

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

<b>Title - Sujet</b> ALL TERRAIN VEHICLES (ATV's) - NMSO	
<b>Solicitation No. - N° de l'invitation</b> E60HS-13ATVS/A	<b>Date</b> 2013-11-25
<b>Client Reference No. - N° de référence du client</b> E60HS-13ATVS	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HS-610-63968
<b>File No. - N° de dossier</b> hs610.E60HS-13ATVS	<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 2014-01-06</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Reynolds, Kevin	<b>Buyer Id - Id de l'acheteur</b> hs610
<b>Telephone No. - N° de téléphone</b> (819)956-3996 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Request For a Standing Offer  
Demande d'offre à commandes**

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaires**

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

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

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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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4 Wheeled, Gasoline Engine

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include Annex A - Pricing, Annex B - List of Factory Certified Warranty Providers (FCWP), Annex C - Purchase Description and Questionnaire - Group 1, Annex D - Purchase Description and Questionnaire - Group 2.

### 2. Summary

This requirement is to establish a National Master Standing Offer (NMSO) for the supply of All Terrain Vehicles (ATV's) to departments and agencies of the Government of Canada, on an as-and-when requested basis, from the effective date of the Standing Offer to September 30, 2014.

Any resulting Standing Offer shall be for delivery requirements to locations within Canada, except locations within Comprehensive Land Claims Settlement Areas (CLCSA's). For delivery requirements to locations within CLCSA's, solicitation number E60HS-13ATVS/B applies and will be issued separately.

In the event that no Standing Offer is issued pursuant to solicitation number E60HS-13ATVS/B, Canada reserves the right to make call-ups on Standing Offers issued as

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a result of solicitation number E60HS-13ATVS/A for delivery requirements to locations within CLCSA's.

Offerors do not have to submit an offer for all groups. However, Offerors submitting an offer for a group must submit an offer for all items of that group.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Columbia Free Trade Agreement and the Canada-Peru Free Trade Agreements.

### **3. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### 2. Submission of Offers

Offers 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 Request for Standing Offers.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province

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or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## **5. Improvement of Requirement During Solicitation Period**

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

## **6. Environmental Considerations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement, for this solicitation:

The successful Offeror will be requested, after issuance of a Standing Offer, to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Standing Offer Authority, the Technical Authority or the Identified User, thereby reducing printed material.

Offeror should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Product components used in performing the services should be recyclable and/or reusable, whenever possible.

### PART 3 - OFFER PREPARATION INSTRUCTIONS

#### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (2 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors are encouraged to:

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

#### Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### 1. Substitutes and Alternatives

Bidders may propose substitutes and alternatives where "shall(E)" is indicated in the Purchase Description.

- 1. Substitutes and alternatives that are equivalent in form, fit, function and performance will be considered for acceptance where the Bidder:
  - (a) Clearly identifies a substitute and/or an alternative;
  - (b) Designates the brand name, model and/or part number of the substitute and/or of the product, where applicable;

- (c) States that the substitute product is fully interchangeable with the item specified in the technical requirement description;
  - (d) Provides complete specifications and brochures, where applicable;
  - (e) Provides compliance statements that include technical details showing the substitute and/or the alternative meet all technical requirements specified in the technical requirement description; and
  - (f) Clearly identifies those areas in the technical requirement description and in the brochures that support the substitute and/or the alternative compliance with the technical requirements.
2. Substitutes and alternatives offered as equivalent in form, fit, function and performance will not be considered for acceptance if:
- (a) The bid fails to provide all of the information requested to allow the Technical Authority to fully evaluate the equivalency; or
  - (b) The substitute and/or the alternative fail to meet or fail to exceed the technical requirements specified in the technical requirement description.
3. In conducting the evaluation of bids, Canada may, but will have no obligation to request the bidder offering a substitute and/or an alternative, to provide a copy of the alternative standard and to demonstrate, at the bidder's sole cost, that it is equivalent to the technical requirement.

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Part 7 B and in Annex A - Pricing.

## **Section III: Certifications**

### **1. Certifications**

Offerors must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **1. Additional Information**

Canada requests that offerors submit the following information, which will be incorporated in Part 7, A - Standing Offer:

### **2. Offeror's Representative**

#### **General enquiries**

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

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

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

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

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**Delivery follow-up**

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

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

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

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

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

### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1. Mandatory Technical Evaluation Criteria**

##### **1.1.1 Mandatory Proof of Compliance**

Offerors submitting an offer for Group 001 must submit, with their offer, all proof of compliance required in the Purchase Description for Light Multi-Purpose, 4 Wheeled, Gasoline Engine and the Technical Information Questionnaire.

Offerors submitting an offer for Group 002 must submit, with their offer, all proof of compliance required in the Purchase Description for Light Multi-Purpose, 2 PAX, 4 Wheeled, Gasoline Engine and the Technical Information Questionnaire.

##### **1.1.2 Substitutes and/or Alternatives**

Offeror's proposing substitutes and/or alternatives must provide with their bid, all the information as detailed in Part 3, Section 1, - Substitutes and Alternatives to be considered for evaluation.

##### **1.1.3 Mandatory Factory Certified Warranty Providers (FCWP)**

The following information must be provided with offer:

- i) Offerors must complete Annex B - List of Factory Certified Warranty Providers Section I. Offerors may identify more than one (1) FCWP per location in Annex B - List of Factory Certified Warranty Providers, Section II.
- ii) The FCWP must be located within one hundred and fifty (150) Kilometers from City center listed in Annex B - List of Factory Certified Warranty Providers (FCWP);

#### **1.2 Financial Evaluation**

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

Offerors submitting an offer for Group 001 must provide, with their offer, all financial information requested in the RFSO and at Annex A - Pricing, Group 001 - ATV's.

Offerors submitting an offer for Group 002 must provide, with their offer, all financial information requested in the RFSO and at Annex A - Pricing, Group 002 - ATV's.

The Offer must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra.

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### 1.2.2 Aggregate Evaluated Price

Offers will be evaluated on an aggregate price basis per group, for all items of the group, as follows:

a) the firm markup for shipping (item 020) will be added to an estimated amount of \$2,000.00 to obtain the evaluated shipping cost;

**b) as an example:  $10\% \times \$2,000.00 = \$200.00$   
 $\$200.00 + \$2,000.00 = \$2,200.00$   
 $\$2,200.00$  would be the evaluated shipping cost**

c) the sum of all firm lot prices and the evaluated shipping cost will determine the evaluated aggregate price per group.

