



**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

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Vehicles & Industrial Products Division
11 Laurier St./11, rue Laurier
7A2, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet Shuttle buses	
Solicitation No. - N° de l'invitation W8476-165423/A	Date 2015-11-26
Client Reference No. - N° de référence du client W8476-165423	
GETS Reference No. - N° de référence de SEAG PW-\$\$HP-923-68477	
File No. - N° de dossier hp923.W8476-165423	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-12	Time Zone Fuseau horaire Eastern Standard Time EST
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: Martin, Erik	Buyer Id - Id de l'acheteur hp923
Telephone No. - N° de téléphone (873) 469-3318 ()	FAX No. - N° de FAX (819) 953-2953
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

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

Canada is seeking proposals to procure:

1.1.1 Five (5) shuttle buses and related items as described in Annex “A” - Pricing and in accordance with Annex “B”- Purchase Description – Shuttle Bus.

1.1.2 Irrevocable options identified in Annex “A”- Pricing.

1.1.2.1 The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

1.1.2.2 The options may be exercised in whole or in part and on more than one occasion at the sole discretion of Canada, up to the maximum quantity identified in Annex “A”- Pricing.

1.1.2.3 The options may be exercised within twelve (12) months after contract award.

1.2. Debriefings

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

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), 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 *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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: sixty (60) days

Insert: ninety (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 to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 (2 hard copies);

Section II: Financial Bid (1 hard copy);

Section III: Certifications (2 hard copies);

Section IV: Additional Information (2 hard copies)

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 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 complete and submit with their bid the following;

- Appendix “1” - Technical Information Questionnaire – Shuttle Bus.

1. Substitute 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). Offerors / suppliers are encouraged to offer or suggest green solutions whenever possible.

1.1 Substitutes and alternatives that are equivalent in form, fit, function 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.

1.2 Substitutes and alternatives offered as equivalent in form, fit, function 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 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.

Section II: Financial Bid

Bidders must submit their bid in accordance with the Basis of Payment specified in Part 6 and Annex A - Pricing.

1. SACC Manual Clauses

1.1 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 - Certifications.

Section IV Additional Information

Canada requests that bidders submit the following information:

1. Delivery

1.1 Firm Quantity

While delivery of the vehicles is requested by March 16, 2016, the best delivery that can be offered is as follows:

Item 001 – One (1) shuttle bus – Configuration A and related items will be delivered within _____ calendar days from the effective date of the contract.

Item 002 – One (1) shuttle bus – Configuration A and related items will be delivered within _____ calendar days from the effective date of the contract.

Item 003 – One (1) shuttle bus – Configuration A and related items will be delivered within _____ calendar days from the effective date of the contract.

Item 004 – One (1) shuttle bus – Configuration A and related items will be delivered within _____ calendar days from the effective date of the contract.

Item 005 – One (1) shuttle bus – Configuration B and related items will be delivered within _____ calendar days from the effective date of the contract.

1.2 Optional Quantity

If an option is exercised, the best delivery that can be offered is as follows:

Item 006 – Up to four (4) shuttle buses - Configuration A and related items will be delivered within _____ calendar days after an option is exercised.

Item 007 – Up to one (1) shuttle bus – Configuration B and related items will be delivered within _____ calendar days after an option is exercised.

2. 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.

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 Annex B - Purchase Description and the Appendix 1 - Technical Information Questionnaire.

4.1.1.2 Substitutes and/or Alternatives

Bidders proposing substitutes and/or alternatives must provide all the information as detailed in Part 3 - 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, the financial information requested in the bid solicitation and at Annex A - Pricing for items 001, 002, 003, 004, 005, 006, 007 and 008.

4.1.2.2 The prices of the bid Bids must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for the firm quantity for items 001, 002, 003, 004 and 005 and FCA Free Carrier at Contractor's Canadian facility, Incoterms 2000 for optional quantities (items 006 and 007). Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

4.1.2.3 Aggregate Evaluated Price

Bids will be evaluated on an aggregate price basis for the firm quantity, optional quantity and familiarization instruction/training (option) as follows:

- a) the firm unit price for the firm quantity, the optional quantity and familiarization instruction/training (option) will be multiplied by their identified estimated quantities; and
- b) the sum of all results will determine the aggregate evaluated price.

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, 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.

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

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.

5.2.3.1 Canadian Content Certification

SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

5.2.3.2 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

5.2.3.3 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

Or

B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	

All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

6.1. Requirement

6.1.1 The Contractor must deliver five (5) shuttle buses and related items as described in Annex “A” - Pricing and in accordance with Annex “B” - Purchase Description – Shuttle Bus.

6.1.2 The Contractor grants to Canada irrevocable options identified in Annex “A” - Pricing.

6.1.2.1 The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

6.1.2.2 The options may be exercised in whole or in part and on more than one occasion at the sole discretion of Canada, up to the maximum quantity identified in Annex “A” - Pricing.

6.1.2.3 The options may be exercised within Twelve (12) months after contract award.

6.1.3 Optional Extended Warranty Period

The Contractor grants to Canada the irrevocable option to extend the warranty period for an additional ____ months **(to be inserted by PWGSC at time of contract award)**, under the same terms and conditions and at the price stated in the Contract at Annex “A” - pricing. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option within ninety (90) calendar days after contract award and/or the exercising of an option by sending a written notice to the Contractor.

6.2. 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 *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.

6.2.1 General Conditions

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

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it 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), the Department of National Defence 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."

6.3. Term of Contract

6.3.1 Delivery of Vehicle

6.3.1.1 Firm Quantity

Delivery date of the vehicles must be made as follows:

Item 001 – One (1) shuttle bus - Configuration A and related items must be delivered on or before _____ (Date to be inserted by PWGSC the Contracting Authority at time of contract award.)

Item 002 – One (1) shuttle bus - Configuration A and related items must be delivered on or before _____ (Date to be inserted by PWGSC the Contracting Authority at time of contract award.)

Item 003 – One (1) shuttle bus - Configuration A and related items must be delivered on or before _____ (Date to be inserted by PWGSC the Contracting Authority at time of contract award.)

Item 004 – One (1) shuttle bus - Configuration A and related items must be delivered on or before _____ (Date to be inserted by PWGSC the Contracting Authority at time of contract award.)

Item 005 – One (1) shuttle bus - Configuration B and related items must be delivered on or before _____ (Date to be inserted by PWGSC the Contracting Authority at time of contract award.)

6.3.1.2 Option Quantity

Item 006 – Up to four (4) shuttle buses - Configuration A and related items to be delivered within _____ calendar days after an option is exercised. (Days to be inserted by PWGSC the Contracting Authority at time of contract award.)

Item 007 – Up to one (1) shuttle bus - Configuration B and related items to be delivered within _____ calendar days after an option is exercised. (Days to be inserted by PWGSC the Contracting Authority at time of contract award.)

6.4. Authorities

6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Erik Martin
Title: Supply Specialist
Organization: Public Works and Government Services Canada - Acquisitions Branch
LEFT Directorate, HP Division,
7A2, Place du Portage, Phase 3, 11 Laurier Street, Gatineau Quebec,
K1A 0S5
Telephone: 819 956-3842
Facsimile: 819 953-2953
E-mail: erik.martin@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.

6.4.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: _____ (To be inserted by PWGSC at time of contract award.)
Title: _____

Organization: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

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.

