

**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> Run Flat Insertion-removal Machine	
<b>Solicitation No. - N° de l'invitation</b> W8476-155291/A	<b>Date</b> 2015-09-01
<b>Client Reference No. - N° de référence du client</b> W8476-155291	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-597-67906	
<b>File No. - N° de dossier</b> hs597.W8476-155291	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-13</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Bourassa, Chantal	<b>Buyer Id - Id de l'acheteur</b> hs597
<b>Telephone No. - N° de téléphone</b> (819) 956-6763 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5227
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> <div>Specified Herein Précisé dans les présentes</div>	

**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**

Industrial Vehicles & Machinery Products Division  
11 Laurier St./11, rue Laurier  
7B1, 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 (type or print)</b> <b>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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Appendix 1 to Annex B  
Annex C – Technical Bid Evaluation for Run Flat Insertion/Removal Machine  
Annex D - Federal Contractors Program for Employment Equity - Certification

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation and resulting contract document is divided into seven (7) parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The attachments include the Annex A - Pricing, Annex B - Statement of Work for Run Flat Insertion/Removal Machine, Appendix 1 to Annex B, Annex C Technical Bid Evaluation for Run Flat Insertion / Removal Machine and Annex D - Federal Contractors Program for Employment Equity - Certification,

### **1.2 Summary**

The Department of National Defence has a requirement to purchase thirty-eight (38) Run Flat Insertion / Removal Machine and ancillary items, one (1) Train the trainer course, in accordance with the Statement of Work for Run Flat Insertion / Removal Machine dated 24 August 2015, and as described at Annex A - Pricing.

The requirement includes an option to purchase up to ten (10) Run Flat Insertion / Removal Machines and ancillary items and up to four (4) User Training Course to be exercised within twelve (12) months from the effective date of the contract.

### **1.3 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), the Canada-Columbia Free Trade Agreement (CCOFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Panama Free Trade Agreement (CPAFTA) and the Agreement on Internal Trade (AIT).

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#### **1.4 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada (PWGSC).

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**Subsection 05.4** of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation

**Insert:** Bids will remain open for acceptance for a period of not less than ninety (90) calendar days from the closing date of the bid solicitation

### **2.2 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.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing 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 questions is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **2.4 Applicable Laws - Bid**

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.

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

## **2.6 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 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:

The successful bidder will be requested, after contract award, to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority, the Technical Authority or the Procurement Authority, thereby reducing printed material.

Bidders 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.



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

### **3.1 Bid Preparation Instructions**

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

First page of the Request for Proposal signed by the bidder or an authorized representative of the Bidder (1 signed copy)

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 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>). 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.

Bidders should submit, with their bid, the completed Annex C – Technical Bid Evaluation for Run Flat Insertion/Removal Machine.

#### **3.1.1 Substitutes and Alternatives**

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

- 
- (a) Clearly identifies a substitute and/or an alternative;
  - (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. Substitutes and alternatives offered as equivalent in form, fit, function quality 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 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. Bidders are encouraged to offer or suggest green products whenever possible.


## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 7 and Annex A - Pricing. The total amount of Applicable Taxes must be shown separately.

Bidders should complete Annex A and submit it with their bid.

### **3.1.2 SACC Manual Clauses**

#### **3.1.2.1 Exchange Rate Fluctuation Risk Mitigation**

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.
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. 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).
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 values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

### Section IV: Additional Information

Canada requests that bidders submit the following information:

#### 3.1.3 Best Delivery Date – Bid

##### 3.1.3.1 Firm Quantity

While delivery of the equipment/vehicle is requested by March 31, 2016, the best delivery that could be offered is as follows:

##### Destination A – CFB Borden, Ontario

Item 001 – one (1) Run Flat Insertion/Removal Machine and ancillary items will be delivered within \_\_\_\_\_ weeks/calendar days from the effective date of the contract.

##### Destination B – CFB Montreal, Quebec

Thirty-seven (37) Run Flat Insertion/Removal Machine and ancillary items will be delivered within \_\_\_\_\_ weeks/calendar days from the effective date of the contract.

##### 3.1.3.2 Optional Quantity

The best delivery that could be offered is as follows:

Item 002 - If an option is exercised, up to ten (10) Run Flat Insertion/Removal Machine and ancillary items will be delivered within \_\_\_\_\_ weeks/calendar days.

#### 3.1.4 Supplier Contacts

Name and telephone number of the person responsible for:

General enquiries

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

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

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

Delivery follow-up

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

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

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

**3.1.5 After Sales Service – Borden, Ontario**

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

Distance between the delivery location and the dealer and/or agent: \_\_\_\_\_ km

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

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

Telephone No.: \_\_\_\_\_

**3.1.5.1 After Sales Service – Montreal, Quebec**

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

Distance between the delivery location and the dealer and/or agent: \_\_\_\_\_ km

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

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

Telephone No.: \_\_\_\_\_

**3.1.6 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. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for component/sub-assemblies will form part of the proposed contract.

**3.1.7 Extended Warranty Period**

Canada requests that the Bidder indicate if an extended warranty period is being offered that exceeds the minimum warranty period of twelve (12) months.

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

Any extended warranty period offered will not be included in the financial evaluation.

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

### **4.1 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.

#### **4.1.1 Mandatory Technical Evaluation Criteria**

##### **4.1.1.1 Mandatory Proof of Compliance**

Bidders must submit, with their bid, all proof of compliance required in Annex B - Statement of Work for Run Flat Insertion/Removal Machine and Annex C – Technical Bid Evaluation for Run Flat Insertion/Removal Machine.

##### **4.1.1.2 Substitutes and/or Alternatives**

Bidders proposing substitutes and/or alternatives must provide with their bid, all the information as detailed in Part 3, Section 1, - Substitutes and Alternatives to be considered for evaluation.

#### **4.1.2 Mandatory Financial Evaluation Criteria**

**4.1.2.1** Bidders must provide with their bid all financial information requested in the bid solicitation and at Annex A - Pricing for items 001, 002 and 004.

**4.1.2.2** The prices of the bid must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for item 001 the firm quantity and FCA Free Carrier at Contractor's Canadian facility or the Contractor's Canadian Distribution Point, Incoterms 2000 for items 002 (optional quantity) and 004 (optional User Training Course), Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

#### **4.1.3 Evaluated Aggregate Price**

Bids will be evaluated on an aggregate price basis for the firm quantity, the optional quantity and User Training Course (option) as follows:

- a) the firm lot prices for the firm quantity will be multiplied by their identified quantities to obtain the evaluated price of the firm quantity;
- b) the firm lot prices for the optional quantity will be multiplied by the identified estimated quantity to obtain the evaluated price of the optional quantity;
- c) the firm lot prices for the User Training Course (option) will be multiplied by the identified estimated quantity to obtain the evaluated price of the User Training Course (option).;
- d) the sum of all evaluated prices will determine the evaluated aggregate price.

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#### **4.2 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 AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional 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 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 to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### **5.2.2 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 Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 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 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

There is no security requirement associated with this bid solicitation.

### **6.2 Financial Capability**

**SACC Reference**  
A9033T

**Title**  
Financial Capability

**Date**  
2012-07-16

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **7.1 Requirement - Contract**

The Contractor must deliver thirty-eight (38) Run Flat Insertion/Removal Machines and ancillary items, including Train the Trainer Course, in accordance with the Statement of Work for Run Flat Insertion/Removal Machine dated 24 August, 2015 and at Annex A - Pricing.

An option is included to purchase up to ten (10) Run Flat Insertion/Removal Machine and ancillary items and up to four (4) User Training Course to be exercised within twelve (12) months from the effective date of the contract.

#### **7.1.1 Technical Changes, Substitutes and Alternatives**

Any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function, quality and performance to what is being replaced and must be at no additional cost to Canada. Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the substitute or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

#### **7.1.2 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described herein under the same conditions and at the prices and or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The option may be exercised at the discretion of Canada in whole or in part or in more than one occasion, up to the maximum quantity identified herein.

