



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works Government Services Canada-

Bid Receiving / Réception des soumissions

189 Prince William Street

Room 405

Saint John

New Brunswick

E2L 2B9

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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.

Soumission 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 et 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

Public Works Government Services Canada- Bid

Receiving / Réception des soumissions

189 Prince William Street

Room 405

Saint John

New Bruns

E2L 2B9

Title - Sujet Hydraulic Trip Swivel Kits	
Solicitation No. - N° de l'invitation W0501-160065/A	Date 2016-01-12
Client Reference No. - N° de référence du client W0501-160065	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-101-3793
File No. - N° de dossier PWB-5-38172 (101)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-23	
Time Zone Fuseau horaire Atlantic Standard Time AST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lomax, Sandra	Buyer Id - Id de l'acheteur pwb101
Telephone No. - N° de téléphone (506) 636-4362 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CPO1 CFB/ASU GAGETOWN CFB GAGETOWN OROMOCTO New Brunswick E2V4J5 Canada	

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 REQUIREMENT - BID	2
1.2 DEBRIEFINGS	2
1.3 TRADE AGREEMENTS	2
PART 2 - BIDDER INSTRUCTIONS.....	2
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	2
2.2 SUBMISSION OF BIDS	3
2.3 ENQUIRIES - BID SOLICITATION.....	3
2.4 APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS	4
3.1 BID PREPARATION INSTRUCTIONS	4
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	5
4.1 EVALUATION PROCEDURES	5
4.2 BASIS OF SELECTION	6
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	6
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	6
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	7
PART 6 - RESULTING CONTRACT CLAUSES	7
6.1 SECURITY REQUIREMENTS	7
6.2 REQUIREMENT - CONTRACT.....	7
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF CONTRACT	8
6.5 AUTHORITIES	8
6.6 PAYMENT	9
6.7 INVOICING INSTRUCTIONS	10
6.8 CERTIFICATIONS.....	10
6.9 APPLICABLE LAWS.....	11
6.10 PRIORITY OF DOCUMENTS	11
6.11 SHIPPING INSTRUCTIONS - DELIVERY AT DESTINATION	11
ANNEX A - REQUIREMENT	
ANNEX B – BASIS OF PAYMENT	
ANNEX C – MANDATORY REQUIREMENTS	
ANNEX D - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE BIDDER	

PART 1 - GENERAL INFORMATION

1.1 Requirement - Bid

The requirement is detailed under Article 6.2 of the resulting contract clauses.

(Derived from - Provenant de: B4008T, 2014/06/26)

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of 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 Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 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.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (506-636-4376).

NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

**Bid Receiving
Public Works and Government Services Canada
Room 421
189 Prince William Street
Saint John, New Brunswick
E2L 2B9
FACSIMILE NUMBER - 506-636-4376**

2.2.1 Improvement of Requirement During Solicitation Period

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

(Derived from - Provenant de: A9076T, 2007/05/25)

2.3 Enquiries - Bid Solicitation

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats->

procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

C3011T (2013/11/06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria as specified in Annex C.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Reference	Section	Date
A0031T	Basis of Selection - Mandatory Technical Criteria	2010/08/16

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder (see Annex D).

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is **no security requirement** applicable to this Contract.

6.2 Requirement - Contract

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

(Derived from - Provenant de: B4008C, 2014/06/26)

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2015/07/03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

4011 (2012/07/16) Goods – Medium Complexity, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before March 15, 2016.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Lomax
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 189 Prince William St
Saint John, New Brunswick
E2L 2B9
Telephone: (506) 636-4362
Facsimile: (506) 636-4376
E-mail address: Sandra.lomax@pwgsc-tpsgc.gc.ca

Solicitation No. - N° de l'invitation
W0501-160065/A
Client Ref. No. - N° de réf. du client
W0501-160065

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-5-38172

Buyer ID - Id de l'acheteur
pwb101
CCC No./N° CCC - FMS No./N° VME

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

6.5.2 Project Authority

The Project Authority for the Contract is: ***will be identified at contract award.***