6.4.3 Technical Authority:

The Technical Authority for the Contract is:

Name: _____ (To be inserted by PWGSC at time of contract award.)

Title: _____

Organization: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

The Technical Authority named above 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.

6.4.4 Contractor's Representative

Name and telephone number of the person responsible for:

General enquiries

Name: _____ (To be completed by the bidder.)

Title: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail: _____

Delivery follow-up

Name: _____ (To be completed by the bidder.)
Title: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail: _____

6.4.5 After Sales Service

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:

Item 001

Name: _____
Address: _____

Telephone Number: _____

Distance between the delivery location and the dealer and/or agent: _____km

Item 002

Name: _____
Address: _____

Telephone Number: _____

Distance between the delivery location and the dealer and/or agent: _____km

Item 003

Name: _____
Address: _____

Telephone Number: _____

Distance between the delivery location and the dealer and/or agent: _____km

Item 004

Name: _____

Address: _____

Telephone Number: _____

Distance between the delivery location and the dealer and/or agent: _____km

Item 005

Name: _____

Address: _____

Telephone Number: _____

Distance between the delivery location and the dealer and/or agent: _____km

6.5. Payment

6.5.1 Basis of Payment

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

6.5.1.1 Basis of Payment (BOP) Type 1

Firm unit 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). **(delete if the bidder does not request the exchange rate fluctuation)**

6.5.1.2 Basis of Payment (BOP) Type 2

Firm unit 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). **(delete if the bidder does not request the exchange rate fluctuation)**

6.5.1.3 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.

6.5.1.4 Basis of Payment (BOP) Type 4

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

When requested by Canada, the Contractor must provide an estimated cost and relevant information for the travel and living.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable). **(delete if the bidder does not request the exchange rate fluctuation)**

6.5.2 SACC Manual Clauses

H1001C Multiple Payments

2008-05-12

6.5.3 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.

6.6 Invoicing Instructions

6.6.1 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. Offerors / suppliers are requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;

6.6.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

National Defence Headquarters
Mgen George R. Pearkes Bldg
101 Colonel By Drive
Ottawa, Canada
K1A 0K2

Attention: DLP _____

- (b) One (1) copy must be forwarded to the PWGSC Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.6.3 Holdback

A ten percent (10%) holdback will apply on the total price of each vehicle (items 001, 002, 003, 004, 005 and 006). on any due payment of the said vehicle/equipment. Release of the holdback (10%) is conditional upon receipt and certified acceptance by inspection authority of the said vehicle and all related items as identified in Annex "A" - Pricing.

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Taxes payable as it was claimed and payable under the previous invoice.

- (a) The original and one (1) copy of the invoice for the holdback must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.7. Certifications

6.7.1 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.

6.7.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

6.8 Applicable Laws

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

6.9 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) 2010A (2015-09-03) General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Pricing;
- (d) Annex "B" - Purchase Description – Shuttle Bus;
- (e) Appendix 1- Technical Information Questionnaire – Shuttle Bus;
- (f) Annex "C", Federal Contractors Program for Employment Equity – Certification; and
- (g) the Contractor's bid dated _____

6.10 SACC Manual Clauses

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-based Contractors	2014-11-27
D5510C	Quality Assurance Authority (Department of National Defence) - Canadian-based Contractor	2014-06-26
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5604C	Release Documents - Foreign based Contractor	2008-12-12
D5605C	Release Documents - US based Contractors	2010-01-11
D5606C	Release Documents - Canadian-based Contractors	2012-07-16
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2008-05-12

6.11 Inspection and Acceptance

The Technical 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.

6.12 Preparation for Delivery

The vehicle / equipment must 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 Department of National Defence personnel at the final delivery location.

The fuel tanks must be at least half full prior to release of the vehicle(s) to the Department of National Defence.

All vehicles delivered to the consignee are to be delivered between the hours of 8:00 am and 4:00 pm Monday through Friday, except Federal holidays. Any attempt by the carrier to deliver vehicles before or after these hours may be refused unless arrangements have been made for authorized, qualified personnel to be available to perform inspections and to accept the delivery. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable to pay for additional costs.

6.13 Shipping Instructions - Delivery at Destination (For Firm quantities)

6.13.1 The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (as detailed at Annex "A"- Pricing). Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

6.13.2 The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the contacts specified in Annex "A"- Pricing. The consignee may refuse shipments when prior arrangements have not been made.

6.14 Release Documents - Distribution

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

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;
- d. One (1) copy to:
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A OK2
Attention: _____
- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and
- g. For all non-Canadian contractors, one (1) copy to:
DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A OK2
E-mail: ContractAdmin.DQA@forces.gc.ca.

NOTE: For into-plane refuelling contracts b, c and d above are not required

6.15 Post-Contract Award Meeting/Pre-Production Meeting

Within ten (10) working days of the receipt of the Contract, the Contractor must contact the Technical Authority to determine the details of a pre-production meeting. The meeting will be held at the Contractor's plant_____ (To be completed by the bidder). Cost of holding such pre-production meeting must be included in the price of the bid. Please note that the travel and living expenses for Government Personnel will be arranged and paid for by the Canada. The crown reserves the right to carry out the Post-Contract Award Meeting/Pre-Production Meeting via teleconference.

6.16 Progress Reports

The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.

Each progress report must address the following questions:

- (a) Is the delivery on schedule?
- (b) Is the Contract free of any areas of concern in which the assistance or guidance of Canada may be required?
- (c) Each negative response must be supported with an explanation.

6.17 Tools and Loose Equipment

For shipment verification, all items and tools, which are shipped loose with the vehicle/equipment must be listed on the Inspection Certificate (CF 1280) or on an attached packing note.

6.18 Spare Parts Availability

The contractor must ensure that spare parts required to properly maintain and repair the complete vehicle covered by this specification will be available for purchase by the Department of National Defence, or its authorized agents, for a period of 10 years.

6.19 Material

Material supplied must be new unused and of current production by manufacturer. (2016 model-year or newer).

6.20 Design Changes

The "Design Change, Design Deviation and Waiver Procedure" as defined in National Defence Standard D-02-006-008/SG-0001 must apply.

6.21 Interchangeability

Unless changes during the production run are authorized by Procurement Authority, all vehicles 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.

6.22 Packaging

The methods used for preservation and packaging must be in conformity with the Contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment as below deck cargo.

6.23 Service at Delivery

The Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all vehicles delivered. Cost to provide this service must be included in the price of each vehicle.

6.24 Vehicle Recall Notices

All vehicle recall notices must be forwarded to:

National Defence Headquarters
MGen George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

Attention: **(designation and name of TA to be inserted by PWGSC at contract award)**

ANNEX “A” - PRICING

Item 001 Shuttle Bus – Configuration A (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, data summary, photographs, warranty letters, line setting ticket and familiarization training in accordance with the attached Annex “B” - Purchase Description – Shuttle Bus.

The shuttle bus and related items must be delivered to:

LFCA TC MEAFORD
Major Equipment Section
Supply Section Bldg M210
MMTC
Meaford, ON, N4L 1W5
Canada

Delivery contact: _____ (Name to be inserted by PWGSC at time of contract award.)

Date of delivery: _____ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ _____ per vehicle, including all equipment and related items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.1 Basis of Payment).

Quantity: One (1)

Item 002 Shuttle Bus – Configuration A (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, data summary, photographs, warranty letters, line setting ticket and familiarization training in accordance with the attached Annex “B” - Purchase Description – Shuttle Bus.