### 2. Basis of Selection

An offer must comply with all the requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive. Responsive offers with the lowest evaluated aggregate price per group will be recommended for issuance of a Standing Offer. Up to a maximum of two (2) responsive offers will be recommended for issuance of a Standing Offer as follows:

- The responsive offer with the lowest evaluated aggregate price per group will be ranked number one (1).
- The responsive offer with the 2nd lowest evaluated aggregate price per group will be ranked number two (2).

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

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

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006 (OR insert 2007, as applicable). The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **2. Additional Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted

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as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

**2.1 Product Conformance**

The Offeror certifies that all vehicles/equipment proposed conform, and will continue to conform throughout the duration of the standing offer and any resulting contract, to all technical specifications of the purchase description(s).

This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

\_\_\_\_\_  
Offeror's authorized representative signature

\_\_\_\_\_  
Date

**2.2 FCWP Certification**

The Offeror certifies that all FCWP are authorized by the Original Equipment Manufacturer to provide warranty repairs for the vehicle/equipment offered.

\_\_\_\_\_  
Offeror's authorized representative signature

\_\_\_\_\_  
Date

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

### **1. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Part 7B, section 11.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### **2. Financial Capability**

SACC Manual clause M9033T (2011-05-16) Financial Capability

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

The Offeror offers to supply All Terrain Vehicles in accordance with:

Purchase Description and Questionnaire - Group 1 - 1 PAX, 4 Wheeled, Gasoline Engine  
Purchase Description and Questionnaire - Group 2 - 2 PAX, 4 Wheeled, Gasoline Engine

to departments and agencies of the Government of Canada across the country, except to locations within Comprehensive Land Claims Settlement Areas (CLCSA's), on an as-and-when requested basis.

For delivery requirements to locations within CLCSA's, Standing Offers issued pursuant to solicitation number E60HS-13ATVS/B apply.

In the event that no standing offer is issued pursuant to solicitation number E60HS-13ATVS/B, Canada reserves the right to make call-ups on Standing Offers issued as a result of solicitation number E60HS-13ATVS/A for delivery requirements to locations within CLCSA's.

#### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

##### 2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 2.2 Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer.

The Offeror must provide a pdf copy of all call-up documents received during each two (2) month period of the Standing Offer. The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of each two (2) month period.

The Offeror must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

##### 2.3 Standing Offers Final Report

On completion or termination of the National Master Standing Offer, the offeror must provide a final report that details all cumulative data of the call-ups. Data must include all purchases paid for by a Government of Canada Acquisition Card.

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The final report must be completed and forwarded electronically in a portable document format (PDF) to the Standing Offer Authority and to the Procurement Authority, no later than fifteen (15) calendar days after expiry or set-aside of the Standing Offer.

### **3. Term of Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from Date of Issuance to September 30, 2014.

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Kevin Reynolds  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
HS Division  
Place du Portage, Phase III, 7B1  
Telephone: 819-956-3996  
Facsimile: 819-956-5227  
E-mail address: kevin.reynolds@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### **4.2 Technical Authority**

The Technical Authority for the Contract is:

Attention: *(To be inserted by PWGSC)*

National Defence Headquarters

Mgen. George R. Pearkes Building

101 Colonel By Drive

Ottawa, Ontario K1A 0K2

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

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

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

The Technical Authority is responsible for all matters concerning the technical content of the Work under the Standing Offer. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a Standing Offer revision issued by the Standing Offer Authority.

#### **4.3 Project Authority**

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The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

#### **4.4 Offeror's Representative**

##### **General enquiries**

Name: *(to be inserted by PWGSC)*

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

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

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

##### **Delivery follow-up**

Name: *(to be inserted by PWGSC)*

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

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

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

#### **5. Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

#### **6. Call-up Procedures**

Call-ups are made based on the "right of first refusal" basis.

1. The identified user will contact the highest-ranked offeror for that specified group to determine if the requirement can be satisfied in full or part by that offeror.
2. If the highest-ranked offeror is able to fully meet the requirement, a call-up is made against its standing offer.
3. If the highest-ranked offeror is unable to fully meet the requirement, a call-up is made for the portion of the requirement that the offer can meet. If the highest ranked offeror is unable to meet the requirement, or is only able to partially meet the requirement the identified user must proceed in accordance with sections 4 to 7.
4. Prior to contacting the next ranked offeror for that specified group, the identified user must forward the call-up to PWGSC for approval, along with the notification from the offeror advising they are unable to fully meet the requirement. Once approval is obtained by PWGSC the identified user will contact the next ranked offeror to determine if the remaining portion of the requirement can be satisfied in full or part by that offeror.
5. If the next ranked offeror is able to fully meet the requirement, a call-up is made against its standing offer.

6. If that offeror is unable to fully meet the requirement, a call-up is made for the portion of the requirement that the offer can meet.

7. When an offeror is unable to fulfill the need, the identified user is required to document its file appropriately.

### 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer".

### 8. Delivery Requirements Outside a Comprehensive Land Claims Settlement Area (CLCSA)

Any contract resulting from a call-up against the Standing Offer is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for deliveries within CLCSA's must be handled separately from this standing offer except to the extent set-out in Part 7A, paragraph 1 of the Standing Offer.

### 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Goods and Services Tax or Harmonized Sales Tax included). All individual call-ups against the Standing Offer exceeding \$100,000.00 (Goods and Services Tax or Harmonized Sales Tax included) will be forwarded to PWGSC for authorization.

### 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2030 (2013-06-27), General Conditions - Higher Complexity - Goods;
- e) Annex C - Purchase Description and Questionnaire Group 1 - 1 PAX, 4 Wheeled
- f) Annex D - Purchase Description and Questionnaire Group 2 - 2 PAX, 4 Wheeled
- g) Annex A - Pricing
- h) Annex B - Factory Certified Warranty Providers (FCWP)
- i) the Offeror's offer dated *(to be inserted by PWGSC)* as amended *(to be inserted by PWGSC)*.

### 11. Certifications

#### 11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or

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unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **12. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

The Offeror may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offeror.

