

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services
Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Electric Utility Vehicles (UTV)	
Solicitation No. - N° de l'invitation W6399-14FA63/B	Date 2014-04-09
Client Reference No. - N° de référence du client W6399-14FA63	
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-623-64990	
File No. - N° de dossier hs623.W6399-14FA63	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-20	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Allard, Denis	Buyer Id - Id de l'acheteur hs623
Telephone No. - N° de téléphone (819) 956-4003 ()	FAX No. - N° de FAX (819) 956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefing

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement
2. Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses
12. Inspection and Acceptance
13. Preparation for Delivery

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

File No. - N° du dossier

hs623W6399-14FA63

Buyer ID - Id de l'acheteur

hs623

CCC No./N° CCC - FMS No/ N° VME

W6399-14FA63

-
14. Shipping Instructions - Delivery at Destination
 15. Delivery and Unloading
 16. Release Documents - Distribution
 17. Post-Contract Award Meeting
 18. Tools and Loose Equipment
 19. Assembly/Preparation at Delivery
 20. Interchangeability
 21. Environmental Considerations

Attachments

Annex A - Pricing

Purchase Description

Technical Information Questionnaire

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into seven (7) parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The attachments include the Annex A - Pricing, the purchase description, the technical information questionnaire.

2. Summary

The Department of National Defence has a requirement to purchase twenty six (26) Electric Utility Vehicles and ancillary items, (including familiarization instruction/training), in accordance with the Purchase Description Electric Utility Vehicle, dated 2014-03-12, and as described at Annex A - Pricing.

The requirement includes an option to purchase up to twenty six (26) Electric Utility Vehicles and ancillary items to be exercised within twenty-four (24) months from the effective date of the contract.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement, the North American Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Panama Free Trade Agreement and the Agreement on Internal Trade.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the terms and conditions of the resulting contract.

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 05.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation

Insert: Bids will remain open for acceptance for a period of not less than ninety (90) calendar days from the closing date of the bid solicitation

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

5. Improvement of Requirement During Solicitation Period

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

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 bidder will be requested, after contract award, to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority, the Technical Authority or the Procurement Authority, thereby reducing printed material.

Bidders 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 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

First page of the Request for Proposal signed by the bidder or an authorized representative of the Bidder (1 signed copy)

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Bidders should submit, with their bid, the completed Technical Information Questionnaire for each configuration for which they are submitting a bid.

1. Substitutes and Alternatives

Bidders may propose substitutes and alternatives where "shall^(E)" is indicated in the technical requirement description (Purchase Description/Statement of Requirement/Statement of Work).

- 1. Substitutes and alternatives that are equivalent in form, fit, function, quality and performance will be considered for acceptance by the Technical Authority where the Bidder:

-
- (a) Clearly identifies a substitute and/or an alternative;
 - (b) Designates the brand name, model and/or part number of the substitute and/or of the product, where applicable;
 - (c) States that the substitute product is fully interchangeable with the item specified in the technical requirement description;
 - (d) Provides complete specifications and brochures, where applicable;
 - (e) Provides compliance statements that include technical details showing the substitute and/or the alternative meet all technical requirements specified in the technical requirement description; and
 - (f) Clearly identifies those areas in the technical requirement description and in the brochures that support the substitute and/or the alternative compliance with the technical requirements.
2. Substitutes and alternatives offered as equivalent in form, fit, function quality and performance will not be considered for acceptance by the Technical Authority 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. Bidders are encouraged to offer or suggest green products whenever possible.

Section II: Financial Bid

Bidders must submit their bid in accordance with the Basis of Payment specified in Part 7 and at Annex A - Pricing. The total amount of applicable taxes must be shown separately.

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

1. SACC Manual Clauses

1.1 Exchange Rate Fluctuation

1. Unless otherwise specified in the bid solicitation, bids must be in Canadian currency.
2. Bidders may request Canada to assume the risk for exchange rate fluctuation. This request must be specifically made at time of bidding.
3. The foreign currency component is defined as the element of the price that will be directly affected by exchange rate fluctuations. It could include the net price FOB foreign manufacturer's plant, costs associated with applicable duty, excise tax and Applicable Taxes, entry fees, transportation costs or delivery charges payable in a foreign currency, and any other charges associated with being the importer of record if they originated from and are required to be paid in a foreign currency.
4. The foreign value of the foreign currency component of the bid or negotiated price must be provided before contract award. Form PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments,

may be used for this purpose. If milestone payments are proposed, it is recommended to indicate on the above form the foreign currency component associated with each milestone event.

5. All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing, or such other date as may be specified in the bid solicitation, will be applied as the initial conversion factor for the specified currency. (Column 3 of the above form will be completed by the Contracting Authority.)

