



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

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

**Fax No. - N° de FAX:**  
(306) 780-5232

**REQUEST FOR PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> 25 HP Mower with Brush		<b>Date :</b> March 26, 2015
<b>Solicitation No. – N° de l'invitation</b> M5000-5-2983/B		
<b>Client Reference No. - No. De Référence du Client</b> 201502983		
<b>GETS Ref No. - No de r éf. De SEAG</b> PW-15-00677765		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm	Central Standard Time (CST)
<b>On / le :</b>	April 9, 2015	
<b>Incoterms 2000 "DDP Delivered Duty Paid"</b> See herein — Voir aux présentes	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Tania Sentes		
<b>Telephone No. – No. de téléphone</b> 306-780-5216	<b>Facsimile No. – No. de télécopieur</b> 306-780-5232	

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



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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

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

### 2. Statement of Requirement

To supply, deliver, offload, and provide servicing for one (1) new (most current manufacturer model year still in production) 25 HP Mower, with brush, to the Royal Canadian Mounted Police Academy, Depot Division, located in Regina, Saskatchewan, in accordance with the specifications, terms and conditions detailed herein.

### 3. Debriefings

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

### 4. Procurement Ombudsman

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

**This bid solicitation cancels and supersedes previous bid solicitation number M5000-5-2983//A dated 09 December 2014 with a closing of 19 January 2015 at 2:00 pm Central Standard Time. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

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

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



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

Delete subsection 1.4 and 1.5 in their entirety.

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

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

### **1.1 SACC Manual Clauses**

B1000T (2007-11-30) Condition of Materials

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

Bids must be submitted only to the Royal Canadian Mounted Police (RCMP) by facsimile, or by hand to the address on Page 1 by the date and time indicated on Page 1 of the bid solicitation.

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

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

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

### **4. Applicable Laws**

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

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

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

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

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

Section I: Technical Bid (two hard copies)  
Section II: Financial Bid (one hard copy)  
Section III: Certifications (one hard copy)



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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Refer to Annex D, Mandatory Technical Criteria.

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

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

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

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

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

Bidders must submit the certifications required under Part 5.

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

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

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

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

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

Refer to Annex D, Mandatory Technical Criteria



## 1.2 Financial Evaluation

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

## 2. Basis of Selection

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

## 3. Security Requirement

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

## PART 5 - CERTIFICATIONS

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

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

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



## 1. Mandatory Certifications Required Precedent to Contract Award

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

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca) 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

## 2. Additional Certifications Precedent to Contract Award

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

### 2.1 Former Public Servant Certification

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

#### Definitions

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

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

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



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

### Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

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

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





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

## 2. Statement of Requirement

To supply, deliver, offload, and provide servicing for one (1) new (most current manufacturer model year still in production) 25 HP Mower with brush to the Royal Canadian Mounted Police Academy, Depot Division, located in Regina, Saskatchewan, in accordance with the requirements specifications, terms and conditions detailed herein.

## 3. Standard Clauses and Conditions

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

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

### 3.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

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

The warranty period will be twelve (12) months after delivery and acceptance of the mower or the Contractor's or manufacturer's standard warranty period, whichever is longer.

All other provisions of the warranty section remain in effect.

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

Delete subsection 29.4 in its entirety.

## 4. Term of Contract

While delivery is requested to be within 4 (four) weeks from award of contract, the best delivery date that could be offered is \_\_\_\_\_, but no later than April 30, 2015.



## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tania Sentes  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 – 11<sup>th</sup> Avenue  
Regina, SK S4P 3J7  
Telephone: 306-780-5216 / Facsimile: 306-780-5232

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 (to be completed upon award)

The Technical Authority for the Contract is:

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

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

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

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

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

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

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

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

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

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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



## **7. Payment**

### **7.1 Basis of Payment**

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

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

### **7.2 Limitation of Price**

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

### **7.3 Single Payment**

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

## **8. Invoicing Instructions**

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

## **9 Certifications**

### **9.1 Compliance**

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

## **10. Applicable Laws**

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

## **11. Priority of Documents**

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



- (a) the Articles of Agreement;
- (b) the General Conditions 2010A (2013-04-25) – Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_

## 12. Procurement Ombudsman

### 12.1 Dispute Resolution Services

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

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

### 12.2 Contract Administration

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

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

## 13. Delivery and Unloading

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

## 14. Shipping Instructions – Delivered Duty Paid

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

One (1) 25 HP mower with brush, Incoterms 2000 "DDP Delivered Duty Paid", to Depot Division, 5600-11<sup>th</sup> Ave, Regina, Saskatchewan including all delivery charges and customs duties and taxes.