## **13. Factory Certified Warranty Providers**

The Factory Certified Warranty Providers (FCWP) are listed at Annex B - List of Factory Certified Warranty Providers. During the period of the Standing Offer, the Offeror must maintain an up-to-date list and provide a copy of the updated list electronically to the Standing Offer Authority when changes occur. The FCWP must have the facilities and manpower required to perform all warranty repairs on the vehicle/equipment.

During the period of the Standing Offer, the Offeror must replace a FCWP which can no longer provide repairs or when the FCWP is not providing acceptable repairs in accordance with the terms of the Standing Offer.

## **14. Technical Changes, Substitutes and Alternatives**

During the period of the Standing Offer any technical changes, substitutes and alternatives proposed by the Offeror, as mandated by the manufacturer or legislative body, must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function and performance to what is being replaced and must be at no additional cost to Canada. Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A revision to the Standing Offer or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the substitute or the alternative and the Offeror is unable to meet the technical requirement, Canada may set aside the Standing Offer and/or terminate the contract for default in accordance with the general conditions stated in the Standing Offer and the resulting contract.

## **15. Substitute Model**

In the event that a model is discontinued, the Offeror can offer, through the Standing Offer Authority, a substitute model for acceptance by the technical authority. The substitute model must meet all the technical requirements of the Purchase Description and must be offered at the same price as the model it is replacing in the Standing Offer. Acceptance of the substitute model will be through a Standing Offer revision.

Should the Technical Authority not accept the substitute model or the offeror is unable to meet the technical requirements, Canada may set aside the Standing Offer and/or terminate

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the contract for default in accordance with the general conditions stated in the Standing Offer and the resulting contract.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Requirement

The Contractor must provide the items as detailed in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2030 (2013-06-27), General Conditions - Higher Complexitiy - Goods, apply to and form part of the Contract.

At Section 12, Inspection and Acceptance of the Work

Delete paragraphs 1 in its entirety and replace with the following:

1. All the Work is subject to inspection and acceptance by Canada at destination by the consignee. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

At Section 22, Warranty

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

2. In the event of a defect or non-conformance in any part of the Work during the warranty period, the Contractor, at the request of Canada to do so, must initiate corrective measures within two (2) working days and complete the repair, replacement or otherwise make good within a reasonable length of time at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract. If the Contractor fails to initiate corrective measures within the 2 day period and complete the repair, replacement or otherwise make good within a reasonable length of time or has no repair facilities in the immediate vicinity (within 100 kilometres) of the specified delivery destinations (consignees), Canada reserves the right to make such repairs and be reimbursed by the Contractor at the rate of \$103.91 per hour for labour and the cost for replaced parts."

3. The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. Canada will make the Work available to the Contractor within 150 km of a city listed on attached Annex B - List of Factory Certified Warranty Providers (FCWP). In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs. In the event of a warranty dispute with a

component manufacturer, the Contractor must be held responsible for all warranty coverage.

4. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant pursuant to subsection 3. Canada will make the Work available to the Contractor within 150 km of a city listed on attached Annex B - List of Factory Certified Warranty Providers (FCWP). The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the location where the work was made available to the Contractor by Canada.

### **3. Term of Contract**

#### **3.1 Delivery Date**

Delivery must be made within 45 calendar days from receipt of a call-up against the Standing Offer.

#### **4. Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in Canadian dollars, as specified in Annex A - Pricing, and as follows:

##### **4.1 Basis of Payment - Destination within a radius of 150 km of the cities centers identified in Annex B - List of Factory Certified Warranty Providers, Section I**

Firm lot prices in Canadian dollars, Delivered Duty Paid (... named place of destination), Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra.

##### **4.2 Basis of Payment - Destination outside a radius of 150 km of the city centers identified in Annex B - List of Factory Certified Warranty Providers , Section I**

Firm lot prices, Delivered Duty Paid (... named place of destination), Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra.

In addition to the firm lot price, the Contractor will be paid for the shipping cost, from the FCWP to the named place of destination, at the actual laid down-cost plus a firm mark-up.

The shipping cost must be for the shipping from the FCWP closest to the named place of destination.

The contractor's actual laid-down cost is defined as the cost incurred by the Contractor to acquire a specific product or service for resale to the government. This includes the Contractor's invoice price (less trade discounts) but excludes the Applicable Taxes and any General and Administrative, handling and profit.

Mark-up includes applicable purchasing expense, internal handling and general and administrative expenses, plus profit but excludes the Applicable Taxes.

**4.3 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12

**5. 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.

Each invoice for vehicles/equipment delivered outside a radius of 150 km of the city centers identified in Annex B - List of Factory Certified Warranty Providers , Section I, must be supported by:

(a) a copy of the shipping cost invoice.

2. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Identified User, thereby reducing printed material.

3. Invoices must be distributed as follows:

(a) the original and one (1) copy must be forwarded or emailed to the consignee, or as indicated on the call-up against the Standing Offer, for certification and payment.

**6. SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
A9006C	Defence Contract (DND Only)	2008-05-12
A9049C	Vehicle Safety	2011-05-16
B1505C	Shipment of Hazardous Materials	2006-06-16
C2801C	Priority Rating - Canadian based Contractors (DND Only)	2011-05-16
C2800C	Priority Rating - (DND Only)	2001-05-16
D3010C	Dangerous Goods/Hazardous Products (DND Only)	2007-11-30
D3015C	Dangerous Goods/Hazardous Products	2007-11-30
D5545C	ISO 9001:2008 Quality Management Systems - Requirements (QAC C) - (DND Only)	2010-08-16
G1005C	Insurance	2008-05-12

**7. Shipping Instructions****7.1 Shipping Instructions - All destinations**

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid to the destination specified on call-up against the standing offer. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified in call-up

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against the standing offer. The consignee may refuse shipments when prior arrangements have not been made. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable to pay for any additional costs.

## **8. Preparation for Delivery**

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

## **9. Environmental Considerations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement:

1. The Contractor is requested provide all correspondence including (but not limited to) documents and reports in electronic format unless otherwise specified by the Standing Offer Authority, the Technical Authority or the Identified User thereby reducing printed material.
2. The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
3. Product components used in performing the services should be recyclable and/or reusable, whenever possible.

