

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**800 Burrard Street, 2nd Floor**  
**800, rue Burrard, 2e étage**  
**Vancouver, BC V6Z 0B9**  
**Bid Fax: (604) 775-7526**

## 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> Mobile Lab Trailer	
<b>Solicitation No. - N° de l'invitation</b> K3F51-132361/A	<b>Date</b> 2013-08-16
<b>Client Reference No. - N° de référence du client</b> K3F51-132361	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-532-7071	
<b>File No. - N° de dossier</b> VAN-3-36079 (532)	<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 2013-09-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Takasaki, Alan H.	<b>Buyer Id - Id de l'acheteur</b> van532
<b>Telephone No. - N° de téléphone</b> (604) 775-7605 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT ATTN: CORINNE SCHILLER PACIFIC ENV. SCIENCE CENTRE 2645 DOLLARTON HWY NORTH VANCOUVER British Columbia V7H1V2 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**

Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 0B9

<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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**List of Annexes:**

Annex A Requirement ;  
Annex B Basis of Payment;  
Annexa C Point Rated Technical Criteria.

**Forms**

Form A: Bid Submission Form  
Form B: Substantiation of Technical Compliance Form;

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

### **2. Requirement**

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

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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 (2013-06-01) 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

#### **1.1 SACC Manual Clauses**

B3000T (2006-06-16) Equivalent Products

### **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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen(14) 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.

### **5. Applicable Laws**

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

*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 ( 2 hard copies)
- Section II: Financial Bid ( 1 hard copy)
- Section III: Certifications (1 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 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 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.

The technical bid consists of the following:

- a. Bid Submission Form:** Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- b. Substantiation of Technical Compliance Form:** The technical bid must substantiate the compliance of the Bidder and its proposed solution with the specific articles of Annex A (Requirement) identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form

Where Canada determines that the substantiation is not complete, the Bidder will be declared non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the

page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **1.1 Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation

### **1.2 SACC Manual Clauses**

## **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**

- a. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that are identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- b. The mandatory requirements are described in Annex A

#### **1.1.2 Point Rated Technical Criteria**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex C.

### **1.2 Financial Evaluation**

- a. The financial evaluation will be conducted by calculating the Total Bid Price using the Pricing Tables completed by the bidders.

**b. Mandatory Financial Criteria**

The mandatory requirements for the financial bid are as follows:

\_\_\_\_\_.

**Maximum Funding** (Cost for the base trailer and all the modifications - Item #1 and 2 of Annex B)

The maximum funding available for the Contract resulting from the bid solicitation is \$35,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

- c. *SACC Manual* Clause A0220T (2013-04-25), Evaluation of Price

**2. Basis of Selection**

**2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation; and
  - (b) meet all mandatory criteria; and
  - (c) obtain the required minimum of 20 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 40 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80 % .
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract, provided that the total evaluated price (Initial Order) does not exceed the budget available for this requirement.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		55,000	50,000	45,000
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

**PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

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

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

## 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (CFP) for employment equity "CFP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Requirement

The Contractor must provide a customized "off-the-shelf" trailer in accordance with the Requirement at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_

### 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 (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (*insert the date*).

#### 4.2 Shipping Instructions - Free on Board Destination

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

FOB Destination, Environment Canada, 2645 Dollarton Highway, North Vancouver, BC, including all delivery charges and customs duties and Applicable Taxes.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Alan Takasaki  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch Vancouver,  
Address 219 - 800 Burrard St  
Vancouver, BC V6Z 0B9  
Telephone: (604)775-7605 Facsimile: (604)775-7526  
E-mail address: al.takasaki@pwgsc.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:

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(s) as specified in Annex A "for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

### **6.2 Limitation of Price**

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

### **6.3 Single Payment**

*SACC Manual* clause H1000C (2008--5-12) Single Payment

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

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

### **8.2 SACC Manual Clauses**

## A3060C (2010-01-11) Canadian Content Definition

**9. Applicable Laws**

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

**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 general conditions 2010A (2013-04-25),- Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

**11. SACC Manual Clauses**

B7500C (2006-06-16) Excess Goods

B1501C (2006-06-16) Electrical Equipment

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## **ANNEX "A"**

### **REQUIREMENT**

(Annex A is attached at the end of this RFP)

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**ANNEX "B"**  
**Basis of Payment**

Item #	Description	Qty	U of I	Unit price	Extended total
1	Base trailer				
	Make and Model _____	1	lot	\$	\$
2	Cost for all modification as detailed in Annex A	1	lot	\$	\$
<b>Subtotal</b>					<b>\$</b>
3	All shipping costs FOB destination	1	lot	\$	\$
<b>Total Costs</b>					<b>\$</b>

## ANNEX C

### Point - rated Technical Criteria

#### 1) Bidders Past Performance (Maximum 30 points)

- .1 The Bidder provide a list of past projects or contracts that require the customization of a trailer. ( 2 points each - maximum 10 points)
- .2 Two selected projects that are similar in size and scope of this requirement:
  - .1 Describe in detail two (2) projects or contracts that are similar in scope of this requirement. (10 points)
  - .2 Provide the following information for two (2) projects or contracts identified in 1) .1: (10 points)
    - i. name of client organization;
    - ii. name, title, telephone number and fax number of client contact;
    - iii. the contract value of the project;
    - iv. the date and duration of the project;
    - v. was the project delivered as promised;
    - vi. the quality control procedures which were in place; and an indication of the success of the project and the client satisfaction with the Bidder's performance in meeting the client's expectations.

