

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 0B2 / Noyau 0B2
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 Industrial Wood Chipper	
Solicitation No. - N° de l'invitation 01965-150171/B	Date 2015-01-06
Client Reference No. - N° de référence du client 01965-150171	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-329-66482	
File No. - N° de dossier hn329.01965-150171	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-26	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dumaresq, Steve	Buyer Id - Id de l'acheteur hn329
Telephone No. - N° de téléphone (819) 956-3487 ()	FAX No. - N° de FAX (819) 953-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF AGRICULTURE AND AGRI-FOOD BLDG 72 960 CARLING AVE ATTN: PIERRE HUPPÉ OTTAWA Ontario K1A0C6 Canada	

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
Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, 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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Industrial Wood Chipper As detailed at Annex "A" herein. • •	01965	01965	1	Each	\$	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	See Herein	
2	Training Session One (1) on-site training session for grounds operations staff, as detailed at Annex "A" herein.	Total		1	Each	\$	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX		

Solicitation No. - N° de l'invitation

01965-150171/B

Amd. No. - N° de la modif.

File No. - N° du dossier

hn32901965-150171

Buyer ID - Id de l'acheteur

hn329

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

01965-150171

CCC No./N° CCC - FMS No/ N° VME

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Buyandsell.gc.ca

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Achatsetventes.gc.ca

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**ANNEX “A” INDUSTRIAL WOOD CHIPPER SPECIFICATIONS
Self-contained motorized wood chipping device**

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this solicitation.

2. Requirement

Self-contained motorized wood chipping device.

Agriculture Agri-Food Canada, Integrated Services Directorate, Central Experimental Farm, Ottawa have a requirement to purchase a new (current model year) self-contained moveable industrial "disc type" wood chipper unit with the capability of chipping trees and brush up to 12 inches in diameter and producing discharged wood chips smaller than 1 inch in total size.

The contractor must provide the goods and quantities in accordance with the technical requirements stated herein and at Annex "A".

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.

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.

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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) calendar days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	Condition of Material	2014-06-26

2. Submission of Bids

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer. Email proposals not accepted.

PWGSC Bids Receiving Unit

11 Laurier Street

Place du Portage, Phase 3, Core 0A1

Gatineau, Québec, K1A 0S5

Tel.: 819-956-3366

Fax: 819-997-9776

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

Steve Dumaresq (steve.dumaresq@pwgsc-tpsgc.gc.ca)

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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 (2 Copies)

Section II: Financial Bid, Certifications and Additional Information (1 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>). To assist Canada in reaching its objectives, bidders are encouraged to:

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

SECTION I: TECHNICAL BID (2 Copies)

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

SECTION II: FINANCIAL BID, CERTIFICATIONS AND ADDITIONAL INFORMATION (1 Copy)

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Line Item 01: Qty 1, Industrial Wood Chipper;
Line Item 02: Qty 1, On-site Training Session.

1.1 Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

1.2 Certifications

Bidders must submit the certifications required under Part 5 prior to contract award.

1.3 Additional Information

1.3.1 Procurement Business Number (PBN) (Canadian suppliers)

<https://buyandsell.gc.ca/for-businesses/register-as-a-supplier>

The Procurement Business Number of the supplier is: _____

Note: Not mandatory at bid closing but required precedent to contract award.

1.4 Delivery Offered

Bidder's estimated delivery date for the required Industrial Wood Chipper: _____

Bidder's estimated delivery date for the required Training Session: _____

1.5 Contractor Representatives

Name and telephone number of the person responsible for:

General enquiries

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Delivery follow-up

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Technical compliance (Annex "A", Industrial Wood Chipper Specifications);

Simply stating a compliancy to any criteria is insufficient. Bidders must present a proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented at Annex A. Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

1.2 Financial Evaluation

Compliance with the pricing requirements presented herein.

The total bid price: Price of Wood Chipper and related Training Session

Line Item 01: Qty 1, Industrial Wood Chipper;

Line Item 02: Qty 1, On-site Training Session.

1.3 Pricing Basis

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination), with applicable taxes extra, as applicable. Freight charges to destination must be included. All applicable Custom duties and Excise taxes must be included.

1.4 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 on an aggregate basis will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (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.

1.3 General Environmental Criteria Certification

By submitting the bid, the bidder certifies that the information submitted in the General Environmental Criteria table below (1.3.1) is accurate and complete. By submitting the bid the Bidder certifies that it meets, and will continue to meet throughout the duration of any resulting contract, a minimum of four (4) out of seven (7) requirements identified in the General Environmental Criteria Table. Table 1.3.1 is not mandatory at bid closing but required precedent to contract award.

1.3.1 General Environmental Criteria Certification Table

Green practices within supplier's organization:	Insert a checkmark for each criteria that is met
Promotes a paperless environment through directives, procedures and/or programs.	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client.	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification.	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	

Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	
Registered to ISO 14001 or has an equivalent environmental management system in place.	

PART 6 - RESULTING CONTRACT CLAUSES**1. Security Requirement**

There is no security requirement associated with the Contract.

2. Requirement

The contractor must provide the goods and quantities in accordance with the technical requirements stated herein and at Annex "A".

2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

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.

3.1 General Conditions

2010A (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract**4.1 Period of Contract**

The period of contract is from __date__ to __date__ inclusively. This will permit the delivery of the Industrial Wood Chipper and the related training session for the grounds operations staff.

Delivery of the Industrial Wood Chipper: __date__ (delivery date proposed by the bidder).

5. Authorities**5.1 Contracting Authority**

Steve Dumaresq
Public Works and Government Services Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate, "HN" Division
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5

Telephone: (819) 956-3487
Facsimile: (819) 953-4944
E-mail address: steve.dumares@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.