6. Rates proposed by bidders will not be accepted for the purposes of this exchange rate adjustment provision.

7. If there are two (2) identical bids, and provided that the bid selected would still be considered the most advantageous to Canada, preference will be given to the Bidder who assumes all or part of the exchange rate adjustment risk over a bidder who does not assume any of this risk. Furthermore, preference will be given to the Bidder who assumes all of the exchange rate adjustment risk over a bidder who assumes only part of this risk.

8. Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada or, as applicable, in accordance with one of the following clauses: C3015C, C3020C, C3025C, or C3030C.

Section III: Certifications

1. Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1. Additional Information

Canada requests that bidders submit the following information:

1.1 Delivery

1.1.1 Firm Quantity

While delivery of the equipment/vehicle is requested by **120 days after contract award**, the best delivery that could be offered is as follows:

Item 001 – Twenty six (26) Electric Utility Vehicles and ancillary items will be delivered within _____ weeks/calendar days from the effective date of the contract.

1.1.2 Optional Quantity

The best delivery that could be offered is as follows:

Item 002 - If an option is exercised, up to twenty six (26) Electric Utility Vehicles and ancillary items will be delivered within _____ weeks/calendar days.

1.2 Supplier Contacts

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs623

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

W6399-14FA63

File No. - N° du dossier

hs623W6399-14FA63

CCC No./N° CCC - FMS No/ N° VME

Name and telephone number of the person responsible for:

General enquiries

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

1.3 After Sales Service (Richmond)

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

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

Name: _____

Address: _____

Telephone number: _____

1.4 After Sales Service (Petawawa)

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

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

Name: _____

Address: _____

Telephone number: _____

1.5 After Sales Service (Petawawa)

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

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

Name: _____

Address: _____

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs623

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

W6399-14FA63

File No. - N° du dossier

hs623W6399-14FA63

CCC No./N° CCC - FMS No/ N° VME

Telephone number: _____

1.6 After Sales Service (Astra)

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

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

Name: _____

Address: _____

Telephone number: _____

1.7 Manufacturer's Standard Warranty Period

Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the vehicle/equipment and its component that exceeds the minimum warranty period of twelve (12) months or 2000 hours of usage, whichever comes first. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for component/sub-assemblies will form part of the proposed contract.

1.8 Extended Warranty Period

Canada requests that the Bidder indicate if an extended warranty period is being offered that exceeds the minimum warranty period of twelve (12) months or 2000 hours of usage, whichever comes first.

If yes, Canada requests that the Bidder provide details and pricing information of any extended warranty period available for the vehicle/equipment and any ancillary items.

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1. Mandatory Technical Evaluation Criteria

1.1.1 Mandatory Proof of Compliance

Bidders must submit, with their bid, all proof of compliance required in the Purchase Description and the Technical Information Questionnaire.

1.1.2 Substitutes and/or Alternatives

Bidders 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.

1.2. Mandatory Financial Evaluation Criteria

1.2.1. Bidders must provide with their bid all financial information requested in the bid solicitation and at Annex A - Pricing for items 001, 002 and 004.

1.2.2 The prices of the bid must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for item 001 the firm quantity and FCA Free Carrier at Contractor's Canadian facility or the Contractor's Canadian Distribution Point, Incoterms 2000 for items 002 (optional quantity) and 004 (optional familiarization instruction/training), Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

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

1.2.3.1 To determine the total price for the firm quantity and the familiarization instructions/training (option), calculation will be as follows:

- a) The firm lot price for the firm quantity and familiarization instructions/training (option) will be multiplied by their identified estimated quantity quantities.

1.2.3.2 Since the optional quantities are to be exercised within twenty-four (24) months, the firm lot prices for the optional quantity will be averaged.

To determine the averaged price for the optional quantities, calculation will be as follows:

- a) The firm lot prices for the optional quantity, for each period of twelve (12) months, will be added; and
- b) The sum will be divided by two (2).

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

File No. - N° du dossier

hs623W6399-14FA63

Buyer ID - Id de l'acheteur

hs623

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

CCC No./N° CCC - FMS No/ N° VME

W6399-14FA63

1.2.3.3 To determine the evaluated aggregate price for the firm quantity, optional quantity and the familiarization instructions/training (option), calculation will be as follows:

- a) The averaged price for the optional quantity obtained in 1.2.3.2 (b) above will be multiplied by the total optional quantity identified; and
- b) The result will be added to the total price for the firm quantity and the familiarization instructions/training (option) obtained in 1.2.3.1 (a) above.

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Product Conformance

The Bidder certifies that all vehicles/equipment proposed conform, and will continue to conform throughout the duration of the 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.