The Contracting Authority may exercise the option within twelve (12) months after contract award by sending a written notice to the Contractor.

The Contractor must advise the Technical Authority and Contracting Authority of any design updates that could affect the procurement of additional vehicles/equipment.

### **7.2 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 7.2.1 General Conditions

2010A (2015-07-03), General Conditions - Medium Complexity - Goods, apply to and form part of the Contract.

Delete subsection 2 in its entirety and replace 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 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), Canada 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.

### 7.3 Term of Contract

#### 7.3.1 Delivery Date

Delivery of the vehicle/equipment must be made as follows:

##### Firm Quantity

##### Destination A – CFB Borden, Ontario

Item 001 – one (1) Run Flat Insertion/Removal Machine and ancillary items must be delivered within to be inserted by PWGSC weeks/calendar days from the effective date of the contract.

##### Destination B – CFB Montreal, Quebec

Item 001 – thirty-seven (37) Run Flat Insertion/Removal Machine and ancillary items must be delivered within to be inserted by PWGSC weeks/calendar days from the effective date of the contract.

##### Optional Quantity

Item 002 - If the option is exercised, up to ten (10) Run Flat Insertion/Removal Machines and ancillary items must be delivered within to be inserted by PWGSC weeks/calendar days after an option is exercised.

## **7.4 Authorities**

### **7.4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Chantal Bourassa  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
LEFTD - HS Division  
Place du Portage, Phase III, 7B1  
Gatineau, Quebec K1A 0S5  
Telephone: 819-956-6763  
Facsimile: 819-956-5227  
E-mail address: chantal.bourassa@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.

### **7.4.2 Procurement Authority**

The Procurement Authority for the contract is:

To be inserted by PWGSC

DLP  
National Defence Headquarters  
Mgen. George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Telephone:  
Facsimile:  
E-mail address:

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.

### **7.4.3 Technical Authority**

The Technical Authority for the Contract is:

To be inserted by PWGSC

National Defence Headquarters

Mgen. George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
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.

#### **7.4.4 Contractor's Representative**

##### **General enquiries**

Name: To be inserted by PWGSC  
Telephone No.:  
Facsimile No.:  
E-mail address:

##### **Delivery follow-up**

Name: To be inserted by PWGSC  
Telephone No.:  
Facsimile No.:  
E-mail address:

#### **7.4.5 After Sales Service – Borden, Ontario**

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PWGSC km

Name:  
Address:  
Telephone Number:

##### **7.4.5.1 After Sales Service – Montreal, Quebec**

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PWGSC km

Name:  
Address:

Telephone Number:

## **7.5 Payment**

### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm price(s) specified in Annex A - Pricing, and as follows:

#### **7.5.1.1 Basis of Payment (BOP) Type 1**

Firm lot prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

#### **7.5.1.2 Basis of Payment (BOP) Type 2**

Firm lot prices in Canadian dollars, FCA Free Carrier, Incoterms 2000 at Contractor's Canadian facility or Contractor's Canadian distribution point, including Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

#### **7.5.1.3 Basis of Payment (BOP) Type 3**

Price to be negotiated in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

The transportation cost 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 relevant information.

#### **7.5.1.4 Basis of Payment (BOP) Type 4**

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".

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 and relevant information for the travel and living.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

## 7.5.2 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12

## 7.5.3 Exchange Rate Fluctuation Adjustment

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.
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.
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])

**$i_1$**

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

**Qty**

quantity of units

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. 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.
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.

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.  $[i_1 - i_0] / i_0$ ).
8. Canada reserves the right to audit any revision to costs and prices under this clause.

## **7.6 Invoicing**

### **7.6.1 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
2. Invoices cannot be submitted before delivery, inspection and acceptance of the vehicle/equipment/service.
3. The Applicable Taxes must be calculated on the total amount of the invoice before the holdback is applied. At the time the holdback is claimed, there will be no taxes payable as they were claimed and payable under the previous invoice for the vehicle/equipment/service.
4. Upon delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor can submit an invoice for the release of the holdback.
5. Each invoice must be supported by:
  - (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
6. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
7. Invoices must be distributed as follows:
  - (a) The original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.
  - (b) One (1) copy must be forwarded or emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **7.6.2 Holdback**

1. Canada will apply a ten (10) percent holdback on any due payment for the vehicle/equipment/service (Items 001 to 004) until delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service.
2. Subsequent to delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor must submit an invoice for the release of the Holdback in accordance with "Invoicing Instructions" found in this contract.



## 7.7 Certifications

### 7.7.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, 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.

### 7.7.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 7.8 Applicable Laws - Contract

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

## 7.9 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the 2010A (2015-07-03) General Conditions - Medium Complexity - Goods;
- (c) Annex A - Pricing;
- (d) Annex B - Statement of Work for Run Flat Insertion/Removal Machine;
- (e) Annex D - Federal Contractors program for employment equity - Certification
- (f) The Contractor's bid dated (to be inserted by PWGSC) \_\_\_\_\_, as amended (to be inserted by PWGSC) \_\_\_\_\_.

## 7.10 SACC Manual Clauses

SACC Reference	Title	Date
A1009C	Work Site Access	2008-05-12
A9006C	Defence Contract	2012-07-16
A9049C	Vehicle Safety	2011-05-16
A9062C	Canadian Forces Site Regulations	2011-05-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian Contractors	2011-11-27
D3010C	Delivery of Dangerous Goods/Hazardous Products	2014-06-26
D5510C	Quality Assurance Authority - (DND) - Canadian Based Contractor	2014-06-26

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D5511C	Test Validation	2010-01-11
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5604C	Release Document (DND) - Foreign Based Contractor	2008-12-12
D5605C	Release Documents (DND) - United States-based Contractor	2010-01-11
D5606C	Release Documents (DND) - Canadian-based Contractor	2012-07-16
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2008-05-12

#### **7.11 Inspection and Acceptance**

The Technical Authority or his representative 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 it's 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.

#### **7.12 Preparation for Delivery**

1. The vehicle/equipment shall 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 the inspection authority or consignee at the final delivery location.
2. All vehicles/equipment are to be delivered by appointment only between the hours of 8:00 am and 4:00 pm Monday through Friday, except Federal holidays. Any attempt by the carrier to deliver the vehicles/equipment without an appointment may be refused unless arrangements have been made for authorized, qualified personnel to be available to perform inspection 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 any additional costs.

#### **7.13 Shipping Instructions - Delivery at Destination**

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (in accordance with Annex A - Pricing) as specified below. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.
2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified in Annex A - Pricing. The consignee may refuse shipments when prior arrangements have not been made.

#### **7.14 Release Documents - Distribution**

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

One (1) copy mailed to consignee marked: "Attention: Receipts Officer";

Two (2) copies with shipment (in a waterproof envelope) to the consignee;

One (1) copy to the Contracting Authority;

One (1) copy to:

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Attention:

One (1) copy to the Quality Assurance Representative;

One (1) copy to the Contractor; and

For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: ContractAdmin.DQA@forces.gc.ca.

#### **7.15 Post-Contract Award Meeting**

Within twenty (20) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

#### **7.16 Progress Reports**

The Contractor must prepare and submit a monthly progress report electronically to the Procurement Authority, Technical Authority and Contracting Authority.

The Contractor must answer the following questions:

- (i) Is the delivery of the vehicle/equipment and ancillary items on schedule?
- (ii) Is this requirement free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

#### **7.17 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 (CF1280) or on an attached packing note.

#### **7.18 Assembly/Preparation at Delivery**

The Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all vehicles/equipment delivered. The assembly/preparation must be performed at no additional cost to Canada.

#### **7.19 Interchangeability**

Unless changes during the production run are authorized by the Contracting Authority, all vehicles/equipment 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.

#### **7.20 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 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:

The Contractor is requested to provide all correspondence including (but not limited to) documents and reports in electronic format unless otherwise specified by the Contracting Authority, the Technical Authority or the Procurement Authority, thereby reducing printed material.

The Contractor 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.