**Note:** The first 2 projects listed in 1) will be evaluated. Canada reserves the right to contact the above client to confirm the information provided.

#### 2) Trailer Technical Requirements (Maximum 10 points)

- .1 Proposed trailer includes a security screen on the side door window; (2 points)
- .2 Proposed trailer includes two exterior recessed flood lights mounted above doors; (3 points)
- .3 Proposed trailer includes a reinforced roof to walk on with (5 points)
  - .1 12" OC struts and
  - .2 3/8" min plywood reinforcement



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## FORMS

### FORM A - BID SUBMISSION FORM

BID SUBMISSION FORM (A)		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]		
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Signature of Authorized Representative of Bidder</b>		

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**FORM B: Substantiation of Technical Compliance Form**

(Form B is attached at the end of this RFP)

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CCC No./N° CCC - FMS No/ N° VME

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**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

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**Bid Receiving**  
**Public Works & Government Services Canada**  
**2nd FLOOR - 800 BURRARD STREET**  
**VANCOUVER BC V6Z 0B9**

**Solicitation No. : K3F51-132361/A**

**Solicitation Closes at : 14:00 PT**  
**on : September 30 2013**

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**Réception des soumissions**  
**Travaux publics et services gouvernementaux Canada**  
**800 rue Burrard, 2e étage**  
**Vancouver (C.-B) V6Z 0B9**

**N° de l'invitation : K3F51-132361/A**

**La réception des soumissions prend fin le : septembre 30 2013**  
**à : 14:00 PT**

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**Annex A**  
**Requirement**  
**Specifications for the Purchase of a**  
**Custom Built Mobile Lab Trailer**

**1. General**

Environment Canada – Air Quality Science Unit (AQSU), North Vancouver, BC) requires the supply and delivery of an “off-the-shelf” mobile trailer that must be customized to house a considerable amount of air quality research equipment. This research equipment will include a Gas Chromatograph / Mass Spectrometer (GC/MS) and various gas and particulate analyzers. The trailer must be built by a qualified and experienced custom trailer company with a proven record. The customized trailer must meet all the specifications detailed herein.

The customized mobile trailer must meet all applicable ISO and CSA standards.

Any item omitted by the Contractor that are required to meet customized trailer requirements and specifications as described herein, are the sole responsibility of the Contractor.

**2. Custom Mobile Lab Trailer**

The Custom Mobile Lab Trailer must consist of, but not be limited to, the following components and conditions. Due to instrument requirements, many of the components must be installed in specific locations within the trailer.

The specifications are defined in the following sections:

- a. General Vendor Requirements
- b. Basic Trailer Requirements
- c. Specific modifications of base trailer
- d. Electrical System
- e. Cooling Requirements
- f. Benches and Cabinets
- g. Roof Platform and railings

**2a. General Vendor Requirements (Mandatory)**

- 1. The vendor must have a proven record of custom trailer production.

**2b. Basic Trailer Requirements**

**The trailer must**

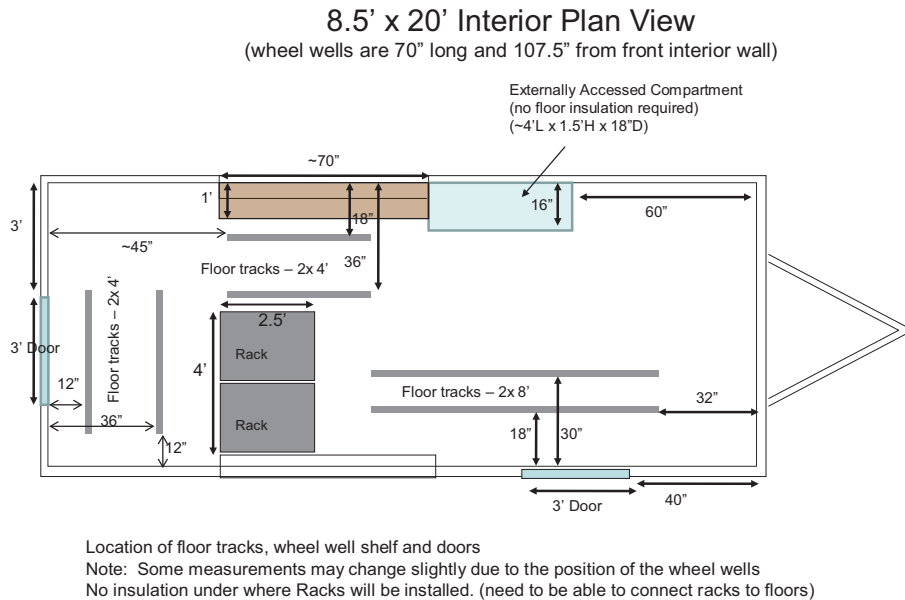
- 1. be compliant with the BC Motor Vehicle Act and must include
  - a. clearance, marker, brake, and tail lights;
  - b. 4 wheel electric brake;
  - c. back up lights; and

