

**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**

<b>Title - Sujet</b> LAWN MOWER, DED, ZERO TURN.	
<b>Solicitation No. - N° de l'invitation</b> W8476-155146/B	<b>Date</b> 2014-09-23
<b>Client Reference No. - N° de référence du client</b> W8476-155146	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-629-65768	
<b>File No. - N° de dossier</b> hs629.W8476-155146	<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 2014-11-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dicaire, Sylvie	<b>Buyer Id - Id de l'acheteur</b> hs629
<b>Telephone No. - N° de téléphone</b> (819) 956-6629 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5227
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  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**

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

Solicitation No. - N° de l'invitation

W8476-155146/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs629

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

W8476-155146

File No. - N° du dossier

hs629W8476-155146

CCC No./N° CCC - FMS No/ N° VME

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**NOTICE**

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

**AVIS**

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

**2014-06-12**

**PURCHASE DESCRIPTION FOR**

**LAWN MOWERS, DED, ZERO TURN**

**1. SCOPE**

1.1 **Scope** - This purchase description covers the requirements for a range of rotary blade lawn mowers with zero turn radius.

1.2 **Instructions** - The following instructions apply to this Purchase Description:

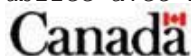
- (a) Requirements, which are identified by the word "**shall**", are mandatory. Deviations will not be permitted;
- (b) Requirements identified by "**shall**<sup>(E)</sup>" are mandatory. The Technical Authority will consider substitutes/alternatives for acceptance as an Equivalent;
- (c) Requirements 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**<sup>(E)</sup>", 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.

Revisions		
Rev	Date	Description
A	2014/06/12	Initial Release

**OPI DSVPM 4 - DAVPS 4**

Issued on Authority of the Chief of the Defence Staff

Publiée avec l'autorisation du chef de état-major de la Défense



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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; and
- (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.

1.4 **Configuration Capability Table** - Vehicles covered by this Purchase Description are represented as configurations. The following table shows required performance and dimensions by configuration with a clause reference.

CHARACTERISTIC	CLAUSE	UNITS	CONFIGURATION				
			A	B	C	D	E
MOWER SWATH	3.5.1 (a)	mm					1825

1.4.1 **Option Availability Table** - The following table indicates with "✓" for each configuration, the equipment which **shall** be provided.

DESCRIPTION OF OPTION	CLAUSE	CONFIGURATION				
		A	B	C	D	E
Bagging unit	3.5.2 (a)					✓

## 2. **APPLICABLE DOCUMENTS**

### 2.1 **Government Furnished Documents** - NOT APPLICABLE

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

SAE Handbook

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

## 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 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) The vehicle offered **shall** not have systems and components operating at capacities beyond those published by the system or component manufacturer.

### 3.2 Operating Conditions

3.2.1 Weather - The vehicle/equipment **shall** operate under the extremes of weather conditions found in Canada in temperatures ranging from -10 to 37° C (14 to 99° F).

3.2.2 Terrain - The lawn mower **shall** be capable of working on lawns and travelling on paved roads and dirt tracks.

### 3.3 Safety Standards

3.3.1 Noise Level - The vehicle/equipment noise levels **shall** meet the requirements of legislation relative to Occupational Safety and Health both at the operator's station and exterior to the vehicle.

### 3.4 Performance

3.4.1 Vehicle Performance - The tractor **shall** have a forward speed of at least 10 km/h (6.2 mph).

3.4.2 Vehicle Delivery Condition - The vehicle **shall** be delivered to destination in a fully operational condition. 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.

### 3.5 Equipment

3.5.1 Application Equipment - Equipment/features below **shall** be provided:

#### (a) Cutting Deck

- i The cutting deck **shall** be a rotary blade type mower, with at least 3 rotary blades;
- ii The cutting deck **shall** have an adjustable cutting height. The cutting height **shall** at a minimum cover the range from 50mm to 100mm;
- iii The cutting deck **shall** have a nominal cutting swath of that given as "MOWER SWATH" in the Configuration Capability Table; and
- iv The cutting deck **shall** have a side discharge.