## **ANNEX A - PRICING**

### **Item 001 – Run Flat Insertion/Removal Machine (Firm Quantity)**

The Contractor must deliver thirty-eight (38) Run Flat Insertion/Removal Machine and ancillary items such as but not limited to Operation and Maintenance manuals, Environmental Assessment Report, Certifications, Test Plan, Test Report, Laminated Checklist, Training Plan, Training Video, Recommended short terms spares list and consumables, Recommended Long Term Spares list and consumables, Technical Data for Cataloguing and Long Lead-Time Item List, warranty letter(s) including Train the Trainer Course, in accordance with the attached Statement of Work for Run Flat Insertion/Removal Machine, dated 24 August 2015.

Manufacturer: (to be inserted by PWGSC) Model: (to be inserted by PWGSC)

#### **Destination A**

One (1) Run Flat Insertion/Removal Machine and ancillary items must be delivered to:

CFB Borden  
Major Equipment Section  
Bldg O-111  
Borden Ontario  
LOM 1C0  
Canada

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$\_\_\_\_\_ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 7, Basis of Payment Type 1.

#### **Destination B**

Thirty-seven (37) Run Flat Insertion/Removal Machines and ancillary items must be delivered to:

25 Canadian Forces Supply Depot  
6363 Notre Dame Est  
Montreal, Quebec  
H1N 3V9  
Canada

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$\_\_\_\_\_ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 7, Basis of Payment Type 1.

### Item 002 – Run Flat Insertion/Removal Machine (Optional Quantity)

If this option is exercised, the Contractor must deliver up to ten (10) Run Flat Insertion/Removal Machines and ancillary items such as but not limited to Operation and Maintenance manuals, Environmental Assessment Report, Certifications, Test Plan, Test Report, Laminated Checklist, Training Plan, Training Video, Recommended short terms spares list and consumables, Recommended Long Term Spares list and consumables, Technical Data for Cataloguing and Long Lead-Time Item List, warranty letter(s), excluding the Train the Trainer Course in accordance with the attached Annex B - Statement of Work for Run Flat Insertion/Removal Machine, dated 24 August 2015.

Firm lot price of \$\_\_\_\_\_ per vehicle/equipment and ancillary items, at Contractor's Canadian facility or Contractor's Canadian distribution point in accordance with Part 7, Basis of Payment Type 2.

Manufacturer: (to be inserted by PWGSC) Model: (to be inserted by PWGSC)

### Item 003 - Transportation Cost (Optional Quantities)

If an option is exercised in accordance with item 002 above, the Contractor must deliver the vehicle/equipment to destination as follows:

Quantity: (to be inserted by PWGSC if an option is exercised)

The Run Flat Insertion/Removal Machine and ancillary items must be delivered to:

(to be inserted by PWGSC if an option is exercised)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The contact person at destination is: (to be inserted by PWGSC if an option is exercised).

Negotiated price of \$(to be negotiated if an option is exercised) per vehicle/equipment, for transportation cost, Delivered Duty Paid (... named place of destination), in accordance with Part 7, Basis of Payment Type 3.

(Item 003 will not be included in the financial evaluation)

### Item 004 – User Training Course (Option)

If this option is exercised, the Contractor must provide up to four (4) User Training Course, in accordance with the attached Annex B - Statement of Work for Run Flat Insertion/Removal Machine, dated 24 August 2015.

Firm unit price of \$\_\_\_\_\_ per User Training Course in accordance with Part 7, Basis of Payment Type 2.

**Item 005 - Travel and Living Expenses – National Joint Council Directive, for User Training Course (Option)**

The Contractor must deliver the User Training Course to:

(to be inserted by PWGSC if an option is exercised)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost: \$(to be inserted by PWGSC if an option is exercised) in accordance with Part 7, Basis of Payment Type 4.

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

**Item 006 – Extended Warranty Period**

If the warranty period is extended for an additional period of \_\_\_\_\_ months/calendar days, the Contractor will be paid a firm unit price of \$\_\_\_\_\_ per vehicle/equipment, Goods and Services Tax or the Harmonized Sales Tax extra.

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

STATEMENT OF WORK  
FOR  
RUN FLAT INSERTION / REMOVAL MACHINE



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Appendix 1 Equipment Environmental Assessment

## 1.0 SCOPE

### 1.1 Purpose

- 1.1.1 The purpose of this Statement of Work (SOW) is to define the requirements for a Run Flat Insertion / Removal Machine (RFIM) to be procured in support of Canadian Armed Forces (CAF) operations. The SOW also defines the associated documentation, training, activities and other requirements, which shall be delivered and performed as part of the contract.

### 1.2 Background

- 1.2.1 The CAF has a requirement for a new effective RFIM. The primary function is to provide first and second line run-flat tire repair capability for tires used by the CAF.
- 1.2.2 The RFIM will be installed on fixed installations in CAF bases across Canada and also in specially designed mobile containerized systems.

### 1.3 Intended Use

- 1.3.1 The RFIM will be used to install and remove run-flat inserts within the tire cavity on tires with 16 to 20 inch diameter rims.

### 1.4 Acronyms and Abbreviations

CAF	Canadian Armed Forces
CEPA	Canadian Environmental Protection Act
CFB	Canadian Forces Base
CFSD	Canadian Forces Supply Depot
COTS	Commercial-Off-the-Shelf
CSA	Canadian Standards Association
DND	Department of National Defence
EEA	Equipment Environmental Assessment
EOHS	Environmental Occupational Health and Safety
FAT	First Article Test
FATP	First Article Test Plan
Hz	Hertz
ILS	Integrated Logistics Support

LLTIL	Long Lead Time Item List
MOTS	Military-Off-the-Shelf
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Governmental Entity
NSN	NATO Stock Number
O&M	Operations and Maintenance
OEM	Original Equipment Manufacturer
PA	Procurement Authority
PDF	Portable Document Format (Adobe Acrobat)
PM	Project Manager
PRM	Progress Review Meeting
PSI	Pounds per square inch
PWGSC	Public Works and Government Services Canada
RH	Relative Humidity
RFIM	Run Flat Insertion / Removal Machine
SOW	Statement of Work
TA	Technical Authority
VAC	Volts Alternating Current

## 2.0 APPLICABLE DOCUMENTS

### 2.1 Applicability

- 2.1.1 The following documents form part of this SOW to the extent specified herein.

### 2.2 Order of Precedence

- 2.2.1 In the event of conflict between the content of this SOW and the referenced documents, the content of this SOW shall take precedence.
- 2.2.2 Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

### 2.3 Standards and Specifications

- 2.3.1 Commercially Available

IDENTIFYING NUMBER	DOCUMENT TITLE
CSA C22.2	Canadian Electrical Code, Part II General Requirements
SOR/2014-254	Environment Canada - Products Containing Mercury Regulations

### 2.3.2 Provided by DND

IDENTIFYING NUMBER	DOCUMENT TITLE
C-01-100-100/AG-006	Specification - Writing, Format and Production of Technical Publications
D-01-100-203/SF-000	Specification – Preparation of Operating Instructions
D-01-100-204/SF-000	Specification – Preparation of Preventative Maintenance Instructions

## 3.0 REQUIREMENTS

### 3.1 General

- 3.1.1 The RFIM design and construction shall be dedicated solely for the insertion and removal of run-flat inserts from within a tire cavity.
- 3.1.2 The RFIM shall be a stationary, power-driven machine capable of installing and removing run-flat inserts from large military tires.
- 3.1.3 The RFIM shall make use of hydraulic rams to compress and ram the run-flat insert into a size and shape small enough to be inserted into the cavity of the tires and extract it.
- 3.1.4 The RFIM shall be a commercial-off-the-shelf (COTS) or military-off-the-shelf (MOTS) product.
- 3.1.5 The RFIM shall be in service with NATO.