## Annex A

- d. a width not considered to be “wide load”.
- 2. have a body length = 20’ and an external width = 8.5’;
- 3. have Internal ceiling height = 7’ but may be slightly lower due to the AC ducting;
- 4. have a height including platform and railing (folded down) of no greater than 11 ft;
- 5. have a frame made of steel or aluminum and all exposed steel must be primed and painted;
- 6. have a tandem axle, each with a
  - a. 5000 lb payload capacity,
  - b. maximum gross weight 10,000 lbs and
  - c. curb weight not to exceed 5000 lbs;
- 7. have radial tires of 15” or 16” diameter;
- 8. have a torflex or comparable suspension;
- 9. have an exterior of 0.030 aluminum;
- 10. be white in color;
- 11. have Insulated walls (R5) and ceiling (R8);
- 12. have spray foam insulated floors (R5) with the exception of:
  - a. the areas under the racks and externally accessed compartment (Diagram # 1); and
  - b. the back edge of racks at back edge of wheel well (to keep weight of racks over the wheels);
- 13. have bottom exterior wall trim;
- 14. have all external wiring protected from the elements;
- 15. have 16” centered wall posts (aluminum or steel);
- 16. have  $\leq 24$ ” centered roof struts (aluminum or steel) or 12” OC struts for walk on roof;
- 17. have a  $\frac{3}{4}$ ” plywood floor with undercoating;
- 18. have a  $\frac{3}{8}$ ” plywood walls – base;
- 19. have a  $\frac{3}{8}$ ” plywood ceiling – base;
- 20. have a 36”W x ~74” H rear door – with double locks;(see Diagram #1 for location)
- 21. have a 36”W x ~74” H Side door – with double locks; (see Diagram #1 for location)
- 22. have fold out steps for both doors;
- 23. have a non-slip protective floor coating;

## Annex A

24. have front stone guard protection;
25. have two drop down stabilizer post – rear;
26. have two scissor jack stabilizers – front; and
27. have the ceiling and walls coated with a moisture resistant, tough and easy to clean coating such as kemlite or aluminum.

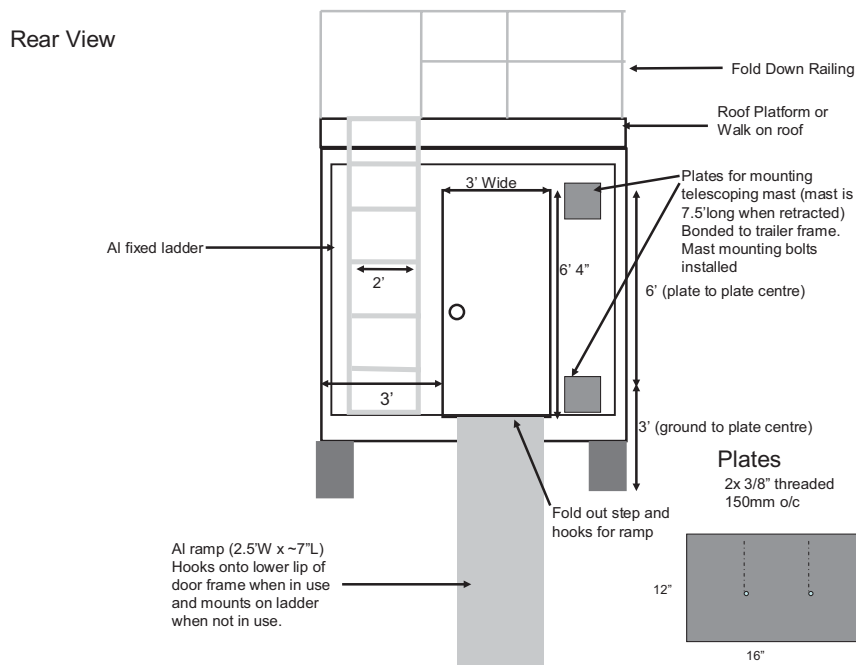


**Diagram 1: Door Placement for mobile lab**

### The trailer should have

1. a security screen on the side door window;
2. two exterior recessed flood lights mounted above doors; and
3. a reinforced roof to walk on with
  - a. 12" OC struts and
  - b. 3/8" min plywood reinforcement.

## Annex A



**Diagram 2: Position of rear entry, ladder and mast mounting plates**

### 2c. Specific Modifications of Base Trailer

#### The trailer must

1. have a 30" W x ~7' L portable aluminum ramp for the side and back door (includes hooks for ramps on both doors); See Diagram #2.

#### The ramp must

- a. when not in use, lock over the fixed ladder;
- b. hold up to a minimum of 1000 lbs; and
- c. not exceed a total weight of 100 lbs.

2. have a platform built over driver side wheel well (inside); (See diagram #1)

#### The platform must

- a. be 12" depth x ~6' length (length of wheel well);
- b. be ~1' height (just above wheel well); and
- c. have a capacity of ~500 lbs.

3. have an externally accessed side wall compartment with insulated interior walls and ceiling, with internal dimensions of 48"L x 18"H x 16"D; (See Diagram #1 for placement)

#### The compartment's external access via a drop down door must

- a. be ~3'L x 1.5'H in dimension;
- b. be located on the drivers side wall; and

## **Annex A**

- c. have recessed lock.

Note: compartment size may vary depending upon the position of the wheel wells.

The compartment must be vented. (see point 2c.7)

- 4. have recessed wall mounted tie-down tracks (20 linear ft.) with ratcheting hook in straps; (See Diagram #4 and 9 for placement)
- 5. have recessed floor mounted tie downs, 32 linear ft. long with removable sliding tie down loops; (See Diagram #1 for placement)
- 6. have 3 exterior wall passive vents (no fans); (See Diagram #3 for locations)

The vents must be

- a. 4" in diameter; and
  - b. covered with a metal weather proof exterior low profile cover or louvers.
- 7. have 1 exterior side wall vent with exhaust fan with low profile metal cover or louvers;

The exhaust fan vent must be

- a. externally accessed compartment;
- b. (~50 – 70 cfm); and
- c. 4" in diameter.

