



Royal Canadian Gendarmerie royale  
Mounted Police du Canada

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

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

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

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

<b>Title – Sujet:</b> Utility Terrain Vehicle (UTV)		<b>Date</b> November 20, 2015
<b>Solicitation No. – N° de l'invitation</b> M5000-16-1756/B		
<b>Client Reference No. - No. De Référence du Client</b> PW-15-00709446		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	December 15, 2015	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Tania Sentes		
<b>Telephone No. – No. de téléphone</b> (306) 780-5216		<b>Facsimile No. – No. de télécopieur</b> (306) 780-5232

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



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with the requirement.

### 1.2 Statement of Requirement

The requirement is detailed under Annex A of the resulting contract clauses.

### 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.4. Procurement Ombudsman

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

## PART 2 - BIDDER INSTRUCTIONS

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

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

**This bid solicitation cancels and supersedes previous bid solicitation number M5000-6-1756/A dated September 23, 2015 with a closing of November 3, 2015 at 2:00 pm. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.



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

Delete: sixty (60) days

Insert: ninety (90) days

### **2.1.1 SACC Manual Clauses**

B1000T (2014-06-26) Condition of Materials

## **2.2 Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

**Due to the nature of the bid solicitation, bids transmitted by electronic mail to RCMP will not be accepted.**

## **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 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 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work 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) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.5 Applicable Laws**

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

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



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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (two (2) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (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

#### **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**

Refer to Annex C, Mandatory Technical Criteria

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

### **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**

Bidders must provide the required certifications and associated 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 may render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Precedent to Contract Award**

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



### 5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.

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

### 5.1.3 Additional Certifications Precedent to Contract Award

#### 5.1.3.1 Former Public Servant

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

#### Definitions

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

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



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

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

### **Former Public Servant in Receipt of a Pension**

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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





#### 5.1.4 Authorized Manufacturer/Reseller Certification

Proof will be required, prior to award of contract, that the Bidder is the manufacturer or authorized reseller for the unit being offered.

### 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 Statement of Requirement

The requirement is detailed under Annex A of the resulting contract clauses.

#### 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.

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

##### 6.3.1 General Conditions

2010A (2014-11-27), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

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

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

All other provisions of the warranty section remain in effect.

Section 29 – Integrity Provisions - Contract of 2010A referenced above is amended as follows:

Delete subsection 29.4 in its entirety.

#### 6.4 Term of Contract

##### 6.4.1 Delivery Date

While delivery is requested to be within six (6) weeks from award of contract, the best delivery that could be offered is \_\_\_\_\_.



## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

The Contracting Authority for the Contract is:

Tania Sentes  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 - 11th Ave  
Regina, SK S4P 3J7

Telephone: 306-780-5216  
Facsimile: 306-780-5232

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Technical Authority

The Technical Authority for the Contract is: *(to be completed upon award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_



## **6.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **6.7 Payment**

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

### **6.7.2 Limitation of Price**

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

### **6.7.3 Single Payment**

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

## **6.8 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:

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

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated 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 associated 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.

## **6.10 Applicable Laws**

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



## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2014-11-27) – Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## 6.12. Procurement Ombudsman

### 6.12.1 Dispute Resolution Services

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

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

### 6.12.2 Contract Administration

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

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

## 6.13 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.

When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.



#### **6.14 Shipping Instructions – Delivered Duty Paid**

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

Incoterms 2000 "DDP Delivered Duty Paid" to RCMP Post Garage, 6101 Dewdney, Avenue Regina, SK, S4P 3K7.

#### **6.15 SACC Manual Clauses**

B7500C (2006-06-16) Excess Goods  
G1005C (2008-05-12) Insurance

#### **6.16 Environmental Considerations:**

Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- Provide and transmit draft reports and final reports in electronic format. Should printed material be requested, the use of double sided printing in black and white format is recommended unless otherwise specified by the Technical Authority.
- When printed material is requested, the minimum recycled content of 30% is recommended and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Shipping Requirements:

Minimize packaging  
Include recycled content in packaging;  
Re-use packaging;  
Include a provision for a take-back program for packaging;  
Reduce/eliminate toxics in packaging.



