

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet WAREHOUSE TRACTOR	
Solicitation No. - N° de l'invitation W8476-165388/A	Date 2015-09-01
Client Reference No. - N° de référence du client W8476-165388	
GETS Reference No. - N° de référence de SEAG PW-\$\$HL-658-67901	
File No. - N° de dossier hl658.W8476-165388	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-13	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bisson, Phillipe	Buyer Id - Id de l'acheteur hl658
Telephone No. - N° de téléphone (819) 956-3935 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

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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, the purchase description and the technical information questionnaire.

1.2 Summary

The Department of National Defence has a requirement to purchase **one (1) WAREHOUSE TRACTOR** and ancillary items, including familiarization instruction/training, in accordance with the Purchase Description titled "PURCHASE DESCRIPTION (PD) FOR TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN", dated 2015-07-08, and as described at Annex A - Pricing.

The requirement includes an option to purchase up to two (2) additional "WAREHOUSE TRACTORS" and ancillary items 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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the 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 ten (10) 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 Technical Information Questionnaire.

3.1.1 Substitutes and Alternatives

Bidders may propose substitutes and alternatives where "shall^(E)" is indicated in the technical requirement description (Purchase Description/Statement of Requirement/Statement of Work).

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 December 31st, 2015, the best delivery that could be offered is as follows:

Item 001 – One (1) WAREHOUSE TRACTOR 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 two (2) WAREHOUSE TRACTORS 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

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Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

3.1.5 After Sales Service – Destination: St-Jean Garrison, Richelain, QC

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 the Purchase Description and the Technical Information Questionnaire.

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 familiarization instruction/training). 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 familiarization instructions/training (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 their identified estimated quantities to obtain the evaluated price of the optional quantity;
- c) the firm unit prices for the familiarization instruction/training (option) will be multiplied by the identified estimated quantity to obtain the evaluated price of the familiarization instruction/training (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.

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" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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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.

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 one (1) WAREHOUSE TRACTOR and ancillary items, including familiarization instruction/training, in accordance with the Purchase Description titled "PURCHASE DESCRIPTION (PD) FOR TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN", dated 2015-07-08, and at Annex A - Pricing.

An option is included to purchase up to two (2) vehicles and ancillary items 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) 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.

Section 09 entitled Warranty of General Conditions 2010A is amended as follows:

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

Item 001 – One (1) WAREHOUSE TRACTOR 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 two (2) WAREHOUSE TRACTORS 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:

Phillipe Bisson

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch
LEFTD - HL Division
Place du Portage, Phase III, 7B1
Gatineau, Quebec K1A 0S5
Telephone: (819) 956-3935
Facsimile: (819) 956-5227
E-mail address: Phillipe.Bisson@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,

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hl658.W8476-165388

Buyer ID - Id de l'acheteur
hl658
CCC No./N° CCC - FMS No./N° VME

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 – Destination: St-Jean Garrison, Richelain, QC

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 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.

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, 002 and 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.

7.8 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) Purchase Description for "TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN" dated 2015-07-08;

(e) 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
D5545C	ISO 9001:2008 Quality Management Systems - Requirements (QAC C)	2010-08-16
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 its representative. Should any report, document, good or service not be in accordance with the requirements of the Purchase Description 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. Any attempt by the carrier to deliver the vehicles/equipment without an appointment may be refused. 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 Delivery and Unloading

Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.

7.15 Post-Contract Award Meeting

Within ten (10) 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 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.

7.17 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.

7.18 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.

7.19 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.

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hl658
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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 – TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN (Firm Quantity)

The Contractor must deliver one (1) WAREHOUSE TRACTOR and ancillary items such as but not limited to vehicle manuals, data summary, photographs, warranty letter(s), material safety data sheets and Initial Parts Kits including familiarization instruction/training, in accordance with the attached Purchase Description "PURCHASE DESCRIPTION (PD) FOR TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN", dated 2015-07-08.

The one (1) WAREHOUSE TRACTOR and ancillary items must be delivered to:

Garnison St-Jean
Section Équipement Majeur
Bâtisse H101
CP 100 Succ Bureau-Chef
St-Jean, Richelain QC, J0J 1R0
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.