(See Diagram #3 for the location of the fan)

- 8. have a Trailer Tongue box that spans A frame and is approximately 1.5'W x 2'D;
- 9. have a spare tire and be mounted on the front wall of the trailer above the tongue box;
- 10. have 2 Aluminum plates attached to the rear of the trailer to attach a 100 lb mast;

The mast will be extended 20' above the top of the trailer so both plates must be solidly attached to the frame

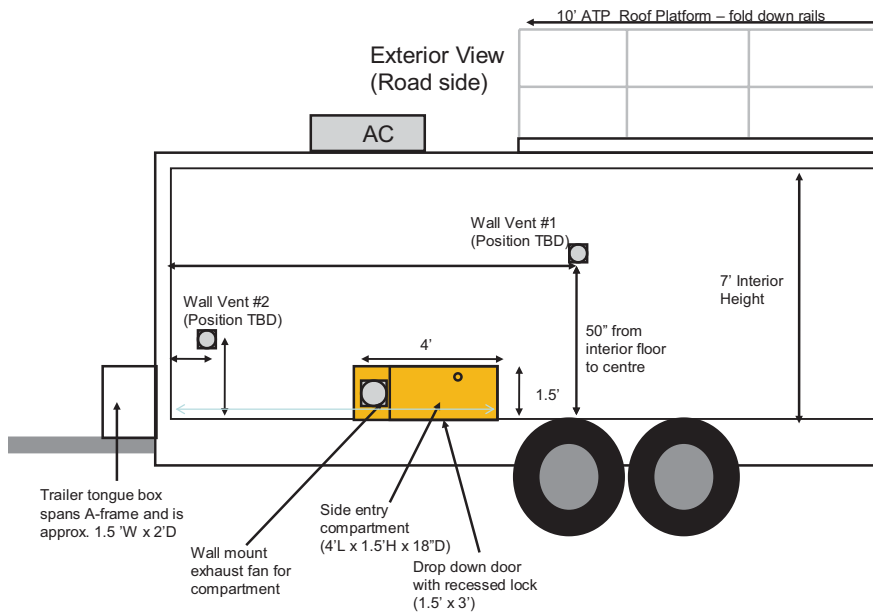
The plate must

- a. be ~( 1' x 1' x 1/2");
- b. be mounted 6' between plate centers;
- c. have holes that are plumbed between top and bottom plate; and



## Annex A

- d. have two threaded bolt holes for a 3/8" size screws. (See Diagram #2)



**Diagram 3: Position of side entry component and vents**

### 2d. Electrical System

#### The electrical system in the trailer must

1. be in compliance with the current CSA Canadian Electrical code;
2. have a 120/240 V service panel with a 100A/240V or 200A/120V main breaker; (location shown in Diagram #4)

There must be room for at least 24 breakers;

3. have an external connection for 100A/240V service on the front wall of the trailer to bring power into trailer;

The connector must be weather proof and appropriate for the above service.

The line from the panel to the exterior is just under the cabinet to the curb side of the trailer;

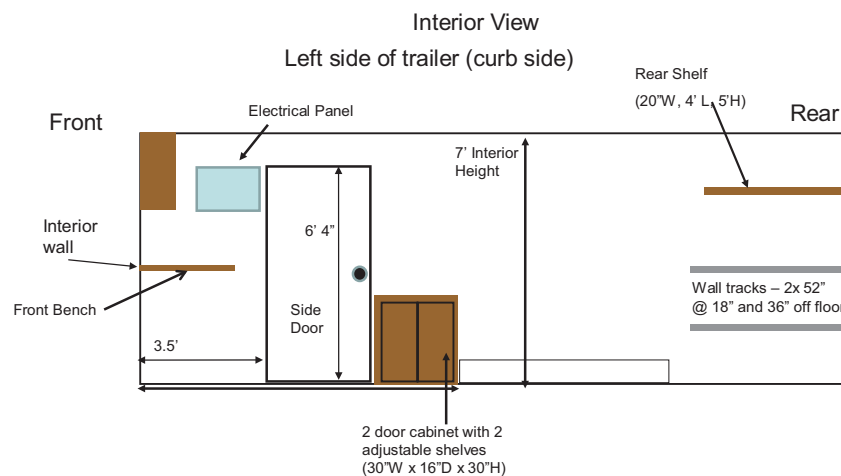
## Annex A

4. have 3 banks of ~4' long fluorescent lights; (location shown in Diagram #5)
5. have a switch for lights at side door;
6. include the electrical connections to the exhaust fan as specified in 2.c.7;

An on/off switch located near the fan inside the trailer must be included.

7. have electrical connections to the air conditioners and includes a thermostat installed near the front on the non-curb side;
8. have two external double plugs recessed into the wall near roof on the curb side:
  - one double plug located ~ 3' from the rear of the trailer; and
  - one double plug located ~7' from the rear of the trailer ;

Note: Due to the strict requirements, all other power will be installed by Environment Canada after delivery.