(b) Anti Scalping Rollers - The mower **shall** be fitted with anti scalping rollers; and

- (c) **Mulching** - The mower deck and blades **shall** have a mulching setting or setup provided.

3.5.2 **Optional Equipment** - The following equipment and features **shall** be provided, as indicated in the Option Availability Table:

- (a) **Bagging Equipment** - A system to collect the grass cuttings **shall** be provided. The bagging system **shall** allow the operator to easily dump the cuttings. The bagging unit **shall** be easily removable when not in use.

3.6 **Operator Station** - The operator station **shall** include:

- (a) **ROPS Structure** - A certified Roll Over Protective Structure (ROPS) **shall** be provided;
- (b) **Seat** - A padded water-resistant operator's seat with vibration isolation, backrest and equipped with a seat belt **shall** be provided; and
- (c) **Canopy** - A rigid canopy which covers the operator's seating position **shall** be provided.

3.7 **Chassis** - The vehicle chassis **shall** be the manufacturer's standard for a vehicle of this type and size.

3.8 **Engine** - The engine **shall** be the manufacturer's standard diesel engine.

3.8.1 **Engine Components** - Engine components **shall** be manufacturers standard.

3.8.2 **Fuel Tank(s)** - The fuel tank(s) **shall** be the manufacturer's standard. The fuel tank(s) **shall** be at least half full when delivered.

3.9 **Transmission** - The transmission **shall** be the manufacturer's standard. The transmission **shall** drive the rear wheels.

3.10 **Brake System** - The vehicle **shall** be equipped with manufacturer's standard braking system.

3.11 **Steering** - The steering system **shall** be the manufacturer's standard. The steering **shall**<sup>(B)</sup> be achieved by differential input to the rear wheels. The front wheels **shall** be castor type.

3.12 **Wheels, Rims and Tires** - The wheels, tires and rims **shall** be the manufacturer's standard.

3.13 **Controls** - Controls **shall** be manufacturer's standard dual lever controls. The controls **shall** include a safety device ensuring that engine can only be started with the transmission in a neutral position.

3.14 **Instruments** - Instruments **shall** be manufacturer's standard. The instruments **shall** include at a minimum: a fuel gauge and an hour-meter, which displays accumulated running time up to 9,999 hours. The instruments **shall** include a oil pressure warning light.

3.15 **Electrical System** - The vehicle electrical system **shall** be the manufacturer's standard.

3.16 **Lighting** - The vehicle **shall** have the manufacturer's standard forward facing work lights.

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

3.18 **Lubricants and Hydraulic Fluids** - The vehicle **shall** be serviced with the manufacturer's standard non-proprietary lubricants and hydraulic fluids.

3.19 **Paint** - The vehicle **shall** be painted using manufacturer's standard commercial colours. The prime coating **shall** be a high-durability, corrosion-resistant type. The prime coating **shall**<sup>(B)</sup> be epoxy type or baked powder coat.

3.20 **Identification** - The following information **shall** be permanently marked in a conspicuous and protected location:

(a) Manufacturer's name, model and serial number.

4. **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.

4.1 **Documentation** - The Contractor **shall** provide the following documentation.

4.1.1 **Documents with Each Vehicle** - The Contractor **shall** provide the following documents with each vehicle:

(a) **Vehicle Manuals** - Manuals required for safe operation, maintenance and repair of the vehicle. It is preferred that complete sets of manuals are provided on CD/DVD-ROM (without password(s) or special installation requirements or requiring an Internet connection), however, a complete set of Operator's Manuals **shall** be provided with each vehicle in paper format. The Vehicle Manuals **shall** include:

i **Operator's Manuals** - Operator's manuals in a bilingual format or as 2 manuals in a single binder (one English, and one French). Two copies of the Operator's Manuals **shall** be provided;

ii **Parts Manuals** - Two copies of the Parts Manuals in French **shall** be provided. An additional English copy is desirable;

iii **Maintenance (Shop Repair) Manuals** - Two copies of the Maintenance (Shop Repair) Manual in French **shall** be provided. An additional English copy is desirable; and

iv **Sample Manuals** - A set of Sample Manuals, including all of the above manuals. The sample manuals **shall** be delivered to the Technical Authority 15 working days before delivery of vehicles. Sample manuals will not be returned. The Technical Authority will provide manual approval or comments within 30 days.

