



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

**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 Wide Lawn Mower	
Solicitation No. - N° de l'invitation 01804-160369/A	Date 2015-11-02
Client Reference No. - N° de référence du client 01804-16-0369	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-409-9647	
File No. - N° de dossier HAL-5-75099 (409)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-15	Time Zone Fuseau horaire Atlantic Standard Time AST
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: Taylor, Kathie	Buyer Id - Id de l'acheteur hal409
Telephone No. - N° de téléphone (902) 496-5510 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF AGRICULTURE AND AGRI-FOOD RESEARCH STN 32 MAIN STREET KENTVILLE NOVA SCOTIA B4N1J5 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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

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 Security Requirement

There is no security requirement associated with this bid solicitation.

1.2 Requirement

Agriculture & Agri-Food Canada, Kentville, NS, has a requirement for the supply, delivery and training of one (1) wide-area lawn mower. Full technical details contained in Annex A.

1.3 Debriefings

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

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.

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 question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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 Nova Scotia. 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 (two hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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.

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.

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

Mandatory Technical Criteria - as fully detailed in Annex A

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and 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](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirement

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>) 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

Delivery is mandatory on or before March 31, 2016.

Please provide best delivery: _____

6.5 Authorities

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ha1409
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6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kathie Taylor
Supply Officer
Public Works and Government Services Canada
1713 Bedford Row
Halifax, NS B3J 1T3
Telephone: (902) 496-5510
Facsimile: (902) 496-5016
E-mail address: kathie.taylor@pwgsc.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.

6.5.2 Project Authority

The Project Authority for the Contract is: (to be completed at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone : ____ ____ _____
Facsimile: ____ ____ _____
E-mail address: _____

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: _____

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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 line item details for a cost of \$ _____. Customs duties are included and Goods 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 Limitation of Price

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

6.6.3 Method of Payment

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

6.7 Invoicing Instructions

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.

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.

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

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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 Nova Scotia.

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, Goods Medium Complexity (2015-09-03);
- (c) Annex A, Requirement
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*)

6.11 SACC Manual Clauses

G1005C - Insurance Requirements (2008-05-12)

Annex A Requirement

For the supply, delivery and training of one (1) " Wide Area Mower " to the Agriculture & Agri-Food Canada, Atlantic Food and Horticulture Research Centre, located in Kentville, Nova Scotia, B4N 1J5. The requirement includes Warranty Maintenance and Repairs of the turf mower and the successful Contractor must provide mower operator training in accordance with the requirement specified herein.

1.0 Mandatory Minimum Technical Criteria:

- 1) The Wide Area Mower must:
 - A. Be new, most current manufacturer model year still in production.
 - B. 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.

- 2) The Wide Area Mower must have the following Specifications:
 - A. Motor; -Diesel (Minimum) 55 HP turbo
 - B. Fuel: -Diesel, fuel tank capacity (minimum) 20 gallons or 75 liter
 - C. Drive Train: –Hydrostatic, dual range, 4 wheel drive full time or on demand, mechanical rear wheel drive, mechanical foot operated differential lock.
 - D. Transmission: – Hydrostatic
 - E. Electrical: -(Minimum) 650 cold cranking amps, 55 amp. alternator
 - F. Steering:- hydraulic power
 - G. Tires: – Turf, multi-trac turf tires (Minimum size) drive tires 26 x 12- 12, steering tires 18 x 9.5-8, 6 ply for both.
 - H. Parking Brake: – Mechanical,
 - I. Seat: - fully adjustable with air suspension, high back, back angle adjustable, armrests.
 - J. Decks and cutting units: – 3 decks, individually hydraulic driven, contour/variable terrain cutting ability, anti-scalping rollers,
 - K. Width of cut: (Minimum) 128" all decks
 - L. Height of cut: (Minimum) 1 "
 - M. Deck construction:. (Minimum) 7 -gauge with reinforcements/skid plates, with semi –pneumatic 11x4.5" caster wheels(Minimum)
 - N. Controls- Two pedal directional movement, throttle: tilt steering, operator's on board controls plus any diagnostic indicators if provided, all required switches on console/s
 - O. Standard Night Time Lights
 - P. ROPS/seatbelt/operator safety features

Warranty

The contractor ***must*** supply a minimum of one (1) year/2000 hour total warranty on components, parts, and installation for the costs incurred to replace defective parts and components.

Warranty Maintenance and Repairs

The contractor ***must*** perform warranty maintenance and repairs on the vehicle.

The warranty maintenance and repairs must be in accordance with the requirements established by the manufacturer for the optimum performance of the vehicle; which includes associated equipment, and is applicable throughout the warranty period.

1. Warranty Maintenance and Repairs Schedule

a) The contractor ***must*** provide to the Technical Authority a Warranty Repairs and Maintenance Schedule that meets the specific requirements established by the manufacturer for the optimum performance of the vehicle, and associated equipment, during the warranty period.

The contractor ***must*** perform the Warranty Maintenance and Repairs of the vehicle in accordance with the schedule.

If Warranty Maintenance and Repairs Services are to be carried out on the AAFC site the service person must arrive on site to perform the work within 24 hours from the time that the Contractor is notified.

