



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Bid Fax: (403) 292-5786

## 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**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada

Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

<b>Title - Sujet</b> Fiberglass Van Body Install	
<b>Solicitation No. - N° de l'invitation</b> 01581-161252/A	<b>Date</b> 2016-04-18
<b>Client Reference No. - N° de référence du client</b> 01581-161252	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-136-6460	
<b>File No. - N° de dossier</b> CAL-5-38139 (136)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hemy, Andrew	<b>Buyer Id - Id de l'acheteur</b> cal136
<b>Telephone No. - N° de téléphone</b> (403) 292-4716 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Agriculture and Agri-Food Canada Swift Current Research and Development Centre 1 Airport Road Swift Current , SK S9H 3X2	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

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

### 1.2 Debriefings

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

### 1.3 Trade Agreements

The requirement is subject to the provisions of 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>) 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

#### 2.2.1 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 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.4 Applicable Laws

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

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 (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

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

### **Section II: Financial Bid**

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

#### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.1.2 Exchange Rate Fluctuation**

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

### **Section III: Certifications**

Bidders must submit the certifications and additional information 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**

Bidder must meet minimum technical specifications specified herein (See Annex “A” for details).

#### 4.1.2 Financial Evaluation

The total aggregate bid price will be calculated by multiplying the quantity by the unit price per line item as outlined in Annex "B" and summing the total price.

*SACC Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price

#### 4.2 Basis of Selection

##### 4.2.1 Basis of Selection - Mandatory Technical Criteria

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

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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 the Contract.

### 6.2 Requirement

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to **TBD** inclusive

#### 6.4.2 Delivery Date

All the deliverables must be received on or before November 1, 2016.

#### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

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## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Andrew Hemy  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
1650, 635 8 Avenue SW  
Calgary, AB T2P 3M3

Telephone: 403-292-4716  
Facsimile: 403-292-5786  
E-mail address: Andrew.Hemy@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.

### **6.5.2 Project Authority**

The Project Authority for the Contract is: TBD

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

### **6.5.3 Contractor's Representative**

**(To be completed by Offeror)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## **6.6 Payment**

### **6.6.1 Basis of Payment**

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

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



#### **6.6.2 Limitation of Price**

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

#### **6.6.3 Single Payment**

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

#### **6.6.4 SACC Manual Clauses**

SACC Manual clause C2000C (2007-11-30), Taxes - Foreign-based Contractor

#### **6.6.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): TBD

#### **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.

#### **6.8 Certifications and Additional Information**

##### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **6.9 Applicable Laws**

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

#### **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04), General Conditions – Goods (Medium Complexity)
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

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## **6.11 SACC Manual Clauses**

D0018C (2007-11-30), Delivery and Unloading  
D5328C (2014-06-26), Inspection and Acceptance  
G1005C (2016-01-28), Insurance  
A9049C (2011-05-16), Vehicle Safety

## ANNEX "A"

### REQUIREMENT

The Department of Agriculture and Agri-Food Canada (AAFC) has a requirement for the supply and installation of a Fiberglass Van Body to be installed on an AAFC supplied 2016 Ford Econoline F450 SD Commercial cutaway cab. The successful bidder is responsible for the transportation of the existing 2016 Ford Econoline F450 SD Commercial cutaway cab and chassis from AAFC's location in Swift Current, Saskatchewan to the bidder's installation facility as well as delivery of the finished vehicle back to the AAFC facility. Delivery of the completed vehicle is required no later than **November 1, 2016**.

### **Fiberglass Van Body Compliance Index:**

Bids must meet all of the technical requirements in order for the bid to be deemed responsive. Bidders must indicate if their proposal meets each requirement by responding with either "Yes" or "No" in the "Indicate Compliance" column below. Bidders are required to provide supporting information addressing how their bid meets each requirement. If available, bidders should include and reference published documents such as technical documents and/or brochures. If published documentation is unavailable or does not address all of the requirements the bidder may alternatively or additionally provide written explanations as to how individual requirements are met. Pictures and websites cannot be used as reference/evaluation materials for the purpose of supporting a claim of compliance.

