

**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**

<b>Title - Sujet</b> Floor Scrubber, Self Propelled	
<b>Solicitation No. - N° de l'invitation</b> W8476-155233/A	<b>Date</b> 2015-02-06
<b>Client Reference No. - N° de référence du client</b> W8476-155233	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-922-66726	
<b>File No. - N° de dossier</b> hp922.W8476-155233	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-03-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tanguay, Mike	<b>Buyer Id - Id de l'acheteur</b> hp922
<b>Telephone No. - N° de téléphone</b> (819) 956-0545 ( )	<b>FAX No. - N° de FAX</b> (819) 953-2953
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Vehicles & Industrial Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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

Solicitation No. - N° de l'invitation

W8476-155233/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hp922W8476-155233

Buyer ID - Id de l'acheteur

hp922

CCC No./N° CCC - FMS No/ N° VME

W8476-155233

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## **PART 1 - GENERAL INFORMATION**

### **1. Requirement**

Canada is seeking proposals to procure:

- 1.1 One (1) Floor Scrubber, Self Propelled and related items as described in Annex "A"- Pricing and in accordance with Annex "B"- Purchase Description - Floor Scrubber, Self Propelled.
- 1.2 Irrevocable options identified in Annex "A"- Pricing.
  - 1.2.1 The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
  - 1.2.2 The options may be exercised in whole or in part and on more than one occasion at the sole discretion of Canada, up to the maximum quantity identified in Annex "A"- Pricing.
  - 1.2.3 The options may be exercised within twelve (12) months after contract award.

### **2. Debriefings**

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.

### **3. Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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## **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 [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>) 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) days

### **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 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 question 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**

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. 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

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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:

- Offerors / suppliers are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Offerors / suppliers 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.

#### **6. 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) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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## **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 hard copies);

Section II: Financial Bid (1 hard copy);

Section III: Certifications (2 hard copies);

Section IV: Additional Information (2 hard copies)

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 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.

### **2. 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 complete and submit with their bid the following;

- Appendix "1" - Technical Information Questionnaire – Floor Scrubber, Self Propelled.

#### **2.1 Substitutes and Alternatives**

Bidders may propose substitutes and alternatives where "**shall<sup>(E)</sup>**" is indicated in the technical requirement description (Purchase Description/Statement of Requirement/Statement of Work). Offerors / suppliers are encouraged to offer or suggest green solutions whenever possible.

2.1.1 Substitutes and alternatives that are equivalent in form, fit, function and performance will be considered for acceptance by the Technical Authority where the Bidder:

- (a) Clearly identifies a substitute and/or an alternative;

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- (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.
- 2.1.2 Substitutes and alternatives offered as equivalent in form, fit, function 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 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. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### 3.1 Exchange Rate Fluctuation Risk Mitigation

- 3.1.1 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.
- 3.1.2 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.
- 3.1.3 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).
- 3.1.4 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

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values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.

3.1.5 Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

#### **4. Section III: Certifications**

Bidders must submit the certifications required under Part 5 - Certifications.

#### **5. Section IV Additional Information**

Canada requests that bidders submit the following information:

##### **5.1 Delivery**

###### **5.1.1 Firm Quantity**

While delivery of the Floor Scrubber is requested by 31 March 2015, the best delivery that can be offered is as follows:

Item 001 – QTY One (1) Floor Scrubber, Self Propelled and related items will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract.

###### **5.1.2 Optional Quantity**

If an option is exercised, the best delivery that can be offered is as follows:

Item 002 – QTY Four (4) Floor Scrubbers, Self Propelled and related items will be delivered within \_\_\_\_\_ calendar days after an option is exercised.

##### **5.2 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.

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**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 Annex B - Purchase Description and the Appendix 1 - Technical Information Questionnaire.

**1.1.2 Substitutes and/or Alternatives**

Bidders proposing substitutes and/or alternatives must provide all the information as detailed in Part 3, Section 2 - Substitutes and Alternatives to be considered for evaluation.

**1.2 Mandatory Financial Evaluation Criteria**

**1.2.1** Bidders must provide, with their bid, the financial information requested in the bid solicitation and at Annex "A" - Pricing for items 001, 002 and 003.