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

File No. - N° du dossier

hs623W6399-14FA63

Buyer ID - Id de l'acheteur

hs623

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

W6399-14FA63

CCC No./N° CCC - FMS No/ N° VME

Bidder's authorized representative signature

Date

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

File No. - N° du dossier

hs623W6399-14FA63

Buyer ID - Id de l'acheteur

hs623

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

W6399-14FA63

CCC No./N° CCC - FMS No/ N° VME

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Financial Capability

SACC Reference	Title	Date
A9033T	Financial Capability	2012-07-16

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

The Contractor must deliver twenty six (26) Electric Utility vehicle and ancillary items, including familiarization instruction/training, in accordance with the Purchase Description Electric Utility vehicle, dated 2014-03-12 and at Annex A - Pricing.

An option is included to purchase up to twenty six (26) vehicles and ancillary items to be exercised within twenty-four (24) months from the effective date of the contract.

1.1 Technical Changes, Substitutes and Alternatives

Any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function, quality 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 contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the substitute or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

1.2 Optional Goods and/or Services

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

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

The Contracting Authority may exercise the option within twenty-four (24) months after contract award by sending a written notice to the Contractor.

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2010A (2014-03-01), General Conditions - Medium Complexity - Goods, apply to and form part of the Contract.

Section 09 entitled Warranty of General Conditions 2010A is amended as follows:

At subsection 1, delete the following: "The warranty period will be twelve (12) months" and replace with the following: "The warranty period will be twenty-four (24) months, or 4,000 hours of usage, whichever comes first".

Delete subsection 2 in its entirety and replace with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada.

If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

If action to effect repairs under warranty cannot be initiated within two (2) working days and completed within a reasonable length of time or if the Contractor 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."

All other provisions of the warranty section remain in effect.

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Delivery Date

Delivery of the vehicle/equipment must be made as follows:

Firm Quantity

Item 001 – Twenty six (26) Electric Utility Vehicles and ancillary items must be delivered within to be inserted by PWGSC weeks/calendar days from the effective date of the contract.

Optional Quantity

Item 002 - If the option is exercised, up to twenty six (26) Electric Utility Vehicles and ancillary items must be delivered within to be inserted by PWGSC weeks/calendar days after an option is exercised.

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs623

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

W6399-14FA63

File No. - N° du dossier

hs623W6399-14FA63

CCC No./N° CCC - FMS No/ N° VME

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Denis Allard
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
LEFTD - HS Division
Place du Portage, Phase III, 7B1
Gatineau, Quebec K1A 0S5
Telephone: (819) 956-4003
Facsimile: (819) 956-5227
E-mail address: denis.allard@pwgsc.gc.ca

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

5.2 Procurement Authority

The Procurement Authority for the contract is:

To be inserted by PWGSC

DLP _____
National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone: _____
Facsimile: _____
E-mail address: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Technical Authority

The Technical Authority for the Contract is:

To be inserted by PWGSC

National Defence Headquarters
Mgen. George R. Pearkes Building

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs623

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

W6399-14FA63

File No. - N° du dossier

hs623W6399-14FA63

CCC No./N° CCC - FMS No/ N° VME

101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone: _____
Facsimile: _____
E-mail address: _____

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

5.4 Contractor's Representative

General enquiries

Name: To be inserted by PWGSC
Telephone No. _____
Facsimile No. _____
E-mail address: _____

Delivery follow-up

Name: To be inserted by PWGSC
Telephone No. _____
Facsimile No. _____
E-mail address: _____

5.5 After Sales Service (Richmond)

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PWGSC km

Name:
Address:
Telephone Number:

5.6 After Sales Service (Petawawa)

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PWGSC km

Name:
Address:
Telephone Number:

5.7 After Sales Service (Petawawa)

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6399-14FA63/B

hs623

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W6399-14FA63

hs623W6399-14FA63

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PWGSC km

Name:

Address:

Telephone Number:

5.8 After Sales Service (Astra)

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PWGSC km

Name:

Address:

Telephone Number:

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm price(s) specified in Annex "A" - Pricing, and as follows:

6.1.1 Basis of Payment (BOP) Type 1

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

6.1.2 Basis of Payment (BOP) Type 2

Firm lot prices in Canadian dollars, FCA Free Carrier, Incoterms 2000 at Contractor's Canadian facility or Contractor's Canadian distribution point, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra.

6.1.3 Basis of Payment (BOP) Type 3

Price to be negotiated in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra.

The transportation cost will be "negotiated" when Canada intends to exercise an option and has identified the applicable quantities and destinations. When requested by Canada, as a basis for negotiation, the Contractor must provide the transportation price(s) and relevant information.

