACHMENT CAPABILITY COMPARISON TABLE**

The following table forms part of the bid evaluation criteria. The columns that are blank *shall* be filled in by the bidder. 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.

CLAUSE	ATTACHMENT TYPE	CHARACTERISTIC	VALUE	UNITS	DOCUMENT TITLE	PAGE
3.5.1 (a)	GENERAL PURPOSE BUCKET	BUCKET CAPACITY		cu m		
3.5.2 (b)	FORKLIFT ATTACHMENT	FORKLIFT CAPACITY		kg		

**PURCHASE DESCRIPTION PARAGRAPHS**

- 3.1 **Standard Design** - Complies? YES  NO
- (a) Make \_\_\_\_\_ - Model \_\_\_\_\_  
Length of time this model in production/sold commercially \_\_\_\_\_ years
- (d) Is system/component used within published capacities? YES  NO
- 3.2.1 **Weather** - Vehicle operates between -40 and 37° C? YES  NO
- 3.2.2 **Terrain** - Vehicle operates in specified terrain? YES  NO
- 3.3.1 **Noise Level** - Complies? YES  NO
- 3.4.1 **Vehicle Performance** - Proof of Compliance provided? YES  NO
- 3.4.2 **Loader Performance** - Proof of Compliance provided? YES  NO
- Explanations \_\_\_\_\_
- 3.4.3 **Vehicle Delivery Condition** - Complies? YES  NO
- 3.5.1 **Application Equipment**
- (a) **General Purpose Bucket** - Complies? YES  NO   
Bucket capacity \_\_\_\_\_ cubic metres
- (b) **Lift Arms** - Comply? YES  NO
- (c) **Loader Arm Quick-Connect Attachment** - Complies? YES  NO
- (d) **Protection against Vandalism** - Complies? YES  NO
- (e) **Recovery Hooks** - Complies? YES  NO
- 3.5.2 **Equipment and Features**
- (a) **Light Material Bucket** - Complies? YES  NO   
Bucket capacity \_\_\_\_\_ cubic metres
- (b) **Forklift Attachment** - Complies? YES  NO   
Capacity at 610 mm load centre \_\_\_\_\_ kg
- (c) **Fork-Leveling System** - Complies? YES  NO   
Explain operation of leveling system \_\_\_\_\_

3.6 Operator Station(a) ROPS Cab - Complies? YES  NO 

Explanations \_\_\_\_\_

Is ROPS presently certified? YES  NO 

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

(b) Seat - Complies? YES  NO (c) Mirror(s) - Complies? YES  NO 3.6.1 Operator Station Options(a) Air Conditioner - Complies? YES  NO 

Refrigerant \_\_\_\_\_

3.7 Chassis - Complies? YES  NO 3.8 Engine - Complies? YES  NO 3.8.1 Engine Components - Complies? YES  NO 3.8.2 Fuel Tank(s) - Complies? YES  NO 3.8.3 Engine Cold Weather Aids - Complies? YES  NO 

(a) 110-Volt Engine heater - Type \_\_\_\_\_ - Wattage \_\_\_\_\_

(b) Type -  Ether Injection  Glow Plug  Intake Air Preheat3.9 Transmission - Complies? YES  NO (a) Type - Hydrostatic  - Continuously engaged clutch type 3.10 Brake System - Complies? YES  NO 

Explanations \_\_\_\_\_

3.11 Steering - Complies? YES  NO 3.12 Tires - Comply? YES  NO 3.13 Controls - Comply? YES  NO 3.14 Instruments - Comply? YES  NO 3.15 Electrical System - Complies? YES  NO (a) Warning Horn - Complies? YES  NO 3.15.1 Electrical System Options

- (a) Back-up Alarm System - Complies? YES  NO
- 3.16 Lighting - Complies? YES  NO
- 3.16.1 Optional Lighting Equipment
- (a) Amber Coloured Strobe Light - Complies? YES  NO
- 3.17 Hydraulic System - Complies? YES  NO
- 3.17.1 Hydraulic System Options
- (a) Auxiliary Hydraulic System - Complies? YES  NO
- 3.19 Paint - Complies? YES  NO
- Explanations \_\_\_\_\_
- 3.20 Identification - Complies? YES  NO
4. Integrated Logistic Support - Will be provided as requested? YES  NO
- 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
- (c) Initial Parts Kit - 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
- (c) Warranty Letter Technical Authority Copy - Will be provided as requested? YES  NO
- (d) Photographs - Will be provided as requested? YES  NO
- (e) Preventive Maintenance Replacement Parts Kit List - Will be provided as requested? YES  NO
- (f) Material Safety Data Sheets - Will be provided as requested? YES  NO
- 4.2 Training
- (a) Training - Maintenance Personnel - Will be provided as requested? YES  NO

Please provide comments on Purchase Description.

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