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

Item 002 – TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN (Optional Quantity)

If this option is exercised, the Contractor must deliver up to two (2) WAREHOUSE TRACTORS and ancillary items such as but not limited to vehicle manuals, data summary, photographs, warranty letter(s), material safety data sheets and Initial Parts Kits, excluding familiarization instruction/training, in accordance with the attached Purchase Description "PURCHASE DESCRIPTION (PD) FOR TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN", dated 2015-07-08.

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 two (2) WAREHOUSE TRACTORS and ancillary items must be delivered to:

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

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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 (to St-Jean Garrison, QC), in accordance with Part 7, Basis of Payment Type 3.

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

Item 004 - Familiarization Instruction/Training and Troubleshooting Training (Option)

If this option is exercised, the Contractor must provide up to two (2) familiarization instruction/training sessions, and up to two (2) troubleshooting training sessions in accordance with the attached Purchase Description for "PURCHASE DESCRIPTION (PD) FOR TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN", dated 2015-07-08.

Firm unit price of \$_____ per familiarization instruction/training in accordance with Part 7, Basis of Payment Type 2.

Item 005 - Travel and Living Expenses – National Joint Council Directive, for Familiarization Instruction/Training (Option)

The Contractor must deliver the familiarization instruction/training 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)



NOTICE

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

AVIS

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

The Canadian Forces Material Handling Equipment

**PURCHASE DESCRIPTION (PD) FOR TRACTOR, WHEELED,
WAREHOUSE, ELECTRIC MOTOR DRIVEN**

08 July 2015

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

Issued on Authority of the Chief of the Defence Staff



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1. **SCOPE**

1.1 **Scope** - This Purchase Description covers the requirements for electric motor powered, 4-wheel, industrial warehouse type tractors.

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

- (a) Requirements, which are identified by the word "**shall**", are mandatory. Deviations will not be permitted;
- (b) Requirements identified by "**shall**^(E)" are mandatory. The **Technical Authority** will consider substitutes/alternatives for acceptance as an **Equivalent**;
- (c) Requirements identified with a "will" define actions to be performed by Canada and require no action/obligation on the contractor's part;
- (d) Where "**shall**", "**shall**^(E)", or "will" are not used, the information provided is for guidance only;
- (e) In this document "provided" **shall** mean "provided and installed";
- (f) Where technical certification is required, a copy of the certification or an acceptable **Proof of Compliance shall** be provided upon request;
- (g) Metric measurements **shall** be used to define the requirement. Other measurements are for reference only and may not be exact conversions; and
- (h) Dimensions stated as nominal **shall** be treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.

1.3 **Definitions** - The following definitions apply to the interpretation of this Purchase Description:

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

1.3.2 "**Equivalent**" - A standard, means, or component type, which has been accepted by the **Technical Authority** as meeting the specified requirements for form, fit, function and performance; and

1.3.3 **"Proof of Compliance"** - A document such as a brochure, a third party test report, a report generated by third party software, or a certificate of attestation signed by a senior representative of the Original Equipment Manufacturer (such as a certified engineer) indicating the performance and/or feature specified.

1.4 **Configuration Capability Table** - Vehicles covered by this Purchase Description are represented as Configurations. The following table shows required performance and dimensions by Configuration with a clause reference:

			CONFIGURATION
CHARACTERISTIC	CLAUSE	UNITS	A
DRAWBAR PULL	3.4 (b)	kN	13.3
		lbs	3,000
TOW CAPACITY	3.4 (c)	kg	13,600
		lbs	30,000
AUTOMATIC COUPLER	3.5 (a)		✓
CAB	3.6 (a)		✓
COMPANION SEAT	3.6 (d)		✓
TIRES	3.12		Pneum.
BATTERY CAPACITY	3.15 (a)	kWh	40
BATTERY VOLTAGE	3.15 (a)		80
CHARGER 550 V, THREE PHASE	3.15 (d)		✓

