



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

Bid Receiving/Réception des sousmissions  
RCMP - F Division  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**Fax No. - N° de FAX:**  
(306) 780-3466

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet:</b> Detachable Snow Blower		<b>Date</b> December 18, 2014
<b>Solicitation No. – N° de l'invitation</b> M5000-5-3054/A		
<b>Client Reference No. - No. De Référence du Client</b> PW-14-00665433		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2 :00 pm	Central Standard Time (CST)
<b>On / le :</b>	January 28, 2014	
<b>Incoterms 2000 "DDP Delivered Duty Paid"</b> See herein — Voir aux présentes	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Teresa Hengen		
<b>Telephone No. – No. de téléphone</b> 306-780-8179	<b>Facsimile No. – No. de télécopieur</b> 306-780-3346	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b> See Herein Voir aux présentes	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Requirement
3. Debriefings
4. Procurement Ombudsman

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

### **PART 5 - CERTIFICATIONS**

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

### **PART 6 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. Statement of Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Procurement Ombudsman
13. Delivery and Unloading
14. Shipping Instructions - Delivered Duty Paid
15. SACC Manual Clauses

#### **List of Annexes:**

- |         |                                  |
|---------|----------------------------------|
| Annex A | Statement of Requirement         |
| Annex B | Basis of Payment                 |
| Annex C | Security Requirements Check List |
| Annex D | Mandatory Technical Criteria     |



## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### **2. Statement of Requirement**

To supply, deliver, offload, and provide servicing for one (1) new (most current manufacturer model year in production at time of bid closing) Detachable Snow Blower to the Royal Canadian Mounted Police Academy, Depot Division, located in Regina, Saskatchewan, in accordance with the requirements specifications, terms and conditions detailed herein as per Annex A, Statement of Requirement.

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **4. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.



Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

### **1.1 SACC Manual Clauses**

B1000T (2007-11-30) Condition of Materials

### **2. Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by electronic mail to RCMP will not be accepted.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (two hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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



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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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. Refer to Annex D, Mandatory Technical Criteria.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must not be included.

##### **1.1 Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

#### **1. Evaluation Procedures**

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

##### **1.1 Technical Evaluation**

###### **1.1.1 Mandatory Technical Criteria**

Refer to Annex D, Mandatory Technical Criteria

##### **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Incoterms 2000 "DDP Delivered Duty Paid", Canadian customs duties and excise taxes included.



## 2. Basis of Selection

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

## 3. Security Requirement

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Website.

## PART 5 - CERTIFICATIONS

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

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

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

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

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP](#)



[Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

## 2. Additional Certifications Precedent to Contract Award

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

### 2.1 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;



- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

- 1.1 The following security requirement (Security Requirement Checklist at Annex C and related clauses) applies and form part of the Contract.

The contractor is required to have all persons working on site to be security cleared at the level of Facility Access with Escort as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

### 2. Statement of Requirement

To supply, deliver, offload, and provide servicing for one (1) new (most current manufacturer model year in production at time of bid closing) Detachable Snow Blower to the Royal Canadian Mounted Police Academy, Depot Division, located in Regina, Saskatchewan, in accordance with the requirements specifications, terms and conditions detailed herein as per Annex A, Statement of Requirement.

### 3. Standard Clauses and Conditions

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





Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

### 3.1 General Conditions

2010A (2013-06-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 – Warranty – Contract of 2010A referenced above is amended as follows:

The warranty period will be sixty (60) months after delivery and acceptance of the snow blower attachment or the Contractor's or manufacturer's standard warranty period, whichever is longer.

All other provisions of the warranty section remain in effect.

Section 29 - Code of Conduct and Certifications - Contract of 2010A referenced above is amended as follows:

Delete subsection 29.4 in its entirety.

## 4. Term of Contract

### 4.1 Delivery Date

While delivery is requested to be within six (6) weeks from award of contract, the best delivery that could be offered is \_\_\_\_\_, but no later than March 27<sup>th</sup>, 2015.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Teresa Hengen  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 - 11th Ave  
Regina, SK S4P 3J7  
Telephone: 306-780-8179/Facsimile: 306-780-3466

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

### 5.2 Project Authority

The Project Authority for the Contract is: *(to be completed upon award)*

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_



Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 5.3 Contractor's Representative (to be completed upon award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7. Payment

#### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B, Basis of Payment for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

#### 7.3 Single Payment

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

### 8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.



## 9. Certifications

### 9.1 Compliance

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

## 10. Applicable Laws

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

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2013-06-01) - Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_.