## **ANNEX "A"**

### **STATEMENT OF REQUIREMENT**

The Contractor must supply, deliver and provide service, as necessary for two (2) new (most current model year available) Open Air Utility Terrain Vehicles (UTV) to the Royal Canadian Mounted Police, in accordance with the requirements specifications, terms and conditions detailed herein.

**The Utility Terrain Vehicle (UTV) must include the following specifications:**

- Must be new, most current model year available at the time of bid closing, from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle for at least five (5) years;
- 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; and

**A. Engine:**

1. Liquid Cooled 4 cycle, gas engine - Minimum
2. Minimum horsepower – 18HP Gas
3. Engine oil or coolant
4. Fuel injection

**B. Electrical System:**

1. 40 Amp alternator
2. 12 Volt battery

**C. Drive train**

1. Travelling Speed Range, 0 – 40 KM (40 KM Maximum)
2. Gear selection: High/Low, Reverse, Neutral - Minimum
3. 4 wheel drive with lockable rear differential

**D. Suspension**

1. Independent Macpherson Strut front steering – Minimum
2. Steering wheel, with power steering
3. High performance all-purpose suspension
4. Standard Front and Rear Suspension with 6 inch travel
5. Tires– Turf/Hard Surface – standard tire size on most current models

**E. Brakes**

1. Parking Brake
2. Emergency Brake
3. Front and Rear Disc or Drum Hydraulic Brakes – Minimum

**F. Fuel System**

1. Electric Fuel Pump – Minimum

**G. Dimensions**

1. Length - 114 inches - Minimum
2. Width – 58 inches - Minimum
3. Height – 72 inches to 79 inches
4. Wheelbase – 75 inches - Minimum
5. Ground Clearance – 10 inches - Minimum



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6. Fuel Tank Capacity – 20 L Minimum

**H. Cargo Box**

1. 750 lb Box Capacity – Minimum
2. Power Lift Cargo Box
3. Quick latch tailgate
4. Rear Receiver hitch
5. Drawbar

**I. Instrumentation:**

1. Speedometer / Odometer, Ignition, Gear Indicator – Manufacturer Standard, included and installed

**J. Interior/Cab**

1. Bucket seats with double seating capacity – Minimum
2. Safety belt – hip restraint

**K. Exterior/Cab**

1. Two (2) Single beam headlights - Minimum
2. Deluxe lighting kit (including signal & brake lights) – Minimum
3. Side mirror kit
4. Removable or Tip-out glass windshield
5. One Windshield wiper
6. Solid (non-fabric) Driver and Passenger Doors – Minimum
7. Back-up alarm
8. Horn
9. Vinyl Flooring - Minimum
10. Bush Guards –front and rear bush guards to protect lights - Minimum
11. Front and Rear Bumpers
12. All Weather Canopy

**L. Additional Features**

1. **Manuals:** Two (2) hard copies of the Operators, Service/Parts manuals.  
One (1) hard copy Warranty manual.  
All manuals to be provided in English
2. **Keys:** Two (2) sets of keys – minimum
3. **PDI:** Pre-delivery inspections as per Industry Standard
4. **Shipping/Crating:** Shipped fully assembled
5. **Warranty:** The warranty period will be twelve (12) months after the delivery and acceptance of the unit or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer. All costs (including transportation of unit) related to warranty work must be included in price, non-warranty maintenance and after sales service are to be charged separately
6. **Service:** Warranty and non-warranty maintenance work must be performed within a 200 km radius of the delivery location, by an authorized service dealer and/or agent. The authorized service dealer and/or agent must have ready access to parts inventory from an authorized service/repair facility.



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**ANNEX B**  
**Basis of Payment**

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

Annex "B" must be completed in its entirety or the bid will be considered non-responsive and will not be evaluated.