The shuttle bus and related items must be delivered to:

9 WG GANDER
Major Equipment Section
9 Wing
CFS Gander
Gander, NF, A1X 1X1
Canada

Delivery contact: _____ (Name to be inserted by PWGSC at time of contract award.)

Date of delivery: _____ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ _____ per vehicle, including all equipment and related items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.1 Basis of Payment).

Quantity: One (1)

Item 003 Shuttle Bus – Configuration A (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, data summary, photographs, warranty letters, line setting ticket and familiarization training in accordance with the attached Annex ‘‘B’’ - Purchase Description – Shuttle Bus.

The shuttle bus and related items must be delivered to:

14 WG GREENWOOD
Major Equipment Section
14 Wing
CFB Greenwood
Greenwood, NS, B0P 1N0
Canada

Delivery contact: _____ (Name to be inserted by PWGSC at time of contract award.)

Date of delivery: _____ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ _____ per vehicle, including all equipment and related items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.1 Basis of Payment).

Quantity: One (1)

Item 004 Shuttle Bus – Configuration A (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, data summary, photographs, warranty letters, line setting ticket and familiarization training in accordance with the attached Annex ‘‘B’’ - Purchase Description – Shuttle Bus.

The shuttle bus and related items must be delivered to:

BFC Bagotville
Major Equipment Section
Ere BFC Bagotville
Bagotville, QC, G0V 1A0
Canada

Delivery contact: _____ (Name to be inserted by PWGSC at time of contract award.)

Date of delivery: _____ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ _____ per vehicle, including all equipment and related items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.1 Basis of Payment).

Quantity: One (1)

Item 005 Shuttle Bus – Configuration B (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, data summary, photographs, warranty letters, line setting ticket and familiarization training in accordance with the attached Annex “B” - Purchase Description – Shuttle Bus.

The shuttle bus and related items must be delivered to:

3 ASG GAGETOWN SUPPLY COMPANY
Major Equipment Section
BLDG B10
CFB Gagetown
Oromocto, NB, E2V 4J5
Canada

Delivery contact: _____ (Name to be inserted by PWGSC at time of contract award.)

Date of delivery: _____ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ _____ per vehicle, including all equipment and related items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.1 Basis of Payment).

Quantity: One (1)

Item 006 Shuttle Buses – Configuration A (Optional Quantity)

If this option is exercised, the Contractor must deliver the vehicle/equipment including the operator manual, the warranty letters and the line setting ticket in accordance with the attached Annex “B” - Purchase Description – Shuttle Bus

Firm unit price of \$ _____ per vehicle/equipment in accordance with Basis of Payment Type 2 (as detailed at Clause 6.1 Basis of Payment).

Quantity: Up to four (4)

Item 007 Shuttle Bus – Configuration B (Optional Quantity)

If this option is exercised, the Contractor must deliver the vehicle/equipment including the operator manual, the warranty letters and the line setting ticket in accordance with the attached Annex “B” - Purchase Description – Shuttle Bus

Firm unit price of \$ _____ per vehicle/equipment in accordance with Basis of Payment Type 2 (as detailed at Clause 6.1 Basis of Payment).

Quantity: Up to one (1)

Item 008 Familiarization instructions/training (Option)

If this option is exercised, the Contractor must provide familiarization instruction/training, in accordance with the attached Annex “B” - Purchase Description – Shuttle Bus

Firm unit price of \$ _____ in accordance with Basis of Payment Type 2 (as detailed at Clause 6.1 Basis of Payment).

Quantity: Up to five (5)

Item 009 Transportation Cost (optional Quantities)

(Item 009 will not be included in the financial evaluation)

If optional transportation is exercised, the contractor must deliver the vehicle/equipment to final destination detailed below.

The (type of vehicle) and ancillary items must be delivered to:

_____ (to be provided by PWGSC if an option is exercised)

Delivery contact: _____ (Name to be inserted by PWGSC if an option is exercised.)

Date of delivery: _____ (Date to be inserted by PWGSC if an option is exercised.)

Quantity: Up to five (5)

Negotiated price: \$(to be negotiated if an option is exercised) per vehicle/equipment, for transportation cost, Delivered Duty Paid at destination, in accordance with Clause 6.1, Basis of Payment Type 3.

Item 010 Travel and Living for Familiarization Instruction/Training (Option)

(Item 010 will not be included in the financial evaluation)

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 for the travel and living.

Estimated cost: \$(to be negotiated if an option is exercised) Familiarization Instruction/Training, for Travel and Living expenses, Delivered Duty Paid at destination, in accordance with Clause 6.1, Basis of Payment Type 4.

Quantity: Up to five (5)

Item 011 Optional Extended Warranty Period

Optional warranty coverage available: YES _____ NO _____

(Item 011 will not be included in the financial evaluation)

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

If exercised, the warranty period will be extended for an additional period of _____ months/calendar days.

Firm unit price of \$_____ Basis of Payment Type 2 (as detailed in Clause 6.1)

ANNEX “C” to PART 5 – BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC -Labour. As this is a condition to contract award,

proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC C-Labour.

B. Check only one of the following:

☐ B1. The Bidder is not a Joint Venture.

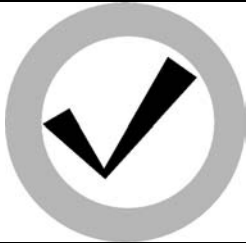
OR

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

ANNEX "B"

PURCHASE DESCRIPTION

SHUTTLE BUS



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.

1. **SCOPE**

1.1 **Scope** - This Purchase Description covers the requirements for shuttle bus with forward facing seat with features and accessories.

1.2 **Instructions** - The following instruction apply to this Purchase Description.

- (a) Requirements, which are identified by the word "**shall**", are mandatory. Deviations will not be permitted;
- (b) Requirements identified with a "will" define actions to be performed by Canada and require no action/obligation on the Contractor's part;
- (c) Where "**shall**" or "will" are not used, the information supplied is for guidance only;
- (d) In this document "provided" **shall** mean "provided and installed";
- (e) Where a standard is specified and the Contractor has offered an **Equivalent**, that **Equivalent** standard **shall** be supplied by the Contractor;
- (f) Where a technical certification is referred to in this Purchase Description, a copy of the certification or an acceptable Proof of Compliance **shall** be supplied;
- (g) While the SI system **shall** be used as the primary system of measurement to define requirements of this Purchase Description, both the SI system and the standard system for this product may be indicated. Conversion from one system of measurement to the other may not be exact; 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**

- (a) **"Technical Authority" shall** mean the official responsible for the technical content of this requirement;
- (b) **"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;
- (c) **"Commercially Equipped" shall** mean that the vehicle is provided in its standard commercial Configuration with no additional government-specified requirements; and
- (d) **"5-95th percentile male or female"** - The 5th percentile male or female is 152 cm (5 feet) tall and weighs 50 kg (110 pounds). The 95th percentile male or female is 188 cm (6 feet 2 inches) tall and weighs 100 kg (223 pounds).

1.4 **Data Table** - The following table shows the minimum performance that **shall** be met for the Configurations.

			CONFIGURATION
CHARACTERISTIC	PARAGRAPH	UNITS	A & B
HORSEPOWER	3.4.1 (a)	-	300
FUEL CAPACITY	3.7.2 (a)	litres	240
ALTERNATOR	3.14 (b)	ampere	300
CCA	3.14 (c)	ampere	1,900

2. **APPLICABLE DOCUMENTS** - The following documents are referenced in this Purchase Description. Canada will not be supplying any reference documents. Available information on the organization is supplied.