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

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

6.5.3 Contractor's Representative ***Bidders are to provide the following information:***

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

6.6 Payment

6.6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B, for a cost of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

(Derived from - Provenant de: C0207C, 2013/04/25)

6.6.2 Limitation of Price

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

6.6.3 Terms of Payment

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

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(Derived from - Provenant de: H5001C, 2008/12/12)

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4011 (2012/07/16), Goods - Medium Complexity;
- (c) the general conditions 2010A (2015/07/03), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement; and
- (e) Annex B, Basis of Payment
- (e) the Contractor's bid dated _____

6.11 Shipping Instructions - Delivery at Destination

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

5th Canadian Division Support Base Gagetown
Building K8
Oromocto, New Brunswick
E2V 4J5

(Derived from - Provenant de: D4001C, 2008/12/12)

ANNEX A

STATEMENT OF REQUIREMENT

Transport Company (HTS-200) Craig Hydraulic Trip Swivel

1 Objective

The Department of National Defence (DND) Technical Services Branch (Tech Svcs), on behalf of the Transportation Company, has a requirement for Craig Hydraulic Trip Swivel kits and installation within the 2015-2016 Fiscal Year (FY) on the 6 new Volvo graders received this FY.

2 Background

Transportation Company conducts Snow and Ice control (SNIC) for 5th Canadian Division Support Base Gagetown. The Volvo graders that we received this FY were not equipped with the (HTS – 200) Craig Hydraulic Trip Swivel kits. To prevent damage to these new pieces of kit, it is a requirement to install the Craig Hydraulic Trip Swivel kits. This will prevent damage to the arms holding the wing plow located on the side of each grader by riding or flipping forward when hitting a hard object / surface.

3 Deliverables

The successful bidder shall provide one (1) Craig Hydraulic Trip Swivel kit per grader X 6 graders and installation for each grader before 15 March, 2016. The kits must meet the following mandatory specifications:

3.1 (HTS-200) Craig Hydraulic Trip Swivel

- 3.1.1 Must be a Craig Hydraulic Trip Swivel that replaces the standard bell swivel allowing the moldboard to trip forward when striking an object.
- 3.1.2 Installation of trip swivel including installation of double electric selector valve to utilize existing front post section includes wiring and switch in cab.

3.2 Accessories Requirement

- 3.2.2 Must come complete with all accessories to operate.
- 3.2.3 Must include installation
- 3.2.4 Must include operation and maintenance manuals in both English and French. In the event that both manuals are not available in both English and French, the vendor must grant Transportation Company permission to have the manuals translated to either official language for DND use.

3.3 Warranty

- 3.3.1 The kits and installation must include a minimum of one (1) year on site warranty on parts, labour and manufacturer defect.

3.4 Transportation

- 3.4.1 Transportation Company is willing to bring each machine to manufacture for installation within 150km radius of CFB Gagetown.

3.5 Destination Address

- 3.5.1 Transportation Company, Building K8, 5th Canadian Division Support Base Gagetown, Oromocto, New Brunswick, E2V 4J5.

3.6 Timelines

- 3.6.1 Six (6) HTS – 200 Craig Hydraulic Trip Swivel kits with installation to be installed on all (6) graders by 30 Jan 16 one at a time due to SNIC operations. Each grader should only be at dealership a maximum of two days due to SNIC operations.
- 3.6.2 Supplier must provide client with a minimum of ten (10) business day's notification of actual delivery date of parts / kits for arrangement of graders to be at their location for installation.

3.7 Installation

- 3.7.1 It will be the responsibility of the dealership to install all components of the above order to specifications.

4 Training Requirements

The manufacturer will provide training in English for up to 4 instructors on the operation and maintenance of the HTS – 200 Craig Hydraulic Trip Swivel kits at a time that is suitable to both parties and is within 2 weeks of delivery and installation. Instructors are experienced in the use of various graders thus the training time will be minimal only to familiarize these instructors on features and operations unique to the supplied parts. Training will include at a minimum start up, operation and the safe usage and daily/routine maintenance procedures.