## 12. Procurement Ombudsman

### 12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



### **13. Delivery and Unloading**

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
2. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.

### **14. Shipping Instructions - Delivered Duty Paid**

Goods must be consigned and delivered to the destination specified in the contract:

One detachable snow blower, Incoterms 2000 "DDP Delivered Duty Paid", to Depot Division, 5600-11<sup>th</sup> Ave, Regina, Saskatchewan including all delivery charges and customs duties and taxes.

Suppliers are encouraged to:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Reduce/eliminate toxics in packaging.

### **15. SACC Manual Clauses**

B7500C (2006-06-16) Excess Goods

G1005C (2008-05-12) Insurance



**Annex A  
Statement of Requirement**

To supply, deliver, offload, and provide servicing for one (1) new (most current manufacturer model year in production at time of bid closing) detachable snow blower to the Royal Canadian Mounted Police Academy, Depot Division, located in Regina, Saskatchewan, in accordance with the requirements specifications, terms and conditions detailed herein.

**The detachable snow blower must have the following specifications:**

<b>1.</b>	<b>General</b>
<b>2.</b>	Be the most current manufacturer model year in production at bid closing with all the latest standard features
<b>3.</b>	Meet all Society of Automotive Engineers (SAE), Occupational Safety & Health Administration (OHSA) and Environmental Protection Agency (EPA) standards and requirements in effect on the date of the bid closing
<b>4.</b>	Lead free paint
<b>5.</b>	<b>Carrier requirement</b>
<b>6.</b>	Dual auger, dual stage Detachable Snow Blower to be compatible with a 3.5 to 5 yard front end loader with SAE rating: 19,200 lbs. minimum tipping load at full turn
<b>7.</b>	Female quick attach to be compatible to operate with both a 426 HT JCB loader and a 621F Case loader
<b>8.</b>	<b>Operating Weight and Dimensions</b>
<b>9.</b>	Height of 135" ± 5" from ground level to the highest point on the machine when the chute is not extended
<b>10.</b>	Weight of unit 11,000 lbs ± 1,000 lbs.
<b>11.</b>	<b>Capacity</b>
<b>12.</b>	Rated capacity of up to 3,000 tons/hour
<b>13.</b>	<b>Engine</b>
<b>14.</b>	Minimum 300 hp, diesel
<b>15.</b>	Minimum 65 Imperial gallon fuel capacity with fuel heater option
<b>16.</b>	Engine air intake be designed to minimize snow intake
<b>17.</b>	Air restriction indicator to be visible from operation station
<b>18.</b>	Full engine instrumentation included on engine housing
<b>19.</b>	Residential type muffler
<b>20.</b>	Block Heater
<b>21.</b>	<b>Electrical system</b>
<b>22.</b>	12 V alternator
<b>23.</b>	Two (2) - Type 31-2250 CCS, maintenance free batteries
<b>24.</b>	Battery charger or battery heater or both



25.	Two work lights to be mounted on the snow blower body above the augers
<b>26. Driveline system</b>	
27.	Chain and gear driven with spiral reduction bevel gear box
<b>28. Hydraulic system</b>	
29.	Hydraulic pump directly mounted on engine auxiliary drive
30.	Filter with replaceable cartridge
31.	Hydraulic steering veins
32.	Controlled by an in-cab multifunctional joy stick
<b>33. Impeller</b>	
34.	Easy replaceable blades
35.	Impeller 37" to 41" diameter
36.	Impeller casing to rotate hydraulically, allowing for impeller casting to the right and left
37.	Minimum casting distance of 140' by impeller
38.	Casting width of 100" to 120"
39.	Impeller casing, loading chute and skid shoes to be lined with chromium carbide hard surfacing material
40.	Reversible steel scraper blade
41.	Box vibrator installed on base of chute to address chute plugging issues, to be operable from inside cab
<b>42. Auger</b>	
43.	Dual augers of 26" to 27" diameter designed for conveying compacted snow and ice
44.	Truck loading chute, hydraulically extendable a minimum of 18"
45.	Truck loading chute to have 300° horizontal rotation, hydraulically controlled
46.	Casting distance to reach a minimum of 50' via loading chute
<b>47. Instrument Panel and Controls</b>	
48.	Heavy duty control and display system, including tachometer, function control and kill switches
49.	Pendant style control box for use in wheel loader cab to include tachometer, start and stop switches and controls for chute direction and cap position
<b>50. Warranty</b>	
51.	The warranty period will be sixty (60) months after delivery and acceptance of the unit or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer. The warranty must be full machine, industry standard warranty administered through the contractor's organization. All costs related to warranty work must be included in price, non-warranty maintenance and after sales service are to be charged separately. Warranty to commence on the date that the unit enters service or within sixty days of initial delivery (not on the date of initial delivery)
<b>52. Pre-Delivery Inspection</b>	
53.	Pre-Delivery Inspection-Fully assembled, adjusted with all specified equipment and ready for