Description	Quantity (a)	Unit of Issue	Price per Unit (b)	Total (a) x (b)
UTV, in accordance with Annex A to be shipped to Regina, SK	2	Each	\$_____	\$_____

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

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

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





## ANNEX C

### Mandatory Technical Criteria

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

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

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

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

**BIDDER MUST SUBMIT WITH THEIR BID PROOF OF BEING THE MANUFACTURER OR AUTHORIZED RESELLER FOR THE UNIT OFFERED PRIOR TO AWARD OF CONTRACT.**

**The following specifications must be met:**

No.	Specification	Compliance		Comments(s) / Cross Reference
		Yes	No	
	Must be new, most current model year available, at time of bid closing			
	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			
<b>A.</b>	<b>Engine</b>			
1.	Liquid Cooled 4 cycle, gas engine - Minimum			
2.	Minimum horsepower – 18HP Gas			
3.	Engine oil or coolant			
4.	Fuel Injection			
<b>B.</b>	<b>Electrical System</b>			
1.	40 Amp alternator			
2.	12 Volt Battery			
<b>C.</b>	<b>Drive Train</b>			
1.	Travelling Speed Range, 0 – 40 KM (40 KM Maximum)			
2.	Gear selection: High/Low, Reverse, Neutral - minimum			
3.	4 wheel drive with lockable rear differential			



<b>D.</b>	<b>Suspension</b>			
1.	Independent Macpherson Strut front steering – Minimum			
2.	Steering wheel, with power steering			
3.	High performance all-purpose suspension			
4.	Standard Front and Rear Suspension with 6 inch travel			
5.	Tires – Turf/Hard Surface – standard tire size on most current models			
<b>E.</b>	<b>Brakes</b>			
1.	Parking Brake			
2.	Emergency Brake			
3.	Front and Rear Disc or Drum Hydraulic Brakes – Minimum			
<b>F.</b>	<b>Fuel System</b>			
1.	Electric Fuel Pump – Minimum			
<b>G</b>	<b>Dimensions</b>			
1.	Length - 114 inches - Minimum			
2.	Width – 58 inches - Minimum			
3.	Height – 72 inches to 79 inches			
4.	Wheelbase – 75 inches – Minimum			
5.	Ground Clearance – 10 inches – Minimum			
6.	Fuel Tank Capacity – 20 L - Minimum			
<b>H.</b>	<b>Cargo Box</b>			
1.	750 lb Box Capacity – Minimum			
2.	Power Lift Cargo Box			
3.	Quick Latch Tailgate			
4.	Rear Receiver Hitch			
5.	Drawbar			
<b>I</b>	<b>Instrumentation</b>			
1.	Speedometer / Odometer, Ignition, Gear Indicator – Manufacturer Standard, included and installed			
<b>J</b>	<b>Interior Cab</b>			
1.	Bucket seats with double seating capacity – Minimum			
2.	Safety belt – hip restraint			
<b>K</b>	<b>Exterior Cab</b>			
1.	Two (2) Single beam headlights - Minimum			
2.	Deluxe lighting kit (including signal & brake lights) – Minimum			
3.	Side Mirror Kit			



4.	Removable or Tip-out glass windshield			
5.	One (1) Windshield wiper			
6.	Solid (non-fabric) Driver and Passenger Doors – Minimum			
7.	Back-up Alarm			
8.	Horn			
9.	Vinyl Flooring - Minimum			
10.	Front and rear bush guards to protect lights – Minimum			
11.	Front and Rear Bumpers			
12.	All Weather Canopy			
L.	<b>Additional Features</b>			
1.	<b>Manuals:</b> Two (2) hard copies of the Operators, Service/Parts manuals.  One (1) hard copy Warranty manual. All manuals to be provided in English			
2.	<b>Keys:</b> Two (2) sets of keys – minimum			
3.	<b>PDI:</b> Pre-delivery inspections as per Industry Standard			
4.	<b>Shipping/Crating:</b> Shipped fully assembled			
5.	<b>Warranty:</b> The warranty period will be twelve (12) months after the delivery and acceptance of the unit or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer. All costs (including transportation of unit) related to warranty work must be included in price, non-warranty maintenance and after sales service are to be charged separately.			
6.	<b>Service:</b> Warranty and non-warranty maintenance work must be performed within a 200 km radius of the delivery location, by an authorized service dealer and/or agent. The authorized service dealer and/or agent must have ready access to parts inventory from an authorized service/repair facility.  The Bidder must provide the name, address, telephone number and indicated the distance between the delivery location and the authorized service dealer and/or agent.			<p>Distance between the delivery location and the service dealer and/or agent: _____km</p> <p>Name: _____</p> <p>_____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone: _____</p>