



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :

Parks Canada Agency
Submissions Registry
3 Passage du Chien-d'Or, Room 207
Québec, QC – G1R 3Z8

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency

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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : l'Agence Parcs 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Title-Sujet 4 year Operational Lease for 75 - 2015 Electric Golf Cart Highlands Links Golf Course	
Solicitation No. - N° de l'invitation 5P216-14-1440	Date January 14, 2015
GETS Reference No. - N° de référence de SEAG	
Client Reference No. - N° de référence du client	
Solicitation Closes L'invitation prend fin – at – à on – le Tuesday, February 24, 2015	Time Zone Fuseau horaire - Heure normale de l'Est (HNE) Eastern Standard Time (EST)
Address Inquiries to: - Adresser toute demande de renseignements à : Marilyn Bernier – CSQ.Contrats@gc.gc.ca	
Telephone No. - No de téléphone 418 648-4569	Fax No. - N° de FAX: 418 648-5392
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : See herein - Voir dans la présente	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur : Telephone No. - N° de telephone : Facsimile No. - N° de télécopieur :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) <hr/> Name/Nom Title/Titre <hr/> Signature Date	

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The requirement is detailed under Article 2 on Part 6 of the resulting contract clauses.

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 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) (<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.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bids transmitted by facsimile to PCA will be accepted. Fax number: 418 648-5392.

2.3 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) 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.

2.4 Applicable Laws

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

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

3.1 Bid Preparation Instructions

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

PART 4 - RESULTING CONTRACT CLAUSES

4.1 Security Requirements

There is no security requirement applicable to this Contract.

4.2 Requirement

The Contractor must provide 75 - 2015 Electric Golf Cart for four (4) years Operational Lease in accordance with the Requirement at Annex "A".

4.3 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.

4.4 General Conditions

[2010C](#) (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4.5 Term of Contract

4.5.1 Delivery Date

The contract period is from May 5, 2015 until March 31, 2019 inclusive.

4.6 Authorities

4.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Marilyn Bernier
A/ Procurement & Contracting Advisor
Parks Canada Agency
Contracting Operations
Chief financial Officer Directorate
3 Passage du Chien-d'Or, Room 200
Québec, QC G1R 3Z8

Telephone: 418 648-4569

Facsimile: 418 648-5392

E-mail address: CSQ.Contrats@pc.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.

4.6.2 Project Authority

The Project Authority for the Contract is: **TO BE FILLED OUT AT THE CONTRACT 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.

4.6.3 Contractor's Representative

TO BE FILLED OUT AT THE CONTRACT AWARD

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

4.7 Payment

4.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid a firm price for a cost of _____. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Taxes is extra, if applicable.

4.7.2 Limitation of Price

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

4.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

4.8 Applicable Laws

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

4.9 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 general conditions 2010C (2014-09-25);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

ANNEX "A"

REQUIREMENT

Highlands Links Golf Course 2015 Electric Golf Cart Specifications

The Highlands Links Golf Course requires a 4 Year Operational Lease for the supply of seventy-five (75) 2015 Electric golf carts. Each Electric Golf Cart will come with:

1. Chargers
 - Shall be 48 Volt solid state DC only.
 - Shall be sealed units protected from the elements
2. Charge indicator warning light on cart to indicate when a charge is required.
3. Sun Canopy/Roof
 - Golf cart height not to exceed 174cm from ground to top of roof.
4. Split windshield
5. Rear Bag Cover
6. Spoke wheel covers
7. Message holder
8. 2 Divot mix bottles and holder brackets per cart
9. Sweater basket
10. Single point battery watering system
11. Removable cooler and bracket
12. Permanent Tow Bar Brackets
13. Fleet Management System for each cart that will:
 - Provide vehicle tracking
 - Allow for administrative control of cart location access and zone restrictions
 - History reporting
 - Anti Theft lock down
 - Speed control
 - Come with all hardware and software required to outfit each golf cart and central control
 - 8 hour training on site when delivered
14. A total of One handheld diagnostic unit (1unit for entire fleet)
15. 3 Tow bars
16. Dual Drink holders on dash of cart
17. Front and Rear Bumpers
18. Tires – minimum 4 ply
19. Operating and Parts manuals for carts – a total of ten (10) copies.
20. Each cart will have the Highlands Links Logo (specifications to be supplied by HL)
21. The fleet of carts will be numbered in sequence 1 to 75
22. Each cart will come with three (3) keys and three (3) key tags

Stipulations

- White or Black carts will not be accepted
- All carts provided must be the same colour
- Colour options must be provided with bid. Parks Canada to select colour from the provided list prior to lease signing.
- Company Registered Technician to be on site with the delivery of the fleet
- Service calls by a registered technician during which time:
 - Batteries will be filled
 - Any required repairs, including travel and labour, will be completed at no cost to Highlands Links within 36 hours of notification for the first two (2) years of the lease. There will be no cost to Highlands Links Golf Course for any parts in the first two (2) years of the operating lease, regardless of the cause.
 - Fleet preparation for summer prior to course opening & winter following course closure

The Four year operating lease must come with the provision for early termination or lease transfer as a result of Parks Canada divestiture of Highlands Links Golf Course.

The Following minimum Factory Warrantee will be required.

Parts	Warranty Period
Frame	Limited Lifetime
Suspension: steering gearbox, steering column, shocks & Leaf Springs	4 years
Major Electronics: Solid State Speed Controller and battery charger	4 years
Deep Cycle Battery:	25,000 amp hours or 4 years.
Seats: Seat bottoms, seat backs and armrest/hiprestraint	4 years
Pedal Group: Brake & pedal assemblies and brake cables	4 years
Canopy System: Canopy and canopy supports	4 years
Body Group: all paneling	3 years
All Other electrical Components: Solenoid, limit switches, voltage regulator, F&R switch, and all options and accessories	2 years

Due to the importance of appropriate service levels Bids must be provided by Factory distributors located within a Maritime Province (NB, NS, PEI, NFLD). Bids will not be accepted by a factory representative or dealer.

ANNEX "B"

BASIS OF PAYMENT

The bidder shall be paid for costs reasonably and properly incurred for the goods received as follows.

Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

Please provide your pricing as follows:

Contractor will submit a price including all expenses.

Description	Quantity	Year	Price
2015 Electric Golf Carts	75	1 st year	_____ \$
		2 nd year	_____ \$
		3 rd year	_____ \$
		4 th year	_____ \$
Grand total for 4 years			_____ \$

The completed product must be delivered no later than May 5, 2015.

I agree that the price quoted is for the **Lease of 75 – 2015 Electric Golf Carts.**

Signature: _____

Company: _____

Date: _____