**Diagram 4. Interior View of Curb side of the trailer**

### **2e. Cooling requirements (AC – Air Conditioners):**

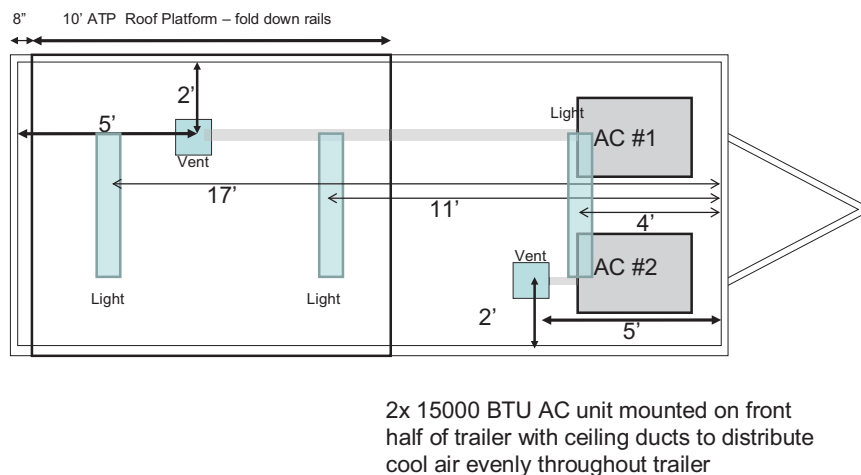
1. The trailer must have ACs with a minimum cooling capacity of 30,000 BTU;

## Annex A

The Air Conditioner (AC) must be configured as two units with the same BTU capacity, roof mounted low profile ACs. (Location as shown in Diagram #5)

2. All ducting for the AC must be in the ceiling and the vents must be ~12" x 12" or 12" diameter minimum;
3. One AC must be ducted to the rear of the trailer;
4. One AC must be ducted to the front of the trailer;
5. The thermostat for the ACs must be located on the wall opposite the side door of the trailer; and
6. All electrical connections for the ACs must be included.

8.5' x 20' Rooftop Plan View



**Diagram 5: Placement of Air Conditioners and lights for an 8.5' x 20' trailer**

### 2f. Benches and Cabinets

#### The trailer must

1. have all bench tops made with a moisture resistant, tough and easy to clean coating laminate with the exception of the bench stated in 2f (3);
2. have latches on all cabinet doors;
3. have a stainless steel front work bench 32" in depth and the full width of trailer; (See Diagram #6 & 7 for location)

## **Annex A**

The front work bench must

- a. have no leg on the front side of the bench; and
- b. hold a minimum of 300 lbs.

- 4. have a ~1' x 1' stainless steel sink;

The steel sink must

- a. be located in the front work bench (Diagram #6 & #7); and
- b. drain into a grey water tank located under the bench as per Diagram # 7.

The grey tank must be as close to the front wall and driver's side wall as possible and have an external drain

- 5. have one (54" W x 26" H x 12" D) wall mounted cabinet above the bench at the front of the trailer; (The cabinet must be located as indicated in Diagram #7.)

The wall mount cabinet must have

- a. four doors; and
- b. two shelves.

- 6. have one (24" W x 26"H x 12" D) wall mounted 2 door cabinet with 2 adjustable shelves; (See Diagram #8 for location)
- 7. have one (28"W x 14" D x 30 " H) floor mounted 2 door cabinet with 2 adjustable shelves; (See Diagram #4 & 6 for location)
- 8. have one (16" W x 57" L x ~3/4" thick) Ceiling and wall mounted shelf; (See Diagram #8 for location)
- 9. have one L shaped work bench/desk; (See Diagrams #6 & 8 for location and Dimensions)
- 10. have a rear work bench 3.5'L x 20"W x 30"H rear work bench can have legs and must be located on the driver's side; (See Diagram #6 for location) and

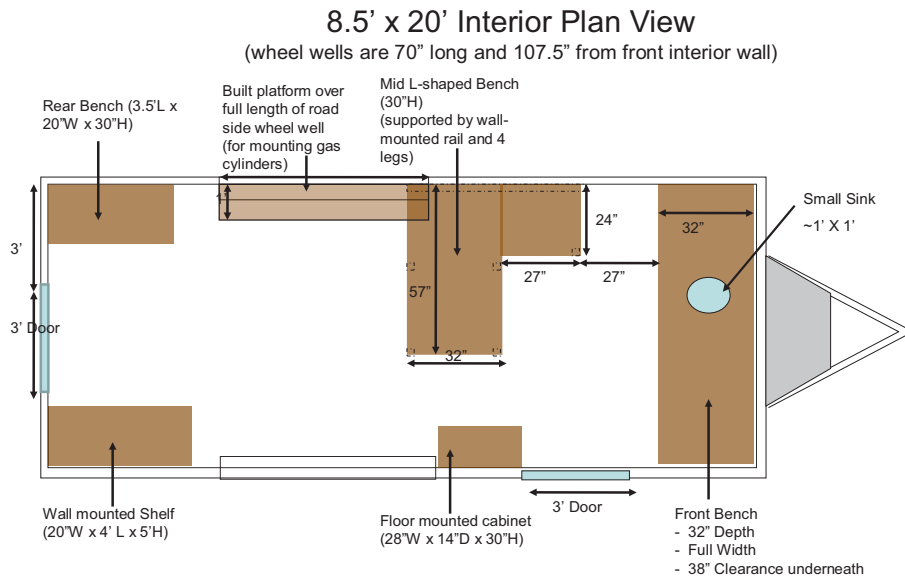
## Annex A

11. have a rear equipment shelf 4'L x 18" W x 5' H.