**1.2.2** The prices of the bid Bids must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for the firm quantity for item 001 and FCA Free Carrier at Contractor's Canadian facility, Incoterms 2000 for optional quantities items 002 and 003. 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, optional quantity and familiarization instruction/training (option) as follows:

- a) the firm unit price for the firm quantity, the optional quantity and familiarization instruction/training (option) will be multiplied by their identified estimated quantities; and
- b) the sum of all results will determine the aggregate evaluated price.

**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.

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**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 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](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 [Employment and Social Development \(ESDC\) - 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 Required Precedent to Contract Award**

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

**2.1 Product Conformance**

The Bidder certifies that all vehicles/equipment proposed conform, and will continue to conform throughout the duration of the contract, to all technical specifications of the purchase description(s).

This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

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

\_\_\_\_\_  
Date

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

1.1 The Contractor must deliver one (1) Floor Scrubber, Self Propelled and related items as described in Annex "A" - Pricing and in accordance with Annex "B" - Purchase Description - Floor Scrubber, Self Propelled.

1.2 The Contractor grants to Canada irrevocable options identified in Annex "A" - Pricing.

1.2.1 The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

1.2.2 The options may be exercised in whole or in part and on more than one occasion at the sole discretion of Canada, up to the maximum quantity identified in Annex "A" - Pricing.

1.2.3 The options may be exercised within Twelve (12) months after contract award.

1.3 Optional Extended Warranty Period

The Contractor grants to Canada the irrevocable option to extend the warranty period for an additional \_\_\_\_\_ (to be inserted by PWGSC at time of contract award) months, under the same terms and conditions and at the price stated in the Contract at Annex "A" - pricing. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option within ninety (90) calendar days after contract award and/or the exercising of an option by sending a written notice to the Contractor.

**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 [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.

**2.1 General Conditions**

2010A (2014-11-27) General Conditions - Goods (Medium Complexity), apply to and form part of the contract.

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it 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

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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), the Department of National Defence 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 of Floor Scrubber

##### 3.1.1 Firm Quantity

Delivery date of the Floor Scrubber must be made as follows:

Item 001 – QTY One (1) Floor Scrubber, Self Propelled and related items must be delivered on or before \_\_\_\_\_ (Date to be inserted by PWGSC at time of contract award.)

##### 3.1.2 Option Quantity

Item 002 – QTY Four (4) Floor Scrubber, Self Propelled and related items to be delivered within \_\_\_\_\_ calendar days after an option is exercised. (Days to be inserted by PWGSC at time of contract award.)

### 4. Authorities

#### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Tanguay  
Title: Supply Officer

Address: Public Works and Government Services Canada  
Acquisitions Branch  
[Logistics, Electrical, Fuel and Transportation Directorate](#)  
11, rue Laurier  
Gatineau, Québec K1A 0S5  
Canada

Telephone: 819-956-0545  
Facsimile: 819-953-2953  
E-mail address: Mike.Tanguay@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:

Name: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award.)  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

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:

Name: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award.)  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

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.

**4.4 Contractor's Representative**

Name and telephone number of the person responsible for :

**General enquiries**

Name: \_\_\_\_\_ (To be completed by the bidder.)  
 Title: \_\_\_\_\_



The transportation cost and living expense 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/or Travel and living expense and relevant information.

Basis of Payment (BOP) Type 4: If exercised, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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.

## 5.2 SACC Manual Clauses

H1001C Multiple Payments 2008-05-12

## 5.3 Exchange Rate Fluctuation Adjustment

5.3.1 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.

5.3.2 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.

5.3.3 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])

$0i_1$

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

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Qty quantity of units

- 5.3.4 The initial exchange rate is typically set as the noon rate as published by the Bank of Canada on the solicitation closing date.
- 5.3.5 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.
- 5.3.6 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.
- 5.3.7 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.  $[i_1 - i_0] / i_0$ ).
- 5.3.8 Canada reserves the right to audit any revision to costs and prices under this clause.

## 6. Invoicing Instructions

6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions including the Client Ref # BT539. Invoices cannot be submitted until all work identified in the invoice is completed. Offerors / suppliers are requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.

6.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

National Defence Headquarters  
Mgen George R. Pearkes Bldg  
101 Colonel By Drive  
Ottawa, Canada  
K1A 0K2

Attention: DLP 5-5-1-1

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

6.3 Holdback

A ten percent (10%) holdback will apply on the total price of each vehicle at items 001 and 002, on any due payment of the said vehicle/equipment. Release of the holdback (10%) is conditional upon receipt and certified acceptance by inspection authority of the said vehicle and all related items as identified in Annex "A" - Pricing.