## 15. SACC Manual Clauses

B7500C (2006-06-16) Excess Goods

G1005C (2008-05-12) Insurance



## ANNEX A STATEMENT OF REQUIREMENT

To supply, deliver, offload, and provide servicing for one (1) new (most current manufacturer model year still in production) 25 HP Mower, with brush, to the Royal Canadian Mounted Police Academy, Depot Division, located in Regina, Saskatchewan, in accordance with the requirements specifications, terms and conditions detailed herein.

### **The mower must have the following specifications:**

- Must be new, most current manufacturer model year in production from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle for at least one (1) year;
- Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture;

### **Engine**

- Diesel
- 3 Cylinders, 4 Stroke/Cycle - Minimum
- Twenty-five (25) gross horsepower - Minimum
- Liquid cooled
- Air filter - heavy-duty, dry type
- Oil filter - replaceable, full flow

### **Electrical System**

- Forty (40) amp alternator - Minimum
- Twelve (12) volt

### **Drive Train/Transmission**

- Two (2) wheel drive - Minimum
- Hydrostatic
- Variable Speed
- Forward and reverse
- Cruise control

### **Steering**

- Steering wheel only (no foot pedals or hand controls)
- Power

### **Tires**

- Turf tread with demountable rims
- Standard manufacturer tire size

### **Capacities**

- Forty (40) L fuel system - Minimum

### **Instrumentation**

- Gauges for fuel level, engine coolant temperature, and hour meter - Minimum
- Warning lights for glow plugs, low engine oil pressure, high engine coolant temperature, ammeter- Minimum



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### **Seat**

- Air ride suspension
- Seat belt

### **Exterior/Cab**

- Heavy-duty (industrial or commercial use), welded, steel frame with Rollover Protective Structure (ROPS)
- Must be manufactured/designed specifically for the mower unit
- Tinted safety glass
- Removable door with locking handle
- Emergency exit window to open outward
- Winterized including heater and defroster
- Air conditioning
- One (1) Front windshield wiper, variable speed - Minimum
- Two (2) headlights - Minimum
- One (1) rear work light - Minimum
- Four-way flashers - Minimum
- Rear-view mirror inside cab - Minimum
- Slow moving vehicle sign, including bracket to attach it to the unit

### **Mower Deck**

- Mulching type
- Dual hydraulic lift cylinders
- Hydraulic weight transfer valve
- Floating deck with automatic hydraulic counterbalance
- Rotary type blade (chains not acceptable)
- Anti-scalp device on deck
- Cutting width of seventy-two (72) inches
- Height of cut: One (1) inch minimum, six (6) inch maximum, inch intervals

### **Rotary Broom**

- Hydraulic broom with a hydraulic drive motor that is powered through the hydraulics of the machine or a PTO hydraulic pump that is attached to the broom
- Hydraulic angle kit
- Sweeping width of sixty (60) inches
- Broom/brush diameter of twenty-four (24) inches - Minimum
- Polypropylene bristles
- Hood protector
- Must be installed prior to October 1, 2015

**PDI:** Pre-delivery inspection as per Industry Standard

**Manuals:** Two (2) hard copies of the Operators, Service/ Parts manuals. One (1) hard copy of the Warranty manual All manuals to be provided in English

**Colour:** Industry Standard Commercial Paint

**Keys:** Two (2) sets of keys - Minimum

**Warranty:** The warranty period will be twelve (12) months after delivery and acceptance of the unit or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer. All costs related to warranty work must be included in price, non-warranty maintenance and after sales service are to be charged separately.



**Servicing:** Service/warranty and regular maintenance work must be performed within a 200 km radius of the delivery location, by an authorized representative. The authorized representative must begin the repair service within 24 hours of notification, either on site or at a service facility. The authorized representative must have ready access to regular maintenance and servicing parts and be able to access all parts not normally stocked from an authorized parts dealer.

**Training:** The contractor must provide the following Operator training at Depot Division located in Regina, Saskatchewan:

- a) Minimum four (4) hour familiarization instruction for up to ten (10) people
- b) This familiarization must be completed no later than one (1) month after delivery of the mower on a mutually agreed date between the Technical Authority and the contractor.