The rear equipment shelf must

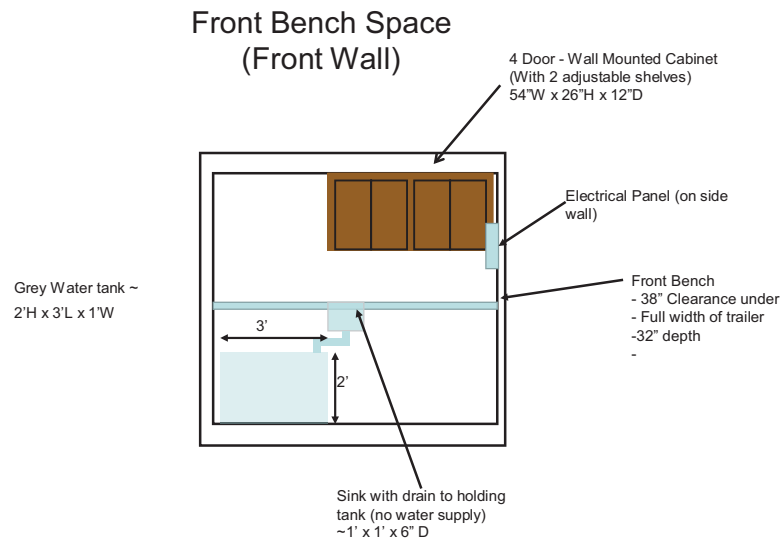
- have a rear equipment shelf that will hold 150 lbs;
- have no legs but be braced to wall for strength; and
- be located on the curb side.

(See Diagram #6 for location)



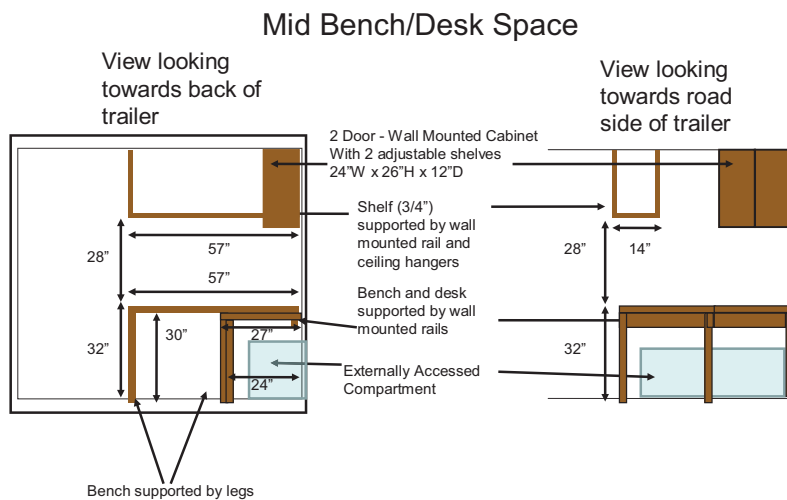
**Diagram 6: Placement of Benches and shelves – top down view**

Annex A



7' Internal Ceiling Height

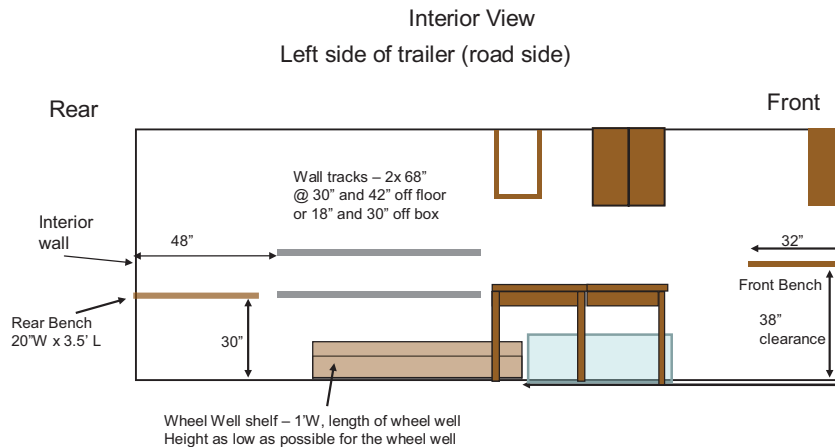
**Diagram 7: Front wall – placement of bench and cabinet, sink, grey water tank and electrical panel**



7' Internal Ceiling Height

**Diagram 8: Placement of L shaped bench and shelves above**

## Annex A



**Diagram 9: Interior View – driver's side.**

### 2g. Roof Platform and Railings

#### The trailer must come equipped with

1. a 10'L x full width aluminum treadplate rooftop platform or a walk on roof with a non-slip surface;
  - a. The platform must be located at the rear of the trailer.
  - b. The platform and railings (when folded for transport) must be no more than 12" above the roof.(See Diagram #3 for location)
2. a fold down guard rails for the rooftop platform and for a walk on roof, a 10' length x full width must have a railing; and
  - a. The railing must comply with section 2.12 of the Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labor Code <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html> .
3. a fixed aluminum ladder and must comply with section 2.9 of the Canada Occupational Health and Safety Regulations (SOR/86-304) under the

## **Annex A**

Canada Labor Code <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>.

- a. The ladder must be located on the back of the trailer on the driver's side. (See Diagram #2 for location)
- b. The ramp must be made such that it is stored over the ladder and can be locked to restrict access to the roof.

NOTE: Some dimensions and positions may need to change due to the construction of the base trailer. These can be modified slightly at the time of trailer manufacture with the consent of the Technical Authority.