6.1.4 Basis of Payment (BOP) Type 4

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive

(<http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

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

When requested by Canada, the Contractor must provide an estimated cost and relevant information for the travel and living.

6.2 SACC Manual Clauses

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

6.3 Exchange Rate/Payment on Delivery

- The price in Canadian currency includes the foreign currency component in respect of goods, services or both originating outside Canada, as detailed in form PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments.
- The price must be adjusted to reflect the exchange rate in effect and applied by Canada Border Services Agency (CBSA) on the date of importation, but only in respect of the foreign currency component detailed in the above form.
- No price adjustment directly resulting from the application of the provisions contained in this clause will be applied for increases or decreases in the exchange rate within a variation of: plus or minus 2 percent of the exchange rate(s) mentioned above; or plus or minus \$100 of the total cumulative amount claimed for exchange rate adjustment under the Contract.
- On each invoice or claim for payment submitted under the Contract, the Contractor must indicate the exchange rate adjustment amount (either upward, downward or no change) as a separate item. In addition, the invoice must be accompanied by a copy of CBSA Form B3-3, Canada Customs Coding Form, for the imported goods, services or both.
- Canada will have the right to audit any revision to costs and prices under this clause.

7. Invoicing

7.1 Invoicing Instructions

- The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
- Invoices cannot be submitted before delivery, inspection and acceptance of the vehicle/equipment/service.
- The Applicable Taxes must be calculated on the total amount of the invoice before the holdback is applied. At the time the holdback is claimed, there will be no taxes payable as they were claimed and payable under the previous invoice for the vehicle/equipment/service.

-
4. Upon delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor can submit an invoice for the release of the holdback.
 5. Each invoice must be supported by:
 - (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 6. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
 7. Invoices must be distributed as follows:
 - (a) The original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.
 - (b) One (1) copy must be forwarded or emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - (c) One (1) copy must be forwarded to the consignee.

7.2 Holdback

1. Canada will apply a ten (10) percent holdback on any due payment for the vehicle/equipment/service until delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service.
2. Subsequent to delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor must submit an invoice for the release of the Holdback in accordance with "Invoicing Instructions" found in this contract.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

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

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the 2010A (2014-03-01) General Conditions - Medium Complexity - Goods;
- (c) Annex A - Pricing;
- (d) Purchase Description for Electric Utility Vehicle, dated 2014-03-12;
- (e) The Contractor's bid dated (to be inserted by PWGSC) _____, as amended (to be inserted by PWGSC) _____.

11. SACC Manual Clauses (as applicable)

SACC Reference	Title	Date
A1009C	Work Site Access	2008-05-12
A9006C	Defence Contract	2012-07-16
A9049C	Vehicle Safety	2011-05-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian Contractors	2011-05-16
D5510C	Quality Assurance Authority - (DND) - Canadian Based Contractor	2012-07-16
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5545C	ISO 9001:2008 Quality Management Systems - Requirements (QAC C)	2010-08-16
D5604C	Release Document (DND) - Foreign Based Contractor	2008-12-12
D5605C	Release Documents (DND) - United States-based Contractor	2010-01-11
D5606C	Release Documents (DND) - Canadian-based Contractor	2012-07-16
G1005C	Insurance	2008-05-12

12. Inspection and Acceptance

The Technical Authority or his representative is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or its representative. Should any report, document, good or service not be in accordance with the requirements of the Purchase Description and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

13. Preparation for Delivery

1. The vehicle/equipment shall be serviced, adjusted and delivered in condition for immediate use. The interior and exterior must be cleaned before leaving the factory and being released to the inspection authority or consignee at the final delivery location.
2. All vehicles/equipment are to be delivered by appointment only. Any attempt by the carrier to deliver the vehicles/equipment without an appointment may be refused. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable, to pay for any additional costs.

14. Shipping Instructions - Delivery at Destination

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (in accordance with Annex A - Pricing) as specified below. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and 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 Annex A - Pricing. The consignee may refuse shipments when prior arrangements have not been made.

15. Delivery and Unloading (firm quantity)

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.

16. Post-Contract Award Meeting

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

17. Tools and Loose Equipment

For shipment verification, all items and tools, which are shipped loose with the vehicle/equipment must be listed on the Inspection Certificate (CF1280) or on an attached packing note.

18. Assembly/Preparation at Delivery

The Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all vehicles/equipment delivered. The assembly/preparation must be performed at no additional cost to Canada.

19. Interchangeability

Unless changes during the production run are authorized by the Contracting Authority, all vehicles/equipment supplied against any one item of a contract must be the same make and model, and all like assemblies, sub-assemblies and parts must be interchangeable.

