

**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 SNOWMOBILE, 2 PASSENGERS, HEAVY DUT	
Solicitation No. - N° de l'invitation W8476-155206/A	Date 2014-10-21
Client Reference No. - N° de référence du client W8476-155206	
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-597-65937	
File No. - N° de dossier hs597.W8476-155206	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-01	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bourassa, Chantal	Buyer Id - Id de l'acheteur hs597
Telephone No. - N° de téléphone (819) 956-6763 ()	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	

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TITLE: Snowmobile, 2 passengers, heavy duty

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 two (2) snowmobiles, two passengers, heavy duty with a 4 strokes gasoline engine and ancillary items, in accordance with Purchase Description for Sled Self Propelled Heavy Duty 2 PAX 4 Stroke Gasoline Engine ECC 140315 NSN 2350-21-886-1669, dated September 10, 2014, to be delivered to CFB Greenwood, Nova Scotia, by January 30, 2015 and as described at Annex A - Pricing.

The requirement also includes an option to purchase up to six (6) additional vehicles 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 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 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 (2014-09-25) 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, 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.

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 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 Best Delivery Date – Bid

1.1.1 Firm Quantity

While delivery of the equipment/vehicle is requested by January 30, 2015, the best delivery that could be offered is as follows:

Item 001 – Two (2) snowmobiles 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 six (6) additional vehicles 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/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.

1.5 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 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 and 002.

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), 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 as follows:

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

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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) 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.

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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

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PART 6 – SECURITY AND FINANCIAL 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 - Contract

The Contractor must deliver two (2) snowmobiles, two passengers, heavy duty with a 4 strokes gasoline engine and ancillary items, in accordance with Purchase Description for Sled Self Propelled Heavy Duty 2 PAX 4 Stroke Gasoline Engine ECC 140315 NSN 2350-21-886-1669, dated September 10, 2014 and at Annex A - Pricing.

An option is included to purchase up to six (6) additional vehicles 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) 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 (2014-09-25), 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 – Two (2) snowmobiles 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 six (6) snowmobiles 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:

Chantal Bourassa
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
LEFTD - HS Division
Place du Portage, Phase III, 7B1
Gatineau, Quebec K1A 0S5
Telephone: 819-956-6763
Facsimile: 819-956-5227
E-mail address: chantal.bourassa@pwgsc-tpsgc.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 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:

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.

5.2 SACC Manual Clauses

SACC Reference	Title	Date
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.
 - (c) One (1) copy must be forwarded to the consignee.

6.2 Holdback

1. Canada will apply a ten (10) percent holdback on any due payment for the vehicle/equipment/service (Items 001 and 002) 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 (2014-09-25) General Conditions - Medium Complexity - Goods;
- (c) Annex A - Pricing;
- (d) Purchase Description for Sled Propelled Heavy Duty 2 PAX 4 stroke gasoline engine ECC 140315 NSN 2350-21-886-1669, dated September 10, 2014;
- (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/equipment 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, 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.

ANNEX A - PRICING

Item 001 – Snowmobile, 2 passengers, heavy duty (Firm Quantity)

The Contractor must deliver two (2) snowmobiles, 2 passengers, heavy duty with a 4 strokes gasoline engine and ancillary items such as but not limited to vehicle manuals, warranty letter(s), preventive maintenance replacement parts kit list, List of Special Tools, Recommend Spare Parts List, Safety Recalls and Servicing Data, Brochures and a Basic tool kit, in accordance with the attached Purchase Description Sled Self Propelled Heavy Duty 2 PAX, 4 Stroke Gasoline Engine, ECC 140315, NSN 2350-21-886-1669, dated September 10, 2014.

The snowmobiles and ancillary items must be delivered to:

14 WG Greenwood
Major Equipment Section
14 Wing
Greenwood, NS
B0P 1N0
Canada

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.

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

Item 002 – Snowmobile, 2 passengers, heavy duty (Optional Quantity)

If this option is exercised, the Contractor must deliver up to six (6) snowmobiles, 2 passengers, heavy duty with a 4 strokes gasoline engine and ancillary items such as but not limited to vehicle manuals, warranty letter(s), preventive maintenance replacement parts kit list, List of Special Tools, Recommend Spare Parts List, Safety Recalls and Servicing Data, Brochures and a Basic tool kit, in accordance with the attached Purchase Description Sled Self Propelled Heavy Duty 2 PAX, 4 Stroke Gasoline Engine, ECC 140315, NSN 2350-21-886-1669, dated September 10, 2014.

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 snowmobiles 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 – 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 004 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.