(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; and

- (c) **Initial Parts Kit** - One initial parts kit **shall** accompany each vehicle. The initial parts kit **shall** include all items listed in the "Initial Parts Kit List" from the Original Equipment Manufacturer; and
- (d) **Keys** - Four (4) complete sets of keys to operate the vehicle and any locks **shall** be supplied.

4.1.2 **Documents Provided to Technical Authority** - The Contractor **shall** provide the following documents to the Technical Authority:

- (a) **Data Summary** - A bilingual Data Summary for each make/model/configuration by completing Technical Authority's template with data and a vehicle picture. The Contractor **shall** provide a Data Summary, if possible, before shipment of vehicles;
- (b) **Photographs** - Two (2) digital pictures, one left-front three-quarter view, and one right-rear three-quarter view of each make/model/configuration. It is preferred that pictures have an uncluttered background. Pictures **shall** have a size of at least 4 Mega pixels; and
- (c) **Initial Parts Kit List** - A list of parts needed to perform preventive maintenance on one vehicle for a 1 year period **shall** be provided. A complete change of all filters and filter elements **shall** be included. The list **shall** include the following elements:
  - i Part description;
  - ii Original Equipment Manufacturer Part number;
  - iii Suggested quantity; and
  - iv Unit cost.

4.2 **Training** - The Contractor **shall** perform the following training:

- (a) **Familiarization** - At least 1-day (8 hours) familiarization instruction at each destination, for a maximum of 8 personnel, no later than one month after delivery of each vehicle. The instruction **shall** include the detailed operation and normal servicing of the vehicle/equipment and **shall** be split into two - four (4) hour segments for operator familiarization and maintainer familiarization. Familiarization instructions **shall** be available in both official languages for destinations in the province of Quebec or as requested by the Technical Authority. The final dates **shall** be arranged with the Technical Authority. After completion of the familiarization session, the Contractor **shall** have a "PROOF OF FAMILIARIZATION INSTRUCTION" certificate signed by the consignee. The Technical Authority will supply this document in an electronic format, when requested.



2014-06-12

**NOTICE**

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

**AVIS**

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

**TECHNICAL INFORMATION QUESTIONNAIRE****REF - LAWN MOWERS, DED, ZERO TURN**

This questionnaire covers technical information, which **shall** be provided for evaluation of the configuration(s) of the vehicle(s) offered.

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

Bidders should indicate the requested information and indicate the document name/title and page number where the Proof of Compliance can be found.

Definitions for **Equivalent** and **Proof of Compliance** are found in the DEFINITIONS section at the end of this document.

**CONTRACTOR INFORMATION**

Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

Proposal Date \_\_\_\_\_

**Substitutes/Alternatives**

Please identify all equipment substitutes/alternatives offered as **Equivalents** below:

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Revisions		
Rev	Date	Description
A	2014/06/12	Initial Release

**OPI DSVPM 4 - DAPVS 4**

Issued on Authority of the Chief of the Defence Staff

Publiée avec l'autorisation du Chef d'état-major de la Défense



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**Configuration E****CAPABILITY COMPLIANCE TABLE**

CLAUSE	CHARACTERISTIC	VALUE	UNIT	DOCUMENT TITLE	PAGE
3.5.1 (a)	MOWER SWATH		mm		

**VEHICLE CONFIGURATION:**

Please provide the following information to aid in the evaluation of proof of compliance documentation.

**Make** \_\_\_\_\_ **- Model** \_\_\_\_\_

**3.5.1 Application Equipment - Proof of Compliance****(a) Cutting Deck**

- i The number of cutting blades is \_\_\_\_\_ and,  
Information can be found in document(s): \_\_\_\_\_ page: \_\_\_\_\_.
- ii The lowest deck height is \_\_\_\_\_ and the maximum deck height is \_\_\_\_\_,  
Information can be found in document(s): \_\_\_\_\_ page: \_\_\_\_\_.
- iv The cutting deck discharge is \_\_\_\_\_ and,  
Information can be found in document(s): \_\_\_\_\_ page: \_\_\_\_\_.