### 3.2 Performance Requirements

#### 3.2.1 Capability

- 3.2.1.1 The RFIM shall install and remove the following run-flat inserts manufactured by Hutchinson Industries Inc. with the following tires:

Run Flat Insert part number	Tire
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VF-0015	16.00 R20
VF-0018	395/85 R20
VF-0019	12.00 R20
VF-0025	325/85 R16
VF-0026	14.00 R20
VF-0086	14.00 R20
VF-0223	16.00 R20

3.2.1.2 The RFIM shall perform all operations specified herein with no more than one (1) operator required to safely accomplish the tasks, in the time frame specified, with no additional equipment other than that supplied with the run-flat machine.

3.2.1.3 The RFIM shall remove and insert a run-flat insert in each tire specified herein in no more than 30 minutes.

3.2.1.3.1 The 30 minute time frame shall begin when a tire with an installed run-flat is on the floor next to the RFIM.

3.2.1.3.2 The 30 minute time frame shall end when a tire with a run flat installed and ready for installation of the rim is sitting on the floor next to the RFIM. (This time frame does not include lubricating the RFIM or tire).

3.2.1.4 The RFIM shall not make use of straps, cords or similar devices to hold the run-flat insert under compression for purposes of being inserted or removed into or from the tire cavity.

### 3.3 Mechanical System

3.3.1 The RFIM's frame shall consist of a heavy duty industrial type welded metal framework, treated, primed and painted with commercial type paint that resists corrosion.

3.3.2 The RFIM shall include compression jaws that accommodate all run-flat inserts as listed in section 3.2.1.1.

- 3.3.3 The ends of the RFIM compression jaws shall be designed to hold the tire during extraction and insertion of run-flat inserts.
- 3.3.4 The RFIM shall include push and extraction rods whose function is to push and pull a run-flat insert into or out of a tire cavity.
  - 3.3.4.1 The RFIM compression jaws push and pull extraction rods shall be operated via hydraulics.
- 3.3.5 RFIM compression jaws shall make use of guide bars to ensure proper movement.
- 3.3.6 The RFIM shall include a crane.
  - 3.3.6.1 The crane shall be mounted to a pivot point on the frame situated such as to rotate the tire from the ground to the end of compression jaws.
  - 3.3.6.2 The crane shall safely accommodate and lift all the run-flat insert with corresponding tire listed in section 3.2.1.1.
  - 3.3.6.3 The crane horizontal lever shall be lockable in no less than three (3) fixed positions.
  - 3.3.6.4 The crane shall include an electrically powered winch to lift and handle all tire with corresponding run-flat listed in section 3.2.1.1.
    - 3.3.6.4.1 The winch shall have a remote controller.
    - 3.3.6.4.2 The winch shall be equipped with a metallic wire rope cable.
    - 3.3.6.4.3 The cable end shall be equipped with a hook enabling the attachment of accessories such as a tire hook, deflection plates or extraction rod.
    - 3.3.6.4.4 The winch shall have a manual backup rotating lever.
- 3.3.7 The RFIM shall be supplied with two (2) or more deflector plates necessary to deflect run-flat inserts into tire cavity.
  - 3.3.7.1 The deflector plates shall be made of a TA approved lightweight material.
  - 3.3.7.2 Every deflector plate shall contain a handle.
- 3.3.8 The RFIM shall be equipped with a tire lifting hook to hold the tire via the winch.

3.3.9 The RFIM shall be equipped with a sling to extract the run-flat insert from the tire cavity.

3.3.9.1 The sling shall be equipped with D links for connection to end of extraction rod.

3.3.10 The RFIM shall be equipped with any devices or peripherals necessary for the complete removal and insertion of run-flat inserts.

3.3.11 The RFIM shall contain provisions such as anchor points for mounting in mobile containerized systems.

3.3.12 The RFIM shall include a sturdy document holder of sufficient size to completely contain and protect the O&M manual from dirt, oils, greases and other contaminants.

3.3.12.1 The document holder shall contain a cover.

#### 3.4 Hydraulic System

3.4.1 The RFIM shall contain a hydraulic system that contains all required and appropriately rated pressure hoses, connections and devices necessary for its operation.

3.4.2 The hydraulic system shall contain hydraulic fluid filtering mechanisms such as pick-up and return filters which are accessible without removal of accessories or parts.

3.4.3 The RFIM shall include an electrically powered hydraulic pump that generates the required pressures and volumes for efficient operation.

3.4.4 The RFIM shall include three (3) hydraulic rams of sufficient strength and movement in both directions to accomplish its purpose.

3.4.4.1 Two (2) rams shall be used to accommodate and compress all run-flat inserts into an oval shape of sufficient size to be inserted into the tire cavity.

3.4.4.2 One (1) ram shall be used to push or pull the run-flat inserts into or out of a tire cavity.

3.4.5 The RFIM shall contain a set of three (3) independent user operated hydraulic control levers.

3.4.5.1 The hydraulic levers shall be located side by side in a single unit within reach from the operator in one position.

- 3.4.5.2 The hydraulic levers body assembly shall be situated on a swivel arm to allow movement around a pivot point.
- 3.4.5.3 The levers shall allow the precise control of all three (3) hydraulic rams in both directions.
- 3.4.5.4 Every lever shall return to the neutral position when released and stop any movement of the cylinder.
- 3.4.5.5 The levers shall be equipped with a safety guard to prevent inadvertent operation.
- 3.4.5.6 The function of each lever shall be identified by means of a wear resistant label.
- 3.4.6 The RFIM shall be equipped with a hydraulic pressure gauge.
  - 3.4.6.1 The maximum value of the pressure gauge shall not exceed the maximum system operating pressure by more than one hundred percent.
  - 3.4.6.2 The diameter of the face of the pressure gauge shall be no less than five (5) centimeters.
  - 3.4.6.3 The pressure gauge shall indicate both PSI and bar scales.
- 3.4.7 The RFIM shall be equipped with a pressure relief valve.
- 3.4.8 The RFIM shall contain a self-contained hydraulic reservoir of sufficient capacity for all required hydraulic operations.
  - 3.4.8.1 The reservoir shall contain a means for filling it with hydraulic fluid.
  - 3.4.8.2 The reservoir shall contain a breather cap.
  - 3.4.8.3 The reservoir shall contain a thermostatically controlled, electrically powered oil heater.
  - 3.4.8.4 The reservoir shall contain a drain plug situated so as to permit the complete drainage of the reservoir's oil capacity.
  - 3.4.8.5 The reservoir shall contain a method to determine the hydraulic fluid level within the reservoir.
  - 3.4.8.6 Accessibility to the reservoir components shall be obtained without the removal or adjustment of any accessory or part.



### 3.5 Electrical System

- 3.5.1 The RFIM shall be designed to operate from a 120V-208V/3PH/60Hz 4 wire with neutral power source.
- 3.5.2 The RFIM shall contain an electrical panel and circuit breakers.
- 3.5.3 The RFIM shall contain a master on/off switch.
- 3.5.4 The RFIM shall contain an emergency stop button that when depressed will sever power to the electrical system and prevent movement of hydraulic components.
  - 3.5.4.1 The emergency stop button shall be located within immediate reach of the operator, next to the hydraulic levers.
- 3.5.5 The RFIM shall contain an electrical motor for the hydraulic pump.
  - 3.5.5.1 The motor shall be 3 phase.
  - 3.5.5.2 The motor shall be of sufficient horsepower to generate the required hydraulic pressures.
  - 3.5.5.3 The motor shall have overload protection.
- 3.5.6 The RFIM shall include the necessary wiring capacity to power the electrical winch.
- 3.5.7 The RFIM electrical system shall be certified in accordance with the Canadian Electrical Code CSA C22.2.

### 3.6 Materials and Parts

- 3.6.1 Materials used in the fabrication of the RFIM shall be of industrial grade quality and be consistent with best commercial practices.
- 3.6.2 All surfaces of the RFIM shall be free of burrs.
- 3.6.3 Metal used shall be free from sharp bends.
- 3.6.4 The RFIM shall not have dissimilar metals in direct contact.

### 3.7 Protection Against Corrosion

- 3.7.1 The RFIM shall be constructed of materials resistant to or life term protected against corrosion and deterioration caused by corrosive agents.