SAE Standards

SAE World Headquarters
400 Commonwealth Dr.,
Warrendale, PA, 15096-0001
<http://www.sae.org>

Canadian Motor Vehicle Safety Standards (CMVSS)
Government of Canada / Transport Canada,
<http://www.tc.gc.ca/eng/menu.htm>

CAN/CSA-D409

Motor Vehicles for the Transportation of Persons with Physical Disabilities
Standards Council of Canada
270 Albert Street, suite 200
Ottawa, ON K1P 6N7
<https://www.scc.ca/en/standards>



3. REQUIREMENTS

3.1 Standard Design

- (a) The vehicle **shall** be the latest model from a manufacturer who has demonstrated acceptability by selling this type and size class of vehicle for at least five (5) years;
- (b) The vehicle **shall** include all components, equipment and accessories normally supplied for this application, although they may be not specifically described in this Purchase Description;
- (c) The vehicle **shall** have engineering certification available for this application from the original manufacturers of major equipment, systems and assemblies;
- (d) The vehicle **shall** conform to all applicable laws, regulations and industrial standards in effect in Canada at the time of manufacture. The regulatory areas may include but are not necessarily limited to manufacturing, health and safety, noise levels, environment and emissions; and
- (e) The vehicle and accessories **shall** operate in accordance with all original equipment manufacturers' (OEM) rated capacities and performance specifications.

3.2 Operating Conditions

3.2.1 Weather - The vehicle **shall** start and operate under the extremes of weather conditions found in Canada in temperatures ranging from -40 to 40°C.

3.2.2 Terrain - The vehicle **shall** operate in all-weather operations on highways, secondary roads, gravel roads, and off-road (e.g. construction sites, open fields and dirt tracks).

3.3.1 Vehicle Safety Regulations

- (a) The vehicle **shall** comply and exceed all Canada Motor Vehicle Safety Standards (CMVSS) at the time of production; and
- (b) The vehicle **shall** meet the requirements of CAN/CSA-D409-2 Motor Vehicles for the Transportation of Persons with Physical Disabilities, where applicable.

3.4 Vehicle - The vehicle **shall** be a shuttle bus built with forward facing seats.

3.4.1 Vehicle Performance

- (a) The vehicle **shall** have a road speed of at least 105 km/h when operating fully loaded on a flat level road; and
- (b) The vehicle **shall** be equipped with an engine with a horsepower of at least that given as "HORSEPOWER" in the Data Table in paragraph 1.4.

3.4.2 Payload

- (a) The vehicle **shall** be capable of transporting at least 20-seated passengers. Each passenger **shall** weigh at least 100 kg;
- (b) The vehicle's driver **shall** weigh at least 100 kg; and
- (c) Each disabled passenger **shall** weigh at least 140 kg.



3.4.3 Dimensions

- (a) The vehicle **shall** have an interior headroom height at the interior centreline of at least 1,905 mm; and
- (b) The vehicle **shall** have an exterior width of no less than 2,435 mm.

3.5 Vehicle Characteristics

- (a) Configuration A - 20-Passenger Bus - The vehicle **shall** be provided with a 20-passenger in forward facing seats;
- (b) Configuration B - Up to 18 Passenger Accessibility Bus - The vehicle **shall** accommodate at least 18 passengers in forward facing seats and up to 2 wheelchairs. When the wheelchairs are fully utilized, the vehicle **shall** accommodate at least 12 passengers (Note Figure 1, Para 3.5.1);
- (c) Features
 - i The vehicle **shall** be provided with a tinted windshield;
 - ii The vehicle **shall** have a side window in the driver's area;
 - iii The vehicle **shall** have two (2) adjustable fans to augment the windshield defrost system. One fan **shall** be located in the upper left hand corner of the windshield and the other **shall** be located at the bottom of the windshield in the centre. The fans **shall** be provided with blade guards;
 - iv The vehicle **shall** be provided with windshield wipers with at least 2 continuous speeds and one (1) intermittent speed. The windshield wipers **shall** be provided with arctic wiper blades;
 - v The vehicle **shall** be provided with two rotating and pivoting interior sun visors;
 - vii All windows **shall** be shatter resistant, tempered, tinted and thermo-pane safety glass (AS-3);
 - viii The bottom passenger entry step **shall** be heated;
 - ix The passenger entry stepwell **shall** have forced air heater designed to defog the entry door glass;
 - x The driver's area **shall** be provided with an interior light with a control switch;
 - xi The driver's area **shall** be provided with a coat hook;
 - xii The passenger area **shall** be provided with the largest available panoramic transit type window with upper "T" slide style ventilation window. At least one window on either side **shall** be a clearly labelled push out emergency exit window. No ventilation windows **shall** be provided over the point of the vehicle exhaust;
 - xiii The passenger area **shall** be provided with non-slip floors and toe boards. The covering for the floor and steps **shall** be **Equivalent** to Altro - Storm Grey;



- xiv The passenger area **shall** be provided with at least one (1) roof-mounted emergency escape hatch;
- xv The passenger area **shall** be provided with overhead luggage racks which **shall** be strong enough to serve as a standee support. The parcel racks **shall** be provided with mesh netting for retention of parcels. The front corners of the racks **shall** be rounded or have an **Equivalent** feature for passenger safety; and
- xvi Each passenger seat **shall** be provided with an individual reading light with its own switch. The individual reading lights **shall** be considered for the wheelchair locations in configuration B; and
- xvii All systems, entry and exit points **shall** be safe and easy to use by a 5-95th percentile male or female.

(d) **Driver's Seat**

- i The vehicle **shall** be provided with a high-back upholstered driver seat;
- ii The seat **shall** be provided with a fold-up arm rest;
- iii The seat **shall** be suspension seat with air suspension. The seat **shall** be push button controlled using air from the vehicle air system;
- iv The seat **shall** be provided with a retractable shoulder/lap belt assembly; and
- v The driver's seating position **shall** accommodate a 5-95th percentile male or female.

(e) **Passenger Seating**

- i Passengers seats **shall** be provided with upholstered forward facing double seats. The seats **shall** be **Equivalent** to Freedman, feather weight, high back with at least Level 5 seat fabric;
- ii Passenger seats **shall** be provided with pivoting aisle and centre armrests;
- iii Passenger seats **shall** have a width of at least 900 mm;
- iv Passenger seats **shall** be at least 1,065 mm high from the floor to the top of a lowered headrest;
- v Passenger seating **shall** be installed with a distance from the back of one row to the back of the row in front of at least 810 mm;
- vi Passenger seats **shall** recline;
- vii The passenger seating **shall** be provided with aisle side grab rails;
- viii The passenger seating **shall** be provided with flip-up foot rest;
- ix Each seat **shall** be provided with a retractable lap belt assembly; and



- x Mesh map pockets **shall** be provided on the back of each seat.

(f) **Body**

- i The bus walls, floor and roof body structure **shall** incorporate a galvanized steel body frame structure;
- ii The body structure **shall** be constructed to provide maximum protection to passengers in case of an accident to the side or rear of the bus;
- iii The structure **shall** be a durable construction reinforced at all joints and points where stress concentration may occur;
- iv Sidewalls and roof structure **shall** be constructed using galvanized steel with an exterior skin fabricated of fibreglass, aluminium or **Equivalent**;
- v The roof **shall** incorporate a one piece exterior skin to reduce possible points of water entrance into the vehicle; and
- vi The floor **shall** be of the raised flat design with no protrusions for the wheel wells. Floor substructure **shall** be covered with at least 19 mm exterior marine grade plywood with sealed edges.