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Taxes payable as it was claimed and payable under the previous invoice.

- (a) The original and one (1) copy of the invoice for the holdback must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7. Certifications

### 7.1 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.

## 8. Applicable Laws

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) 2010A (2014-11-27) General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Pricing;
- (d) Annex "B" - Purchase Description – Floor Scrubber, Self Propelled
- (e) Appendix1 - Technical Information Questionnaire – Floor Scrubber, Self Propelled
- (f) the Contractor's bid dated \_\_\_\_\_.

## 10. SACC Manual Clauses

A1009C	Work Site Access	2008-05-12
A9006C	Defence Contract	2012-07-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian-based Contractors	2014-11-27
D3010C	Delivery of Dangerous Goods / Hazardous Products	2014-06-26
D5545C	ISO 9001:2000 - Quality Management Systems - Requirements (QAC C)	2010-08-16
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2008-05-12

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**11. Inspection and Acceptance**

The Technical Authority 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 representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work 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**

The vehicle / equipment must 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 inspection authority or consignee personnel at the final delivery location.

The fuel tanks must be at least half full prior to release of the vehicle(s) to inspection authority or consignee.

All vehicles delivered to the consignee are to be delivered between the hours of 8:00 am and 4:00 pm Monday through Friday, except Federal holidays. Any attempt by the carrier to deliver vehicles before or after these hours may be refused unless arrangements have been made for authorized, qualified personnel to be available to perform inspections and to accept the delivery. 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 additional costs.

**13. Shipping Instructions - Delivery at Destination (For Firm quantities)**

- 13.1 The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (as detailed at Annex "A"- Pricing). Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.
- 13.2 The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the contacts specified in Annex "A"- Pricing. The consignee may refuse shipments when prior arrangements have not been made.

**14. Post-Contract Award Meeting/Pre-Production Meeting**

Within ten (10) working days of the receipt of the Contract, the Contractor must contact the Technical Authority to determine the details of a pre-production meeting. The meeting will be held at the Contractor's plant in \_\_\_\_\_ (specify location). Cost of holding such pre-production meeting must be included in the price of the bid. Please note that the travel and living expenses for Government Personnel will be arranged and paid for by the Canada. The crown reserves the right to carry out the Post-Contract Award Meeting/Pre-Production Meeting via teleconference.

**15. Progress Reports**

The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.

Each progress report must address the following questions:

- (a) Is the delivery on schedule?
- (b) Is the Contract free of any areas of concern in which the assistance or guidance of Canada may be required?
- (c) 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 (CF 1280) or on an attached packing note.

**17. Spare Parts Availability**

The contractor must ensure that spare parts required to properly maintain and repair the complete vehicle covered by this specification will be available for purchase by the Department of National Defence, or its authorized agents, for a period of 10 years.

**18. Material**

Material supplied must be new unused and of current production by manufacturer. (2015 model-year or newer).

**19. Design Changes**

The "Design Change, Design Deviation and Waiver Procedure" as defined in National Defence Standard D-02-006-008/SG-0001 must apply.

**20. Interchangeability**

Unless changes during the production run are authorized by Procurement Authority, all vehicles 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.

**21. Packaging**

The methods used for preservation and packaging must be in conformity with the Contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment as below deck cargo.

**22. Service at Delivery**

The Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all vehicles delivered. Cost to provide this service must be included in the price of each vehicle.

Solicitation No. - N° de l'invitation

Buyer ID - Id de l'acheteur

W8476-155233/A

HP922

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**23. Vehicle Recall Notices**

All vehicle recall notices must be forwarded to:

National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2

Attention: (designation and name of TA to be inserted by PWGSC at contract award)

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**ANNEX "A" - PRICING**
**Item 001 Floor Scrubber, Self Propelled (Firm Quantity)**

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, data summary, photographs, warranty letter, preventative maintenance replacement parts kit list, initial parts kit, initial parts kit list and familiarization training in accordance with the attached Annex "B" - Purchase Description - Floor Scrubber, Self Propelled.

The Floor Scrubber, Self Propelled and related items must be delivered to:

USS Montreal Garrison St-Hubert  
Section Equipment Majeur  
Bâtisse 3  
4820 Rue Leckie  
St-Hubert, QC J3Y 5T4  
Canada

Delivery contact: \_\_\_\_\_ (Name to be inserted by PWGSC at time of contract award.)