3.7.2 The RFIM shall be treated to provide protection against corrosion and deterioration expected to be encountered during storage, fixed and mobile operations.

3.7.3 All fasteners shall be of corrosion resistant material or treated to be corrosion resistant.

### 3.8 Specialty Engineering

#### 3.8.1 Maintainability

3.8.1.1 The RFIM shall be designed to require little to no maintenance.

3.8.1.2 All parts shall be accessible, serviceable and replaceable.

3.8.1.3 The RFIM's major assemblies and installed attachments shall be accessible for maintenance repair and replacement without the need to remove other major assemblies and installed attachments that are not normally removed.

#### 3.8.2 Transportability

3.8.2.1 The RFIM's internal and external components shall sustain no damage when transported over cross-country conditions including but not limited to rocky surfaces, ploughed fields, sand, mud, flooded terrain, snowy, icy, highway and secondary roads when stored and packed in accordance with Original Equipment Manufacturer (OEM) instructions.

3.8.2.2 The RFIM shall be liftable by forklift.

#### 3.8.3 Operating Conditions

3.8.3.1 The RFIM shall operate, without malfunction, in the ambient temperature from 0°C to 44°C.

#### 3.8.4 Storage Temperature

3.8.4.1 The RFIM shall be storable outdoors within a storage container, without deterioration, at ambient temperatures between -46°C and 49°C.

#### 3.8.5 Humidity

3.8.5.1 The RFIM shall operate and experience no degradation of performance during and after exposure to hot humid conditions of up to 95% RH.

### 3.8.6 Vibration

- 3.8.6.1 The RFIM shall suffer no damage, and experience no degradation of performance following exposure to vibration during transportation when installed and used in mobile containerized systems.

### 3.8.7 Shock

- 3.8.7.1 The RFIM shall suffer no damage and experience no degradation of performance following exposure to impact shock during transportation and four (4) inch container drop tests when installed and used in mobile containerized systems.

### 3.8.8 Tilt

- 3.8.8.1 The RFIM shall suffer no damage and experience no degradation of performance following exposure to a forty-five (45) degree tilt in any direction when installed and used in mobile containerized systems.

## 3.9 Environmental, Occupational Health and Safety (EOHS)

- 3.9.1 The Contractor and subcontractors shall comply with applicable EOHS legislation.
- 3.9.2 The RFIM shall not contain Polychlorinated Biphenyls (PCBs).
- 3.9.3 The Contractor shall avoid the use of asbestos in the equipment where feasible and as dictated by regulatory requirements.
- 3.9.4 The RFIM shall comply with Products Containing Mercury Regulations.
- 3.9.5 The Contractor shall ensure that all contract deliverables are reviewed for EOHS risks, and shall include appropriate warnings and instructions to mitigate the EOHS risks.
- 3.9.6 The Contractor shall be responsible for the change of any products used in the provision of the goods or services that are not in compliance with the applicable legislation or regulations at their expense.
- 3.9.7 The Contractor shall prepare and submit an Equipment Environmental Assessment (EEA) report in accordance with Appendix 1 for TA review and approval at or prior to submission of the First Article Test Report.
  - 3.9.7.1 The EEA shall detail the environmental impact of the RFIM and all subcomponents during life cycle phases such as test and evaluation

following production, operation and maintenance and demilitarization and disposal.

3.9.7.2 The TA will review and submit any comments back to the Contractor for review and incorporation within 10 working days of reception.

3.9.8 The RFIM shall have danger and caution signs, labels and markings in English and French on it for warning of specific hazards such as voltage or physical hazards.

### 3.10 Identification and Marking

3.10.1 The RFIM shall contain an identification plate.

3.10.2 As a minimum, the following shall be indicated on the identification plate:

- a) Manufacturer's Name;
- b) Model;
- c) Part Number;
- d) Manufacturing date;
- e) Serial number;
- f) Power input (volts, amps, phase, frequency); and
- g) NATO Stock Number (NSN).

### 3.11 Certifications

3.11.1 The Electrical Certification label shall appear on the electrical panel of the RFIM.

3.11.2 Copies of the certification documents shall be sent to the TA.

### 3.12 Integrated Logistics Support (ILS)

3.12.1 Operation and Maintenance (O&M) manual

3.12.1.1 The Contractor shall provide an Operation and Maintenance (O&M) manual for every RFIM.

3.12.1.2 The RFIM shall not be delivered without the approved final version of the O&M manual.

3.12.1.3 The O&M manual shall be in DND format in accordance with C-01-100-100/AG-006, Specification - Writing, Format and Production of Technical Publications.

- 3.12.1.4 The O&M manual shall incorporate procedures described in the following specifications:
- 3.12.1.4.1 D-01-100-203/SF-000, Specification – Preparation of Operating Instructions.
- 3.12.1.4.2 D-01-100-204/SF-000, Specification – Preparation of Preventative Maintenance Instructions.
- 3.12.1.5 The O&M manual shall be a single manual containing both English and French versions.
- 3.12.1.6 The O&M manual shall include as a minimum:
- a. Unpacking and installation instructions;
  - b. Safety instructions, cautions and warnings;
  - c. Set-up procedures;
  - d. Operation procedures;
  - e. Run-Flat insert removal and installation detailed instructions, illustrations and colour photographs;
  - f. Identification of all components requiring lubrication along with recommended lubricants;
  - g. Diagnosis Troubleshooting Tables;
  - h. Basic Maintenance instructions;
  - i. Cleaning, inspecting and lubrication tasks listed in table form along with recommended frequency;
  - j. Exploded RFIM and components views along with serviceable components with part identification;
  - k. Illustrated Parts List with part numbers;
  - l. RFIM and component specifications;
  - m. Loose components or accessory list;
  - n. Electrical Schematic Diagrams;
  - o. Hydraulic Schematic Diagrams;
  - p. Table listing run-flat inserts and recommended type and amount of lubricant per tire;
  - q. OEM component manuals including but not limited to electrical motor, hydraulic pump/levers, winch, mechanical, hydraulic and electrical components;

- r. OEM contact information; and
- s. Laminated Checklist.

3.12.1.7 The maintenance instructions shall include preventive maintenance, fault finding, and limited corrective maintenance.

3.12.1.8 The O&M manual draft (electronic copy in searchable PDF format) shall be delivered to the TA for review within 15 business days of first article unit acceptance.

3.12.1.9 The Contractor shall incorporate DND's comments within 15 business days.

3.12.1.10 The final O&M manual (hard copy and electronic copy in searchable PDF format) shall be delivered to the TA within 15 business days of receipt of comments.

3.12.1.11 One (1) final O&M manual (hard copy) shall be delivered with each RFIM.

3.12.1.12 The Contractor shall grant DND the authorization to reproduce and distribute the O&M manual within DND.

### 3.12.2 Laminated Checklist

3.12.2.1 The Contractor shall provide a laminated pictogram type checklist for every RFIM displaying the following information:

- a. How to insert a run-flat insert;
- b. How to remove run-flat insert;
- c. Where to apply lubrication on the machine;
- d. Where to apply lubrication inside the tire;
- e. Where to apply lubrication during insertion and removal of run-flat insert; and
- f. Tire, run-flat tables with part, lubrication type, quantity and other pertinent data.

### 3.12.3 Training

#### 3.12.3.1 Training Courses

3.12.3.1.1 The Contractor shall provide two (2) types of training as follows:

- 1) Train the Trainer course, and

2) User Training course.

3.12.3.2 Train the Trainer Course

3.12.3.2.1 The Contractor shall provide one (1) comprehensive "Train the Trainer" course for up to 15 DND personnel at CFB Borden, Ontario.

3.12.3.2.2 The training course shall be given in English.

3.12.3.2.3 Any written material shall be in English and French.

3.12.3.2.4 Transportation and lodging costs for DND personnel attending the course will be borne by DND.

3.12.3.2.5 All training aids, documentation and course supplies shall be sent to the TA for review and approval at least 30 business days prior to the training course.