20. 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;

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

File No. - N° du dossier

hs623W6399-14FA63

Buyer ID - Id de l'acheteur

hs623

CCC No./N° CCC - FMS No/ N° VME

W6399-14FA63

the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement:

The Contractor is requested to provide all correspondence including (but not limited to) documents and reports in electronic format unless otherwise specified by the Contracting Authority, the Technical Authority or the Procurement Authority, thereby reducing printed material.

The Contractor 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.

Solicitation No. - N° de l'invitation

W6399-14FA63/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs623

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

W6399-14FA63

File No. - N° du dossier

hs623W6399-14FA63

CCC No./N° CCC - FMS No/ N° VME

ANNEX A - PRICING

Item 001 – Electric Utility Vehicle (Firm Quantity)

The Contractor must deliver twenty six (26) Electric Utility Vehicles and ancillary items such as but not limited to vehicle manuals, data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and Initial Parts Kits including familiarization instruction/training, in accordance with the attached Purchase Description Electric Utility Vehicle, dated 2014-03-12.

Manufacturer: (to be inserted by PWGSC) Model: (to be inserted by PWGSC)

Destination A

Sixteen (16) Electric Utility Vehicles and ancillary items must be delivered to:

Canadian Forces Base
8355 Franktown Road RR1
Richmond, Ontario
K0A 2Z0

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$_____ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 7, Basis of Payment Type 1.

Destination B

Two (2) Electric Utility Vehicles and ancillary items must be delivered to:

Canadian Forces Base
Unit Z-106, 46 Centurion Road
PO Box 999, Station Main
Petawawa, Ontario
K8H 2X3

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$_____ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 7, Basis of Payment Type 1.

Destination C

Six (6) Electric Utility Vehicles and ancillary items must be delivered to:

Canadian Forces Base
Building CC104
735 Passchendaele Road
Petawawa, Ontario
K8H 2X3

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$_____ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 7, Basis of Payment Type 1.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6399-14FA63/B

hs623

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W6399-14FA63

hs623W6399-14FA63

Destination D

Two (2) Electric Utility Vehicles and ancillary items must be delivered to:

Canadian Forces Base
48 Portage Avenue
8 Wing Trenton
PO Box 1000, Station Forces
Astra, Ontario
K0K 3W0

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$_____ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 7, Basis of Payment Type 1.

Item 002 – Electric Utility Vehicle (Optional Quantity)

If this option is exercised, the Contractor must deliver up to twenty six (26) Electric Utility Vehicles and ancillary items such as but not limited to vehicle manuals, data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and Initial Parts Kits, excluding familiarization instruction/training, in accordance with the attached Purchase Description Electric Utility Vehicle, dated 2014-03-12.

1st Year - First 12 months period from date of contract award

Firm lot price of \$_____ per vehicle/equipment and ancillary items, at Contractor's Canadian facility or Contractor's Canadian distribution point in accordance with Part 7, Basis of Payment Type 2.

2nd year - Second 12 months period from date of contract award

Firm lot price of \$_____ per vehicle/equipment and ancillary items, at Contractor's Canadian facility or Contractor's Canadian distribution point in accordance with Part 7, Basis of Payment Type 2.

Manufacturer: (to be inserted by PWGSC) Model: (to be inserted by PWGSC)

Item 003 - Transportation Cost (Optional Quantities)

If an option is exercised in accordance with item 002 above, the Contractor must deliver the vehicle/equipment to destination as follows:

Quantity: (to be inserted by PWGSC if an option is exercised)

The Electric Utility Vehicles and ancillary items must be delivered to:

(to be inserted by PWGSC if an option is exercised)

The contact person at destination is:(to be inserted by PWGSC if an option is exercised).

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6399-14FA63/B

hs623

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W6399-14FA63

hs623W6399-14FA63

Negotiated price of \$(to be negotiated if an option is exercised) per vehicle/equipment, for transportation cost, Delivered Duty Paid (... named place of destination), in accordance with Part 7, Basis of Payment Type 3.

(Item 003 will not be included in the financial evaluation)

Item 004 - Familiarization Instruction/Training (Option)

If this option is exercised, the Contractor must provide a minimum of one (1) day (8 hours) familiarization instruction/training for a maximum of eight (8) personnel per location, in accordance with the attached Purchase Description for Electric Utility Vehicle, dated 2014-03-12.

Firm unit price of \$_____ per familiarization instruction/training in accordance with Part 7, Basis of Payment Type 2.

Item 005 - Travel and Living for Familiarization Instruction/Training (Option)

The Contractor must deliver the familiarization instruction/training to:

(to be inserted by PWGSC if an option is exercised)

Estimated Cost: \$(to be inserted by PWGSC if an option is exercised) in accordance with Part 7, Basis of Payment Type 4.