PURCHASE DESCRIPTION

For

SLED

SELF PROPELLED

HEAVY DUTY

2 PAX

4 STROKE GASOLINE ENGINE

ECC 140315

NSN 2350-21-886-1669

SEPTEMBER 10, 2014

OPI DSVPM 3 – DAVPS 3

Issued on Authority of the Chief of the Defence Staff

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

Canada

2014 DND/MND Canada

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1 INSTRUCTIONS

1.1 Scope – This document covers the purchase of a snowmobile, two passengers, heavy duty with a 4 strokes gasoline engine. The purpose of this purchase is to fill deficiencies.

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, which are identified by the word “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*”, 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; 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; 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.

2 APPLICABLE DOCUMENTS

2.1 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 Design – The vehicle/equipment *shall*:

- a. Be in production or a pre-production model that has gone through testing for performance, reliability and maintainability;
- b. Have engineering certification available, upon demand, for this application from the original manufacturer of major equipment systems and assemblies;
- c. Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture; and
- d. Have system and component capacities not greater than their published ratings (i.e. product or component brochures) or accompanied by proof of compliance.

3.2 Operating Conditions – The vehicle/equipment, under all load conditions, *shall* operate safely and efficiently as follows without appreciable degradation in reliability and maintainability:

- a. **Towing capacity** – The vehicle / equipment *shall* be capable of being operated while towing a minimum load of 200 kg on a flat snow covered surface at 0° incline;
- b. **Weather** – The vehicle/equipment *shall* operate under the extremes of weather found in Canada in temperatures ranging from -40°C to 10°C (-40°F to 50 °F).
- c. **Terrain** – The vehicle/equipment *shall* be capable of being operated off-road (e.g. construction sites, open fields and snow covered trails). Terrain conditions *shall* include winter operations on deep snow and ice.

3.3 Safety Regulations – The vehicle *shall* comply with applicable Canadian Federal safety regulations.

3.4 Human Factors Engineering and Safety – The following applies:

- a. All systems and controls *shall* be safe and easy to use by a full range of operators (5th percentile female to 95th percentile male), in general accordance with SAE J833 (ISO 3411) and SAE J898 (ISO 66832);
- b. Safety devices such as warning plates, instruction plates, non-slip surfaces, grab handles and heat shields *shall* be provided, where required, to ensure safe operation.

3.5 Vehicle Delivery Condition – The vehicle *shall* be delivered to destination in a fully operational condition (serviced and adjusted) and both the interior and exterior *shall* be cleaned. The vehicle *shall* be fully assembly for delivery at destination. For shipment verification, all items such as tools, equipment and accessories, which are shipped loose with the equipment, *shall* be listed on the shipping certificate or to an attached packing note.

3.6 Dimensions – The following *shall* be provided:

- a. A minimum rear suspension travel of 280 mm (11.024 in);
- b. A minimum track length of 3900 mm (153.543 in);

- c. A minimum track width of 584 mm (23.99 in).
- d. A minimum track height of 30mm (1.2in)

4 CHASSIS AND POWER TRAIN SYSTEMS

4.1 Engine Systems – The following *shall* be provided:

- a. The engine displacement *shall* be at least 800 cc;
- b. The engine *shall* be liquid cooled;
- c. The engine *shall* have a minimum of two (2) cylinders;
- d. The engine *shall* be a four (4) strokes engine;
- e. Exhaust pipe and muffler shall meet the safety regulation; and
- f. Engine fuel type *shall* be unleaded gasoline.

4.2 Fuel Tank – The following *shall* be provided:

- a. The main fuel tank *shall* have a minimum capacity of 40 litres;
- b. The main fuel tank *shall(E)* indicate the use of gasoline fuel only on the fuel tank cap in English and French and/or stamped close to the fuel cap.
- c. Fuel tank or fuel tank cap *shall(E)* indicate the level of fuel in the tank;

4.3 Transmission – the following *shall* be provided:

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

4.4 Brakes – The following *shall* be provided:

- a. Hydraulic disc brake *shall (E)* be provided
- b. A parking brake *shall* be provided.

5 BODY SYSTEMS

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

- a. Rear cargo box/rack behind the seat;
- b. Skis width minimum 6 inches up to a maximum of 12 inches with plastic liners and carbide runners shall (E) be provided.

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

- a. A seat in a 2-up style for two (2) adults dressed in heavy clothing;
- b. A windshield minimum height of 15 inches to a maximum of 24 inches;
- c. A backrest for the passenger;
- d. Mirrors on each side of the vehicle; and
- e. Heated throttle lever and grips.