3.12.3.2.5.1 DND will review and return any comments to the Contractor within 10 business days.

3.12.3.2.5.2 The Contractor shall incorporate the TA's comments in the documentation within 15 business days of reception.

3.12.3.2.6 The Contractor shall supply to each student a hard copy of the course in a binder and one (1) electronic CD-ROM copy of the course, which shall include all course documentation such as:

- a. Instructor notes,
- b. Lesson plan,
- c. Slides in the form of a Power Point Presentation,
- d. Student guide, and
- e. Training material.

3.12.3.2.7 The training course shall include the use of an accepted RFIM.

3.12.3.3 User Training Course

3.12.3.3.1 As an option, the Contractor shall conduct a "User Training" course at the following CAF locations:

- i. CFB Edmonton;
- ii. CFB Petawawa;
- iii. CFB Valcartier; and

iv. CFB Gagetown

3.12.3.3.2 The User Training course shall consist of instructions and demonstrations on how to use and operate an actual RFIM.

3.12.3.3.3 The User Training course material shall consist of one RFIM O&M manual for every student to a maximum of 15 CAF personnel.

3.12.3.3.4 The User Training courses at CFB Edmonton, CFB Petawawa, and CFB Gagetown shall be given in English.

3.12.3.3.5 The User Training course at CFB Valcartier shall be given in French.

3.12.3.4 Training Plan

3.12.3.4.1 The Contractor shall provide a training plan, which shall be approved by the TA prior to giving the Training Courses.

3.12.3.4.1.1 A training plan draft shall be delivered to the TA 30 business days following the acceptance of the RFIM first article unit.

3.12.3.4.1.2 DND will review and return any comments to the Contractor within 10 business days.

3.12.3.4.1.3 The final training plan shall be provided to the TA within 15 business days of receipt of comments.

3.12.3.4.2 The training plan shall include:

- i. The duration of the Training Course, not to exceed two (2) business days;
- ii. Overview of the course content (teaching points and estimated time devoted to each) required so that each student shall attain the level of competency necessary to conduct training to other students; and
- iii. Requirements for classroom and other training equipment and facilities.

3.12.3.4.3 The Training Plan shall be provided in Contractor's format.

3.12.3.5 Training Video

3.12.3.5.1 The Contractor shall provide a user video.

3.12.3.5.2 The video shall be in English and French.



3.12.3.5.2.1 The video shall be in a single combined bilingual format allowing the user to switch between English and French narrative.

3.12.3.5.3 Video shall be MPEG-4.

3.12.3.5.4 Video shall be delivered on a single DVD media or TA approved equivalent.

3.12.3.5.5 The video shall at the minimum define, describe and illustrate the following:

- a. Safety considerations;
- b. Proper clothing and eye protection;
- c. How to inspect and power up the RFIM;
- d. Principles of operation;
- e. How to use the hydraulic controls;
- f. How to use the crane and winch to move the tire, run-flats and other components into and out of position;
- g. How to insert a run-flat insert into a tire cavity;
- h. How to remove a run-flat insert out of a tire cavity;
- i. How and where to apply lubrication on run-flat inserts and RFIM surfaces for proper and safe operation;
- j. Power down; and
- k. Basic routine maintenance and checks.

3.12.3.5.6 The Contractor shall submit a draft version of the video to the TA for review within 30 business days of first article unit acceptance.

3.12.3.5.7 DND will review and return any comments to the Contractor within 15 business days.

3.12.3.5.8 The Contractor shall incorporate changes to the video as directed by the TA within 15 business days of receipt of comments.

3.12.3.5.9 The video shall be accepted only after receiving a written approval from the TA.

3.12.3.5.10 The Contractor shall grant DND the authorization to copy and distribute the videos for use within DND.

#### 3.12.4 Spares

#### 3.12.4.1 Recommended Spares List and Consumables

3.12.4.1.1 The Contractor shall identify and submit a list itemizing their recommended short term spares list and consumables for the RFIM. Short term is defined as for the first six (6) months of operation.

3.12.4.1.1.1 The Contractor shall submit an initial list that includes part name, quantities and pricing and include it in their bid proposal.

3.12.4.1.2 The Contractor shall identify and submit a list itemizing their recommended long term spares list and consumables for the RFIM. Long term is defined as greater than six (6) months of operation.

3.12.4.1.2.1 The Contractor shall submit an initial list that includes part name, quantities and pricing and include it with their bid proposal.

#### 3.12.4.2 Short Term Lubricants and filters

3.12.4.2.1 The Contractor shall deliver with each RFIM, any oil filters, greases and lubricants required for the first six (6) months of operation.

#### 3.12.4.3 Technical Data for Cataloguing

3.12.4.3.1 The Contractor shall provide sufficient technical data of any part of the RFIM prior to and after the acceptance of the first article RFIM in order to enable DND to perform the codification and cataloguing of spares.

3.12.4.3.2 The Contractor shall hold a Provisional Conference meeting with DND that includes the TA and Procurement Authority (PA) to discuss the recommended short and long spares, other spare selection and identification at the contractor's facility.

3.12.4.3.3 The technical data provided shall consist at the minimum, for each spare selected, all or part of the following:

- a) Item name;
- b) Manufacturer name (not reseller);
- c) Manufacturer's Reference Number;
- d) NCAGE code;

- e) OEM part number;
- f) Quantity per assembly;
- g) Standard unit price;
- h) Unit of Issue;
- i) Procurement Lead Time;
- j) Shelf life;
- k) Recommended buy quantity;
- l) Illustrations; and
- m) Basic engineering drawings.

#### 3.12.4.4 Long Lead-Time Item List (LLTIL)

3.12.4.4.1 The Contractor shall identify any RFIM component with a procurement lead time of three (3) or more months (from placement of order to delivery).

### 3.13 First Article Unit

3.13.1 The Contractor shall provide one (1) First Article Unit at the Contractor's facility in order for the TA and other DND personnel to verify compliance against the requirements of this SOW.

3.13.2 The First Article Unit shall consist of an RFIM as specified in this SOW.

3.13.2.1 The First Article Unit shall be manufactured using the established procedures, processes, materials, and facilities of a full production unit.

#### 3.13.3 First Article Test Plan (FATP)

3.13.3.1 The Contractor shall provide a copy of the proposed FATP to the TA who will approve the plan before testing can commence within two (2) weeks following the Product Review Meeting.

3.13.3.2 DND will provide feedback and comments on the FATP within 15 business days.

3.13.3.3 The FATP shall cover all the requirements of this SOW.

3.13.3.4 The FATP shall include testing the insertion and removal of the smallest and largest run-flat inserts from the smallest and largest tires.

- 3.13.3.5 The First Article Test shall not commence until notification is received from the TA that the first production test plan has been approved.

#### 3.13.4 First Article Test (FAT)

- 3.13.4.1 The Contractor shall subject the First Article Unit to all required inspections and tests in accordance with the approved FATP to verify conformance to the specified requirements.

#### 3.13.5 First Article Test Report

- 3.13.5.1 The first article test data, together with appropriate evidence of the Quality Assurance Representative (QAR) verification shall be forwarded to the TA for approval in the form of a First Article test Report following the completion of the testing.
- 3.13.5.2 The FAT report shall be presented as a single document showing the cross-reference of the FATP and the supporting documentation from the FAT.
- 3.13.5.3 The TA will provide to the Contractor, a written notice of approval or rejection of the FAT Report within ten (10) business days of receipt of the Report.

#### 3.13.6 FAT Rejection

- 3.13.6.1 If the FAT is rejected, the Contractor shall resolve any deficiencies with the equipment and, if requested by the TA, repeat all applicable tests as expeditiously as possible.
- 3.13.6.2 All costs related to these activities shall be borne by the Contractor.

#### 3.13.7 Finalization of the First Article Unit

- 3.13.7.1 The First Article Unit shall be considered finalized when it is in the accepted configuration following the completion and acceptance of the FAT, including any changes to equipment because of the FAT rejection.
- 3.13.7.2 The Contractor shall wait for written confirmation of acceptance of the First Article Unit from the TA prior to commencing production of all other RFIMs.