(g) **Doors**

- i The vehicle **shall** be provided with a driver's access door on the left hand side. The driver's door **shall** be provided with an armrest. The driver's door **shall** be provided with a roll down window; and
- ii The passenger access door **shall** be double leaf outward opening. Each of the door leaves **shall** be provided with thermo insulated dual pane tempered glass. The door **shall** be manually or electrically operated with manual emergency release. The door **shall** be accessible by a seated driver; and
- iii The vehicle **shall** be provided with a rear emergency exit door with windows and warning system to indicate when the door is ajar.

(h) **Mirrors**

- i The vehicle **shall** be provided with two (2) mirrors (West-Coast) with flat section having an area of at least 6,000 mm² each. Mirror glass **shall** be replaceable;
- ii Each mirror **shall** be provided with a convex mirror section, below the flat section, with an area of at least 3,100 mm² mounted. Mirror glass **shall** be replaceable;
- iii Both mirrors **shall** be motorized and adjustable from within the cab; and
- iv Mirrors **shall** be provided with heating systems. Mirror heating **shall** be activated by an in-cab control. Heating elements **shall** be replaceable.



(i) Vehicle Thermal and Acoustic Insulation

- i All bus and chassis manufacturer's highest optional insulation packages **shall** be supplied as standard. The packages **shall** include, but not limited to, all available firewall insulation with a **minimum of R-value of 5** and **shall** fill all cavity areas and voids in outer and inner walls, outer, and inner roof, and roof bow hat sections, and front and rear caps;
- ii Insulating material **shall** be applied to the underside of the floor construction and over the axles to reduce the transfer of heat, cold and tire noise to the interior of the bus;
- iii At least 5 cm (2 inches) under floor spray double foam insulation **shall** be applied;
- iv The vehicle **shall** be provided with walls, ceiling and floor with a chemical and flame resistant insulation;
- v The vehicle **shall** be provided with at least 15 mm plywood flooring with a continuous sound resistant barrier;
- vi All bus and chassis noise reduction standard and highest optional methods **shall** be supplied as standard;
- vii The vehicle **shall** be provided with sound deadening and acoustic headliner insulation; and
- viii The vehicle **shall** be provided with acoustic insulation to maintain an interior noise level of no greater than 78 dB(A) while the vehicle is travelling at 100 km/h on a level paved road. This requirement is expanded to include any location within the passenger compartment.

(j) Heating, Ventilation and Air Conditioning System

- i The vehicle **shall** be provided with a forced air heating, ventilation and air conditioning system;
- ii The driver's area **shall** be heated with the heating system provided by the manufacturer of the vehicle chassis;
- iii The passenger area **shall** be heated with auxiliary heater(s) using forced air heating system. The auxiliary heater(s) **shall** provide at least 16,390 kcal (65,000 btu) heating capacity;
- iv The passenger heating system **shall** leave the aisle clear of obstructions. The passenger heating system **shall** allow the use of the area under the seat in front of them as space for their feet;
- v The passenger heating system **shall** be provided with an auxiliary fuel-fired forced-air heating system, which can operate when the engine is shut-down. The heater **shall** have a capacity of at least 11,347 kcal (45,000 btu). The system **shall** include a control switch and temperature control; and



- vi The vehicle **shall** be provided with an air conditioning system. The air conditioning system **shall** have a minimum capacity of at least 18,912 kcal/hr (75,000 btu/hour) in the passenger area and the OEM provided air conditioning system for the driver's area.
- (k) **Radio**
 - i The vehicle **shall** be provided with an AM/FM radio;
 - ii The radio **shall** turn off automatically when the vehicle is turned off;
 - iii In addition to the chassis manufacturer's standard speakers, the passenger area **shall** be provided with 4 additional speakers; and
 - iv The speakers in the passenger area **shall** be controlled using volume and fade controls accessible to the driver.
- (l) **Safety Package** - A Canadian standard safety package including fire extinguisher, first aid kit and triangles in accordance with CMVSS **shall** be provided.



3.5.1 Wheelchair Accessible Features - Configuration B

- (a) The configuration B vehicle **shall** be able to accommodate up to 2 wheelchairs in lieu of the passenger area detailed in paragraph 3.5. Figure 1 - Wheelchair Accessible Vehicle - Configuration B is an example of an acceptable layout for the wheelchair accessible area;

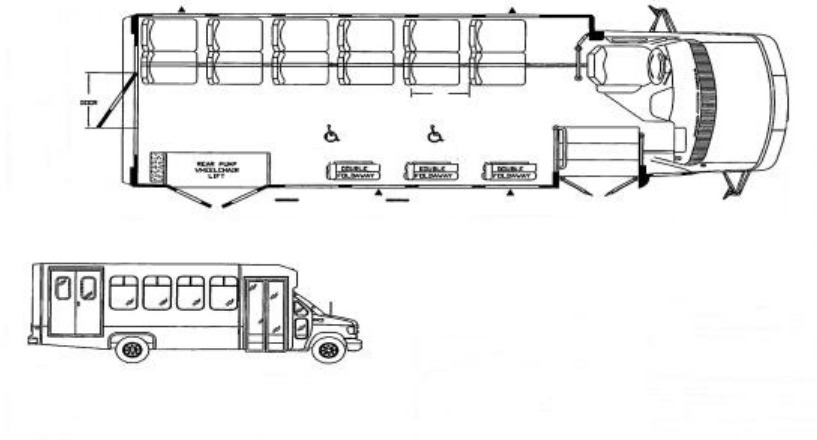


Figure 1 - Wheelchair Accessible Vehicle - Configuration B

- (b) The accessibility bus **shall** comply with CAN/CSA-D409-2;
- (c) The wheelchair accessible passenger area **shall** be provided with vehicle characteristics as given in paragraph 3.5, but suited for the accessibility requirement as detailed in paragraph 3.5.1;
- (d) The wheelchair accessible passenger area **shall** be provided with at least 18 passenger seats, when the wheelchairs are not utilized;
- (e) The wheelchair accessible passenger area **shall** be provided with at least 3 foldaway-flip-double passenger seats. Each seat **shall** be provided with a retractable lap belt assembly. The foldaway double seats **shall** fold down and flip up to store against the bus wall. The foldaway double seats **shall** be upholstered high back seats. The seats **shall** be provided with armrests and aisle side grab rails. Shrouds **shall** be provided to cover the folded stored seats;
- (f) The wheelchair accessible passenger area **shall** be provided with a double-leaf wheelchair lift access door positioned on curbside as far rearward as practical. The door **shall** be equipped shatter resistant, tempered, tinted and thermo-pane safety glass. The door **shall** be provided with drip moulding to direct water to each side of the opening;
- (g) **Wheelchair Lift System**
- i The vehicle **shall** be provided with a wheelchair lift system with a rated load capacity of at least 363-kg.