5.3 Controls and Instruments – The following *shall* be provided:

- a. Electrical starting *shall* be provided;
- b. Speedometer *shall* be provided;
- c. Fuel gauge *shall* be provided;
- d. Gear indicator shall be provided. The gear indicator shall be, as a minimum, markings on and/or a decal next to the gear selector lever; and
- e. A tether switch to turn off the engine and/or to stop the vehicle in the event that the operator falls off during operation *shall* be provided.

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

- a. Heavy-duty maintenance free battery;
- b. A 12V outlet in the driver compartment; and
- c. Headlamps, brake/tail lights.

7 MISCELLANEOUS

7.1 Special Equipment – The following *shall* be provided:

- a. A factory cover to cover completely the vehicle;
- b. A 5.08 cm (2inch) rear mounted hinged hitch plate; and
- c. A spare drive belt and spares spark plugs include with each vehicle.

7.2 Colour – The following applies:

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

7.3 Tools – The following *shall* be provided:

- a. A basic tool kit **shall(E)** be provided with each vehicle;
- b. The tools **should** be stored in a bag and **shall** include, as a minimum, tools specific to the vehicle for operator roadside maintenance.

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

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

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

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

a. **Vehicle Manuals**- The vehicle **shall** be provided with all manuals required for the safe operation, maintenance and repair of the vehicles and all sub-systems, attachments, components and accessories included in the vehicle supplied. The following manuals **shall** be provided:

i. **Operator's Manuals** – Operator's Manuals **shall** be provided in a bilingual format or as 2 manuals in a single binder (one English, one French). Operators' Manual(s) **shall** be supplied in paper format. Photograph and Data Summary of the vehicle shall be provided. This should be included in the Operator manual. The Operator's Manual **shall** include:

- Instructions for the safe operation of the vehicle;
- Daily operator maintenance instructions/checks (including lubrication); and
- Safety warnings.

ii. **Parts Manuals** – The Parts Manuals **shall** be in English (French translation is desirable). The Parts Manuals **shall** include:

- Illustrations showing all components of the vehicle including equipment and accessories from other manufacturers that is supplied for the requirements of the contract. The illustrations **shall** have numbers for the itemization of the parts;
- A listing for all itemized manufacturer's parts showing the manufacturer's part number of the illustration, the part name and a brief description of the item; and
- Cross reference relating the manufacturer part number to the correct figure and item number.

iii. **Maintenance (Shop Repair) Manuals** – The Maintenance (Shop Repair) Manual *shall* be in English (French translation is desirable). The Maintenance (Shop Repair) Manuals *shall* include:

- 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;
- A listing of the necessary tolerances, torque levels fluid volumes required and a section listing any special tools (including item part numbers);
- Information on the order of disassembly and assembly of the systems and components of the vehicle; and
- Complete electrical diagrams.

iv. **Manuals on CD/DVD-ROM** – A copy of the manuals on CD/DVD-ROM *shall* be provided. An electronic copy or a web link of all the manuals shall be sent to the technical authority. This *shall* include all the manuals provided in clauses i, ii, and iii above. For usability, CD/DVD-ROM *shall not* require password and/or Internet connection to be accessed. Operator's manuals *shall* also be supplied in paper format.

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

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

8.2 Documentation/Items to the Technical Authority – The Contractor *shall* provide the following documents to the Technical Authority:

a. **Preventative Maintenance Replacement Parts Kit List** – A list of parts needed to perform preventative maintenance on one vehicle for a 6-month period or equivalent amount of hours. A complete change of all filters and filter elements *shall* be included. The list will be reviewed, amended (if required) and approved by the Technical Authority. The list *shall* include the following elements:

- i. Part description;
- ii. Original Equipment Manufacturer Part number;
- iii. Suggested quantity; and

- iv. Unit cost.
- b. **List of Special Tools** – The Contractor *shall* provide a list detailing the special tools required for the vehicle that would not be included in a mechanics toolbox. This would include items such as special wrenches, or extraction devices and special diagnostic tools;
- c. **Recommend Spare Parts list**– The Contractor *shall* provide a list of Recommend spare parts for a safe operation of the vehicle, when vehicle is highly used for a period of two (2) weeks.
- d. **Safety Recalls and Servicing Data** – The following information is required to be provided to all customer locations, on a continuing basis, throughout the life expectancy of the vehicle or for no less than 10 years;
 - i. Safety Recalls; and
 - ii. Manufacturers technical Service Bulletins, or equivalent.

NOTE: This service can be made available as an Internet Service.

- e. **Brochures** – Up-to-date brochures and other applicable information for each make/model/configuration *shall* be supplied to the Technical Authority.