2. **APPLICABLE DOCUMENTS**

2.1 **Government Furnished Documents** - NOT APPLICABLE

2.2 **Other Publications** - The following documents form part of this Purchase Description. Web sites for the organization are given when available. Unless otherwise specified, the issue or amendment of documents effective for this Purchase Description shall be those in effect on the date of manufacture. Sources are as shown:

2.2.1 CSA Standards

CAN/CSA B335 Safety Standards for Lift Trucks
Canadian Standards Association (CSA)
5060 Spectrum Way, Mississauga, Ontario, L4W 5N6
<http://www.csa.ca/Default.asp?language=English>

2.2.2 ANSI B56.9 Standards

ANSI B56.9 Safety Standards for Operator Controlled
Industrial Tow Tractors
American National Standards Institute
1819 L Street, NW, 6th Floor
Washington, DC, 20036
<http://www.ansi.org/>

2.2.3 UL Standards

UL 583 Standards for Safety, Electric Battery
Powered Industrial Trucks
Underwriters' Laboratories of Canada
7 Crouse Road,
Scarborough, Ontario, M1R 3A9
<http://www.ulc.ca/>

3. REQUIREMENTS

3.1 Standard Design

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

3.2 Operating Conditions

- 3.2.1 Weather - The vehicle **shall** operate under weather conditions found in Canada in temperatures ranging from 0 to 37° C (32 to 99° F).
- 3.2.2 Terrain - The vehicle **shall** be capable of being operated on use-roughened concrete floors and deteriorated outdoor paved surfaces while being used for towing trailers and equipment.

3.3 Safety Standards

- 3.3.1 Vehicle Safety - All vehicle design, construction and safety aspects **shall** be in accordance with ANSI B56.9 or an **Equivalent**.
- 3.3.2 Hazardous Materials - The contractor **shall** minimize or eliminate the use of hazardous materials, ozone depleting substances, polychlorinated biphenyls, asbestos and heavy metals (as described in the Hazardous Products Act of Canada) used in the manufacture and assembly of the product supplied.

3.3.3 **"E" Rating**

- (a) The vehicle **shall** be manufactured to meet the requirements of an **"E"** Rating in accordance with Standard UL 583, or an **Equivalent**; and
- (b) The UL or **Equivalent** certification **shall** be provided to the **Technical Authority**, upon request.

3.4 **Performance - Proof of Compliance shall** be provided.

- (a) The vehicle **shall** have a forward speed of no less than 24 km/h (15 mph) with no towed load and 12 km/h (7.5 mph) in reverse;
- (b) The vehicle **shall** have a rated drawbar pull at a 300 mm (12 inches) coupler height on clean dry concrete of not less than that given as **"DRAWBAR PULL"** in the Configuration Capability Table (paragraph 1.4);
- (c) The vehicle **shall** have a tow capacity of not less than that given as **"TOW CAPACITY"** in the Configuration Capability Table (paragraph 1.4);
- (d) The vehicle **shall** have a turning radius for right angle turns at the intersection of aisles 2,590 mm (102 inches) wide;
- (e) The vehicle **shall** pass easily through door openings of 1,800 mm (72 inches) in height; and
- (f) The vehicle **shall** have a minimum ground clearance of 152 mm (6 inches);

3.5 **Accessories**

- (a) **Automatic Coupler** - The vehicle **shall** be provided with an automatic coupler.
 - i The automatic coupler **shall** have operator disengagement without leaving the operating position. The preferred make is Holland Model XA-T-150-AF, NSN: 2540-20-A0F-5056;
 - ii The automatic coupler **shall** have the height adjustable from 300 to 430 mm (12 to 17 inch) above floor level.
- (b) **Push Plates** - The vehicle **shall** be provided with front and rear bumper or push plates;
- (c) **Wheel Guards** - The vehicle **shall** be provided with wheel guards on wheels unprotected by vehicle body; and

-
- (d) **Electrostatic Straps** - The vehicle **shall** be provided with electrostatic straps attached to the chassis to ground static electricity.