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## ANNEX A - PRICING

### Group 001 – All Terrain Vehicles (ATV's)

The Contractor must deliver ATV's and related items, such as but not limited to, Manuals, Warranty Letter, Preventative Maintenance Replacement Parts Kit List and List of Special Tools in accordance with the attached Purchase Description for Light Multi-Purpose 4 Wheeled, Gasoline Engine, ECC 140301 dated June 2013.

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

#### Item 001 - Group 001

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of St-John's (NL) city center in accordance with Part 7B Basis of Payment.

#### Item 002 - Group 001

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Halifax (NS) city center in accordance with Part 7B Basis of Payment.

#### Item 003 - Group 001

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Moncton (NB) city center in accordance with Part 7B Basis of Payment.

#### Item 004 - Group 001

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Québec (QC) city center in accordance with Part 7B Basis of Payment.

#### Item 005 - Group 001

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Montréal (QC) city center in accordance with Part 7B Basis of Payment.

#### Item 006 - Group 001

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Ottawa (ON) city center in accordance with Part 7B Basis of Payment.

#### Item 007 - Group 001

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Kingston (ON) city center in accordance with Part 7B Basis of Payment.

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**Item 008 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Sudbury (ON) city center in accordance with Part 7B Basis of Payment.

**Item 009- Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of North Bay (ON) city center in accordance with Part 7B Basis of Payment.

**Item 010 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Toronto (ON) city center in accordance with Part 7B Basis of Payment.

**Item 011 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of London (ON) city center in accordance with Part 7B Basis of Payment.

**Item 012 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Winnipeg (MB) city center in accordance with Part 7B Basis of Payment.

**Item 013 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Regina (SK) city center in accordance with Part 7B Basis of Payment.

**Item 014 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Saskatoon (SK) city center in accordance with Part 7B Basis of Payment.

**Item 015 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Calgary (AB) city center in accordance with Part 7B Basis of Payment.

**Item 016 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Edmonton (AB) city center in accordance with Part 7B Basis of Payment.

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**Item 017 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Kelowna (BC) city center in accordance with Part 7B Basis of Payment.

**Item 018 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Vancouver (BC) city center in accordance with Part 7B Basis of Payment.

**Item 019 - Group 001**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Victoria (BC) city center in accordance with Part 7B Basis of Payment.

**Item 020 - Group 001 - Shipping Cost Markup**

Shipping cost at the actual laid-down cost plus a firm markup of \_\_\_\_\_% for deliveries to destination outside a radius of 150 km of the city centers identified in Annex B - List of Factory Certified Warranty Providers , Section I.

**Group 002 – All Terrain Vehicles (ATV's)**

The Contractor must deliver All Terrain Vehicles (ATV) and related items such as, but but not limited to, Manuals, Warranty Letter, Preventative Maintenance Replacement Parts Kit List and List of Special Tools in accordance with the attached Purchase Description for Light Multi-Purpose, 2 PAX, 4 Wheeled, Gasoline Engine, ECC 140301 dated June 2013.

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

**Item 001 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of St-John's (NL) city center in accordance with Part 7B Basis of Payment.

**Item 002 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Halifax (NS) city center in accordance with Part 7B Basis of Payment.

**Item 003 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Moncton (NB) city center in accordance with Part 7B Basis of Payment.

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**Item 004 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Québec (QC) city center in accordance with Part 7B Basis of Payment.

**Item 005 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Montréal (QC) city center in accordance with Part 7B Basis of Payment.

**Item 006 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Ottawa (ON) city center in accordance with Part 7B Basis of Payment.

**Item 007 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Kingston (ON) city center in accordance with Part 7B Basis of Payment.

**Item 008 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Sudbury (ON) city center in accordance with Part 7B Basis of Payment.

**Item 009- Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of North Bay (ON) city center in accordance with Part 7B Basis of Payment.

**Item 010 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Toronto (ON) city center in accordance with Part 7B Basis of Payment.

**Item 011 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of London (ON) city center in accordance with Part 7B Basis of Payment.

**Item 012 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Winnipeg (MB) city center in accordance with Part 7B Basis of Payment.

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**Item 013 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Regina (SK) city center in accordance with Part 7B Basis of Payment.

**Item 014 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Saskatoon (SK) city center in accordance with Part 7B Basis of Payment.

**Item 015 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Calgary (AB) city center in accordance with Part 7B Basis of Payment.

**Item 016 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Edmonton (AB) city center in accordance with Part 7B Basis of Payment.

**Item 017 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Kelowna (BC) city center in accordance with Part 7B Basis of Payment.

**Item 018**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Vancouver (BC) city center in accordance with Part 7B Basis of Payment.

**Item 019 - Group 002**

Firm lot price of \$ \_\_\_\_\_ per vehicle/equipment Delivered Duty Paid (DDP) to destination within a radius of 150 km of Victoria (BC) city center in accordance with Part 7B Basis of Payment.

**Item 020 - Group 002 - Shipping Cost Markup**

Shipping cost at the actual laid-down cost plus a firm markup of \_\_\_\_\_% for deliveries to destination outside a radius of 150 km of the city centers identified in Annex B - List of Factory Certified Warranty Providers , Section I.

## Annex B – List of Factory Certified Warranty Providers (FCWP)

The warranty providers listed below are Factory Certified and have the facilities and manpower required to perform all warranty repairs and services on the equipment.

The FCWP must be located within 150 kilometers from the City centers listed.