**(c) Mulching**

Information on the mulching system can be found in document(s):  
\_\_\_\_\_ page: \_\_\_\_\_.

**3.5.2 Optional Equipment - Proof of Compliance****(a) Bagging Equipment**

Information on the bagging equipment can be found in document(s):  
\_\_\_\_\_ page: \_\_\_\_\_.

**3.6 Operator Station - Proof of Compliance**

- (a) ROPS Certification information can be found in document(s): \_\_\_\_\_  
page: \_\_\_\_\_.
- (c) Information on the canopy can be found in document(s):  
\_\_\_\_\_ page: \_\_\_\_\_.

3.8 **Engine - Proof of Compliance**

The engine fuel type is \_\_\_\_\_ and,

Information can be found in document(s): \_\_\_\_\_ page: \_\_\_\_\_.

3.13 **Controls - Proof of Compliance**

The controls are \_\_\_\_\_ and,

Information can be found in document(s): \_\_\_\_\_ page: \_\_\_\_\_.

## DEFINITIONS

*The following definitions apply to the interpretation of this Technical Information Questionnaire:*

- a) "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.
- b) "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 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.

This bid solicitation cancels and supersedes previous bid solicitation number W8476-155146/A dated July 29, 2014 with a closing of September 9, 2014 02:00 PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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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 eight (8) Lawn Mowers, Ded, Zero Turn and ancillary items (including familiarization instruction/training), in accordance with the Purchase Description Lawn Mowers, Ded, Zero Turn dated 2014-06-12, and as described at Annex A - Pricing.

The requirement includes an option to purchase up to purchase seven (7) Lawn Mowers, Ded, Zero Turn and ancillary items to be exercised within twelve (12) months from the effective date of the contract.

### **3. Trade Agreements**

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.

#### **4. 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 fifteen (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 (2014-06-26) 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 questions is eliminated, and the enquiry can be answered 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 - Bid

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 and 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.

### **1. Substitutes and Alternatives**

Bidders may propose substitutes and alternatives where "shall<sup>(E)</sup>" is indicated in the technical requirement description (Purchase Description).

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 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 Risk Mitigation**

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form [PWGSC-TPSGC 450](#), Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.

2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#), for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

### **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 vehicle is requested by December 31, 2014 the best delivery that could be offered is as follows:

Item 001 – eight (8) Lawn Mowers, Ded, Zero Turn 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 seven (7) Lawn Mowers, Ded, Zero Turn and ancillary items will be delivered within \_\_\_\_\_ weeks/calendar days.

##### **1.2 Supplier Contacts**

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**

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 Manufacturer's Standard Warranty Period**

Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the vehicle and its component that exceeds the minimum warranty period of twelve (12) months. 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.

**1.5 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.

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 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.

#### **1.2.3 Aggregate Evaluated Price**

Bids will be evaluated on an aggregate price basis for the firm quantity, the optional quantity and familiarization instructions/training as follows:

- a) the firm lot prices for the firm quantity will be multiplied by the identified quantities to obtain the evaluated price of the firm quantity;
- b) the firm lot prices for the optional quantity will be multiplied by the identified estimated quantity to obtain the evaluated price of the optional quantity;
- c) the firm lot prices for the familiarization instruction/training will be multiplied by the identified estimated quantity to obtain the evaluated price of the familiarization instruction/training ;
- d) the sum of all evaluated prices will determine the evaluated aggregate price.

**1.2.3.3** the firm lot prices for the familiarization instruction/training (option) will be multiplied by the identified estimated quantity to obtain the evaluated price of the familiarization instruction/training.

**1.2.3.4** the sum of all evaluated prices will determine the evaluated aggregate.

## **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 associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

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

#### **1.1 Integrity Provisions – Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

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

### **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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided 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.