Date of delivery: \_\_\_\_\_ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ \_\_\_\_\_ per floor scrubber, including all equipment and related items, in accordance with Basis of Payment Type 1 (as detailed at Clause 5.1 Basis of Payment).

Quantity: One (1)

**Item 002 Floor Scrubber, Self Propelled (Optional Quantity)**

If this option is exercised, the Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, data summary, photographs, warranty letter, preventative maintenance replacement parts kit list, initial parts kit, initial parts kit list and familiarization training in accordance with the attached Annex "B" - Purchase Description - Floor Scrubber, Self Propelled.

Firm unit price of \$ \_\_\_\_\_ per floor scrubber in accordance with Basis of Payment Type 2 (as detailed at Clause 5.1 Basis of Payment).

Quantity: Up to four (4)

**Item 003 Familiarization instructions/training (Option)**

If this option is exercised, the Contractor must provide familiarization instruction/training, in accordance with the attached Annex "B" - Purchase Description - Floor Scrubber, Self Propelled.

Firm unit price of \$ \_\_\_\_\_ in accordance with Basis of Payment Type 2 (as detailed at Clause 5.1 Basis of Payment).

Quantity: up to four (4)

**Item 004 Transportation Cost (optional Quantities)**

*(Item 004 will not be included in the financial evaluation)*

If optional transportation is exercised, the contractor must deliver the vehicle/equipment to final destination detailed below.

The (type of vehicle) and ancillary items must be delivered to:

\_\_\_\_\_ (to be provided by PWGSC if an option is exercised)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery contact: \_\_\_\_\_ (Name to be inserted by PWGSC if an option is exercised.)

Date of delivery: \_\_\_\_\_ (Date to be inserted by PWGSC if an option is exercised.)

Quantity: Up to four (4)

Negotiated price: \$(to be negotiated if an option is exercised) per vehicle/equipment, for transportation cost, Delivered Duty Paid at destination, in accordance with Clause 5.1, Basis of Payment Type 3.

**Item 005 Travel and Living for Familiarization Instruction/Training (Option)**

*(Item 005 will not be included in the financial evaluation)*

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

When requested by Canada, the Contractor must provide an estimated cost for the travel and living.

Estimated cost: \_\_\_\_\_ Familiarization Instruction/Training, for Travel and Living Expenses, Delivered Duty Paid at destination, in accordance with Clause 5.1, Basis of Payment Type 4.

Quantity: up to four (4)

**Item 006 Optional Extended Warranty Period**

**Optional warranty coverage available: YES \_\_\_\_\_ NO \_\_\_\_\_**

***(Item 006 will not be included in the financial evaluation)***

If yes, Canada requests that the Bidder provide details and pricing information of any optional extended warranty period available for the vehicle/equipment and any related items.

If exercised, the warranty period will be extended for an additional period of \_\_\_\_\_ months/calendar days.

Firm unit price of \$\_\_\_\_\_ Basis of Payment Type 2 (as detailed in Clause 5.1)

**ANNEX "B" - PURCHASE DESCRIPTION**

**FOR**

**FLOOR SCRUBBERS, SELF PROPELLED, LIQUID PROPANE GAS  
POWERED, HEAVY DUTY INDUSTRIAL TYPE WITH SOLUTION  
RECYCLING SYSTEM**

13 January 2015

OPI: DSVPM 4/DAPVS 4  
National Defence Headquarters  
Major General George R. Pearkes Building  
Ottawa, Ontario  
K1A 0K2

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Issued on Authority of the Chief of the Defence Staff

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## 1. SCOPE

1.1 **Scope** - This purchase description covers the requirements for a Scrubber, self-propelled, liquid propane gas powered, heavy duty industrial type with solution recycling system.