### **Section I**

City Center: St-John's (NL)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Halifax (NS)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Moncton (NB)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Québec (QC)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Montréal (QC)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_

Solicitation No. - N° de l'invitation

E60HS-13ATVS/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs610

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

E60HS-13ATVS

File No. - N° du dossier

hs610E60HS-13ATVS

CCC No./N° CCC - FMS No/ N° VME

Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Sudbury (ON)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: North Bay (ON)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Ottawa (ON)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Kingston (ON)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Toronto (ON)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

Solicitation No. - N° de l'invitation

E60HS-13ATVS/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

E60HS-13ATVS

File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

City Center: London (ON)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Winnipeg (MB)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Regina (SK)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Saskatoon (SK)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Calgary (AB)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Edmonton (AB)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_

Solicitation No. - N° de l'invitation

E60HS-13ATVS/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs610

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

E60HS-13ATVS

File No. - N° du dossier

hs610E60HS-13ATVS

CCC No./N° CCC - FMS No/ N° VME

Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Kelowna (BC)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Vancouver (BC)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: Victoria (BC)  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

**Section II**

Additional Warranty Providers:

City Center: \_\_\_\_\_ ( )  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax # (optional): \_\_\_\_\_  
 E-mail (optional): \_\_\_\_\_

City Center: \_\_\_\_\_ ( )  
 Distance from City Center: \_\_\_\_\_ km  
 FCWP Business Name: \_\_\_\_\_  
 FCWP Business Address: \_\_\_\_\_  
 Contact Name: (if available) \_\_\_\_\_  
 Telephone #: \_\_\_\_\_

Solicitation No. - N° de l'invitation

E60HS-13ATVS/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs610

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

E60HS-13ATVS

File No. - N° du dossier

hs610E60HS-13ATVS

CCC No./N° CCC - FMS No/ N° VME

Fax # (optional): \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

City Center: \_\_\_\_\_ ( )

Distance from City Center: \_\_\_\_\_ km

FCWP Business Name: \_\_\_\_\_

FCWP Business Address: \_\_\_\_\_

Contact Name: (if available) \_\_\_\_\_

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

Fax # (optional): \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

City Center: \_\_\_\_\_ ( )

Distance from City Center: \_\_\_\_\_ km

FCWP Business Name: \_\_\_\_\_

FCWP Business Address: \_\_\_\_\_

Contact Name: (if available) \_\_\_\_\_

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

Fax # (optional): \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

City Center: \_\_\_\_\_ ( )

Distance from City Center: \_\_\_\_\_ km

FCWP Business Name: \_\_\_\_\_

FCWP Business Address: \_\_\_\_\_

Contact Name: (if available) \_\_\_\_\_

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

Fax # (optional): \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

**Annex "C"**

**PURCHASE DESCRIPTION**

**FOR**

**LIGHT**

**MULTI-PURPOSE**

**4 WHEELED, GASOLINE ENGINE**

**VEHICULE**

**ECC 140301**

**NSN 2340-21-901-4964**

**June 2013**

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  - 7.4 Identification Plate
  
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  - 8.1 Documentation with each vehicle

## 1. INSTRUCTIONS

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

- c. "Proof of Compliance" - is defined as a document, such as a brochure and/or technical literature and/or a third party test report provided by a nationally and/or internationally recognized testing facility and/or a report generated by a nationally and/or internationally recognized third party software. The document **shall** provide detailed information on each performance requirement and/or specification. Where a document submitted as **Proof of Compliance** does not cover all the performance requirements and/or specifications or when no such document is available or when modifications to the original equipment or customization are required to achieve the performance requirements and/or specifications, a Certificate of Attestation (as a separate document) signed by a senior engineer representing the Original Equipment Manufacturer (OEM) detailing the modifications and how they meet the performance requirements and/or specifications **shall** be provided. The certificate **shall** detail all performance requirements and/or specifications required to substantiate compliance. One certificate can be provided for one or all performance requirements and/or specifications.

## 2. APPLICABLE DOCUMENTS

### 2.1 Government Furnished Documents - NOT APPLICABLE

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

- a. SAE Handbook

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

## 3. REQUIREMENTS

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

- a. Be the latest model from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle for at least 1 year;

- b. Have engineering certification available, upon demand, for this application from the original manufacturer of major equipment systems and assemblies;
  - c. Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture; and
  - d. Have system and component capacities not greater than their published ratings (i.e. product or component brochures) or accompanied by proof of compliance.
- 3.2 Operating Conditions** – The vehicle/equipment, under all load conditions, *shall* operate safely and efficiently as follows without appreciable degradation in reliability and maintainability:
- a. **Towing capacity** – The vehicle/equipment *shall* be capable of being operated while towing a minimum load of 400 kg;
  - b. **Weather** - The vehicle/equipment *shall* operate under the extremes of weather found in Canada in temperatures ranging from -40 to 37° C (-40 to 99° F);
  - c. **Terrain** - The vehicle/equipment *shall* be capable of being operated 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 Regulations** – The vehicle should comply with applicable Canadian Federal safety regulations.
- 3.4 Human Engineering and Safety** – The following applies:
- a. All systems and controls should be safe and easy to use by a full range of operators (5<sup>th</sup> percentile female to 95<sup>th</sup> percentile male), in general accordance with SAE J833 (ISO 3411) and SAE J898 (ISO 6682);
  - b. Safety devices such as warning plates, instruction plates, non-slip surfaces, grab handles and heat shields should be provided, where required, to ensure safe operation.

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

**3.6 Dimensions** – The following *shall* be provided:

- a. A maximum vehicle length of 300 cm;
- b. A maximum vehicle width of 175 cm.
- c. Vehicle has a minimum ground clearance of 27 cm.

#### **4. CHASSIS AND POWER TRAIN SYSTEMS**

**4.1 Engine Systems** – The following applies:

- a. The engine displacement *shall* be at least 500 cc;
- b. The engine *shall* have a minimum of one (1) cylinder;
- c. The engine *shall* be a 4-stroke engine;
- d. The engine *shall* be liquid cooled;
- e. Exhaust pipe and spark arresting muffler *shall* be provided;
- f. The engine fuel type *shall* be unleaded gasoline.

**4.2 Fuel Tank** – The following applies:

- a. Main fuel tank capacity shall be minimum 15 liters ;

- b. Fuel tank cap should indicate the use of unleaded fuel;
- c. Fuel tank and/or fuel tank cap *shall(E)* indicate the level of fuel in the tank.

**4.3 Transmission** – the following applies:

- a. The vehicle *shall* have four wheels with a minimum of four-wheel drive option;
- b. A minimum of one forward and one reverse gear *shall* be provided.

**4.4 Brakes** – The following applies:

- a. Front and rear hydraulic disc brakes *shall(E)* be provided;
- b. A parking brake *shall* be provided.

**5. BODY SYSTEMS**

**5.1 Body Features** – The following *shall* be provided:

- a. Front and rear metal bush guards (bumpers);
- b. Front and rear cargo rack with extensions;
- c. Under body protection.