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

## **PART 6 - SECURITY REQUIREMENT**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

## **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 - Contract**

The Contractor must deliver purchase eight (8) Lawn Mowers, Ded, Zero Turn and ancillary items (including familiarization instruction/training), in accordance with the Purchase Description for Lawn Mowers, Ded, Zero Turn, dated 2014-06-12, and at Annex A - Pricing.

An option is included to purchase up to seven (7) vehicle(s) and ancillary items to be exercised within twelve (12) 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 twelve (12) 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 (2014-06-26), 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 twelve (12) months, or 2,000 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. Term of Contract**

### **3.1 Delivery Date**

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

#### **Firm Quantity**

Item 001 – purchase eight (8) Lawn Mowers, Ded, Zero Turn 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 seven (7) Lawn Mowers, Ded, Zero Turn and ancillary items must be delivered within to be inserted by PWGSC weeks/calendar days after an option is exercised.

#### **4. Authorities**

##### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Sylvie Dicaire  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
LEFTD - HS Division  
Place du Portage, Phase III, 7B1  
Gatineau, Quebec K1A 0S5  
Telephone: (819) 956-6629  
Facsimile: (819) 956-5227  
E-mail address: sylvie.dicaire@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.

##### **4.2 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.

##### **4.3 Technical Authority**

The Technical Authority for the Contract is:

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 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.

#### **4.4 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: \_\_\_\_\_

#### **4.5 After Sales Service**

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. Payment**

##### **5.1.1 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.

### 5.1.2 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.

### 5.1.3 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.

### 5.1.4 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.

## 5.2 SACC Manual Clauses

SACC Reference	Title	Date	
	Taxes - Foreign-based Contractor	(I/A)	2007-11-30
C2000C	Taxes - Foreign-based Contractor	2007-11-30	
C6000C	Limitation of Price	2011-05-16	
H1001C	Multiple Payments	2008-05-12	

## 5.3 Exchange Rate Fluctuation Adjustment

1. The foreign currency component (FCC) is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuation. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.



2. For each line item where a FCC is identified, Canada assumes the risks and benefits for exchange rate fluctuation, as shown in the Basis of Payment. For such items, the exchange rate fluctuation amount is determined in accordance with the provision of this clause.

3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provisions in the contract. The exchange rate adjustment amount will be calculated in accordance with the following formula:

$$\text{Adjustment} = \text{FCC} \times \text{Qty} \times (i_1 - i_0) / i_0$$

where formula variables correspond to:

**FCC**

Foreign Currency Component (per unit)

**$i_0$**

Initial exchange rate (CAN\$ per unit of foreign currency [e.g. US\$1])

**$i_1$**


exchange rate for adjustments (CAN\$ per unit of foreign currency [e.g. US\$1])


**Qty**

quantity of units

4. The initial exchange rate is typically set as the noon rate as published by the Bank of Canada on the solicitation closing date.

5. For goods, the exchange rate for adjustment will be the noon rate as published by the Bank of Canada on the date the goods were delivered. For services, the exchange rate for adjustment will be the noon rate on the last business day of the month for which the services were performed. For advance payments, the exchange rate for adjustment will be the noon rate on the date the payment was due. The most recent noon rate will be used for non-business days.

6. The Contractor must indicate the total exchange rate adjustment amount (either upward, downward or no change) as a separate item on each invoice or claim for payment submitted under the Contract. Where an adjustment applies, the Contractor must submit with their invoice form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments.

7. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form [PWGSC-TPSGC 450](#)  (i.e.  $[i_1 - i_0] / i_0$ ).

8. Canada reserves the right to audit any revision to costs and prices under this clause.

## 6. Invoicing

### 6.1 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

2. Invoices cannot be submitted before delivery, inspection and acceptance of the vehicle/equipment/service.
3. 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.

## **6.2 Holdback**

1. Canada will apply a ten (10) percent holdback on any due payment for the vehicle/equipment/service (Items 001, 002 and 004) 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.

## **7. Certifications**

### **7.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 8. Applicable Laws - Contract

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

## 9. 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 (2014-06-26) General Conditions - Medium Complexity - Goods;
- (c) Annex A - Pricing;
- (d) Purchase Description Lawn Mowers, Ded, Zero, dated 2014-06-12;
- (e) The Contractor's bid dated (to be inserted by PWGSC) \_\_\_\_\_, as amended (to be inserted by PWGSC) \_\_\_\_\_.