FORM B: Substantiation of Technical Compliance Form				
Sect	Description	Comply		Comments / Reference
		yes	no	
1	<b>General</b>			
	Environment Canada - Air Quality Science Unit (AQSU), North Vancouver, BC) requires the supply and delivery of an "off-the-shelf" mobile trailer that must be customized to house a considerable amount of air quality research equipment. This research equipment will include a Gas Chromatograph / Mass Spectrometer (GC/MS) and various gas and particulate analyzers. The trailer must be built by a qualified and experienced custom trailer company with a proven record. The customized trailer must meet all the specifications detailed herein.			
	The customized mobile trailer must meet all applicable ISO and CSA standards.			
	Any item omitted by the Contractor that are required to meet customized trailer requirements and specifications as described herein, are the sole responsibility of the Contractor.			
2	<b>Custom Mobile Lab Trailer</b>			
2a	<b>General Vendor Requirements (Mandatory)</b>			
	1. The vendor must have a proven record of custom trailer production			
	<b>Trailer Make and Model proposed:</b> _____			
2b	<b>Basic Trailer Requirements</b>			<b>Bidders must provide supporting documentation to substantiate 2b, the Basic Trailer Requirements</b>
	The trailer must:			
	1. be compliant with the BC Motor Vehicle Act and must include			
	a. clearance, marker, brake, and tail lights;			
	b. 4 wheel electric brake;			
	c. back up lights; and			
	d. a width not considered to be "wide load".			
	2. have a body length = 20' and an external width = 8.5';			
	3. have Internal ceiling height = 7' but may be slightly lower due to the			

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		yes	no	
	AC ducting;			
	4. have a height including platform and railing (folded down) of no greater than 11 ft;			
	5. have a frame made of steel or aluminum and all exposed steel must be primed and painted;			Bidders must specify what you are offering.
	6. have a tandem axle, each with a			
	a. 5000 lb payload capacity,			
	b. maximum gross weight 10,000 lbs; and			
	c. curb weight not to exceed 5000 lbs;			
	7. have radial tires of 15" or 16" diameter;			Bidders must specify what you are offering.
	8. have a torflex or comparable suspension;			Bidders must specify what you are offering.
	9. have an exterior of 0.030 aluminum;			
	10. be white in color;			
	11. have Insulated walls (R5) and ceiling (R8);			
	12. have spray foam insulated floors (R5) with the exception of:			
	a. the areas under the racks and externally accessed compartment (Diagram # 1); and			
	b. the back edge of racks at back edge of wheel well (to keep weight of racks over the wheels);			
	13. have bottom exterior wall trim;			
	14. have all external wiring protected from the elements;			
	15. have 16" centered wall posts (aluminum or steel);			Bidders must specify what you are offering.
	16. have ≤24" centered roof struts (aluminum or steel) or 12" OC struts for walk on roof;			Bidders must specify what you are offering.
	17. have a 3/4" plywood floor with undercoating;			
	18. have a 3/8" plywood walls - base;			
	19. have a 3/8" plywood ceiling - base;			

FORM B: Substantiation of Technical Compliance Form				
Sect	Description	Comply		Comments / Reference
		yes	no	
	20. have a 36"W x ~74" H rear door - with double locks;(see Diagram #1 for location)			
	21. have a 36"W x ~74" H Side door - with double locks; (see Diagram #1 for location)			
	22. have fold out steps for both doors;			
	23. have a non-slip protective floor coating;			
	24 have front stone guard protection;			
	25 have two drop down stabilizer post - rear;			
	26 have two scissor jack stabilizers - front; and			
	27 have the ceiling and walls coated with a moisture resistant, tough and easy to clean coating such as kemlite or aluminum.			Bidders must specify what you are offering.
	The trailer should have			
	1. a security screen on the side door window;			Desirable Features Included - yes or no?
	2. two exterior recessed flood lights mounted above doors; and			Desirable Features - Included yes or no?
	3. a reinforced roof to walk on with			Desirable Features - Included yes or no?
	a. 12" OC struts and			
	b. 3/8" min plywood reinforcement			
<b>2c</b>	<b>Specific Modifications of Base Trailer</b>			
	The trailer must			
	1. have a 30" W x ~7' L portable aluminum ramp for the side and back door (includes hooks for ramps on both doors); See Diagram #2.			
	The ramp must			
	a. when not in use, lock over the fixed ladder;			
	b. hold up to a minimum of 1000 lbs; and			
	c. not exceed a total weight of 100 lbs.			
	2. have a platform built over driver side wheel well (inside); (See diagram #1)			
	The platform must			
	a. be 12" depth x ~6' length (length of wheel well);			
	b. be ~1' height (just above wheel well); and			

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		yes	no	
	c. have a capacity of ~500 lbs.			
	3. have an externally accessed side wall compartment with insulated interior walls and ceiling, with internal dimensions of 48"L x 18"H x 16"D; (See Diagram #1 for placement)			
	The compartment's external access via a drop down door must			
	a. be ~3'L x 1.5'H in dimension;			
	b. be located on the drivers side wall; and			
	c. have recessed lock.			
	Note: compartment size may vary depending upon the position of the wheel wells.			
	The compartment must be vented. (see point 2c.7)			
	4. have recessed wall mounted tie-down tracks (20 linear ft.) with ratcheting hook in straps; (See Diagram #4 and 9 for placement)			
	5. have recessed floor mounted tie downs, 32 linear ft. long with removable sliding tie down loops; (See Diagram #1 for placement)			
	6. have 3 exterior wall passive vents (no fans); (See Diagram #3 for locations)			
	The vents must be			
	a. 4" in diameter; and			
	b. covered with a metal weather proof exterior low profile cover or louvers.			
	7. have 1 exterior side wall vent with exhaust fan with low profile metal cover or louvers;			
	The exhaust fan vent must be			
	a. externally accessed compartment;			
	b. (~50 - 70 cfm); and			
	c. 4" in diameter.			
	8. have a Trailer Tongue box that spans A frame and is approximately 1.5'W x 2'D;			
	9. have a spare tire and be mounted on the front wall of the trailer			