	operation as per industry standard.
<b>54.</b>	<b>Other Requirements</b>
55.	One copy of Shop Master Repair Manual in English (Hard copy)
56.	One copy of Parts Catalogue in English (Hard copy)
57.	Two copies of Operator's manual in English (Hard copy)
58.	One copy of the Industry Standard Warranty in English (Hard copy)
<b>59.</b>	<b>Service</b>
60.	Warranty, non-warranty maintenance and after sales service must be performed within a 200 kilometer radius from the delivery location by an authorized representative. The authorized representative must begin the repair service within 4 hours of notification, either on site or at a service facility.
61.	The authorized representative must have ready access to regular maintenance and servicing parts and able to access all other parts not normally stocked from an authorized parts dealer within the time periods below: -24 hours (one working day) maximum delivery time for consumable items such as seals, brakes, etc. -48 hours (two working days) maximum delivery time for major items such as engine, transmission and hydraulic components, etc.
<b>62.</b>	<b>Training</b>
63.	Training must be provided in English for a minimum of eight hours on the operation and maintenance of the unit to the level of knowledge, skills and ability that, when applied, will allow personnel to operate and maintain the equipment safely and in the manner intended by the manufacturer, training to take place at Depot Division, Regina, Saskatchewan within two (2) weeks after delivery of the unit.
64.	Training to be scheduled with the Project Authority.



**ANNEX B  
Basis of Payment**

Firm unit prices, in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra, Incoterms 2000 "DDP Delivered Duty Paid", off-loading charges, Canadian customs duties and excise taxes included.

<b>Description</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Price per Unit</b>
a) Detachable Snow Blower, in accordance with Annex A to be shipped to Regina, Saskatchewan	1	Each	\$_____

**Manufacturer:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Year:** \_\_\_\_\_





**ANNEX C**  
**Security Requirement Checklist**  
**(attached as a separate document)**



**ANNEX D  
Mandatory Technical Criteria**

Bidders must indicate whether or not they comply with the mandatory specifications. Bidders must include two (2) copies of descriptive literature of the make and model of the items offered in sufficient detail to clearly indicate compliance with each of the individual requirements in the specifications and cross reference where this specification is located within the descriptive literature.

Where weight, dimensions or other characteristics are shown as approximate, minimum or maximum, the bidder must indicate the manufacturer's figures.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided.

Failure to meet any of the following specifications will render your proposal non-complaint and will be given no further consideration.

**The detachable snow blower must have the following specifications:**

Specifications	Compliance		Comment(s)/ Cross Reference
	Yes	No	
<b>1. General</b>			
<b>2.</b> Be the most current manufacturer model year in production at bid closing with all the latest standard features			
<b>3.</b> Meet all Society of Automotive Engineers (SAE), Occupational Safety & Health Administration (OHSA) and Environmental Protection Agency (EPA) standards and requirements in effect on the date of the bid closing			
<b>4.</b> Lead free paint			
<b>5. Carrier requirement</b>			
<b>6.</b> The dual auger, dual stage Detachable Snow Blower to be compatible with a 3.5 to 5 yard front end loader with SAE rating: 19,200 lbs. minimum tipping load at full turn			
<b>7.</b> Female quick attach to be compatible to operate with both a 426 HT JCB loader and a 621F Case			