## 10. SACC Manual Clauses

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
D5545C	ISO 9001:2008 Quality Management Systems - Requirements (QAC C)	2010-08-16
G1005C	Insurance	2008-05-12

## 11. 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.

## 12. 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.

### **13. 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.

### **14. 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.

### **15. Progress Reports**

The Contractor must prepare and submit a monthly progress report electronically to the Procurement Authority, Technical Authority and Contracting Authority.

The Contractor must answer the following questions:

- (i) Is the delivery of the vehicle/equipment and ancillary items on schedule?
- (ii) Is this requirement free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

### **16. Tools and Loose Equipment**

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

### **17. 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.

### **18. 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.

### **19. 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:

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 and 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.

## ANNEX A - PRICING

### Item 001 – Lawn Mowers, Ded, Zero (Firm Quantity)

The Contractor must deliver purchase eight (8) Lawn Mowers, Ded, Zero Turn and ancillary items (including familiarization instruction/training) such as but not limited to sample manuals, approved manuals, data summary, photographs, initial parts kit list, warranty letter(s), keys and Initial Parts Kits including familiarization instruction/training, in accordance with the attached Purchase Description for Lawn Mowers, Ded, Zero Turn dated 2014-06-12.

The Lawn Mowers, Ded, Zero Turn and ancillary items (including familiarization instruction/training) must be delivered to:

CFB Shilo  
Shilo, Manitoba  
K1A 0K2

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

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

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

### Item 002 – Lawn Mowers, Ded, Zero Turn (Optional Quantity)

If this option is exercised, the Contractor must deliver up to purchase seven (7) Lawn Mowers, Ded, Zero Turn and ancillary items such as but not limited to sample manuals, approved manuals, data summary, photographs, initial parts kit list, warranty letter(s), keys and Initial Parts Kits including familiarization instruction/training, in accordance with the attached Purchase Description purchase for Lawn Mowers, Ded, Zero, dated 2014-06-12.

Firm lot price of \$\_\_\_\_\_ per vehicle 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 Lawn Mowers, Ded, Zero Turn 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).

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 at least one (1) day / eight (8) hours familiarization instruction/training, in accordance with the attached Purchase Description for Lawn Mowers, Ded, Zero Turn, dated 2014-06-12.

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

**Item 005 - Travel and Living Expenses – National Joint Council Directive, 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)



**NOTICE**

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

**AVIS**

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

**2014-06-12**

**PURCHASE DESCRIPTION FOR**

**LAWN MOWERS, DED, ZERO TURN**

**1. SCOPE**

1.1 **Scope** - This purchase description covers the requirements for a range of rotary blade lawn mowers with zero turn radius.

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**<sup>(E)</sup>” 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**<sup>(E)</sup>”, 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.



Revisions		
Rev	Date	Description
A	2014/06/12	Initial Release

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## OPI DSVPM 4 – DAVPS 4

Issued on Authority of the Chief of the Defence Staff

Publiée avec l'autorisation du chef de état-major de la Défense



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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; and
- (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.

1.4 **Configuration Capability Table** - Vehicles covered by this Purchase Description are represented as configurations. The following table shows required performance and dimensions by configuration with a clause reference.

			CONFIGURATION				
CHARACTERISTIC	CLAUSE	UNITS	A	B	C	D	E
MOWER SWATH	3.5.1 (a)	mm					1825

1.4.1 **Option Availability Table** - The following table indicates with "✓" for each configuration, the equipment which *shall* be provided.

		CONFIGURATION				
DESCRIPTION OF OPTION	CLAUSE	A	B	C	D	E
Bagging unit	3.5.2 (a)					✓

## 2. APPLICABLE DOCUMENTS

### 2.1 Government Furnished Documents - NOT APPLICABLE

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

SAE Handbook

Society of Automotive Engineers Inc.