(Item 005 will not be included in the financial evaluation)

Item 006 – Extended Warranty Period

If the warranty period is extended for an additional period of _____ months/calendar days, the Contractor will be paid a firm unit price of \$_____ per vehicle/equipment, Goods and Services Tax or the Harmonized Sales Tax extra.

(Item 006 will not be included in the financial evaluation)

**PURCHASE DESCRIPTION
FOR THE
ELECTRIC UTILITY VEHICLE**

1.0 SCOPE

1.1 Scope

This Purchase Description covers the requirement for an Electric Utility Vehicle.

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;
- (c) “Proof of Compliance” is defined as an unaltered 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

1 October 2013

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;

- (d) The term "Quality Assurance Representative" is defined as the government officer responsible for ensuring that the contractor quality system, material and services supplied meet the contract requirement;
- (e) The abbreviation "GVWR" represents gross vehicle weight rating and describes the vehicle at curb weight plus the maximum payload;
- (f) "Curb Weight" is the empty weight (no payload included) of a fully equipped vehicle. Curb weight shall include the cab and chassis, van body, all attached devices, Contractor supplied equipment, and full fuel tanks, lubricants, and coolants;
- (g) The term "PAYLOAD" is defined as the unencumbered carrying capacity of the Electric Utility Vehicle (i.e., GVWR less Curb Weight); and
- (h) "Vehicle" is defined as an electrically powered four-wheeled utility vehicle.

1.4 Technical Information Questionnaire

The following applies:

- (a) The bidder shall complete a Technical Information Questionnaire for the vehicle offered. Failure to provide specified brochures, performance analysis, drawings, curves or tables may render the proposal non-compliant; and
- (b) A nil response to a Technical Information Questionnaire question may be considered non-compliant. Any deviation from the purchase description shall be listed in the Conformance Certificate.

1.5 Configuration Capability Table

The following table details the minimum design requirements, which shall be met for the configuration offered:

DESCRIPTION	CLAUSE	QUANTITY	UNITS
OVERALL EXTERIOR WIDTH	2.4.1	152	cm
		60	in
HARD PACKED ROAD SPEED	2.4.2(a)	24	km/h
		15	mph
RANGE	2.4.2(b)	56	km
		35	mi
CARRYING CAPACITY	2.4.2(c)	400	kg
		880	lbs
TOWING CAPACITY	2.4.2(d)	400	kg
		880	lbs
BOX CAPACITY	2.6(c)	225	kg
		495	lbs

1.6 APPLICABLE DOCUMENTS

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

SAE Handbook

Society of Automotive Engineers Inc.
400 Commonwealth Drive,
Warrendale, PA, 15096
www.sae.org

Canadian Motor Vehicle Safety Standards (CMVSS)

International Standards Council of Canada

Safety Act and Regulations

Standardization Branch. 350 Sparks St
Suite 1200. Ottawa. Ontario K1P 6N7

2.0 **REQUIREMENTS**

2.1 Standard Design

The Electric Utility Vehicle shall:

- (a) Be the manufacturer's latest model having demonstrated industry acceptability by having been manufactured and sold commercially for at least two (2) years;
- (b) Have engineering certification available, upon demand, for this vehicle/equipment from the original manufacturers of major equipment systems and assemblies;
- (c) Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture; and
- (d) Not have system and component capacities increased above published ratings (i.e. product or component brochures).

2.2 Operating Conditions

The Electric Utility Vehicle shall operate safely and efficiently on secondary roads, gravel roads, and off-road (e.g. construction sites, open fields and dirt tracks) in year round operations on snow, mud, sand and ice in temperatures ranging from -46 to 49° C.

2.3 Safety Standards

2.3.1 Vehicle Safety Regulation

The Electric Utility Vehicle shall meet the provisions of the CMVSS in effect upon the date of manufacture of the vehicle.

2.3.2 Human Engineering and Safety

The Electric Utility Vehicle systems and components shall:

- (a) Be designed for easy performance of all maintenance and repair tasks with a minimum of special tools. A 95th percentile male or 5th percentile female (as per SAE Rule B3.9.3) shall be able to

easily access all engine, drive train heating/cooling system, electrical and hydraulic components for preventive maintenance, removal and repair tasks. No access panel shall be permanently attached (i.e. no riveted plates);

- (b) Be safe and easy to use by a 95th percentile male or 5th percentile female under all operating conditions;
- (c) Be equipped, where required for operator safety, with safety features such as warning and instruction plates, heat shields and protective covers over rotating/moving parts; and
- (d) Be equipped with non-slip footrests.

2.4 Dimensions and Performance

2.4.1 Dimensions

The Electric Utility Vehicle shall have an overall exterior width including fender flare of no more than that given as "OVERALL EXTERIOR WIDTH" in the Configuration Capability Table.