#### 3.13.8 Delivery of First Article Unit

- 3.13.8.1 The Contractor may deliver the accepted first article unit as deliverable equipment if the article meets all contract requirements for acceptance.

#### 3.13.9 Shipping of RFIM

- 3.13.9.1 The Contractor shall deliver the first RFIM to CFB Borden, Ontario.
- 3.13.9.2 The Contractor shall deliver all remaining RFIMs to the 25<sup>th</sup> Canadian Forces Supply Depot (25CFSD) in Montreal, Quebec.

### 3.14 Project Management

#### 3.14.1 Project Kick-Off Meeting

- 3.14.1.1 The Contractor shall within 20 business days of being awarded the contract make arrangements for a Project Kick-off Meeting with DND representatives at the Contractor's facilities to discuss the scope of work to be performed and project milestones.

#### 3.14.2 Project Schedule

- 3.14.2.1 The Contractor shall produce, maintain and deliver a project schedule that identifies production work phases, milestones and delivery dates for all deliverables.
  - 3.14.2.1.1 The project schedule shall be produced in a MS Project type format.
  - 3.14.2.1.2 An initial draft project schedule shall be delivered at Project Kick-Off Meeting.
  - 3.14.2.1.3 The project schedule shall be updated and delivered to the TA every month.

#### 3.14.3 Product Review Meeting

- 3.14.3.1 One or more Product Review Meetings shall be held at the Contractor's facilities or other mutually agreed upon location or via teleconference with DND representatives to view and discuss the RFIM design and any possible modifications or adaptations necessary to meet the requirements of this SOW.
- 3.14.3.2 The first Product Review Meeting shall be held at or within eight (8) weeks of Project Kick-Off meeting.

3.14.3.3 The Contractor shall submit drawings, sketches, illustrations or similar material of their proposed RFIM to DND for review fifteen business days prior to the Product Review Meeting.

3.14.3.4 Prior to manufacturing the first article unit, the Contractor shall wait for DND's comments and approval on the submitted drawings and the Product Review Meeting.

#### 3.14.4 Progress Review Meetings

3.14.4.1 Progress Review Meetings, chaired by the TA, shall be held for detailed review of project performance.

3.14.4.1.1 Progress Review Meetings shall be established by mutual agreement between the Contractor and the TA.

#### 3.14.5 Meeting Minutes

3.14.5.1 The Contractor shall prepare and submit to PWGSC, Contracting Authority and the TA all meeting minutes no later than five (5) business days after the following meetings:

- 1) Project Kick-Off Meeting;
- 2) Product Review Meetings;
- 3) Progress Review Meetings; and
- 4) Provisional Conference Meeting.

## 4.0 CONTRACT DELIVERABLES

### 4.1 General

4.1.1 The Contractor shall ensure that the RFIM system is delivered adjusted, lubricated, and serviced such that the system is ready for operation / transportation.

### 4.2 List of Deliverables

Item	Item Description	Qty	Option
1	RFIM as specified in this SOW complete with accessories.	38	10
2	Equipment Environmental Assessment (EEA) Report (paragraph 3.9.7)	1	0

3	Certifications (paragraph 3.11)	1 for TA	0
4	First Article Test Plan (paragraph 3.13.3)	1 for TA	0
5	First Article Test Report (paragraph 3.13.5)	1 for TA	0
6	Operation and Maintenance (O&M) Manual (paragraph 3.12.1)	1 for TA 1 per RFIM	1 per RFIM
7	Laminated Checklist (paragraph 3.12.2)	1 for TA 1 per RFIM	1 per RFIM
8	Train the Trainer Course with all specified course supplies (paragraph 3.12.3.2)	1	0
9	Training Plan (paragraph 3.12.3.4)	1 for TA	0
10	Training Video (paragraph 3.12.3.5)	1 for TA 1 per RFIM	0
11	Recommended Short term Spares List and Consumables (paragraph 3.12.4.1.1)	1 for TA	0
12	Recommend Long Term Spares List and Consumables (paragraph 3.12.4.1.2)	1 for TA	0
13	Short Term Lubricants (paragraph 3.12.4.2.1)	1 kit per RFIM	1 per RFIM
14	Technical Data for Cataloguing (paragraph 3.12.4.3)	1 for TA	0
15	Long Lead-Time Item List (paragraph 3.12.4.4)	1 for TA	0
16	User Training Course (paragraph 3.12.3.3) at CFB Edmonton	0	1
17	User Training Course (paragraph 3.12.3.3) at CFB Petawawa	0	1
18	User Training Course (paragraph 3.12.3.3) at CFB Valcartier	0	1
19	User Training Course (paragraph 3.12.3.3) at CFB Gagetown	0	1

<b>APPENDIX 1</b>																													
1. TITLE <b>Equipment Environmental Assessment (EEA)</b>			2. IDENTIFICATION NUMBER <b>Appendix 1</b>																										
3. DESCRIPTION The EEA identifies and documents potential environmental impacts of the equipment over various life-cycle phases (test and evaluation following production, operation and maintenance, and demilitarization and disposal) and the associated mitigation measures required to reduce or eliminate them.																													
4. APPROVAL DATE		5. OFFICE OF PRIMARY INTEREST		6. GIDEP APPLICABLE																									
7. APPLICATION/INTERRELATIONSHIP 7.1. This DID contains content and preparation instructions for the EEA as required by the SOW.																													
8. ORIGINATOR			9. APPLICABLE FORMS																										
10. PREPARATION INSTRUCTIONS <b>10.1 FORMAT</b> The EEA will be in the Contractor's format. <b>10.2 CONTENT</b> The EEA shall contain the following sections and information, as a minimum: <b>10.2.1 Title Page</b> a. Equipment Name and NSN (if available) b. Originating Directorate: TBD c. DGLEPM EEA Registration Number: TBD d. Assessment Contact: Name, title and company name of the author of the EEA  <b>10.2.2 Executive Summary</b> Provide a brief summary of potential environmental impacts and recommended mitigation measures for each life-cycle (production, test and evaluation following production, operation and maintenance and demilitarization and disposal).  <b>10.2.3 Equipment Description</b> a. Equipment description: Provide an overview of the equipment and identify each major sub-system as per the Equipment Breakdown Structure. b. For each major sub-system, identify the following: i. Ionizing radiation sources (radioisotopes and x-ray). e.g. Uranium, Radon, plutonium and tritium etc. ii. Non-ionizing radiation sources (radiofrequency and lasers). iii. Materials incorporated into the design, including type and composition. Provide additional information in tabular form as Annex 1 to the report for all hazardous substances (including, but not limited to those identified below):  <b>Annex 1 - List of Equipment Parts Containing Hazardous Substances</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 40%;">Material</th> <th style="width: 5%;">NSN</th> <th style="width: 15%;">Original OEM Part Number</th> <th style="width: 20%;">Item Description</th> <th style="width: 10%;">Location</th> <th style="width: 10%;">Additional Details</th> </tr> </thead> <tbody> <tr> <td>Metal components in pure element form, contained in any compound, alloy or mixture or surface treatment containing: arsenic, aluminum, antimony, beryllium, cadmium, chromium, cobalt, copper, lead, manganese, molybdenum, nickel, selenium, silver, thallium and zinc. Precious metals such as gold, silver, rhodium, platinum, palladium, tellurium etc should also be identified.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Asbestos</td> <td></td> <td></td> <td></td> <td></td> <td>Type and Mil Spec</td> </tr> <tr> <td>Halocarbons</td> <td></td> <td></td> <td></td> <td></td> <td>Include MSDS in Annex 3</td> </tr> </tbody> </table>						Material	NSN	Original OEM Part Number	Item Description	Location	Additional Details	Metal components in pure element form, contained in any compound, alloy or mixture or surface treatment containing: arsenic, aluminum, antimony, beryllium, cadmium, chromium, cobalt, copper, lead, manganese, molybdenum, nickel, selenium, silver, thallium and zinc. Precious metals such as gold, silver, rhodium, platinum, palladium, tellurium etc should also be identified.						Asbestos					Type and Mil Spec	Halocarbons					Include MSDS in Annex 3
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Asbestos					Type and Mil Spec																								
Halocarbons					Include MSDS in Annex 3																								