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

- a. Single seat for Driver;

**5.3 Controls and Instruments** – The following applies:

- a. Electrical starting *shall* be provided;

- b. Fuel gauge in the instrument panel *shall(E)* be provided;
- c. Hour meter *shall* be provided;
- d. Gear indicator *shall* be provided. The gear indicator *shall* be, as a minimum, markings on and/or a decal next to the gear selector lever.

**6. ELECTRICAL SYSTEMS** – The following *shall* be provided:

- a. Heavy-duty maintenance-free battery;
- b. A 12V outlet in the instrument panel.
- c. A 2,500 lbs minimum capacity front mounted winch *shall* be provided.

**7. MISCELLANEOUS**

**7.1 Special Equipment** – The following applies:

- a. Heavy-duty all-purpose tires *shall* be provided.

**7.2 Colour** – The following applies:

- a. The colour of external surfaces is as per Manufacturer's standard colour.

**7.3 Tools** – The following applies:

- a. A basic tool kit *shall(E)* be provided with each vehicle;

The tools should be stored in a bag and should include, as a minimum, tools specific to the vehicle for roadside maintenance.

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

- Manufacturer;
- Model;
- Model year;
- Serial number;
- Gross Vehicle Weight Rating (GVWR);

8. **INTEGRATED LOGISTIC SUPPORT** – The Contractor is required to ensure that spare parts required to properly maintain and repair completed vehicles are available for purchase for a period of 10 years.

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

- a. **Vehicle Manuals** – The vehicle *shall* be provided with all manuals required for the safe operation, maintenance and repair of the vehicles and all sub-systems, attachments, components and accessories included in the vehicle supplied. The following manuals *shall* be provided:
  - i. **Operator’s Manuals** – Operator’s Manuals *shall* be provided in a bilingual format or as 2 manuals in a single binder (one English, one French). Operator’s Manual(s) *shall* be supplied in paper format. The Operator’s Manual *shall* include:
    - Instructions for the safe operation of the vehicle;
    - Daily operator maintenance instructions/checks (including lubrication);
    - Safety warnings; and
    - Hand signals (as necessary).
  - ii. **Manuals on CD/DVD-ROM** - A copy of the manuals on CD/DVD-ROM *shall* be provided, if available. This *shall* include all the manuals provided in clauses i, ii, and iii above. For usability, CD/DVD-ROM *shall not* require password and/or Internet connection to be accessed. Operator’s manuals *shall*

also be supplied in paper format.

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

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

**1.1 Technical Information Questionnaire for light,  
multi-purpose, four wheeled gasoline engine  
vehicles.**

**BID SOLICITATION NUMBER**

**Completed By:**

**Company Name:**

**Manufacturer's Name:**

**Name of Representative:**

**Designation:**

**Signature:**

**Date:**

---

Technical Information Questionnaire

---

**Introduction**

This Questionnaire covers technical information, which shall be provided for evaluation of the vehicle/equipment offered.

**Substitutes/Alternatives**

Are any substitutes/alternatives offered as equivalent? YES  NO

**PURCHASE DESCRIPTION PARAGRAPHS**

**3.1 Standard Design**

- a. Make \_\_\_\_\_ - Model \_\_\_\_\_  
Length of time this model in production/sold commercially  
\_\_\_\_\_ Years

**3.2 Operation Condition - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Towing Capacity - A minimum load of 400 kg.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- b. Weather - Temperatures ranging from -40 to 37° C.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- c. Terrain - As described.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

**3.3 Safety Regulation**

**3.4 Human Engineering and Safety**

**3.5 Vehicle Delivery Condition?**

Comments: \_\_\_\_\_

**3.6 Dimensions - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Vehicle has a maximum length of 300 cm.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- b. Vehicle has a maximum width of 175 cm.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- c. Vehicle has a minimum ground clearance of 27 cm.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

**4.1 Engine Systems - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. The engine displacement *is* at least 500 cc.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- b. The engine *has at least* one (1) cylinder.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- c. The engine *shall* be a 4-stroke engine;  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- d. The engine *shall* be liquid cooled.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- e. Exhaust pipe and spark arresting muffler *shall* be provided.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- f. The engine fuel type *shall* be unleaded gasoline.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

**4.2 Fuel Tank - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. The main fuel tank has a minimum of 15 litres capacity.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- b. Fuel tank cap should indicate the use of unleaded gasoline fuel.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- c. Fuel tank and/or fuel tank cap **Shall (E)** indicate the level of the fuel in the tank.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

**4.3 Transmission - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. The vehicle *shall* have four wheels with a minimum of four-wheel drive option;  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- b. A minimum of one forward and one reverse gear *shall* be provided.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

**4.4 Brakes - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Front and rear hydraulic disc brake.  
Document: \_\_\_\_\_ Page:
- b. Vehicle is equipped with a parking brake.  
Document: \_\_\_\_\_ Page:

**5.1 Body Features - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Front and rear metal bush guards (bumpers)  
Document: \_\_\_\_\_ Page:
- b. Front and Rear Cargo Rack with extensions.  
Document: \_\_\_\_\_ Page:
- c. Under body protection  
Document: \_\_\_\_\_ Page:

**5.2 Seating and Driver/Passenger compartment - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. A single seat large enough for one (1) adult dressed in heavy clothing.  
Document: \_\_\_\_\_ Page:

**5.3 Controls and Instruments - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Electrical starting  
Document: \_\_\_\_\_ Page:
- b. Fuel gauge in the instrumental panel  
Document: \_\_\_\_\_ Page:
- c. Hour meter  
Document: \_\_\_\_\_ Page:
- d. Gear indicator, as a minimum markings on and/or a decal next to the gear selector lever.  
Document: \_\_\_\_\_ Page:

**6 Electrical System - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Heavy-duty maintenance-free battery.  
Document: \_\_\_\_\_ Page:
- b. 12V outlet in the instrument panel.  
Document: \_\_\_\_\_ Page:
- c. A 2,500 lbs minimum capacity front mounted winch  
Document: \_\_\_\_\_ Page:

**7.1 Special Equipment - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Heavy-duty all-purpose tires.  
Document: \_\_\_\_\_ Page:

**Annex "D"**

**PURCHASE DESCRIPTION**

**FOR**

**LIGHT**

**MULTI-PURPOSE**

**2 PAX**

**4 WHEELED, GASOLINE ENGINE**

**VEHICULE**

**ECC 140301**

**NSN 2340-21-901-4964**

**June 2013**

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- 4. CHASSIS AND POWER TRAIN SYSTEMS**
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## 1. INSTRUCTIONS