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

1.2.1 Requirements, which are identified by the word "**shall**", are mandatory. Deviations will not be permitted;

1.2.2 Requirements identified by "**shall**<sup>(E)</sup>" are mandatory. The Technical Authority will consider substitutes/alternatives for acceptance as an Equivalent;

1.2.3 Requirements identified with a "will" define actions to be performed by Canada and require no action/obligation on the Contractor's part;

1.2.4 Where "**shall**", "**shall**<sup>(E)</sup>", or "will" are not used, the information provided is for guidance only;

1.2.5 In this document "provided" **shall** mean "provided and installed";

1.2.6 Where standard is specified and the Contractor has offered an equivalent, that equivalent standard **shall** be supplied by the Contractor, upon request;

1.2.7 Where technical certification is referred to in this purchase description, a copy of the certification or an acceptable proof of compliance **shall** be provided for the equipment when requested by the Technical Authority up until the date of the expiration of the warranty period;

1.2.8 While SI system **shall** be used as the primary system of measurement to define requirements in this Purchase Description, both the SI system and the Standard system of measurements are usually used. Conversions from one system of measurement to the other may not be exact; and

1.2.9 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:

1.3.1 "Technical Authority" - The government official responsible for technical content of this requirement; and

1.3.2 "Equivalent" - A standard, means, or component type, which has been accepted by the Technical Authority as meeting the

specified requirements for form, fit, function and performance.

- 1.4 Requirements Summary Table** - Scrubbers covered by this Purchase Description are represented as Configurations. The following table shows required performance and dimensions by Configuration:

ITEM	CLAUSE	UNITS	CONFIGURATION
			A
WALL-TO-WALL TURN	3.4.1 (b)	mm	3300
		in	129
SCRUBBING PATH	3.4.2	mm	1220
		in	48
DEBRIS HOPPER	3.5.1 (a)	l	190
		cu ft	6.7
SOLUTION TANK	3.5.1 (d) -i	l	270
		US Gals	72
RECOVERY TANK	3.5.1 (d) -ii	l	270
		US Gals	72
VEHICLE HEIGHT	3.6.1 (a)	mm	2365
		in	93
TRAINING	4.2		Yes

**2. APPLICABLE DOCUMENTS**

**2.1 Government Furnished Documents - Not applicable**

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

**2.2.1 SAE Standards**

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

**2.2.2 CAN/CSA Standards**

CAN/CSA Z107.56-13 Measurement of Occupational Exposure to Noise  
Canadian Standards Association (CSA)  
5060 Spectrum Way  
Mississauga, Ontario, L4W 5N6  
<http://www.csa.ca/Default.asp?language=English>

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### 2.2.3 UL Standards

UL558 Standards for Safety, Industrial Trucks, Internal  
Combustion Engine Powered  
Underwriters' Laboratories of Canada  
7 Crouse Road,  
Scarborough, Ontario, M1R 3A9  
<http://www.ulc.ca/>

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### 3. REQUIREMENTS

#### 3.1 Standard Design

- 3.1.1 The scrubber **shall** be the latest model from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle for at least 1 year;
- 3.1.2 The scrubber **shall** have engineering certification available, upon demand, for this application from the original equipment manufacturers (OEM) of major equipment systems and assemblies;
- 3.1.3 The scrubber **shall** conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and emissions in effect in Canada at the time of manufacture;
- 3.1.4 The scrubber **shall** have systems and components not operating at greater than their ratings published by the systems or components manufacturers; and
- 3.1.5 The scrubber **shall** include all components, equipment and accessories normally supplied for the model offered, although they may not be specifically described in this Purchase Description.

#### 3.2 Operating Conditions

- 3.2.1 Weather - The scrubber **shall** operate under the temperatures ranging from 0° to 40° C (32° to 104° F).
- 3.2.2 Terrain - The scrubber **shall** be capable of being operated on use-roughened concrete floors while being used for floor scrubbing and sweeping in the warehouses.

#### 3.3 Safety Standards

- 3.3.1 Noise Level - The scrubber noise levels **shall** meet the requirements of legislation relative to the Canada Occupational Safety and Health Regulations (paragraph 7.4) both at the operator's station and exterior to the vehicle for exposure of 8 hours during a 24-hour period. Measurement **shall** be taken in accordance with CAN/CSA Z107.56-13.
- 3.3.2 Stability - The scrubber's stability **shall**<sup>(E)</sup> be in accordance with the latest edition of CAN/CSA B335-04.
- 3.3.3 "LP" Rating
  - (a) The scrubber **shall** be manufactured to meet the requirements of standard "LP" rating in accordance with Standard UL 558; and

- 
- (b) The scrubber *shall* be provided with a "UL" label or a certification document attesting that the scrubber is certified to the "LP" rating in accordance with standard UL 558.

### **3.4 Performance**

#### **3.4.1 Mobility**

- (a) The scrubber *shall* have a forward speed of no less than 6 km/h (3.6 mph) in cleaning mode; and
- (b) The scrubber *shall* have an outside turning radius of no more than that given as "WALL-TO-WALL TURN" in the Requirements Summary Table without reversing.