If Warranty Maintenance and Repairs Service are to be carried on outside of the AAFC site, the Maintenance and Repairs Services must be provided no more than 200 kilometres from the AAFC. A.F.H.R.C. 32 Mains Street, Kentville, NS. B4N 1J5

The Contractor must be capable of providing warranty service, on an "as and when" requested basis, and must have ready access to parts inventory from an authorized service/repair facility.

Integrated Logistical Support

The Contractor ***must*** ensure that spare parts required to properly maintain and repair completed vehicle(s) are readily available for purchase for a minimum period of ten (10) years.

1. Documentation

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The Contractor **must** provide the following documentation:

Vehicle Manuals - Manuals required for safe operation, maintenance and repair of the vehicles. It is preferred that a complete set of manuals be provided on CD/DVD-ROM, however, a complete set of Operator's Manuals **must** be provided in paper format, as a minimum, excluding the parts manual which may be available online. The Vehicle Manuals **must** include:

- i. Operator's Manuals – in English, as a minimum;
 - ii. Parts Manuals – in English, as a minimum;
 - iii. Maintenance, (Shop Repair), Manuals – in English, as a minimum.
- a) Warranty Letter - The Contractor **must** supply a paper copy of the completed bilingual Warranty Letter with the vehicle. The Contractor **must** send a copy of the Warranty Letter, in electronic format, to the Technical Authority, at shipment.

Wide Area Mower Operator Training

The supplier **must** perform the following training:

- a. Familiarization - One familiarization instruction for up to three (3) users, no later than one (1) month after the delivery of the vehicle.
- b. The instruction **must** include details on how to operate the vehicle and how to carry out the everyday servicing of the vehicle and its associated equipment. (Everyday servicing: i.e. tire pressure, oil maintenance)
- c. The Training shall be carried out on site.
- d. The person delivering the training must be certified to provide this training.

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Annex B Basis of Payment

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP Incoterms 2000, Canadian Customs Duties and Excise Taxes included. Delivery to be within eight weeks of contract award.

Item	Description	Qty.	Unit of Issue	Price
1	Supply and delivery of one (1) wide area lawn mower, as fully detailed in Annex A.	1	ea	\$
2	Mower Operator Training, as fully detailed in Annex A	1	lot	\$
	Total for evaluation purposes			\$

Optional Items (will not be part of the financial evaluation)	Qty.	Unit of Issue	Price
Mulching kit and blades	1	lot	\$
Extended Annual Warranty	1	year	\$

Year: _____

Manufacturer: _____

Model: _____

Annex C Cross Reference Data

Bidders **must** indicate whether or not they comply with the Mandatory Technical Criteria. Bidders should include two (2) copies of descriptive literature; if available, for the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the Mandatory Technical Criteria detailed herein.

Bidders **should** comment /cross reference the page number and highlight the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

The Bidder **must** address each Mandatory Technical Criteria listed below and must indicate whether the product/service offered “Meets” or “Does Not Meet”.

By submitting Annex “C” Mandatory Technical Criteria, the bidder certifies the product they are offering meets and will be built as per the Mandatory Technical Criteria.

It will be to your advantage to furnish as much detail as possible to support your comments and your claims of compliance for each specification.

NOTE: The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.

	Minimum Mandatory Requirements	Compliance Meets/Does not Meet	Comments/Cross Reference Page #
1.	<p>A. Be new, most current manufacturer model year still in production.</p> <p>B. 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.</p>		
2.	<p>A. Motor: -Diesel (Minimum) 55 HP turbo</p> <p>B. Fuel: -Diesel, fuel tank capacity (minimum) 20 gallons or 75 liter</p> <p>C. Drive Train: -Hydrostatic, dual range, 4 wheel drive full time or on demand, mechanical rear wheel drive, mechanical foot operated differential</p>		

	<p>lock.</p> <p>D. Transmission: – Hydrostatic</p> <p>E. Electrical: - (Minimum) 650 cold cranking amps, 55 amp. Alternator</p> <p>F. Steering:- hydraulic power</p> <p>G. Tires: – Turf, multi-trac turf tires (Minimum size) drive tires 26 x 12- 12, steering tires 18 x 9.5-8, 6 ply for both.</p> <p>H. Parking Brake: – Mechanical</p> <p>I. Seat: - fully adjustable with air suspension, high back, back angle adjustable, armrests.</p> <p>J. Decks and cutting units: – 3 decks, individually hydraulic driven, contour/variable terrain cutting ability, anti-scalping rollers,</p> <p>K. Width of cut: (Minimum) 128” all decks</p> <p>L. Height of cut: (Minimum) 1 ”</p> <p>M. Deck construction:. (Minimum) 7 -gauge with reinforcements/skid plates, with semi –pneumatic 11x4.5” caster wheels(Minimum)</p> <p>N. Controls- Two pedal directional movement, throttle: tilt steering, operator’s on board controls plus any diagnostic indicators if provided, all required switches on console/s</p> <p>O. Standard Night Time Lights</p> <p>P. ROPS/seatbelt/operator safety features</p>		
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