- 1.1 **Scope** - This document covers light, multi-purpose, 2 PAX, four wheeled, gasoline engine vehicles.
- 1.2 **Instructions** - The following instructions apply to this Purchase Description:
- a. Requirements, which are identified by the word “*shall*”, are mandatory. Deviations will not be permitted;
  - b. Requirements identified by “*shall(E)*” are mandatory. The Technical Authority will consider substitutes/alternatives for acceptance as an Equivalent;
  - c. Requirements identified with a “*will*” define actions to be performed by Canada and require no action/obligation on the Contractor’s part;
  - d. Where “*shall*”, “*shall(E)*”, or “*will*” are not used, the information provided is for guidance only;
  - e. In this document “provided” shall mean “provided and installed”;
  - f. Where technical certification is required, a copy of the certification or an acceptable proof of compliance shall be provided upon request;
  - g. Metric measurements shall be used to define the requirement. Other measurements are for reference only and may not be exact conversions; and
  - h. Dimensions stated as nominal shall be treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.
- 1.3 **Definitions** - The following definitions apply to the interpretation of this Purchase Description:
- a. “Technical Authority” - The government official responsible for technical content of this requirement;
  - b. “Equivalent” - A standard, means, or component type, which has been accepted by the Technical Authority as meeting the specified requirements for form, fit, function and performance; and

- c. "Proof of Compliance" - is defined as a document, such as a brochure and/or technical literature and/or a third party test report provided by a nationally and/or internationally recognized testing facility and/or a report generated by a nationally and/or internationally recognized third party software. The document **shall** provide detailed information on each performance requirement and/or specification. Where a document submitted as **Proof of Compliance** does not cover all the performance requirements and/or specifications or when no such document is available or when modifications to the original equipment or customization are required to achieve the performance requirements and/or specifications, a Certificate of Attestation (as a separate document) signed by a senior engineer representing the Original Equipment Manufacturer (OEM) detailing the modifications and how they meet the performance requirements and/or specifications **shall** be provided. The certificate **shall** detail all performance requirements and/or specifications required to substantiate compliance. One certificate can be provided for one or all performance requirements and/or specifications.

## 2. APPLICABLE DOCUMENTS

### 2.1 Government Furnished Documents - NOT APPLICABLE

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

- a. SAE Handbook

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

## 3. REQUIREMENTS

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

- a. Be the latest model from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle for at least 1 year;

- b. Have engineering certification available, upon demand, for this application from the original manufacturer of major equipment systems and assemblies;
  - c. Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture; and
  - d. Have system and component capacities not greater than their published ratings (i.e. product or component brochures) or accompanied by proof of compliance.
- 3.2 Operating Conditions** – The vehicle/equipment, under all load conditions, *shall* operate safely and efficiently as follows without appreciable degradation in reliability and maintainability:
- a. **Towing capacity** – The vehicle/equipment *shall* be capable of being operated while towing a minimum load of 400 kg;
  - b. **Weather** - The vehicle/equipment *shall* operate under the extremes of weather found in Canada in temperatures ranging from -40 to 37° C (-40 to 99° F);
  - c. **Terrain** - The vehicle/equipment *shall* be capable of being operated 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 Regulations** – The vehicle should comply with applicable Canadian Federal safety regulations.
- 3.4 Human Engineering and Safety** – The following applies:
- a. All systems and controls should be safe and easy to use by a full range of operators (5<sup>th</sup> percentile female to 95<sup>th</sup> percentile male), in general accordance with SAE J833 (ISO 3411) and SAE J898 (ISO 6682);
  - b. Safety devices such as warning plates, instruction plates, non-slip surfaces, grab handles and heat shields should be provided, where required, to ensure safe operation.
- 3.5 Vehicle Delivery Condition** – The vehicle *shall* be delivered to destination in a fully operational condition (serviced and adjusted) and both the interior and exterior *shall* be cleaned. If the vehicle requires assembly at destination, the Contractor *shall* be responsible for all manpower and equipment to perform assembly. The consignee will provide the area required for assembly. For shipment verification, all items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are

shipped loose with the equipment, *shall* be listed on the shipping certificate or to an attached packing note.

**3.6 Dimensions** – The following *shall* be provided:

- a. A maximum vehicle length of 300 cm;
- b. A maximum vehicle width of 175 cm.
- c. Vehicle has a minimum ground clearance of 27cm.

**4. CHASSIS AND POWER TRAIN SYSTEMS**

**4.1 Engine Systems** – The following applies:

- a. The engine displacement *shall* be at least 650 cc;
- b. The engine *shall* have a minimum of one (1) cylinder;
- c. The engine *shall* be a 4-stroke engine;
- d. The engine *shall* be liquid cooled;
- e. Exhaust pipe and spark arresting muffler *shall* be provided;
- f. The engine fuel type *shall* be unleaded gasoline.

**4.2 Fuel Tank** – The following applies:

- a. Main fuel tank capacity shall be minimum 18 liters;
- b. Fuel tank cap should indicate the use of unleaded fuel;
- c. Fuel tank and/or fuel tank cap *shall(E)* indicate the level of fuel in the tank.

**4.3 Transmission** – the following applies:

- a. The vehicle *shall* have four wheels with a minimum of four-wheel drive option;

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

**4.4 Brakes** – The following applies:

- a. Front and rear hydraulic disc brakes *shall(E)* be provided;
- b. A parking brake *shall* be provided.

**5. BODY SYSTEMS**

**5.1 Body Features** – The following *shall* be provided:

- a. Front and rear metal bush guards (bumpers);
- b. Front and rear cargo rack with extensions ;
- c. Under body protection.

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

- a. Two (2) passenger seat in a 2-Up style;
- b. Backrest and handholds for the passenger.

**5.3 Controls and Instruments** – The following applies:

- a. Electrical starting *shall* be provided;
- b. Fuel gauge in the instrument panel *shall(E)* be provided;
- c. Hour meter *shall* de provided;
- d. Gear indicator *shall* be provided. The gear indicator *shall* be, as a minimum, markings on and/or a decal next to the gear selector lever.