2.4.2 Performance

The Electric Utility Vehicle with the rated payload shall be capable of:

- (a) Attaining a speed over hard packed roads in accordance with SAE J1634 of at least that given as "HARD PACKED ROAD SPEED" in the Configuration Capability Table;
- (b) A range under ideal conditions with a single charge of no less than that given as "RANGE" in the Configuration Capability Table;
- (c) Carrying, in some distribution over front and rear axles, a load of at least that given as "CARRYING CAPACITY" in the Configuration Capability Table; and
- (d) Towing at least the load given as "TOWING CAPACITY" in the Configuration Capability table.

2.5 Operator Station

The Electric Utility Vehicle operator station shall^(E):

- (a) Be a fully enclosed, weather-proof compartment incorporating a Roll-Over Protective Structure (ROPS) in accordance with SAE J2258 as follows:
 - i. A steel framed windshield equipped with windshield wipers and a windshield washer;
 - ii. Removable doors;
 - iii. A roof made of solid material; and
 - iv. A rigid rear cab panel;
- (b) Be designed for use by one (1) operator and one (1) passenger;
- (c) Have a two-up configuration where the operator and passenger sit side-by-side, one on each side of the fore/aft centerline of the Electric Utility Vehicle;
- (d) Include two (2) padded bucket seats for the operator and passenger, each with a three-point safety harness or seat-belt;

1 October 2013

- (e) Include a rear view mirror(s) positioned to provide the operator a full view of both sides for safe reverse operations; and
- (f) Include at least one 12 Volt auxiliary outlet.

2.6 Chassis

The Electric Utility Vehicle chassis shall include:

- (a) A steel frame;
- (b) Fenders on all wheels to prevent the operator and passenger from being sprayed by mud and rocks; and
- (c) A rear cargo box that is hinged to permit dumping the contents towards the rear of the vehicle with a capacity of no less than that given as ‘BOX CAPACITY’ in the Configuration Capability Table.

2.7 Motor

The Electric Utility Vehicle shall have a 48 Volt AC or DC motor.

2.8 Rechargeable Battery System

The Electric Utility Vehicle shall be equipped with a rechargeable battery system in accordance with SAE J 1772 that:

- (a) Provides power to both the motor and the accessories; and
- (b) Includes 110V electrical a charger that
 - i. Is capable of fully recharging the batteries in twelve (12) hours or less; and
 - ii. Automatically shuts down when charge is complete.

2.9 Transmission/Power Train

The Electric Utility Vehicle shall^(E) be equipped with:

- (a) A direct drive transmission with forward, neutral and reverse;
- (b) A four-wheel drive system that is either:
 - i. All time four-wheel drive; or
 - ii. Rear wheel drive with four-wheel drive on demand;
- (c) A shaft-based drive-train.

2.10 Suspension

The Electric Utility Vehicle shall have fully independent suspension at each wheel.

2.11 Brake System

The Electric Utility Vehicle shall be equipped with the manufacturer’s standard braking system that includes a hand-lever actuated parking brake.

2.12 Steering

The Electric Utility Vehicle shall be equipped with manufacturer’s standard steering system.

2.13 Wheels, Rims and Tires

The wheels, tires and rims shall^(E) have tire manufacturer certification that tires and rims provided are suitable and adequately sized for this application.

- (a) Tires shall be tubeless; and
- (b) Rims shall be made of steel.

2.14 Controls

The Electric Utility Vehicle shall be equipped with the manufacturer's standard controls.

2.15 Instruments

Instruments shall be manufacturer's standard, including:

- (a) An hour meter;
- (b) An odometer/speedometer indicating kilometers;
- (c) A charge cycle indicator; and
- (d) A battery life indicator.

2.16 Lighting

The Electric Utility Vehicle shall be the manufacturer's standard including:

- (a) Minimum two (2) high/low beam headlights; and
- (b) Tail running light (minimum one (1)).

2.17 Lubricants and Hydraulic Fluids

The Electric Utility Vehicle shall be serviced with the manufacturer's non-proprietary standard lubricants and hydraulic fluids.

2.18 Paint

The Electric Utility Vehicle shall be painted using manufacturer's standard commercial colours. The prime coating shall be a high-durability, corrosion-resistant type.

2.19 Identification

The following information shall be permanently marked in a conspicuous and protected location:

- (a) Manufacturer's name, model and serial number; and
- (b) Vehicle Identification Number (VIN), where applicable.

2.20 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 vehicle, shall be listed on the shipping certificate or to an attached packing note.

2.21 Documentation and Support Items

The Contractor shall provide the following documentation and support items.