400 Commonwealth Dr.,

Warrendale, PA, 15096

<http://www.sae.org>

## 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 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) The vehicle offered **shall** not have systems and components operating at capacities beyond those published by the system or component manufacturer.

### 3.2 Operating Conditions

3.2.1 Weather - The vehicle/equipment **shall** operate under the extremes of weather conditions found in Canada in temperatures ranging from -10 to 37° C (14 to 99° F).

3.2.2 Terrain - The lawn mower **shall** be capable of working on lawns and travelling on paved roads and dirt tracks.

### 3.3 **Safety Standards**

3.3.1 **Noise Level** - The vehicle/equipment noise levels **shall** meet the requirements of legislation relative to Occupational Safety and Health both at the operator's station and exterior to the vehicle.

### 3.4 **Performance**

3.4.1 **Vehicle Performance** – The tractor **shall** have a forward speed of at least 10 km/h (6.2 mph).

3.4.2 **Vehicle Delivery Condition** – The vehicle **shall** be delivered to destination in a fully operational condition. 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.

### 3.5 **Equipment**

3.5.1 **Application Equipment** - Equipment/features below **shall** be provided:

#### (a) **Cutting Deck**

- i The cutting deck **shall** be a rotary blade type mower, with at least 3 rotary blades;
- ii The cutting deck **shall** have an adjustable cutting height. The cutting height **shall** at a minimum cover the range from 50mm to 100mm;
- iii The cutting deck **shall** have a nominal cutting swath of that given as “**MOWER SWATH**” in the Configuration Capability Table; and
- iv The cutting deck **shall** have a side discharge.

(b) **Anti Scalping Rollers** – The mower **shall** be fitted with anti scalping rollers; and

(c) **Mulching** – The mower deck and blades **shall** have a mulching setting or setup provided.

3.5.2 **Optional Equipment** - The following equipment and features **shall** be provided, as indicated in the Option Availability Table:

(a) **Bagging Equipment** – A system to collect the grass cuttings **shall** be provided. The bagging system **shall** allow the operator to easily dump the cuttings. The bagging unit **shall** be easily removable when not in use.

3.6 **Operator Station** - The operator station **shall** include:

(a) **ROPS Structure** – A certified Roll Over Protective Structure (ROPS) **shall** be provided;

(b) **Seat** - A padded water-resistant operator's seat with vibration isolation, backrest and equipped with a seat belt **shall** be provided; and

- (c) **Canopy** – A rigid canopy which covers the operator's seating position **shall** be provided.
- 3.7 **Chassis** - The vehicle chassis **shall** be the manufacturer's standard for a vehicle of this type and size.
- 3.8 **Engine** - The engine **shall** be the manufacturer's standard diesel engine.
- 3.8.1 **Engine Components** - Engine components **shall** be manufacturers standard.
- 3.8.2 **Fuel Tank(s)** - The fuel tank(s) **shall** be the manufacturer's standard. The fuel tank(s) **shall** be at least half full when delivered.
- 3.9 **Transmission** - The transmission **shall** be the manufacturer's standard. The transmission **shall** drive the rear wheels.
- 3.10 **Brake System** - The vehicle **shall** be equipped with manufacturer's standard braking system.
- 3.11 **Steering** - The steering system **shall** be the manufacturer's standard. The steering **shall**<sup>(E)</sup> be achieved by differential input to the rear wheels. The front wheels **shall** be castor type.
- 3.12 **Wheels, Rims and Tires** - The wheels, tires and rims **shall** be the manufacturer's standard.
- 3.13 **Controls** - Controls **shall** be manufacturer's standard dual leaver controls. The controls **shall** include a safety device ensuring that engine can only be started with the transmission in a neutral position.
- 3.14 **Instruments** - Instruments **shall** be manufacturer's standard. The instruments **shall** include at a minimum: a fuel gauge and an hour-meter, which displays accumulated running time up to 9,999 hours. The instruments **shall** include a oil pressure warning light.
- 3.15 **Electrical System** - The vehicle electrical system **shall** be the manufacturer's standard.
- 3.16 **Lighting** - The vehicle **shall** have the manufacturer's standard forward facing work lights.
- 3.17 **Hydraulic System** - The hydraulic system **shall** be the manufacturer's standard complete with all components required for the operation of the hydraulic equipment specified.
- 3.18 **Lubricants and Hydraulic Fluids** - The vehicle **shall** be serviced with the manufacturer's standard non-proprietary lubricants and hydraulic fluids.
- 3.19 **Paint** - The vehicle **shall** be painted using manufacturer's standard commercial colours. The prime coating **shall** be a high-durability, corrosion-resistant type. The prime coating **shall**<sup>(E)</sup> be epoxy type or baked powder coat.
- 3.20 **Identification** - The following information **shall** be permanently marked in a conspicuous and protected location:
- (a) Manufacturer's name, model and serial number.
4. **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.