- The wheelchair lift system **shall** be **Equivalent** to KlearVue Ricon Model-K2010;
- ii The wheelchair lift system **shall** incorporate a transmission interlock that allows lift operation only when the transmission in the "Park" and the parking brake is applied;
 - iii The wheelchair lift system **shall** have a folding platform design with a width of at least 838 mm deep and 1,372 mm long. The wheelchair lift system **shall** lift the platform from ground level up to the floor level of the wheelchair accessible area;
 - iv The wheelchair lift system **shall** include an emergency system that allows the lowering of the platform when the vehicle engine is shut off;
 - v The wheelchair lift system **shall** incorporate two handrails and an occupant restraint belt system to interlock system operation if the belt is not connected;
 - vi The wheelchair lift system **shall** incorporate a safety feature that prevents folding of an occupied lift;
 - vii The outer edge of the platform **shall** be provided with a spring loaded roll stop that is automatically lowered at ground level. The spring loaded roll stop **shall** be lifted and locked in position when the platform is lifted no more than 80 mm above the ground. A 304 mm high inboard roll stop **shall** be provided that acts as a transition bridge plate to the vehicle floor; and
 - viii A weatherproof control system **shall** be provided close to the wheelchair lift system. The control system **shall** have switches for deploying, lowering, raising and stowing the lift. The system **shall** incorporate limit switches so that the wheel lift system stops automatically at floor level. All switches **shall** require continuous manual operator pressure for activation. The control switch box **shall** have a permanently affixed function legend.
- (h) The accessibility bus **shall** be provided with a wheelchair restraint system. A floor anchorage mechanism **Equivalent** to "Q'Straint - Slide N Click" **shall** be provided. The mechanism **shall** allow the driver to attach the anchoring device using one hand. The system **shall** include all tie-down wheelchair retention hardware and all mounting points. A retractable lap/shoulder belt with height adjustment for securing wheelchair passengers **shall** be provided. Storage for seat belt and wheelchair restraint system accessories **shall** be provided. Grab bar/handle at least 600 mm long **shall** be provided at all wheelchair restraint areas;
- (i) The vehicle **shall** be provided with a floodlight mounted on the interior of the wheelchair access door to illuminate the wheelchair lift platform and surrounding area. The light switch **shall** be located on the dashboard; and



- (j) Lights **shall** be provided to illuminate the ground where the wheelchair accesses the wheelchair lift.

3.6 **Chassis** - The vehicle chassis **shall** be the manufacturers standard for a vehicle of this type and size. The chassis **shall** be reinforced at towing points and equipment mounting points.

3.6.1 **Axles**

- (a) The vehicle **shall** be provided with shock absorbers at all wheel stations; and
- (b) The vehicle **shall** be provided with limited slip differential or traction control.

3.6.2 **Suspension**

- (a) The vehicle **shall** be provided with a front spring suspension and a rear air suspension;
- (b) The rear suspension system **shall** be provided with an immediate response automatic height control valves; and
- (c) The rear suspension system **shall** be provided with a manual control dump valve. The dump valve **shall** evacuate air from the suspension system. The dump valve **shall** be within easy access of the driver.

3.7 **Engine** - The vehicle **shall** be provided with a diesel engine.

3.7.1 **Engine Components**

- (a) The engine **shall** be provided with an air filter. The air filter **shall** be a replaceable dry-type with at least two-stages;
- (b) The filter **shall** be provided with a filter restriction gauge. The filter restriction gauge **shall** be visible from the driver's position;
- (c) The engine **shall** be provided with an engine coolant suitable for temperatures of -40 degrees;
- (d) The cooling system **shall** be provided with a thermostatic fan; and
- (e) The engine **shall** be provided with an internal engine compression brake.

3.7.2 **Fuel system**

- (a) The fuel system **shall** have a total capacity of at least "**FUEL CAPACITY**" as given in the Data Table (paragraph 1.4); and
- (b) The fuel tank filler cap **shall** be marked to identify the vehicle fuel.

3.7.3 **Engine Cold Weather Aids**

- (a) The engine **shall** be provided with cold weather aids to enable the engine (operating with winter grade fuels/oils) to be started at temperatures down to -40° C;
- (b) The engine **shall** be provided with a low temperature engine starting aids. The engine starting aids may include but are not limited to: glow plug(s) and intake air preheat;



- (c) The engine **shall** be provided with one or more 110-Volt engine block heater(s). The heater(s) **shall** have a capacity as recommended by the engine manufacturer. The engine heater plug **shall** be accessible by an operator standing beside the vehicle;
- (d) The engine **shall** be provided with a heated fuel filter/water separator to preheat diesel fuel prior to starting; and
- (e) The engine **shall** be provided with an in-line fuel. The heater **shall** be thermostatically controlled to prevent fuel temperature from rising above approximately 43°C.

3.8 **Automatic Transmission**

- (a) The vehicle **shall** be provided with an electronically controlled fully automatic transmission with override;
- (b) The transmission **shall** have at least five (5) forward speeds and one reverse speed;
- (c) The transmission **shall** be provided with a neutral start safety switch;
- (d) The transmission **shall** be provided with external oil cooler;
- (e) The transmission and engine **shall** be programmed to prohibit the fast idle from engaging when the transmission is in gear and the parking brake is applied; and
- (f) The transmission and engine **shall** be programmed to prohibit the transmission from engaging when the fast idle is engaged and the parking brake is applied.

3.9 **Hydraulic Brake System**

- (a) The vehicle **shall** be provided with hydraulic; power assisted, brake system with hydraulic booster;
- (b) The brake system **shall** be incorporating an anti-lock braking system (ABS); and
- (c) The brake system **shall** be provided with brake housing dust shields.

3.10 **Steering**

- (a) The vehicle **shall** be provided with the manufacturer's power assisted steering system; and
- (b) The steering system **shall** be provided with a telescopic/tilt steering column.

3.11 **Wheels and Tires**

- (a) The vehicle **shall** be provided with steel-belted, tubeless radial tires;
- (b) The front axle **shall** be provided with highway tires;
- (c) The rear axle **shall** be provided with tires with a mud and snow tread;
- (d) The tires **shall** be mounted on hub pilot disc wheels;
- (e) Loose wheel nut indicators **shall** be provided;



- (f) The wheel assemblies **shall** have a capacity equal or greater than the load applied, at the top vehicle speed (paragraph 3.4 (a));
- (g) The wheel assemblies **shall** be assembled in accordance to the tire and rim manufacturer's specifications; and
- (h) The vehicle **shall** be provided with a spare wheel assembly for the front axle.

3.12 **Controls**

- (a) The vehicle **shall** be provided with a cruise control system including a fast idle feature; and
- (b) The vehicle **shall** be provided with knockouts for 4 additional switches.

3.13 **Instruments**

- (a) All dash board gauges and readouts **shall** be in metric units;
- (b) The vehicle **shall** be provided with a tachometer;
- (c) The vehicle **shall** be provided with a coolant temperature gauge and high coolant temperature telltale indicator;
- (d) The vehicle **shall** be provided with a transmission temperature gauge and high transmission temperature telltale indicator;
- (e) The vehicle **shall** be provided with an oil pressure gauge and a low engine oil pressure telltale indicator; and
- (f) The vehicle **shall** be provided with a voltmeter or ammeter.