**3.4.2 Scrubber Performance** - The scrubber *shall* have a nominal scrubbing path of that given as "SCRUBBING PATH" in the Requirements Summary Table.

### **3.5 Equipment**

#### **3.5.1 Application Equipment**

(a) **Scrubbing System**

- i. The scrubber *shall* be provided with at least one easily replaceable rotary or cylindrical scrubbing brush; and
- ii. Brush(es) *shall* exert a downward pressure when lowered;

(b) **Sweeping System**

- i. The scrubber *shall* be provided with an easily replaceable rotating powered cylindrical sweeping broom; and
- ii. The broom *shall* sweep the debris into a corrosion resistant self-draining hopper with a capacity of no less than that given as "DEBRIS HOPPER" in the Requirements Summary Table.

(c) **Squeegee**

- i. The scrubber *shall* be provided with an easily replaceable flexible squeegee mounted on the rear of the vehicle;
- ii. The squeegee *shall* be provided with side wiper blades to prevent spilling of the contained solution on turns; and
- iii. The squeegee *shall* be automatically raised when the vehicle is driven in reverse.

(d) **Cleaning Solution System**

- i. The scrubber *shall* be provided with a cleaning solution system;

- ii. The cleaning solution system **shall** be provided with a solution tank capacity of at least that given as "**SOLUTION TANK**" in the Requirements Summary Table;
- iii. The solution tank **shall** be provided with an automatic valve to prevent flow of solution when brushes are in raised position; and
- iv. The cleaning solution system **shall** be provided with a recovery tank capacity of at least that given as "**RECOVERY TANK**" in the Requirements Summary Table; and
- v. The recovery tank **shall** be provided with a vacuum shut off control when the recovery tank is at maximum capacity.

(e) **Cleaning Solution Recycling System**

- i. The scrubber **shall** be provided with a cleaning solution recycling system; and
- ii. The cleaning solution recycling system **shall** allow reuse of recovered solution.

**3.6 Operator Station**

**3.6.1 Overhead Guard**

- (a) The scrubber **shall** be provided with an overhead guard with a height of no more than that given as "**VEHICLE HEIGHT**" in the Requirements Summary Table; and
- (b) The driver's overhead guard **shall** be provided with a wire meshed guard or equivalent mounted for driver protection.

**3.6.2 Seat** - The scrubber **shall** be provided with a padded water-resistant operator's seat and backrest equipped with seat belts.

**3.6.3 Mirror(s)** - The scrubber **shall** be provided with rear view mirror(s) positioned to provide a full view of both sides for safe reverse operations.

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

**3.8 Engine** - The scrubber **shall** be provided with a liquid propane gas powered engine.

**3.8.1 Engine Components** - The engine **shall** be provided with a catalytic converter with closed loop control system for reduction of emissions.

**3.8.2 Liquid Propane Gas (LPG) Fuel Tank**

- (a) The scrubber **shall** be provided with an LPG fuel tank preferably mounted horizontally on the vehicle;

- 
- (b) The fuel tank **shall** be provided with a safety guard, quick release clamps and quick connect couplings; and
  - (c) Each scrubber **shall** be provided with one spare LPG fuel tank.

**3.9 Transmission** - The scrubber **shall** be provided equipped with the standard transmission for this type and size.

**3.10 Brake System** - The scrubber **shall**<sup>(E)</sup> be provided with a standard braking system conforming to CAN/CSA B335-04.

**3.11 Steering**

3.11.1 The scrubber **shall**<sup>(E)</sup> be provided with a standard steering system conforming to CAN/CSA B335-04.

3.11.2 The steering system **shall** be provided with an adjustable steering column.

**3.12 Wheels, Rims and Tires** - The scrubber **shall** be provided with standard wheels, tires and rims for this size and type.

**3.13 Controls**

3.13.1 The scrubber **shall** be provided with standard controls for this size and type.

3.13.2 The scrubber **shall** be provided with a "dead man" switch, which activates the brakes. It is preferable that the "dead man" switch also turns off vehicle power.

**3.14 Instruments**

3.14.1 The scrubber **shall** be provided with standard instruments for a scrubber of this type and size.

3.14.2 The scrubber **shall** be provided with a read-out hour-meter, which accurately displays accumulated running time up to 9,999 hours.