	loader			
<b>8.</b>	<b>Operating Weight and Dimensions</b>			
9.	Height of 135" ± 5" from ground level to the highest point on the machine when the chute is not extended			
10.	Weight of unit 11,000 lbs ± 1,000 lbs.			
<b>11.</b>	<b>Capacity</b>			
12.	Rated capacity of up to 3,000 tons/hour			
<b>13.</b>	<b>Engine</b>			
14.	Minimum 300 hp, diesel			
15.	Minimum 65 Imperial gallon fuel capacity with fuel heater option			
16.	Engine air intake designed to minimize snow intake			
17.	Air restriction indicator to be visible from operation station			
18.	Full engine instrumentation included on engine housing			
19.	Residential type muffler			
20.	Block Heater			
<b>21.</b>	<b>Electrical system</b>			
22.	12 V alternator			
23.	Two (2) - Type 31-2250 CCS, maintenance free batteries			
24.	Battery charger or battery heater or both			
25.	Two work lights to be mounted on the snow blower body above the augers			
<b>26.</b>	<b>Driveline system</b>			
27.	Chain and gear driven with spiral reduction bevel gear box			
<b>28.</b>	<b>Hydraulic system</b>			
29.	Hydraulic pump directly mounted on engine auxiliary drive			
30.	Filter with replaceable cartridge			
31.	Hydraulic steering veins			



32.	Controlled by an in-cab multifunctional joy stick			
<b>33. Impeller</b>				
34.	Easy replaceable blades			
35.	Impeller 37" to 41" diameter			
36.	Impeller casing to rotate hydraulically, allowing for impeller casting to the right and left			
37.	Minimum casting distance of 140' by impeller			
38.	Casting width of 100" to 120"			
39.	Impeller casing, loading chute and skid shoes to be lined with chromium carbide hard surfacing material			
40.	Reversible steel scraper blade			
41.	Box vibrator installed on base of chute to address chute plugging issues, to be operable from inside cab			
<b>42. Auger</b>				
43.	Dual augers of 26" to 27" diameter designed for conveying compacted snow and ice			
44.	Truck loading chute, hydraulically extendable a minimum of 18"			
45.	Truck loading chute to have 300° horizontal rotation, hydraulically controlled			
46.	Casting distance to reach a minimum of 50' via loading chute			
<b>47. Instrument Panel and Controls</b>				
48.	Heavy duty control and display system, including tachometer, function control and kill switches			
49.	Pendant style control box for use in wheel loader cab to include tachometer, start and stop switches and controls for chute direction and cap position			
<b>50. Pre-Delivery Inspection</b>				
51.	Pre-Delivery Inspection-Fully			



	assembled, adjusted with all specified equipment and ready for operation as per industry standard.			
<b>52.</b>	<b>Other Requirements</b>			
53.	One copy of Shop Master Repair Manual in English (Hard copy)			
54.	One copy of Parts Catalogue in English (Hard copy)			
55.	Two copies of Operator’s manual in English (Hard copy)			
56.	One copy of the Industry Standard Warranty in English (Hard copy)			
<b>57.</b>	<b>Service</b>			
58.	<p>Warranty, non-warranty maintenance and after sales service must be performed within a 200 kilometer radius from the delivery location by an authorized representative. The authorized representative must begin the repair service within 4 hours of notification, either on site or at a service facility.</p> <p>The Bidder must provide the name, address and telephone number of the authorized representative.</p> <p>The Bidder must show the distance between the delivery location and the authorized representative, which must not be more than 200 kilometers. If service/warranty and regular maintenance work will be completed onsite, check the box to indicate this.</p>			<p>Distance between the delivery location and the service dealer and/or agent: _____ km</p> <p>Name: _____</p> <p>Address: _____ _____ _____</p> <p>Telephone: _____</p>
59.	The authorized representative must have ready access to regular maintenance and servicing parts and able to access all other parts not normally stocked from an authorized parts dealer within the time periods below: -24 hours (one working day)			



<p>maximum delivery time for consumable items such as seals, brakes, etc. -48 hours (two working days) maximum delivery time for major items such as engine, transmission and hydraulic components, etc.</p>			
--	--	--	--