

**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> OFF-ROAD UTILITY VEHICLES	
<b>Solicitation No. - N° de l'invitation</b> 5P121-130016/A	<b>Date</b> 2013-10-21
<b>Client Reference No. - N° de référence du client</b> 5P121-13-0016	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-123-5023	
<b>File No. - N° de dossier</b> HAL-3-70044 (123)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-03</b>	<b>Time Zone Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<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> Lockyer (HAL), Jeff	<b>Buyer Id - Id de l'acheteur</b> hal123
<b>Telephone No. - N° de téléphone</b> (902) 496-5636 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> Parks Canada/Halifax Citadel 5425 Sackville Street Halifax, NS B3K 3Y3	

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

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Solicitation No. - N° de l'invitation

5P121-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal123

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

5P121-13-0016

File No. - N° du dossier

HAL-3-70044

CCC No./N° CCC - FMS No/ N° VME

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### **List of Annexes:**

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with this bid solicitation.

### 2. Requirement

Parks Canada, Sable Island, Halifax, NS, has the requirement for **two (2)** 6X4 Diesel powered Off-road utility vehicles, and **two (2)** 17 cubic foot/1000lb capacity all-terrain utility carts/trailers to be used on Sable Island as specified in Annex A - Requirement, and Annex B - Basis of Payment, and Annex C - Mandatory Technical Criteria.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### 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

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

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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.

## **Section II: Financial Bid**

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

### **1.1 Exchange Rate Fluctuation**

C3011T (2010-01-11)

## **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 bid must comply with all the mandatory technical criteria in accordance to **Annex C - Mandatory Technical Criteria** to be declared responsive.

#### **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **2. Basis of Selection**

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 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 (FCP) for employment equity "FCP 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

Parks Canada, Sable Island, Halifax, NS, has the requirement for **two (2)** 6X4 Diesel powered Off-road utility vehicles, and **two (2)** 17 cubic foot/1000lb capacity all-terrain utility carts/trailers to be used on Sable Island as specified in **Annex A - Requirement, and Annex B - Basis of Payment, and Annex C - Mandatory Technical Criteria.**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### 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 - (To be completed by bidder)

Upon award of the Contract, the best delivery date that is offered by the bidder is: \_\_\_\_\_

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jeff Lockyer

Title: Supply Officer

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**Public Works and Government Services Canada****Acquisitions Branch**

Address: 1713 Bedford Row

Halifax, NS B3J 3C9

Telephone: 902-496-5636

Facsimile: 902-496-5016

E-mail address: jeffrey.lockyer@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 - (To be determined after award)**

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 - (To be completed by Bidder)**

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 price as specified in **Annex B**. 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 SACC Manual Clause**

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

## **7. Invoicing Instructions**

### **H5001C Invoicing Instructions (2008-12-12)**

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**

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.

## 9. Applicable Laws

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.

- (a) the Articles of Agreement;
- (b) the general conditions **2010A (2013-04-25)**, Goods (Medium Complexity), apply
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Mandatory Technical Criteria
- (f) the Contractor's bid dated \_\_\_\_\_

## 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.

## ANNEX "A"

### REQUIREMENT

**General Description:** Parks Canada, Sable Island, Halifax, NS, has the requirement for **two (2)** 6X4 Diesel powered Off-road utility vehicles, and **two (2)** 17 cubic foot/1000lb capacity all-terrain utility carts/trailers to be used on Sable Island.

**Provide the following:**

1. Supply and deliver:
  - **two (2)** 6X4 Diesel Powered Off-Road Utility Vehicles with the following:

**Mandatory Specifications**

**Minimum Specifications:**

1. 18 Horsepower (HP) Liquid Cooled Diesel Engine
2. 6X4 transmission & drivetrain
3. Full cab enclosure (Including all glass, doors, windshield washer, wiper(s))
4. Side by side seating
5. Seat covers and floor mats
6. Exterior mirrors
7. Flashing amber LED beacon light hard mounted and hard wired to rocker switch in dash
8. Back-alarm
9. 12v Electric winch (3000lbcapacity) mounted on front
10. Fender guards (front & rear)
11. Heavy-duty suspension for rough terrain (with throttle assist)
12. Cargo Box with non-metallic sides and tailgate
13. Cargo Box with power lift
14. Drive belt splash guard/cover
15. Steel tube bumper guards (front & rear)
16. High floatation tires with maximum traction and floatation on sand and tidal areas that are present in the unique Sable Island Environment.
17. 2.5 lb Dry chemical fire extinguisher
18. English Parts/Service Manual(s)
19. English Safety/Operations Manual(s)