Solicitation No. - N° de l'invitation
W0501-160065/A
Client Ref. No. - N° de réf. du client
W0501-160065

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-5-38172

Buyer ID - Id de l'acheteur
pwb101
CCC No./N° CCC - FMS No./N° VME

ANNEX B – BASIS OF PAYMENT

Basis of Payment

Prices are firm, all inclusive in Canadian funds, FOB destination and delivery charges included. Customs duties are included and applicable taxes are extra

No.	Description	Qty	U of I	Price	Extended
1.	Supply and Installation 6 HTS-200 Craig Hydraulic trip swivel kits on 6 Volvo graders, in accordance with all specifications in Annex A, Requirement, including training and installation. Manufacturer Name and Model Number: 6xHTS-200 Craig Hydraulic trip swivel kits for Volvo Graders vin number: (VCE0G976P0S531052)	17,500	Each	\$	\$
				Subtotal	\$
				HST	\$
				Total	\$

ANNEX C

MANDATORY CRITERIA

MANDATORY REQUIREMENTS

Bids **MUST** meet the mandatory requirements specified below. To demonstrate the requirements of the technical specifications are respected bidders **MUST respond with complete specification and/or descriptive literature of the equipment being offered.**

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive.

Any proposal which fails to meet the mandatory requirements will be deemed non-responsive.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

		Page # Cross Ref	Met	Not Met	Comments
M1	3.3 (HTS-200) Craig Hydraulic Trip Swivel				
M1.1	Must be a Craig Hydraulic Trip Swivel that replaces the standard bell swivel allowing the moldboard to trip forward when striking an object.				
M1.2	Installation of trip swivel including installation of double electric selector valve to utilize existing front post section includes wiring and switch in cab.				
M1.3	Must come complete with all accessories to operate.				

		Page # Cross Ref	Met	Not Met	Comments
M1.4	Must include installation				
M1.5	Must include operation and maintenance manuals in both English and French. In the event that both manuals are not available in both English and French, the vendor must grant Transportation Company permission to have the manuals translated to either official language for DND use.				
M1.6	The kits and installation must include a minimum of one (1) year on site warranty on parts, labour and manufacturer defect.				
M1.7	Transportation Company is willing to bring each machine to manufacture for installation within 150km radius of CFB Gagetown.				
M1.8	Transportation Company, Building K8, 5 th Canadian Division Support Base Gagetown, Oromocto, New Brunswick, E2V 4J5.				
M1.9	Six (6) HTS – 200 Craig Hydraulic Trip Swivel kits with installation to be installed on all (6) graders by 30 Jan 16 one at a time due to SNIC operations. Each grader should only be at dealership a maximum of two days due to SNIC operations.				
M1.10	Supplier must provide client with a minimum of ten (10) business day's notification of actual delivery date of parts / kits for arrangement of graders to be at their location for installation.				

Solicitation No. - N° de l'invitation
W0501-160065/A
Client Ref. No. - N° de réf. du client
W0501-160065

Amd. No. - N° de la modif.
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PWB-5-38172

Buyer ID - Id de l'acheteur
pwb101
CCC No./N° CCC - FMS No./N° VME

		Page # Cross Ref	Met	Not Met	Comments
M1.11	It will be the responsibility of the dealership to install all components of the above order to specifications.				
M1.12	The manufacturer will provide training in English for up to 4 instructors on the operation and maintenance of the HTS – 200 Craig Hydraulic Trip Swivel kits at a time that is suitable to both parties and is within 2 weeks of delivery and installation. Instructors are experienced in the use of various graders thus the training time will be minimal only to familiarize these instructors on features and operations unique to the supplied parts. Training will include at a minimum start up, operation and the safe usage and daily/routine maintenance procedures.				

Buyer ID - Id de l'acheteur
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