4.1 **Documentation** – The Contractor **shall** provide the following documentation.

4.1.1 **Documents with Each Vehicle** – The Contractor **shall** provide the following documents with each vehicle:

- (a) **Vehicle Manuals** – Manuals required for safe operation, maintenance and repair of the vehicle. It is preferred that complete sets of manuals are provided on CD/DVD-ROM (without password(s) or special installation requirements or requiring an Internet connection), however, a complete set of Operator's Manuals **shall** be provided with each vehicle in paper format. The Vehicle Manuals **shall** include:
- i **Operator's Manuals** – Operator's manuals in a bilingual format or as 2 manuals in a single binder (one English, and one French). Two copies of the Operator's Manuals **shall** be provided;
  - ii **Parts Manuals** – Two copies of the Parts Manuals in French **shall** be provided. An additional English copy is desirable;
  - iii **Maintenance (Shop Repair) Manuals** – Two copies of the Maintenance (Shop Repair) Manual in French **shall** be provided. An additional English copy is desirable; and
  - iv **Sample Manuals** – A set of Sample Manuals, including all of the above manuals. The sample manuals **shall** be delivered to the Technical Authority 15 working days before delivery of vehicles. Sample manuals will not be returned. The Technical Authority will provide manual approval or comments within 30 days.
- (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; and
- (c) **Initial Parts Kit** – One initial parts kit **shall** accompany each vehicle. The initial parts kit **shall** include all items listed in the "Initial Parts Kit List" from the Original Equipment Manufacturer; and
- (d) **Keys** – Four (4) complete sets of keys to operate the vehicle and any locks **shall** be supplied.

4.1.2 **Documents Provided to Technical Authority** – The Contractor **shall** provide the following documents to the Technical Authority:

- (a) **Data Summary** - A bilingual Data Summary for each make/model/ configuration by completing Technical Authority's template with data and a vehicle picture. The Contractor ***shall*** provide a Data Summary, if possible, before shipment of vehicles;
- (b) **Photographs** – Two (2) digital pictures, one left-front three-quarter view, and one right-rear three-quarter view of each make/model/ configuration. It is preferred that pictures have an uncluttered background. Pictures ***shall*** have a size of at least 4 Mega pixels; and
- (c) **Initial Parts Kit List** - A list of parts needed to perform preventive maintenance on one vehicle for a 1 year period ***shall*** be provided. A complete change of all filters and filter elements ***shall*** be included. The list ***shall*** include the following elements:
  - i Part description;
  - ii Original Equipment Manufacturer Part number;
  - iii Suggested quantity; and
  - iv Unit cost.

4.2 **Training** – The Contractor ***shall*** perform the following training:

- (a) **Familiarization** - At least 1-day (8 hours) familiarization instruction at each destination, for a maximum of 8 personnel, no later than one month after delivery of each vehicle. The instruction ***shall*** include the detailed operation and normal servicing of the vehicle/equipment and ***shall*** be split into two – four (4) hour segments for operator familiarization and maintainer familiarization. Familiarization instructions ***shall*** be available in both official languages for destinations in the province of Quebec or as requested by the Technical Authority. The final dates ***shall*** be arranged with the Technical Authority. After completion of the familiarization session, the Contractor ***shall*** have a “**PROOF OF FAMILIARIZATION INSTRUCTION**” certificate signed by the consignee. The Technical Authority will supply this document in an electronic format, when requested.