FORM B: Substantiation of Technical Compliance Form				
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		yes	no	
	above the tongue box;			
	10. have 2 Aluminum plates attached to the rear of the trailer to attach a 100 lb mast;			
	The mast will be extended 20' above the top of the trailer so both plates must be solidly attached to the frame			
	The plate must			
	a. be ~( 1' x 1' x 1/2");			
	b. be mounted 6' between plate centers;			
	c. have holes that are plumbed between top and bottom plate; and			
	d. have two threaded bolt holes for a 3/8" size screws. (See Diagram #2)			
<b>2d</b>	<b>Electrical System</b>			
	The electrical system in the trailer must			
	1. be in compliance with the current CSA Canadian Electrical code;			
	2. have a 120/240 V service panel with a 100A/240V or 200A/120V main breaker; (location shown in Diagram #4)			
	There must be room for at least 24 breakers;			
	3. have an external connection for 100A/240V service on the front wall of the trailer to bring power into trailer;			
	The connector must be weather proof and appropriate for the above service.			
	The line from the panel to the exterior is just under the cabinet to the curb side of the trailer;			
	4. have 3 banks of ~4' long fluorescent lights; (location shown in Diagram #5)			
	5. have a switch for lights at side door;			
	6. include the electrical connections to the exhaust fan as specified in 2.c.7;			
	An on/off switch located near the fan inside the trailer must be included.			
	7. have electrical connections to the air conditioners and includes a thermostat installed near the front on the non-curb side;			

FORM B: Substantiation of Technical Compliance Form				
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		yes	no	
	8. have two external double plugs recessed into the wall near roof on the curb side:			
	<ul style="list-style-type: none"> <li>one double plug located ~3' from the rear of the trailer; and</li> <li>one double plug located ~7' from the rear of the trailer ;</li> </ul> <p>Note: Due to the strict requirements, all other power will be installed by Environment Canada after delivery.</p>			
2e	<b>Cooling requirements (AC - Air Conditioners):</b>			
	1. The trailer must have ACs with a minimum cooling capacity of 30,000 BTU;			
	The Air Conditioner (AC) must be configured as two units with the same BTU capacity, roof mounted low profile ACs. (Location as shown in Diagram #5)			
	2. All ducting for the AC must be in the ceiling and the vents must be ~12" x 12" or 12" diameter minimum;			
	3. One AC must be ducted to the rear of the trailer;			
	4. One AC must be ducted to the front of the trailer;			
	5. The thermostat for the ACs must be located on the wall opposite the side door of the trailer; and			
	6. All electrical connections for the ACs must be included.			
2f	<b>Benches and Cabinets</b>			
	The trailer must			
	1. have all bench tops made with a moisture resistant, tough and easy to clean coating laminate with the exception of the bench stated in 2f (3);			
	2. have latches on all cabinet doors;			
	3. have a stainless steel front work bench 32" in depth and the full width of trailer; (See Diagram #6 & 7 for location)			
	The front work bench must			
	a. have no leg on the front side of the bench; and			
	b. hold a minimum of 300 lbs.			
	4. have a ~1' x 1' stainless steel sink;			

FORM B: Substantiation of Technical Compliance Form				
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		yes	no	
	The steel sink must			
	a. be located in the front work bench (Diagram #6 & #7); and			
	b. drain into a grey water tank located under the bench as per Diagram # 7.			
	The grey tank must be as close to the front wall and driver's side wall as possible and have an external drain			
	5. have one (54" W x 26" H x 12" D) wall mounted cabinet above the bench at the front of the trailer; (The cabinet must be located as indicated in Diagram #7.)			
	The wall mount cabinet must have			
	a. four doors; and			
	b. two shelves.			
	6. have one (24" W x 26"H x 12" D) wall mounted 2 door cabinet with 2 adjustable shelves; (See Diagram #8 for location)			
	7. have one (28"W x 14" D x 30 " H) floor mounted 2 door cabinet with 2 adjustable shelves; (See Diagram #4 & 6 for location)			
	8. have one (16" W x 57" L x ~3/4" thick) Ceiling and wall mounted shelf; (See Diagram #8 for location)			
	9. have one L shaped work bench/desk; (See Diagrams #6 & 8 for location and Dimensions)			
	10. have a rear work bench 3.5'L x 20"W x 30"H rear work bench can have legs and must be located on the driver's side; (See Diagram #6 for location) and			
	11. have a rear equipment shelf 4'L x 18" W x 5' H.			
	The rear equipment shelf must			
	a. have a rear equipment shelf that will hold 150 lbs;			
	b. have no legs but be braced to wall for strength; and			
	c. be located on the curb side.			
2g	<b>Roof Platform and Railings</b>			
	The trailer must come equipped with			

FORM B: Substantiation of Technical Compliance Form				
Sect	Description	Comply		Comments / Reference
		yes	no	
	1a 10'L x full width aluminum treadplate rooftop platform or a walk on roof with a non-slip surface;			
	a. The platform must be located at the rear of the trailer.			
	b. The platform and railings (when folded for transport) must be no more than 12" above the roof.			
	2. a fold down guard rails for the rooftop platform and for a walk on roof, a 10' length x full width must have a railing; and			
	a. The railing must comply with section 2.12 of the Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labor Code <a href="http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html">http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html</a>			
	3. a fixed aluminum ladder and must comply with section 2.9 of the Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labor Code <a href="http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html">http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html</a>			
	a. The ladder must be located on the back of the trailer on the driver's side. (See Diagram #2 for location)			
	b. The ramp must be made such that it is stored over the ladder and can be locked to restrict access to the roof.			
	NOTE: Some dimensions and positions may need to change due to the construction of the base trailer. These can be modified slightly at the time of trailer manufacture with the consent of the Technical Authority.			