**ANNEX B  
Basis of Payment**

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

<b>Description</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Price per Unit</b>
a) 25 HP Mower, in accordance with Annex A to be shipped to Regina, Saskatchewan	1	Each	\$ _____

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

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

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





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



**ANNEX D**  
**Mandatory Technical Criteria**

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

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

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

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

**The mower must have the following specifications:**

No.	Specification	Compliance		Comments(s)/ Cross Reference
		Yes	No	
	Must be new, most current manufacturer model year in production			
	Must be from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle for at least one (1) year;			
	Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture			
<b>A.</b>	<b>Engine</b>			
1.	Diesel			
2.	3 Cylinders, , 4 Stroke/Cycle - Minimum			
3.	Twenty-five (25) gross horsepower – Minimum			
4.	Liquid cooled			
5.	Air filter - heavy-duty, dry type			
6.	Oil filter - replaceable, full flow			
<b>B.</b>	<b>Electrical System</b>			
1.	Forty (40) amp alternator – Minimum			
2.	Twelve (12) volt			
<b>C.</b>	<b>Drive Train/Transmission</b>			
1.	Two (2) wheel drive – Minimum			
2.	Hydrostatic			
3.	Variable Speed			
4.	Forward and reverse			
5.	Cruise control			



<b>D.</b>	<b>Steering</b>			
1.	Steering wheel only (no foot pedals or hand controls)			
2.	Power			
<b>E.</b>	<b>Tires</b>			
1.	Turf tread with demountable rims			
2.	Standard manufacturer tire size			
<b>F.</b>	<b>Capacities</b>			
1.	Forty (40) L fuel system – Minimum			
<b>G.</b>	<b>Instrumentation</b>			
1.	Gauges for fuel level, engine coolant temperature, and hour meter – Minimum			
2.	Warning lights for glow plugs, low engine oil pressure, high engine coolant temperature, ammeter-Minimum			
<b>H.</b>	<b>Seat</b>			
1.	Air ride suspension			
2.	Seat belt			
<b>I.</b>	<b>Exterior/Cab</b>			
1.	Heavy-duty (industrial or commercial use), welded, steel frame with Rollover Protective Structure (ROPS)			
2.	Must be manufactured/designed specifically for the mower unit			
3.	Tinted safety glass			
4.	Removable door with locking handle			
5.	Emergency exit window to open outward			
6.	Winterized including heater and defroster			
7.	Air conditioning			
8.	One (1) Front windshield wiper, variable speed – Minimum			
9.	Two (2) headlights – Minimum			
10.	One (1) rear work light – Minimum			
11.	Four-way flashers – Minimum			
12.	Rear-view mirror inside cab – Minimum			
13.	Slow moving vehicle sign, including bracket to attach it to the unit			
<b>J.</b>	<b>Mower Deck</b>			
1.	Mulching type			
2.	Dual hydraulic lift cylinders			
3.	Hydraulic weight transfer valve			
4.	Floating deck with automatic hydraulic counterbalance			
5.	Rotary type blade (chains not acceptable)			
6.	Anti-scalp device on deck			
7.	Cutting width of seventy-two (72) inches			
8.	Height of cut: One (1) inch minimum, six (6) inch maximum, inch intervals			
<b>K.</b>	<b>Rotary Broom</b>			
1.	Hydraulic broom with a hydraulic drive motor that is powered through the hydraulics of the machine or a PTO hydraulic pump that is			



	attached to the broom			
2.	Hydraulic angle kit			
3.	Sweeping width of sixty (60) inches			
4.	Broom/brush diameter of twenty-four (24) inches - Minimum			
5.	Polypropylene bristles			
6.	Hood protector			
7.	Must be installed prior to October 1, 2015			
<b>L.</b>	<b>Additional Features</b>			
1.	<p><b>Manuals:</b> Two (2) hard copies of the Operations, Service/ Parts manuals.</p> <p>One (1) hard copy of the Warranty manual.</p> <p>All manuals to be provided in English</p>			
2.	<b>Colour:</b> Industry Standard Commercial Paint			
3.	<b>Keys:</b> Two (2) sets of keys – Minimum			
4.	<p><b>Servicing:</b> Service/warranty and regular maintenance work must be performed within a 200 km radius from the delivery location, by an authorized representative. The authorized representative must begin the repair service within 24 hours of notification, either onsite or at a service facility. The authorized representative must have ready access to regular maintenance and servicing parts and be able to access all parts not normally stocked from an authorized parts dealer.</p> <p>The Bidder must provide the name, address and telephone number of the authorized representative.</p> <p>The Bidder must show the distance between the delivery location and the authorized representative, which must not be more than 200 kilometers.</p>			<p>Distance between the delivery location and the authorized service dealer and/or agent: _____km</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Telephone: _____</p>