3.6 **Operator Station**

- (a) **Cab** - The vehicle **shall** include, when specified in the Configuration Capability Table (paragraph 1.4), a complete cab assembly with heater, defroster, wiper, doors, and clear windows;
- (b) **Seat** - The vehicle **shall** include a padded water-resistant operator's seat and backrest provided with seat belts;
- (c) **Mirror(s)** - The vehicle **shall** include rear view mirror(s) positioned providing a full view of both sides for safe reverse operations; and
- (d) **Companion Seat** - The vehicle **shall** be provided with a padded water-resistant companion seat with backrest and seat belts beside the operator's seat, when specified in the Configuration Capability Table (paragraph 1.4).

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

3.8 **Motors** - The vehicle's electric motors **shall** be manufacturer's standard and in accordance with applicable standards for a vehicle of this type and size.

3.9 **Drive Unit** - The vehicle **shall** be provided with a manufacturer's drive unit for a vehicle of this type and size.

3.10 **Brake System** - The vehicle **shall** be provided with manufacturer's standard braking system, which **shall**^(E) conform to CSA B335.

3.11 **Steering** - The vehicle **shall** be provided with manufacturer's standard steering system for a vehicle of this type and size, which **shall**^(E) conform to with CSA B335.

3.12 **Wheels, Rims and Tires** - The wheels, tires and rims **shall** be the manufacturer's standard pneumatic or solid tires as indicated in the Configuration Capability Table (paragraph 1.4).

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- 3.13 **Controls** - The vehicle **shall** have the manufacturer's standard controls for a vehicle of this type and size including a throttle control for convenient right foot operation.
- 3.14 **Instruments**
- (a) The vehicle **shall** be provided with manufacturer's standard instruments; and
 - (b) The instruments **shall** be provided with a numeric read-out hour-meter, which displays accumulated running time up to 9,999 hours.
- 3.15 **Electrical System**
- (a) The vehicle **shall** be provided with a minimum battery capacity given as "**BATTERY CAPACITY**" and "**BATTERY VOLTAGE**" in the Configuration Capability Table;
 - (b) The vehicle **shall** be provided with battery connectors colour coded to indicate the voltage;
 - (c) The vehicle **shall** be provided with a CSA approved, fully automatic constant voltage heavy-duty type battery charger; and
 - (d) The vehicle **shall** be provided with a battery charger capable of charging the batteries from a 550 volt, three phase, 60Hz power source.
- 3.16 **Lighting**
- (a) The vehicle **shall** be provided with the manufacturer's standard lighting system; and
 - (b) The vehicle **shall** include back-up alarm and signal lights.
- 3.17 **Lubricants and Hydraulic Fluids** - The vehicle **shall** operate using synthetic non-proprietary lubricants and hydraulic fluids.
- 3.18 **Paint** - The vehicle **shall** be painted using the manufacturer's commercial painting system and in the manufacturer's commercial colours.
- 3.19 **Identification** - The manufacturer's name, model and vehicle serial number **shall** be permanently marked in a conspicuous and protected location.

3.20 **Vehicle Delivery Condition**

- (a) The vehicle **shall** be delivered to destination in a fully operational condition (serviced and adjusted) and both the interior and exterior **shall** be cleaned;
- (b) If the vehicle requires assembly at destination, the contractor **shall** be responsible for all manpower and equipment to perform assembly;
- (c) The space for assembly at destination will be provided, if required;
- (d) For shipment verification, items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose, **shall** be listed on the shipping certificate or to an attached packing note; and
- (e) Lubricant viscosity provided **shall** be suitable for the destination and the season of delivery.

4. INTEGRATED LOGISTIC SUPPORT ITEMS

4.1 Documentation and Integrated Logistic Support Items

4.1.1 Items Supplied with Each Vehicle

(a) Operator's Manuals

- i An operator's manual for the safe vehicle operation including all supplied attachments **shall** be supplied;
- ii The operator's manual **shall** be supplied in a bilingual format or as two (2) manuals (one (1) English, and one (1) French) in a single binder;
- iii In addition to the paper copy of the operator's manual, a digital copy on a CD, DVD or **Equivalent** **shall** be supplied;
- iv The CD or DVD **shall** be permanently and legibly labeled with the list of contents; and
- v The digital copy **shall** not require a password or an Internet connection to be functional.