**Maximum Specifications:**

20. 1<sup>1/4</sup> " trailer hitch receiver with draw-bar on front and rear bumpers

**ANNEX “A”****REQUIREMENT (CONTINUED)****Provide the following:**

1. Supply and deliver:

- **two (2)** 17 cubic foot/1000lb capacity all-terrain utility carts/trailers with the following:

**Mandatory Specifications****Minimum Specifications:**

21. 17 Cubic foot/1000lb capacity
22. Non-metallic box
23. Rated for all-terrain applications
24. Sealed wheel bearings

**ANNEX “B”****BASIS OF PAYMENT**

The bidder must provide a firm lot price in Canadian dollars, the Goods and Services Tax or Harmonized Sales Tax excluded, FOB Destination, transportation included, Canadian customs duties and excise taxes included.

Delivery is Delivery Duty Paid (DDP) Incoterms 2000. The contractor is responsible for all delivery charges, administration costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

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

**Description:****Firm Lot Price:**

For the supply and delivery of **two (2)**  
6X4 Diesel powered Off-road  
utility vehicles, and **two (2)** 17 cubic  
foot/1000lb capacity all-terrain utility  
carts/trailers to be used on Sable Island.  
in accordance with Annex A,B, and C  
Requirement to be delivered to Halifax  
Citadel, 5425 Sackville, NS, Halifax, NS  
B3K 3Y3

\$\_\_\_\_\_ (GST/HST excluded)

**Total Firm Lot Price:** \$\_\_\_\_\_ (GST/HST excluded)

Make/Model Offered:\_\_\_\_\_

**ANNEX "C"****Mandatory Technical Criteria****Instructions**

The Bidder must address each Mandatory Technical Criteria listed below and must indicate whether the product/service offered "Meets" (Yes) or "Does Not Meet"(No).

By submitting Annex "C" Mandatory Technical Criteria, the bidder certifies the product they are offering meets and will be built as per the Mandatory Technical Criteria. Failure to meet all Mandatory Technical Criteria will deem the bid non-responsive and will not be evaluated further.

It will be to your advantage to furnish as much detail as possible to support your comments and your claims of compliance for each specification. (Specifications, brochures, literature, etc.)

NOTE: The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.

No.	Specification	Compliance		Comment(s)/
		Yes	No	
1.	18 Horsepower (HP) Liquid Cooled Diesel Engine			
2.	6X4 transmission & drivetrain			
3.	Full cab enclosure (Including all glass, doors, windshield washer, wiper(s))			
4.	Side by side seating			
5.	Seat covers and floor mats			
6.	Exterior mirrors			
7.	Flashing amber LED beacon light hard mounted and hard wired to rocker switch in dash			
8.	Back-alarm			
9.	12v Electric winch (3000lb capacity) mounted on front			
10.	Fender guards (front & rear)			
11.	Heavy-duty suspension for rough terrain (with throttle assist)			
12.	Cargo Box with with non-metallic sides and tailgate			



13.	Cargo Box with power lift			
14.	Drive belt splash guard/cover			
15.	Steel tube bumper guards (front & rear)			
16.	High floatation tires with maximum traction and floatation on sand and tidal areas that are present in the unique Sable Island Environment.			
17.	2.5 lb Dry chemical fire extinguisher			
18.	English Parts/Service Manual(s)			
19.	English Safety/Operations Manual(s)			
20.	1 <sup>1/4</sup> " trailer hitch receiver with draw-bar on front and rear bumpers			
<b>17 cubic foot/1000lb capacity all-terrain utility carts/trailers Specifications</b>				
21.	17 Cubic foot/1000lb capacity			
22.	Non-metallic box			
23.	Rated for all-terrain applications			
24.	Sealed wheel bearings			

**Required:**

Canada reserves the right to verify that any and all of the mandatory specifications are met prior to award of contract.

Mandatory specifications found **not** to be met will result in a non-compliant bid, and if found after contract award may result in the **termination** of the contract.

Bidder certifies that all of the above mandatory requirements are met:

Signature:\_\_\_\_\_