**3.15 Electrical System**

3.15.1 The scrubber **shall** be provided with the standard electrical system for this size and type.

3.15.2 The scrubber **shall** be provided with a readily accessible driver-operated warning horn.

3.15.3 The scrubber **shall** be provided with a back-up alarm system to alert personnel that the vehicle is in back-up mode.

**3.16 Lighting**

3.16.1 The scrubber **shall** be provided with the standard lightings of this size and type; and

3.16.2 The scrubber **shall** be provided with a red strobe mounted on the rear of the scrubber, which is activated when the vehicle travels in reverse.

- 
- 3.17 **Hydraulic System** - The scrubber **shall** be provided with a hydraulic system that supports the operation of all hydraulic components.
- 3.18 **Lubricants and Hydraulic Fluids** - The scrubber **shall** be operable with the standard non-proprietary lubricants and hydraulic fluids.
- 3.19 **Paint** - The vehicle **shall** be painted using manufacturer's standard commercial colours having a high-durability, corrosion-resistant type coating system.
- 3.20 **Identification** - The vehicle **shall** be provided with the manufacturer's name, model and serial number permanently marked in a conspicuous and protected location.

---

#### 4. INTEGRATED LOGISTICS SUPPORT

##### 4.1 Documentation and Support Items

##### 4.1.1 Items Provided with Each Vehicle

(a) Operator's Manuals

- i) A hard copy of the operator's manual, covering the safe operation of all vehicle features and including information on all supplied attachments, **shall** be provided;
- ii) The operator's manual **shall** be provided in a bilingual format;
- iii) In addition to the hard copy, an electronic copy of the operator's manual **shall** be provided; and
- iv) The electronic copy **shall** not require a password or an internet connection to be functional.

(b) Maintenance Manuals

- i) Searchable electronic maintenance manuals in bilingual format, required for maintenance and repair of the vehicle, **shall** be provided;
- ii) The electronic format **shall** not require a password or an internet connection to be functional; and
- iii) The electronic maintenance manuals **shall** include a parts manual.

(c) Warranty Letter

- i) A paper copy of the completed bilingual Warranty Letter in Technical Authority approved format **shall** be provided with each vehicle delivered; and
- ii) Designated warranty providers **shall** honor the warranty letter.

(d) Initial Parts Kit

- i) One initial parts kit shall be provided; and
- ii) The initial parts kit shall include, as a minimum, a complete set of filters and filter elements from the Original Equipment Manufacturer.

---

#### 4.1.2 Items Provided to Technical Authority

(a) Data Summary

- i) A bilingual Data Summary **shall** be provided for each configuration with data and a vehicle picture on the Technical Authority provided form; and
- ii) The Data Summary **shall** be provided prior to the shipment of the vehicle(s) to their delivery destination.

(b) Photographs

- i) Two (2) digital pictures, one left-front three-quarter view, and one right-rear three-quarter view of each configuration **shall** be provided prior to the shipment of the vehicle(s) to their delivery destination;
- ii) It is preferred that pictures have an uncluttered background; and
- iii) Pictures **shall** have a resolution of at least ten (10) megapixels.

(c) Manuals for Approval

- i) A set of manuals for approval for each configuration, in searchable digital format, including the operator, parts and maintenance manuals **shall** be provided no later than forty-five (45) days prior to the shipment of the vehicle(s) to their delivery destination;
- ii) Manuals for approval will not be returned;
- iii) Manual approval or comments will be provided back to the Contractor within fifteen (15) working days after receipt by the Technical Authority;
- iv) The Contractor **shall** revise the manuals to address the comments provided by the Technical Authority; and
- v) The Contractor **shall** obtain Technical Authority written approval of Operator's Manual prior to the shipment of the vehicle(s) to their delivery destination.

(d) Copies of Warranty Letter - The Contractor **shall** provide a copy of the Warranty Letter, in electronic format, to the Technical Authority for each scrubber, prior to the shipment of the vehicle(s) to their delivery destination;

(e) Initial Parts Kit List - A list of the parts included in the initial parts kit specified in paragraph 4.1.1 (d) for each configuration **shall** be provided prior to the shipment of the vehicle(s) to their delivery destination; and

(f) **Preventive Maintenance Replacement Parts Kit List**

- i) The Contractor **shall** provide a list of parts to the Technical Authority, for each configuration, needed to perform preventive maintenance on a vehicle prior to the shipment of the vehicle(s) to their delivery destination;
- ii) The list **shall** include the parts provided in the Initial Parts Kit and any additional items recommended by the Original Equipment Manufacturer (OEM), if the Contractor is not the OEM, for review and acceptance by the Technical Authority; and
- iii) The list **shall** include the following elements, as a minimum:
  - (1) Part description;
  - (2) Original Equipment Manufacturer Part number;
  - (3) Suggested quantity; and
  - (4) Unit cost.