(b) Warranty Letter

- i A paper copy of the completed bilingual warranty letter in the approved format with each vehicle shipped **shall** be supplied;
- ii The **Technical Authority** will supply a template of an approved warranty letter to the contractor, upon request;
- iii The contractor **shall** supply a complete description of the warranty in the warranty letter with the requested warranty terms and any system or sub system warranty that exceeds the minimum requested in the contractual documents;
- iv The warranty letter **shall** include the name and contact information of the closest designated warranty provider and other designated warranty providers across Canada; and
- v Designated warranty providers **shall** honour the warranty letter.

(c) **Material Safety Data Sheets**

- i A set of material safety data sheets **shall** be supplied; and
- ii The material safety data sheets **shall** be the same as those supplied to the **Technical Authority** as per paragraph 4.1.2 (e).

(d) **Initial Parts Kit**

- i One (1) initial parts kit **shall** be supplied with each vehicle; and
- ii The initial parts kit **shall** include a complete set of parts, including filters and filter elements required by the Original Equipment Manufacturer for the first year of scheduled maintenance.

4.1.2 **Documents Supplied to the Technical Authority**

(a) **Data Summary**

- i A bilingual data summary **shall** be supplied with data and a vehicle picture;
- ii The **Technical Authority** will supply a template of an approved data summary to the contractor;
- iii The contractor **shall** supply the information requested for all accessories and features for the equipment Configuration;
- iv The Contractor **shall** submit a digital copy (MS Word) of the completed data summary to the **Technical Authority** for approval no later than 30 working days prior to the vehicle(s) being shipped to their delivery destination; and
- v Data summary approval or comments will be supplied within 30 working days of receipt.

(b) **Manuals for Approval**

- i A set of manuals, in digital format, including the operator, parts and maintenance (shop repair) manuals **shall** be supplied no later than 30 days prior to the vehicle(s) being shipped to their delivery destination. Manuals may cover more than one configuration;
- ii Manuals **shall** conform with the requirements of C-01-100-100/AG-001 (Acceptance of Commercial and

Foreign Government Publications as Adopted Publications). The **Technical Authority** will supply C-100-100/AG-001 to the contractor, upon request;

- iii The set of manuals **shall** include manuals for all the specified accessories and features for the Configuration. Accessory manuals may be included as supplements to the vehicle manuals;
- iv Manuals will not be returned; and
- v Manual approval or comments will be supplied within 30 working days of receipt.

(c) **Photographs and Line Drawings**

- i Two (2) digital colour photographs, one (1) left-front three-quarter view, and one (1) right-rear three-quarter view **shall** be supplied no later than 30 working days prior to the vehicle(s) being shipped to their delivery destination;
- ii One (1) digital colour photograph of each attachment taken at the three-quarter view that best illustrates the attachment **shall** be supplied;
- iii One (1) front-view and one (1) side-view line drawing showing dimensions of the vehicle **shall** be supplied. Brochure line drawings are acceptable;
- iv Photographs **shall** have a plain uncluttered background;
- v Photographs **shall** be in a JPEG (Joint Photographic Experts Group) format; and
- vi Photographs **shall** have a resolution of at least ten (10) Mega pixels.

- (d) **Initial Parts Kit List** - A list of the parts included in the initial parts kit specified in paragraph 4.1.1(d) **shall** be supplied no later than 30 working days prior to the vehicle(s) being shipped to their delivery destination;

(e) **Material Safety Data Sheets**

- i The contractor **shall** supply a listing of all hazardous materials used on the vehicle no later than 30 working days prior to the vehicle(s) being shipped to their delivery destination;