3.14 **Electrical System**

- (a) The vehicle **shall** be provided with manufacturer's electrical system;
- (b) The electrical system **shall** be provided with an alternator with an output of at least that given as "ALTERNATOR" in the Data Table;
- (c) The electrical system **shall** be provided with maintenance-free batteries with cold cranking amperes (CCA) of at least that given as "CCA" in the Data Table (paragraph 1.4);
- (d) The electrical system **shall** be provided with a master disconnect switch;
- (e) The wiring **shall** be protected by insulating grommets where passing through metal;
- (f) The electrical system **shall** be provided with an isolation bar to prevent trickle discharge of the batteries; and
- (g) The electrical system **shall** be provided with a backup alarm to alert personnel that the vehicle is in backup mode.

3.15 **Lighting**

- (a) The vehicle **shall** be provided with the manufacturer's lighting package, including integrated LED body lighting;
- (b) The lighting system **shall** be provided with halogen headlights;



- (c) The lighting system **shall** be provided with clearance lights, stoplights, turn signal lights, taillights and reverse movement lights;
- (d) The vehicle **shall** be provided with stoplight. The stoplight **shall** be mounted at the rear of the bus centre and at least at eye level;
- (e) The vehicle **shall** be provided with an engine compartment light;
- (f) The vehicle **shall** be provided with fog lights;
- (g) The vehicle **shall** be provided with a protected step well light mounted in the right hand front part of the step well. The light **shall** be energized when any door is opened or the interior lights are energized;
- (h) The vehicle **shall** be provided with flush mounted, centre aisle, ceiling lamps with switches located on the dashboard. The ceiling lamps **shall** be located to minimize driver glare; and
- (i) The vehicle **shall** be equipped with a back-up light to alert personnel that the vehicle is in backup mode.

3.16 **Hydraulic System** - NOT APPLICABLE

3.17 **Lubricants and Hydraulic Fluids**

- (a) The vehicle **shall** operate using synthetic non-proprietary lubricants and hydraulic fluids; and
- (b) Grease fittings provided on the vehicle **shall** conform to SAE J534.

3.18 **Paint Colour**

- (a) The vehicle **shall** be painted using the manufacturer's standard commercial painting system; and
- (b) The vehicle **shall** be painted White.
- (c) **Decals** - The vehicle **shall** have decals applied in accordance with those shown in Figure 2 - Decals.



Figure 2 - Decals

This figure is only a visual representation of the decals and their position.

3.18.1 Corrosion Protection

- (a) Rust protection treatments **shall** be supplied;
- (b) An approved aftermarket rust protection system **shall** be supplied. Rust protection systems that have been approved include Krown rust control, Rust Check or an **Equivalent**; and
- (c) Each vehicle **shall** be accompanied with a decal and warranty papers from the rust protection system provider.

3.19 Identification - The vehicle information (manufacturer's name, model, Vehicle Identification Number (VIN) and the GAWR and GVWR ratings) **shall** be permanently marked in a conspicuous and protected location.

3.19.1 Warning and Instruction Plates



- (a) The vehicle **shall** be provided with warning and operation instruction plates in accordance SAE J115; and
- (b) The plates **shall** be readily visible to the operator and use of graphic symbols, as much as possible, as defined in SAE J1362 or in the two official languages (English and French).

3.20

Equipment

(a) **Tow Hooks**

- i The vehicle **shall** be provided with tow hooks mounted at the front and the rear; and
- ii Tow hooks and mountings **shall** have sufficient strength to permit the recovery of the vehicle.

(b) **License Plate Holders**

- i The vehicle **shall** be provided with front and rear license plate holders; and
- ii The rear license plate **shall** be illuminated.

(c) **Mud flaps**

- i The vehicle **shall** be provided with front and rear mud flaps; and
- ii The rear mud flaps **shall** be mounted on angle type spring loaded hangers or **Equivalent**.

- (d) **Filler Caps** - The vehicle **shall** be provided with permanently marked filler caps, which identify the contents using international symbols or in French and English.



4. Integrated Logistic Items

4.1 Contractor Documentation and Integrated Logistic Items

4.1.1 Documents supplied to the Technical Authority

(a) Data Summary

- i A bilingual data summary **shall** be supplied for each Configuration with data and a vehicle picture on the **Technical Authority** supplied form;
- ii The **Technical Authority** will supply a template of an approved data summary to the Contractor;
- iii The **Technical Authority** will supply the publication number for the data summary;
- iv The Contractor **shall** supply the information requested for all accessories and features for the equipment Configuration;
- v The Contractor **shall** submit a digital copy (MS Word) of the completed data summary to the **Technical Authority** for approval 15 working days before the delivery of the vehicle; and
- vi Data summary approval or comments will be supplied within 15 working days of receipt.

(b) Manuals for Approval

- i A set of manuals for each Configuration, in digital format with a paper copy, including the operator, parts and maintenance (shop repair) manuals **shall** be supplied. Manuals may cover more than one Configuration;
- ii The manuals for approval **shall** be submitted 15 working days before the delivery of the vehicle;
- 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 15 working days of receipt.

(c) Photographs and Line Drawings

- i Two (2) digital colour photographs, one left-front three-quarter view, and one right-rear three-quarter view of each Configuration **shall** be supplied;
- 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 front-view and one side-view line drawing showing dimensions of the vehicle **shall** be supplied. Brochure line drawings are acceptable;



- iv Photographs **shall** an uncluttered background; and
- v Photographs **shall** be in a JPEG (Joint Photographic Experts Group) format. Photographs **shall** have a resolution of at least ten (10) Mega pixels; and
- vi The photographs **shall** be supplied before the delivery of the vehicle.

4.1.2 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 2 manuals (one English, and one 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;
- 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) Line Setting Ticket

- i The Contractor **shall** provide a line setting ticket, or **Equivalent**, describing the components supplied on the cab and chassis;
- ii One copy of the line setting ticket **shall** accompany each completed vehicle to the final delivery point;
- iii The Contractor **shall** produce a supplement listing for all non-production line components and systems included; and



- iv The supplement listing **shall** indicate the name of the component or system and the company (name and address) where it is to be installed on the cab and chassis.

4.1.3 Items Supplied to Each Destination

- (a) Maintenance Manuals - English - Maintenance manuals in English required for the maintenance and repair of the vehicle, features and accessories **shall** be supplied. Manuals on a CD or DVD are acceptable. Requirement in paragraphs 4.1.2 (b)iv & 4.1.2 (b)v **shall** be considered. The manuals **shall** be supplied within 30 working days after vehicle delivery; and
- (b) Parts Manuals - English - Parts manuals in English required for the vehicle, features and accessories **shall** be supplied. Manuals on a CD or DVD are acceptable. Requirement in paragraphs 4.1.2 (b)iv & 4.1.2 (b)v **shall** be considered. The manuals **shall** be supplied within 30 working days after vehicle delivery.

4.2 Familiarization

- (a) Familiarization - English
 - i The Contractor **shall** supply English familiarization for the following Canadian Bases:
 - 1 Meaford;
 - 2 Gander;
 - 3 Greenwood;
 - 4 Gagetown;
 - ii The course 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 at least 1-day (8 hours) of training;
 - vi The familiarization course **shall** accommodate up to 8 personnel;
 - vii The familiarization course **shall** be supplied at the delivery destination;
 - viii The date for the familiarization course **shall** be arranged with the **Technical Authority**;
 - ix After completion of the familiarization course, the Contractor **shall** have the "PROOF OF FAMILIARIZATION" certificate signed by the senior course attendee; and
 - x The **Technical Authority** will supply the "PROOF OF FAMILIARIZATION" document template in a digital format.
- (b) Familiarization - French



- i The Contractor **shall** supply French familiarization for CFB Bagotville;
 - ii Requirement in paragraphs 4.2 (a) ii to x **shall** be considered.
- (c) **Familiarization for Options** - Familiarization for options **shall** be available in English or French, based on the official language of the delivery destination or as requested by the Technical Authority. Requirement in paragraphs 4.2 (a) ii to x **shall** be considered.