5.2 Technical Authority

Name: will be inserted at contract
 Title: will be inserted at contract
 Telephone: (xxx) xxx-xxxx
 Facsimile: (xxx) xxx-xxxx
 E-mail: will be inserted at contract

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

5.3 Contractor's Representative**General Enquiries**

Name: will be inserted at contract
 Telephone: will be inserted at contract
 Facsimile: will be inserted at contract
 E-mail: will be inserted at contract

Delivery Follow-up

Name: will be inserted at contract
 Telephone: will be inserted at contract
 Facsimile: will be inserted at contract
 E-mail: will be inserted at contract

6. Payment**6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in the contract, for a total cost of \$ ____ (insert the amount at contract award). Firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination), with applicable taxes extra, as applicable. Freight charges to destination included. All applicable Custom duties and Excise taxes included. 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.

Line Item 01: Qty 1, Industrial Wood Chipper \$ _____
 Line Item 02: Qty 1, On-site Training Session \$ _____

6.2 Single Payment

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

6.3 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12

7. 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.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Department of Public Works and Government Services
 "HN" Division
 7B3 Place du Portage, Phase III
 11 Laurier Street, Gatineau, QC K1A 0S5
 Attention: Steve Dumaresq

8. Certifications

8.1 Compliance

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010A (2014-09-25) General Conditions – Goods (Medium Complexity);
- (c) Requirement;
- (d) the Contractor's bid dated _date_.

11. SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D9002C	Incomplete Assemblies	2007-11-30

11.1 Shipping Instructions - Delivery at Destination

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

- (a) Delivered Duty Paid (DDP) (destination) Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A" INDUSTRIAL WOOD CHIPPER SPECIFICATIONS
Self-contained motorized wood chipping device

Product proposed by bidder (Make, Model, etc): _____

Minimum Mandatory Specifications	Technical specifications of proposed product (Provide technical data and explanation)
<p>1. Overview</p> <p>A new (current model year) self-contained moveable industrial "disc type" wood chipper unit with the capability of chipping trees and brush up to 12 inches in diameter and producing discharged wood chips smaller than 1 inch in total size.</p>	
<p>2. Chipper Trailer</p>	
<p>2.1 Frame Construction: steel rectangular tubing or equivalent</p>	
<p>2.2 Finish: Factory Primed/Painted Urethane</p>	
<p>2.3 Suspension: Torsion Axles and/or Leaf Spring trailer suspensions are acceptable</p>	

2.4 Trailer support device: minimum of 5000lb	
2.5 Hitch: equipped with a 2 ½ pintle hitch and with at minimum two position height adjustment.	
2.6 Tongue Jack: industrial 5000lb capacity, fully adjustable up to 12" minimum travel height and stationary foot pad or wheel.	
2.7 Towing chains with safety chain hooks and lock clips	
2.8 Tires: minimum size of 15", 8 ply rated, load range E commercial tires.	
2.9 Fenders: Steel or Aluminum reinforced	

2.10	Lighting system: 12 volt, weather sealed LED, running lights, brake light and signal.	
2.11	Must conform to legal requirement for municipal roads and highways respecting Ministry of Transport, Ontario (MTO) regulations.	
3.	Engine	
3.1	Diesel engine, liquid cooled, minimum of 140 horsepower complete with all standard engine monitoring system/gauges such but not limited to oil pressure, tachometer, hour meter, voltage/amperage, temperature, engine over-speed etc.	
3.2	Engine safety shutdown: automatic low oil pressure shut down system and automatic high temp shut down system.	
3.3	Radiator: radiator protection guards.	
3.4	Engine start-up: glow plugs	

<p>3.5 Fuel tank: minimum of 35 gallon capacity.</p>	
<p>4. Industrial Disc-Style chipper</p>	
<p>4.1 Chipper must be an industrial "Disc-Style" chipper" design.</p>	
<p>4.2 Chipper capacity: 12" diameter capacity with a minimum opening of 12" X 18"</p>	
<p>4.3 Feed Rate: minimal feed rate of 120 Feet per minute.</p>	
<p>4.4 Uniform discharge wood chips less than 1 inch all around</p>	
<p>4.5 Cutting System: auto-feed, safety lock for maintenance and service, disc style, minimum of 35" diameter, 2" thick with a minimum of two knives</p>	

<p>4.6 Feed system: self contained hydraulic powered feed system with (2) horizontal hydraulic powered feed wheels with teeth and down pressure, yoke adjustment preferable.</p>	
<p>4.7 Minimum Hydraulic Tank Capacity – 10 gallons. Feed system to be of a slide box type with down pressure.</p>	
<p>4.8 Infeed Hopper: minimum 25 inches high x 60 inches wide</p>	
<p>4.9 Clean out door on the bottom of feed wheels</p>	
<p>4.10 Discharge: hand crank height discharge, hand crank swivel 360 degree discharge chute</p>	
<p>5. Safety Equipment</p>	
<p>5.1 All safety features as per current governing industry safety standards including but not limited to guards covering all moving parts, engine disable plug, reversing bar, last chance cables, pusher paddle, engine disable limit switch etc.</p>	

6.	Training:	
6.1	Provide one (1) on-site (Central Experimental Farm, Ottawa, 960 Carling Avenue) training session for Agriculture Canada grounds operations staff.	
7.	Warranty:	
7.1	One (1) year parts and labour warranty.	
8.	General:	
8.1	Unit must be the current year model (new) available.	
8.2	Provide two (2) Operator's manuals (English). French is optional.	
8.3	Provide two (2) parts/service manuals (English). French is optional.	
8.4	All safety instruction (labels/stickers) on the unit must be in English and French language.	