**6. ELECTRICAL SYSTEMS** – The following *shall* be provided:

- a. Heavy-duty maintenance-free battery;
- b. A 12V outlet in the instrument panel.
- c. A 3,000 lbs minimum capacity front mounted winch *shall* be provided.

## 7. MISCELLANEOUS

7.1 **Special Equipment** – The following applies:

- a. Heavy-duty all-purpose tires *shall* be provided.

7.2 **Color** – The following applies:

- a. The colour of external surfaces is as per Manufacturer's standard colour.

7.3 **Tools** – The following applies:

- a. A basic tool kit *shall(E)* be provided with each vehicle;

The tools should be stored in a bag and should include, as a minimum, tools specific to the vehicle for roadside maintenance.

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

- Manufacturer;
- Model;
- Model year;
- Serial number;
- Gross Vehicle Weight Rating (GVWR);
- Contract number.

**8. INTEGRATED LOGISTIC SUPPORT** – The Contractor is required to ensure that spare parts required to properly maintain and repair completed vehicles are available for purchase for a period of 10 years.

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

- a. Vehicle Manuals** – The vehicle *shall* be provided with all manuals required for the safe operation, maintenance and repair of the vehicles and all sub-systems, attachments, components and accessories included in the vehicle supplied. The following manuals *shall* be provided:
  - i. Operator’s Manuals** – Operator’s Manuals *shall* be provided in a bilingual format or as 2 manuals in a single binder (one English, one French). Operators’ Manual(s) *shall* be supplied in paper format. The Operator’s Manual *shall* include:
    - Instructions for the safe operation of the vehicle;
    - Daily operator maintenance instructions/checks (including lubrication);
    - Safety warnings: and
    - Hand signals (as necessary).
  - ii. Manuals on CD/DVD-ROM** - A copy of the manuals on CD/DVD-ROM *shall* be provided, if available. This *shall* include all the manuals provided in clauses i, ii, and iii above. For usability, CD/DVD-ROM *shall not* require password and/or Internet connection to be accessed. Operator’s manuals *shall* also be supplied in paper format.

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

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

**Technical Information Questionnaire for light utility,  
multi-purpose, 2 PAX, four wheeled gasoline engine  
vehicles.**

**BID SOLICITATION NUMBER**

**Completed By:**

**Company Name:**

**Manufacturer's Name:**

**Name of Representative:**

**Designation:**

**Signature:**

**Date:**

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Technical Information Questionnaire

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**Introduction**

This Questionnaire covers technical information, which shall be provided for evaluation of the vehicle/equipment offered.

**Substitutes/Alternatives**

Are any substitutes/alternatives offered as equivalent? YES  NO

**PURCHASE DESCRIPTION PARAGRAPHS**

**3.1 Standard Design**

a. Make \_\_\_\_\_ - Model \_\_\_\_\_

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

**3.2 Operation Condition - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

a. Towing Capacity - A minimum load of 400 kg.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

b. Weather - Temperatures ranging from -40 to 37° C.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

c. Terrain - Off-road, snow, mud, sand and ice.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

**3.3 Safety Regulation**

**3.4 Human Engineering and Safety**

**3.5 Vehicle Delivery Condition?**

Comments: \_\_\_\_\_

**3.6 Dimensions - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

a. A maximum vehicle length of 300 cm.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

b. A maximum vehicle width of 175 cm.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

c. A minimum ground clearance of 27 cm.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

**4.1 Engine Systems - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. The engine displacement *is* at least 650 cc.  
Document: \_\_\_\_\_ Page:
- b. The engine *has at least* one (1) cylinder.  
Document: \_\_\_\_\_ Page:
- c. The engine *is* a 4 -stroke engine.  
Document: \_\_\_\_\_ Page:
- d. The engine *shall* be liquid cooled;  
Document: \_\_\_\_\_ Page:
- e. Exhaust pipe and spark arresting muffler *are provided*;  
Document: \_\_\_\_\_ Page:
- f. Fuel type is unleaded gasoline  
Document: \_\_\_\_\_ Page:

**4.2 Fuel Tank - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. The main fuel tank has a minimum of 18 liters' capacity.  
Document: \_\_\_\_\_ Page:
- b. Fuel tank cap should indicate the use of unleaded gasoline fuel.  
Document: \_\_\_\_\_ Page:
- c. Fuel tank and/or fuel tank cap **Shall (E)** indicate the level of the fuel in the tank.  
Document: \_\_\_\_\_ Page:

**4.3 Transmission - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Vehicle has four wheels with a minimum of four-wheel drive option.  
Document: \_\_\_\_\_ Page:
- b. Transmission has a minimum of one forward and one reverse gear.  
Document: \_\_\_\_\_ Page:

**4.4 Brakes - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Front and rear hydraulic disc brakes.

Technical Information Questionnaire

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b. Document: \_\_\_\_\_ Page:

c. Vehicle is equipped with a parking brake.  
Document: \_\_\_\_\_ Page:

**5.1 Body Features - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

a. Front and rear metal bush guards. (bumpers)  
Document: \_\_\_\_\_ Page:

b. Front and rear cargo rack with extensions.  
Document: \_\_\_\_\_ Page:

c. Under body protection.  
Document: \_\_\_\_\_ Page:

**5.2 Seating and Driver/Passenger compartment - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

a. Two (2) passenger seat in a 2-Up style.  
Document: \_\_\_\_\_ Page:

b. Backrest and handholds for the passenger.  
Document: \_\_\_\_\_ Page:

**5.3 Controls and Instruments - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

a. Electrical starting.  
Document: \_\_\_\_\_ Page:

b. Fuel gauge in the instrument panel.  
Document: \_\_\_\_\_ Page:

c. Hour meter.  
Document: \_\_\_\_\_ Page:

d. Gear indicator with minimum marking on and/or decal next to the gear selector lever.  
Document: \_\_\_\_\_ Page:

**6     Electrical System - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Heavy-duty maintenance-free battery.  
Document: \_\_\_\_\_ Page:
- b. 12V outlet in the instrumental panel.  
Document: \_\_\_\_\_ Page:
- c. A 3,000 lbs minimum capacity front mounted winch.  
Document: \_\_\_\_\_ Page:

**7.1   Special Equipment - Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Heavy-duty all-purpose tires.  
Document: \_\_\_\_\_ Page: