

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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 Tractor with Rototiller	
Solicitation No. - N° de l'invitation 5P404-150453/A	Date 2015-09-17
Client Reference No. - N° de référence du client 5P404-150453	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-006-9590	
File No. - N° de dossier WPG-5-38147 (006)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-28	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
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: Gauthier, Danielle	Buyer Id - Id de l'acheteur wpg006
Telephone No. - N° de téléphone (204) 983-4247 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PARKS CANADA . WASAGAMING Manitoba R0J2H0 Canada	

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

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

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 (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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (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) (<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.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.2 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a) Compliance with meeting all of the mandatory specification requirements, as identified under Annex "A", Requirement.
- b) Compliance with the Basis of Payment, as identified under Annex "B".

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

- 4.2.1** *SACC Manual* Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

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) (<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) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before March 31, 2016.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Danielle Gauthier
Title: A/Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3B 0T6

Telephone: 204-983-4247
Facsimile: 204-983-7796
E-mail address: danielle.gauthier@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.

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6.5.2 Project Authority

The Project Authority for the Contract is: TBD

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

6.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price as specified in Annex B for a cost of \$ TBD*. Customs duties are *included* and Applicable Taxes are extra.

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

6.6.2 Single Payment

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

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**Parks Canada
P.O. Box 299
135 Wasagaming Drive
Onanole, MB R0J 1N0
Attention: Dale Wallis**

6.8 Certifications

6.8.1 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.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010A](#) (2015-09-03), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated __TBD__.

6.11 SACC Manual Clauses

A9049C	(2011-05-16)	Vehicle Safety
B1501C	(2006-06-16)	Electrical Equipment
B7500C	(2006-06-16)	Excess Goods
C5201C	(2008-05-12)	Prepaid Transportation Costs
G1005C	(2008-05-12)	Insurance

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6.11.1 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

REQUIREMENT

Parks Canada has a requirement for the supply and delivery of one (1) Tractor with Rototiller. The tractor with Rototiller must be new and of the current production model.

The Tractor with Rototiller must conform to all applicable laws, regulations and industrial standards governing manufactures, safety, noise levels, and pollution in effect in Canada at the time of manufacture.

A complete list of the mandatory performance specifications are detailed below in the Compliance Matrix.

DELIVERY

Please state expected delivery date:

Delivery must be by March 31, 2016, the best delivery that could be offered is:

_____.

The tractor must be serviced, adjusted and delivered in condition for immediate use. The interior and exterior must be cleaned before leaving the factory/dealer.

WARRANTY

The manufacturer's standard warranty of _____ months or _____ km as administered through the designated dealer or authorized agency. (to be completed by Bidder)

Please specify details of warranty.

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the mandatory performance specifications are detailed in the Compliance Matrix.

1. Bidders **must** show compliance by addressing each Performance Specification in the Compliance Matrix, by indicating how each specification is met.
2. Bidders are to clearly demonstrate compliance with the mandatory performance specifications. Bidders MUST respond with complete specifications and/or descriptive literature of the equipment being offered.
3. The complete specifications and/or descriptive literature should be submitted with the proposal. If the complete specification and/or literature is not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.
4. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
5. Bidders must address any concerns with the Performance Specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet the minimum mandatory performance specifications will result in your proposal being deemed non-responsive, and be given no further consideration in the evaluation process.

Compliance Matrix – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

	<p><u>Completion and submission of Mandatory Performance Specification is required to be considered responsive and for your bid to be given further consideration.</u></p> <p>a. Bidders must cross reference where in their technical bid, the technical specification is located.</p> <p>b. Provide the specification being offered which meets or exceeds <u>and cross-reference as to where the supporting documentation is found within your proposal.</u> If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal.</p> <p>c. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., indicate the specification that is being offered which meets or exceeds and sign each individual item referenced in this way with a full signature. This method is to be used only where there is no published supporting documentation in existence.</p>	
	<p><u>All work and materials herein specified must meet and maintain minimum Canadian and Provincial certification(s) and approval(s) as applicable by Industry Standards.</u></p> <p><u>Vehicle must comply in all respects with the Highway Traffic Act regulations for the province of Manitoba and Canadian Motor Vehicle Safety Standards.</u></p>	
Item		Bidder Response: address how each specification is met; cross-reference where this technical specification is indicated in their bid documentation (see instructions a. and b. above)
1.0	SELECTABLE FOUR WHEEL DRIVE (FRONT WHEEL ASSIST)	
2.0	DIESEL ENGINE	
2.1	MUST MEET LASTEST CLEAN DIESEL ENGINE TECHNOLOGY FOR ENGINE HORSEPOWER SIZE	
2.2	COOLANT HEATER	
3.0	MINIMUM 35 PTO HORSEPOWER (TO DRIVE A MINIMUM 72 INCH WIDE 3PTH ROTO TILLER)	
4.0	TRANSMISSION TO BE HYDROSTATIC OR CONSTANTLY VARIABLE TRANSMISSION	
5	TIRES TO BE R4 INDUSTRIAL TREAD FRONT AND REAR.	
5.1	SPARE TIRE AND RIM TO BE INCLUDED FOR BOTH FRONT AND REAR TIRES	
6.0	REAR 540 RPM POWER TAKE OFF	
7.0	REAR AUXILARRY HYDRAULICS (CAB CONTROLLED)	

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8.0	MID MOUNT POWER TAKE OFF	
9.0	CATEGORY 1 - 3 POINT HITCH	
9.1	OPERATORS CAB WITH ROLL OVER PROTECTION STRUCTURE (ROPS)	
9.2	MUST INCLUDE FRONT AND REAR WORK LIGHTS AND FORWARD DRIVING LIGHTS	
9.3	CAB MOUNTED BEACON TO BE CONNECTED TO FACTORY HARNESS	
9.4	FRONT AND REAR WINDSHIELD WIPERS AND WASHERS	
10.0	CLIMATE CONTROL (AIR CONDITIONING AND HEATER)	
10.1	FRONT END LOADER	
10.2	GENERAL PURPOSE BUCKET	
10.3	HOOD GUARD	
10.4	LIFT CAPACITY OF MINIMUM 1500LBS	
10.5	QUICK ATTACH SYSTEM ON AND OFF TRACTOR	
11.0	MINIMUM LIFT HEIGHT OF 102 INCHES	
12.0	MINIMUM 72INCH WIDE 3PT MOUNTED 540 PTO DRIVEN ROTO TILLER	
13.0	HARD COPIES OF BOTH PARTS AND REPAIR MANUALS (ENGLISH MANDATORY) IF MANUALS ARE ONLY AVAILABLE ONLINE OR ON A DISC, A HARD COPY IS TO BE PRINTED OFF BY SUCCESSFUL BIDDER	

Year, Make, Model, and Model Number of Product Offered: _____

_____.

Bidder certifies that the product offered meets the minimum performance requirements above.

Signature

Date

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ANNEX "B"

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

Pricing must be firm unit price including all costs associated with providing the requirement in accordance with requirement at Annex A, including all shipping and offloading charges, FOB destination.

FOB Destination: **Parks Canada**
 P.O. Box 299
 135 Wasagaming Drive
 Onanole, MB R0J 1N0
 Attention: Craig Erickson

Bidder to provide a detailed list of all items that will be part of the Tractor with Rototiller.

Note: bids will be evaluated in CAD funds using the Bank of Canada conversion rate on bid closing date

Item	Description	Qty	Unit of Issue	Unit Price Indicate if bid is in CAD or USD
1	Tractor with Rototiller in accordance with the mandatory performance specifications detailed in Annex A - Compliance Matrix. All inclusive pricing including, warranty, etc.	1	each	\$
2	Delivery including freight and offloading charges, FOB Destination to Riding Mountain National Park of Canada, Wasagaming, Manitoba.	1	each	\$
SUB-TOTAL				\$
Applicable Taxes (GST)				\$
TOTAL				\$