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- ii If there are no hazardous materials used, this **shall** be stated on the listing; and
 - iii The contractor **shall** supply material safety data sheets of all hazardous materials in the list.
- (f) **Warranty Letter** - For vehicles shipped, a bilingual copy of the warranty letter, in electronic format, **shall** be supplied to the **Technical Authority** no later than 30 working days prior to the vehicle(s) being shipped to their delivery destination.
- 4.2 **Training** - The training listed in the following paragraphs **shall** be provided no later than 30 working days after the vehicle(s) is shipped to their delivery destination.
- (a) **Training - Familiarization**
- i The contractor **shall** supply a familiarization course;
 - ii The instructor **shall** be an OEM Factory Certified Training Provider;
 - iii The familiarization course **shall** include operation and maintenance segments demonstrating all safety measures required for safe vehicle use, instructions on the use of all features and accessories provided and maintenance;
 - iv The instructor **shall** supply responses to questions;
 - v The familiarization course **shall** include 1-day (8 hours) of training;
 - vi The familiarization course **shall** accommodate up to eight (8) personnel;
 - vii The familiarization course **shall** be provided at the delivery destination;
 - viii The familiarization course **shall** be in the official language requested;
 - ix The date for the familiarization course **shall** be arranged with the **Technical Authority**;
 - x After completion of the familiarization course, the contractor **shall** have the "PROOF OF FAMILIARIZATION" certificate signed by the senior course attendee; and

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- xi The **Technical Authority** will supply the "**PROOF OF FAMILIARIZATION**" document template in a digital format.

(b) **Training - Troubleshooting**

- i The contractor **shall** supply a troubleshooting course;
- ii The instructor **shall** be an OEM Factory Certified Training Provider;
- iii The troubleshooting course **shall** include detailed testing, troubleshooting, problem analysis and adjustments training;
- iv The instructor **shall** supply responses to questions;
- v The troubleshooting course **shall** include 1-day (8 hours) of training;
- vi The troubleshooting course **shall** accommodate up to eight (8) personnel;
- vii The troubleshooting course **shall** be supplied at the delivery destination;
- viii The troubleshooting course **shall** be in the official language requested;
- ix The date for the troubleshooting course **shall** be arranged with the **Technical Authority**;
- x After completion of the troubleshooting course, the contractor **shall** have the "**PROOF OF FAULT DETECTION TRAINING**" certificate signed by the senior course attendee; and
- xi The **Technical Authority** will supply the "**PROOF OF FAULT DETECTION TRAINING**" document template in a digital format.

TECHNICAL INFORMATION QUESTIONNAIRE
For
TRACTOR, WHEELED, WAREHOUSE, ELECTRIC MOTOR DRIVEN
Configuration - A

This questionnaire covers technical information, which **shall** be provided for evaluation of the configurations of the vehicle offered.

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

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

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

CONTRACTOR INFORMATION

Contractor Name _____

Date _____

Substitutes/Alternatives

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

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

NOTE: *Proof of Compliance shall* be provided for all items offered as a substitute or alternative.

SPECIFICATION PARAGRAPHS**3.4 Performance - *Proof of Compliance***

Vehicle - Make _____ - Model _____

- (a) Forward speed on page _____ of document _____
- (b) Drawbar pull on page _____ of document _____
- (c) Tow capacity on page _____ of document _____
- (d) Turning radius on page _____ of document _____
- (e) Vehicle width on page _____ of document _____
- (f) Ground clearance on page _____ of document _____

3.15 Electrical System - *Proof of Compliance*

- (a) Battery capacity and battery voltage on page _____ of document _____

DEFINITIONS

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

- (a) "**Equivalent**" **shall** mean a standard, means, or component type, which the **Technical Authority** has approved for this requirement, in writing, as meeting the specified requirements for fit, form, function and performance; and
- (b) "**Proof of Compliance**" **shall** mean an unaltered document, such as a brochure and/or technical literature and/or a third party test report provided by a nationally and/or internationally recognized testing facility and/or a report generated by a nationally and/or internationally recognized third party software. The document **shall** provide detailed information on each performance requirement and/or specification. Where a document submitted as **Proof of Compliance** does not cover all the performance requirements and/or specifications or when no such document is available or when modifications to the original equipment or customization are required to achieve the performance requirements and/or specifications, a Certificate of Attestation (as a separate document) signed by a senior engineer representing the Original Equipment Manufacturer (OEM) detailing the modifications and how they meet the performance requirements and/or specifications **shall** be provided. The certificate **shall** detail all performance requirements and/or specifications required to substantiate compliance. One certificate can be provided for one or all performance requirements and/or specifications.