**Technical Information Questionnaire for Sled, Self-propelled, Heavy Duty, 2 PAX, 4 Stroke
Gasoline engine ECC 140315.**



NOTICE

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AVIS

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

BID SOLICITATION NUMBER

Completed By:

Company Name:

Manufacturer's Name:

Name of Representative: _____ **Designation:**

Signature: _____.

Date: _____.

Introduction

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.

PURCHASE DESCRIPTION PARAGRAPHS

3.1 Design

- a. Make _____ - Model _____

Length of time this model has been in production or in performance, maintenance, and reliability trials.

____ Years

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

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

- a. Towing Capacity - A minimum load of 200 kg.
Document: _____ Page: _____
- b. Weather - Temperatures ranging from -40 to 10° C.
Document: _____ Page: _____

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

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

- a. A minimum rear suspension travel of 280 mm (11.024 in);
Document: _____ Page: _____
- b. A minimum track length of 3900 mm(153.543 in);
Document: _____ Page: _____
- c. A minimum track width of 584 mm (23.99 in).
Document: _____ Page: _____

- d. A minimum track height of 30mm (1.2in)
Document:_____ Page:

4.1 Engine Systems - Proof of Compliance shall be provided

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

- a. The engine displacement *is* at least 800 cc.
Document:_____ Page:
- b. The engine *is* liquid cooled
Document:_____ Page:
- c. The engine *has at least* two (2) cylinders.
Document:_____ Page:
- d. Engine ***shall*** be a four (4) strokes engine;
Document:_____ Page:
- e. Exhaust pipe and muffler shall meet the safety regulation.
Document:_____ Page:
- f. Engine fuel type ***shall*** be unleaded gasoline.
Document:_____ Page:

4.2 Fuel Tank - Proof of Compliance shall be provided

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

- a. The main fuel tank ***shall*** have a minimum capacity of 40 litres.
Document:_____ Page:
- b. The main fuel tank ***shall(E)*** indicate the use of gasoline fuel only on the fuel tank cap in English and French and/or stamped close to the fuel cap.
Document:_____ Page:
- c. Fuel tank or fuel tank cap ***shall(E)*** indicate the level of fuel in the tank.
Document:_____ Page:

4.3 Transmission - Proof of Compliance shall be provided

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

- a. A minimum of one forward and one reverse gear shall be provided.
Document:_____ Page:

4.4 Brakes - Proof of Compliance shall be provided

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

- a. Hydraulic disc brake **shall** (E) be provided
Document:_____ Page:
- b. Parking brake **shall** be provided.
Document:_____ Page:

5.1 Body Features - Proof of Compliance shall be provided

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

- a. Rear cargo box/rack behind the seat;
Document:_____ Page:
- b. Skis width minimum 6 inches up to a maximum of 12 inches with plastic liners and carbide runners **shall** (E) be provided;
Document:_____ Page:

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

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

- a. A seat in a 2-up style for two (2) adults dressed in heavy clothing;
Document:_____ Page:
- b. A windshield minimum height of 15 inches to a maximum of 24 inches;
Document:_____ Page:
- c. A backrest for the passenger;
Document:_____ Page
- d. Mirrors on each side of the vehicle; and
Document:_____ Page
- e. Heated throttle lever and grips.
Document:_____ Page

5.3 Controls and Instruments - Proof of Compliance shall be provided

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

- a. Electrical starting.
Document:_____ Page:

- b. Speedometer.
Document:_____ Page:
- c. Fuel gauge.
Document:_____ Page:
- d. Gear indicator shall be provided. The gear indicator shall be, as a minimum, markings on and/or a decal next to the gear selector lever;
Document:_____ Page:
- e. A tether switch to turn off the engine and/or to stop the vehicle in the event that the operator falls off during operation shall be provided.
Document:_____ Page:

6 Electrical System - Proof of Compliance shall be provided

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

- a. Heavy-duty maintenance free battery.
Document:_____ Page:
- b. A 12 volts outlet in the driver compartment.
Document:_____ Page:
- c. Headlamps, brake/tail lights.
Document:_____ Page:

7.1 Special Equipment - Proof of Compliance shall be provided

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

- a. A factory cover to cover completely the vehicle;
Document:_____ Page:
- b. A 5.08 cm (2inch) rear mounted hinged hitch plate; and
Document:_____ Page:
- c. A spare drive belt and spares spark plugs include with each vehicle.
Document:_____ 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.

The bidder certifies that the products offered in the Purchase Description meet the performance specifications and the Requirement detailed in the Technical Information Questionnaire.

Signed

Date