**4.2 Training**

- 4.2.1 When indicated in the Requirements Summary Table, the Contractor **shall** provide a training course at each delivery destination, for a maximum of 8 personnel, at a mutually agreed date between the DND Technical Authority and the Contractor.
- 4.2.2 The Training **shall** include at least a half-day (4 hour) Operator Familiarization and a half-day (4 hours) Maintenance Training course.
- 4.2.3 The training shall be completed no later than one (1) month after delivery of each vehicle. The training **shall** include the detailed operation and normal servicing of the vehicle.
- 4.2.4 Training **shall** be available in both official languages as requested by the Technical Authority.
- 4.2.5 After completion of each training session, the Contractor **shall** obtain a "PROOF OF TRAINING COMPLETION" certificate signed by a DND representative of the training receiving unit. The Technical Authority will supply a sample copy of this document in an electronic format to the Contractor prior to the start of training.

**5. Vehicle Delivery Condition**

- 5.1 The vehicle **shall** be delivered to destination in a fully operational condition (serviced and adjusted) with both the interior and exterior cleaned.
- 5.2 If the vehicle requires assembly at destination, the

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Contractor **shall** be responsible for all manpower and equipment to perform assembly.

- 5.3 If required, a work space will normally be provided at the delivery destination to facilitate vehicle assembly.
- 5.4 All items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose with the vehicle, **shall** be listed on the shipping certificate or to an attached packing note.
- 5.5 All fuel tanks shall be delivered empty.
- 5.6 All deliverables detailed in sections 4.1.2(a), 4.1.2(b), 4.1.2(c), 4.1.2(d) 4.1.2(e), and 4.1.2(f) **shall** be provided to the Technical Authority prior to the vehicle(s) being shipped to their delivery destination.

APPENDIX 1 - TECHNICAL INFORMATION QUESTIONNAIRE

FOR

FLOOR SCRUBBERS, SELF PROPELLED, LIQUID PROPANE GAS POWERED,  
HEAVY DUTY INDUSTRIAL TYPE WITH SOLUTION RECYCLING SYSTEM

BID SOLICITATION NUMBER

Completed By:

Company Name:

Manufacturer's Name:

Name of Representative:

Designation:

Signature:

Date:

**TECHNICAL INFORMATION QUESTIONNAIRE**  
**Configuration A**

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

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

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

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

**CONTRACTOR INFORMATION**

**Contractor Name**

**Proposal Date**

**Substitutes/Alternatives**

Are any equipment substitutes/alternatives offered as **Equivalent**? YES  NO

If yes, please identify all equipment substitutes/alternatives offered as **Equivalents** below:

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Proposed Make: \_\_\_\_\_ Model:

**PURCHASE DESCRIPTION PARAGRAPHS**

3.4 **Performance**

3.4.1 **Mobility** - Proof of Compliance

- (a) Vehicle Speed information can be found in:  
Document: \_\_\_\_\_ Page:
- (b) Outside turning radius information can be found in:  
Document: \_\_\_\_\_ Page:

3.4.2 **Scrubber Performance** - Proof of Compliance

Scrubbing path information can be found in:  
Document: \_\_\_\_\_ Page:

3.5.1 **Application Equipment** - Proof of Compliance

- (b) **Sweeping System** - Proof of Compliance
  - ii. Information on debris hopper can be found in:  
Document: \_\_\_\_\_ Page:
- (d) **Cleaning Solution System** - Proof of Compliance
  - ii. Information on solution tank can be found in:  
Document: \_\_\_\_\_ Page:
  - iv. Information on recover tank can be found in:  
Document: \_\_\_\_\_ Page:
- (e) **Cleaning Solution Recycling System** - Proof of Compliance
  - Information on cleaning recycling system can be found in:  
Document: \_\_\_\_\_ Page:

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**DEFINITIONS**

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

- a) "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; 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.