APPENDIX 1 TO ANNEX B  
TO W8476-155291  
DATED 24 AUGUST 2015

Polychlorinated Biphenyl					Form (liquid or solid), quantity (kg), volume (L) and concentration in ppm
Mercury and its compounds					Manufacturer of component, form of mercury (e.g. liquid, vapour, amalgam, metal halide), quantity (kg) volume (L) and concentration in ppm

iv. List of Hazardous Products: List all hazardous products incorporated into the sub-systems design (i.e. paints/surface treatments, adhesives, lubricants, consumables such as batteries, etc.) and those that are recommended by the Contractor during the in-service life-cycle phase (i.e. lubricants, cleaners, decontaminants, etc.) or contained in the Technical Documentation. Provide the following information for all hazardous products in tabular form in Annex 2. All Material (Safety Data Sheets) (M(SDSs)) are to be provided in Annex 3.

**Annex 2 – List of Hazardous Products**

Chemical Product	NSN	Product Part Number / Manufacturer	Ingredient	Chemical Abstract Service Number	Controlled Substance*
Adhesives, anti-seize, anti-static, batteries, solvents, cleaners and degreasers, compressed gases, coolant, corrosion inhibitor, cutting fluid, decontaminant, desiccant, detector kit, dielectric compounds, fire extinguishing agent, flame retardant, fuel, grease, inspection penetrant, lubricants, paints and related commodities (topcoat, primer, wash-primer, thinner, paint stripper, powder coating, underbody coating), polishing compounds (automotive polish, leather care), refrigerants, sealants, spill kits, welding compounds (solder, flux, electrode etc.), etc.					

\*Controlled Substances: Identify if the substance is regulated and proposed to be regulated under the *Canadian Environmental Protection Act, 1999*; targeted in Schedule 1, Toxic Substance List under CEPA and/or subject to the reporting requirements under the National Pollutant Release Inventory (NPRI).

**10.2.4 Environmental Assessment**

For each lifecycle phase (test and evaluation following production, operation and maintenance, and demilitarization and disposal) discuss the following:

- Lifecycle activities: Describe anticipated activities (including operator and maintenance tasks that are detailed in Contractor provided Technical Documentation) and identify if any of these activities have the potential to: release a polluting substance to air, water or land (e.g. exhaust emissions, hazardous waste, spills, etc.); impact human health; noise or vibration; and/or alter landscape features. Note: The scope of the EEA excludes activities related to the use of munitions.
- Environmental impacts: Describe the potential environmental impacts identified above.
- Mitigation Measures: Describe mitigation measures to eliminate or reduce identified potential environmental impacts, including those that are part of the design, any warning devices, emission control equipment, spill response, safe handling and disposal procedures, training, PPE, labels on equipment, cautions and warnings in the Technical Documentation, monitoring or inspections, etc.

**10.2.5 Conclusion and Recommendations**

Summarize environmental impacts and recommended mitigation measures for each life-cycle.

**10.2.6 References**

List any references consulted in the completion of the EEA (such as Canadian legislation, DND policies and procedures, technical documentation, etc.)

Annex 1 – List of Equipment Parts Containing Hazardous Substances

Annex 2 – List of Hazardous Products

Annex 3 - Material Safety Data Sheets (MSDS) for all hazardous products identified in the EEA

TECHNICAL BID EVALUATION  
  
FOR  
  
RUN FLAT INSERTION / REMOVAL MACHINE

## **1. INTRODUCTION**

### **1.1 Scope**

This document outlines a plan for bid evaluation. It identifies the technical criteria to be evaluated. Evaluation will be based on mandatory criteria.

### **1.2 General Form of Proposals**

Proposals shall address in clearly organized, narrative form all subjects identified in this bid evaluation plan. Narrative responses consisting of a simple statement of compliance without clear narrative details could prevent proper assessment of the proposal and result in your proposal being rejected from further consideration.

### **1.3 Evaluation**

Bid proposals will be evaluated on the basis of mandatory criteria. To be considered responsive, a bid shall satisfy **all** mandatory criteria.

## **2. MANDATORY CRITERIA**

For purposes of this RFP, comply and compliant mean that the Proposal conforms to the Mandatory Requirements without deviation or reservation.

Responses to the mandatory requirements set forth in this section will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each and every one of the mandatory requirements identified in the tables below will be considered non-compliant and given no further consideration.

Bidders are required to respond as set forth in Paragraph 1.2 (above) and Paragraphs 2.1 below.

### **2.1 SOW Requirements**

<b>Criteria &amp; Criteria Description</b>	<b>Mandatory Criteria Evaluation</b>	<b>Cross-reference to bid documents (page/paragraph)</b>
1. RFIM product  The contractor shall demonstrate their heavy duty RFIM machine.	1. The Bidder shall:  a) Provide detailed documentation including illustrations of their proposed heavy duty RFIM intended to meet the SOW requirements.	

The Bidder is required to provide supporting statements indicating compliance with the SOW paragraphs indicated below. Statements shall reference associated documentation, literature, drawings or illustrations submitted in the bid package.

<b>SOW Paragraph</b>	<b>Descriptive Title of Requirement</b>	<b>Cross-reference to bid documents (page/paragraph)</b>
3.1	General	
3.1.4	The RFIM shall be a commercial-off-the-shelf (COTS) or military-off-the-shelf (MOTS) product.	
3.1.5	The RFIM shall be in service with NATO.	
3.3	Mechanical System	
3.3.1	The RFIM's frame shall consist of a heavy duty industrial type welded metal framework, treated, primed and painted with commercial type paint that resists corrosion.	
3.3.2	The RFIM shall include compression jaws that accommodate all run-flat inserts as listed in section 3.2.1.1.	
3.3.4	The RFIM shall include push and extraction rods whose function is to push and pull a run-flat insert into or out of a tire cavity.	
3.3.6	The RFIM shall include a crane.	
3.3.6.1	The crane shall be mounted to a pivot point on the frame situated such as to rotate the tire from the ground to the end of compression jaws.	
3.3.6.4	The crane shall include an electrically powered winch to lift and handle all tire with corresponding run-flat listed in section 3.2.1.1.	
3.3.6.4.1	The winch shall have a remote controller.	
3.3.7	The RFIM shall be supplied with two (2) or more deflector plates necessary to deflect run-flat inserts into the tire cavity.	
3.4	Hydraulic System	
3.4.1	The RFIM shall contain a hydraulic system that contains all required and appropriately rated pressure hoses, connections and devices necessary for its operation.	
3.4.4	The RFIM shall include three (3) hydraulic rams of sufficient strength and movement in both directions to accomplish its purpose.	
3.4.4.1	Two (2) rams shall be used to accommodate and compress all run-flat inserts into an oval shape of sufficient size to be inserted into the	

	tire cavity.	
3.4.4.2	One (1) ram shall be used to push or pull the run-flat inserts into or out of a tire cavity.	
3.4.5	The RFIM shall contain a set of three (3) independent user operated hydraulic control levers.	
3.4.5.2	The hydraulic levers body assembly shall be situated on a swivel arm to allow movement around a pivot point.	
3.5	Electrical System	
3.5.1	The RFIM shall be designed to operate from a 120V-208V/3PH/60Hz 4 wire with neutral power source.	
3.5.2	The RFIM shall contain an electrical panel and circuit breakers.	
3.9	Environmental, Occupational Health and Safety (EOHS)	
3.9.1	The Contractor and subcontractors shall comply with applicable EOHS legislation	
3.9.2	The RFIM shall not contain Polychlorinated Biphenyls (PCBs).	
3.9.4	The RFIM shall comply with Products Containing Mercury Regulations	

## ANNEX D

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ( ) B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)