- (a) Equipment Manuals – The following manuals shall be provided with the vehicle.
- i. Operator’s Manual – The Operator’s Manual shall be furnished in a hard copy bilingual format or as 2 manuals in a single binder (one English, one French). The Operator’s Manual shall contain the following information:
 - a. Instructions for the safe operation of the vehicle;
 - b. Daily operator maintenance instructions/checks (including lubrication);
 - c. Safety Warnings;
 - ii. Parts Manual – The Parts Manual shall be in English in hard copy or electronic (MS Word or PDF) format. The Parts Manuals shall contain the following information:
 - a. Illustrations showing all components of the vehicle. The illustrations shall have numbers for the itemization of the parts;
 - b. A listing for all itemized parts showing the manufacturer’s part numbers (including Original Equipment Manufacturer’s) of the illustration, the part name and a brief description of the item;
 - c. Cross reference relating all part numbers (including Original Equipment Manufacturer’s) to the correct figure and item number;
 - iii. Maintenance (Shop Repair) Manual - The Maintenance (Shop Repair) Manual shall be in English in hard copy or electronic (MS Word or PDF) format. The Maintenance (Shop Repair) Manuals shall contain the following information:
 - a. A trouble shooting guide, showing the steps and tests required to determine the exact cause of a problem and an explanation of what steps would be required to correct a problem;
 - b. A listing of the necessary tolerances, torque levels, fluid volumes required. A section listing any special tools (including item part numbers) required shall be included;
 - c. Information on the order of disassembly and assembly of the systems and components of the vehicle;
- NOTE:** Manuals on CD/DVD-ROM will be acceptable. A hard copy chassis Operator’s manual shall be provided with each vehicle.
- (b) Warranty Letter – A minimum of one (1) year or two thousand (2000) operating hour warranty shall be provided from date of delivery including parts and labour at no additional cost to DND. A paper copy of the completed bilingual Warranty Letter shall be delivered with the Electric Utility Vehicle; and
- (c) The following documents shall be provided to the Technical Authority:
- i. Warranty Letter – An electronic copy of the warranty letter for each vehicle;
 - ii. Sample Manuals – A set of sample manuals, including all of the above manuals, in electronic format;
 - iii. Electrical System Drawing - A complete vehicle electrical schematic including the Electrical System and the Lighting System with a list of all components;
 - iv. Data Summary - A bilingual Data Summary for the forklift by completing TA’s template with data and vehicle pictures as follows:
 - a. One left-front three-quarter view; and
 - b. One right-rear three-quarter view;

1 October 2013

- v. Dimensional Drawing – A drawing in all three views that gives dimensions of vehicle components, sizes, etc. with the vehicle part number and manufacturer’s name; and
 - vi. Preventive Maintenance Replacement Parts Kit List - A list of parts needed to perform preventive maintenance on the vehicle for a six (6) month period including all filters and filter elements. The list will be reviewed, amended (if required) and approved by the TA. The following information is to be provided for each item on the list:
 - a. Part description;
 - b. Original Equipment Manufacturer Part number;
 - c. Suggested quantity; and
 - d. Unit cost.
- (d) Familiarization – A Contractor representative shall provide a minimum of one day (8 hours) familiarization instruction for a maximum of 8 personnel, no later than one month after delivery of the Electric Utility Vehicle. The instruction shall include the detailed operation and normal servicing of the Electric Utility Vehicle and shall be split into two – four (4) hour segments for operator familiarization and maintainer familiarization. The final dates shall be arranged with the Technical Authority.

2.22 Integrated Logistic Support

The Contractor shall ensure that spare parts required to properly maintain and repair the Electric Utility Vehicle are available for purchase for a period of at least ten (10) years.

**TECHNICAL INFORMATION QUESTIONNAIRE
ELECTRIC UTILITY VEHICLE**

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

Where the specification paragraphs below indicate “Proof of Compliance”, the “Proof of Compliance” shall be provided for each performance requirement/specification.

Offerors should indicate the document name/title and page number where the “Proof of Compliance” can be found.

BIDDER INFORMATION

Bidder Name: _____

Date: _____

Substitutes/Alternatives

Are any substitutes/alternatives offered as Equivalent?

Yes ____ No ____

ELECTRIC UTILITY VEHICLE

Make: _____

Model: _____

SPECIFICATION PARAGRAPHS

2.4.2 Performance - Proof of Compliance

(a) Hard Packed Road Speed in document _____ on page _____

(b) Range in document _____ on page _____

(c) Carrying Capacity in document _____ on page _____

(d) Towing Capacity in document _____ on page _____

2.6 Chassis - Proof of Compliance

(c) Box Capacity in document _____ on page _____