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.

APPENDIX-1 TO ANNEX B

TECHNICAL INFORMATION QUESTIONNAIRE

SHUTTLE BUS

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 _____



CONFIGURATION A - 20 Passenger Shuttle Bus

SPECIFICATION PARAGRAPHS

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.

3.4 **Vehicle**

Make _____ - Model _____

3.4.1 **Vehicle Performance - Proof of Compliance**

Vehicle performance on page _____ of document _____

3.4.3 **Dimensions - Proof of Compliance**

(a) Interior headroom on page _____ of document _____

(b) Exterior width on page _____ of document _____

Overall length on page _____ of document _____

Overall height on page _____ of document _____

3.5 **Vehicle Characteristics - Proof of Compliance**

(a) ***Technical Authority*** requires a detailed dimensioned line drawing of the interior of the vehicle.

Details on page _____ of document _____

(c) **Features - Proof of Compliance**

ii Details on page _____ of document _____

xii Details on page _____ of document _____

xiv Details on page _____ of document _____

(d) **Driver's seat**

Details on page _____ of document _____

(e) **Passenger Seating - Proof of Compliance**

Details on page _____ of document _____

v Seat spacing on page _____ of document _____

(f) **Body - Proof of Compliance**

Details of body construction on page _____ of document _____

(g) **Doors - Proof of Compliance**

Details of doors on page _____ of document _____

(h) **Mirrors - Proof of Compliance**

Details on page _____ of document _____



- (i) **Vehicle Thermal and Acoustic Insulation - Proof of Compliance**
Details of vehicle thermal insulation
on page _____ of document _____
Details of vehicle acoustic insulation
on page _____ of document _____
- (j) **Heating, Ventilation and Air Conditioning System - Proof of Compliance**
iii Heating system details on page _____ of document _____
v Fuel-fired forced air heating system details on page _____ of
document _____
vi Air conditioning system details on page _____
of document _____
- 3.5.1 **Not Applicable**
- 3.6.1 **Axles - Proof of Compliance**
Front axle details on page _____ of document _____
Rear axle details on page _____ of document _____
- Technical Authority** requires a **weight analysis** of a complete bus
with the 20-passenger and the driver. The analysis **shall**
demonstrate the Gross Axle Weight Rating and Gross Axle Weight for
each axle (note paragraph 3.4.2 for payload requirement).
Weight analysis details on page _____ of document _____
- 3.6.2 **Suspension - Proof of Compliance**
(a) Front suspension details on page _____ of document _____
Rear suspension details on page _____ of document _____
- 3.7 **Engine - Proof of Compliance**
Engine details on page _____ of document _____
- 3.7.2 **Fuel System - Proof of Compliance**
(a) Fuel Reservoir capacity on page _____ of document _____
- 3.7.3 **Engine Cold Weather Aids - Proof of Compliance**
Details on page _____ of document _____
- 3.8 **Automatic Transmission - Proof of Compliance**
Transmission details on page _____ of document _____
(b) Number of forward speeds on page _____ of document _____
- 3.11 **Wheels and Tires - Proof of Compliance**
(b) Front tires details on page _____ of document _____
(c) Rear tires details on page _____ of document _____
- 3.14 **Electrical System - Proof of Compliance**
(b) Alternator output on page _____ of document _____
(c) Battery CCA on page _____ of document _____



CONFIGURATION B - Accessibility Shuttle Bus

SPECIFICATION PARAGRAPHS

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.

- 3.4 **Vehicle**
Make _____ - Model _____
- 3.4.1 **Vehicle Performance - Proof of Compliance**
Vehicle performance on page _____ of document _____
- 3.4.3 **Dimensions - Proof of Compliance**
(a) Interior headroom on page _____ of document _____
(b) Exterior width on page _____ of document _____
Overall length on page _____ of document _____
Overall height on page _____ of document _____
- 3.5 **Vehicle Characteristics - Proof of Compliance**
- (b) ***Technical Authority*** requires a detailed dimensioned line drawing of the interior of the vehicle considering wheelchair accessibility requirement as detailed in paragraphs 3.5 (b) & 3.5.1.
Details on page _____ of document _____
- (c) **Features - Proof of Compliance**
ii Details on page _____ of document _____
xii Details on page _____ of document _____
xiv Details on page _____ of document _____
- (d) **Driver's seat**
Details on page _____ of document _____
- (e) **Passenger Seating - Proof of Compliance**
Details on page _____ of document _____
v Seat spacing on page _____ of document _____
- (f) **Body - Proof of Compliance**
Details of body construction on page _____ of document _____
- (g) **Doors - Proof of Compliance**
Details of doors on page _____ of document _____



- (h) **Mirrors - Proof of Compliance**
Details on page _____ of document _____
- (i) **Vehicle Thermal and Acoustic Insulation - Proof of Compliance**
Details of vehicle thermal insulation
on page _____ of document _____
Details of vehicle acoustic insulation
on page _____ of document _____
- (j) **Heating, Ventilation and Air Conditioning System - Proof of Compliance**
iii Heating system details on page _____ of document _____
v Fuel-fired forced air heating system details on page _____ of document _____
vi Air conditioning system details on page _____ of document _____
- 3.5.1 **Wheelchair Accessible Features - Proof of Compliance**
- (e) **Foldaway-flip-double Seats**
Details on page _____ of document _____
- (f) **Wheelchair Lift Access Door**
Details on page _____ of document _____
- (g) **Wheelchair Lift System**
i Details on page _____ of document _____
A brochure for the wheelchair lift
on page _____ of document _____
- (h) **Wheelchair Restraint System**
Details on page _____ of document _____
- 3.6.1 **Axles - Proof of Compliance**
Front axle details on page _____ of document _____
Rear axle details on page _____ of document _____
- Technical Authority** requires a **weight analysis** of a complete bus with the 18-passenger and the driver. The analysis **shall** demonstrate the loads on each axle (note paragraph 3.4.2 for payload requirement). Another analysis for a fully occupied accessibility bus with two wheelchairs **shall** be provided. The analysis **shall** demonstrate the Gross Axle Weight Rating and Gross Axle Weight for each axle.
Weight analysis details on page _____ of document _____
- 3.6.2 **Suspension - Proof of Compliance**
- (a) Front suspension details on page _____ of document _____
Rear suspension details on page _____ of document _____
- 3.7 **Engine - Proof of Compliance**
Engine details on page _____ of document _____
- 3.7.2 **Fuel System - Proof of Compliance**
- (a) Fuel Reservoir capacity on page _____ of document _____



- 3.7.3 **Engine Cold Weather Aids - Proof of Compliance**
Details on page _____ of document _____
- 3.8 **Automatic Transmission - Proof of Compliance**
Transmission details on page _____ of document _____
(b) Number of forward speeds on page _____ of document _____
- 3.11 **Wheels and Tires - Proof of Compliance**
(b) Front tires details on page _____ of document _____
(c) Rear tires details on page _____ of document _____
- 3.14 **Electrical System - Proof of Compliance**
(b) Alternator output on page _____ of document _____
(c) Battery CCA 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 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.