	<b>Fiberglass Van Body Technical Requirements</b>	<b>Indicate Compliance (Yes or No)</b>	<b>Supporting Information (cross reference included published documentation if appropriate)</b>
1	Shall be a 16 foot long Fiberglass Van Body able to fit on a 2016 Ford Econoline F450 SD Commercial cutaway cab and chassis.		
2	Shall have a built in wind deflector that will not overhang the front doors and will not become a safety hazard when a person is entering or exiting the cab.		
3	Shall have a minimum outside width of 96" and a minimum inside height of 85".		
4	Shall be one piece molded fiberglass construction complete with wind deflector.		
5	Shall have aerodynamic integral front corner fairings.		
6	Shall have sliding door access to cab.		
7	Shall have insulated rear full swing double doors.		

	<b>Fiberglass Van Body Technical Requirements</b>	<b>Indicate Compliance (Yes or No)</b>	<b>Supporting Information (cross reference supporting documentation if appropriate)</b>
8	Shall have an insulated curb side door with inset step, window and automotive hardware.		
9	Shall have minimum 2" insulation in walls and ceilings and minimum 3" under floor.		
10	Shall have a hardwood floor with wheel boxes and steel checker plate overlay.		
11	Shall have a center strip skylight.		
12	Shall have minimum two interior LED light strips.		
13	Shall have a manually operated roof vent.		
14	Shall have a minimum 3/8" interior plywood lining on walls and ceiling. Leave skylight open.		
15	Shall have a rear step bumper.		
16	Shall have mud flaps behind the front and rear wheels.		
17	Shall have grab handles for all doors.		
18	Shall have all LED clearance lights, signal lights, emergency lights, reverse lights and backup alarms.		
19	Shall be color matched to cab supplied by AAFC Swift Current. (Paint Code N1 Blue Jeans Metallic).		
20	Shall have a protective rub rail along both sides of the entire van body including the aerodynamic front fairings.		
21	Shall have a minimum 3500 BTU interior heater with protective cage.		

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	<b>Fiberglass Van Body Technical Requirements</b>	<b>Indicate Compliance (Yes or No)</b>	<b>Supporting Information (cross reference supporting documentation if appropriate)</b>
22	Upon receipt of the completed vehicle AAFC will make additional modifications including the installation of racking along the interior walls, the installation of a hydraulically powered soil core sampling unit, a hydraulic pump and a chair for the operator. These modifications will require cutting a hole of approximately 12 x 12 inches in the floor of the van body, mounting the hydraulic unit to the undercarriage of the vehicle as well as securing of the racking, soil core sampling machine and chair to the van body/floor. The interior heater with protective cage and any associated lines shall be mounted in such a way as to allow the heat to blow towards the center of the van body while being accommodating to these additional modification requirements.		.

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### **MISCELLANEOUS REQUIREMENTS**

- 1.0 The Fiberglass van body shall be installed on the supplied 2016 Ford Econoline F450 SD Commercial cutaway cab and chassis and supplied with all attachments assembled, installed, completely serviced and ready for operation.
- 2.0 The Fiberglass Van body shall be a new, 2015 or 2016 production model.
- 3.0 The manufacturer must be able to provide maintenance and after sales service within 24 hours of notification from the consignee. Bidders should indicate the name of their nearest parts and service location in their bid document.

**Parts and service location nearest to Swift Current, SK:** \_\_\_\_\_

- 4.0 The successful bidder is not to drive the vehicle on public roads for the purposes of pickup or delivery of the vehicle.
- 5.0 The 2016 Ford Econoline F450 SD Commercial cutaway cab and chassis shall be picked up and returned to:

Agriculture and Agri-Food Canada  
Swift Current Research and Development Centre  
1 Airport Road  
Swift Current, SK., Canada  
S9H 3X2

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## ANNEX "B"

### BASIS OF PAYMENT

All deliverables are FOB destination.

#### Price Table

Indicate in table if bidding in a currency other than Canadian Dollars.

Item	Description	Qty.	Unit Price	Extended Price
1	Supply and installation of fiberglass van body meeting all requirements outlined in Annex "A"  <b>Make:</b> _____  <b>Model #:</b> _____	1	\$ _____	\$ _____
2	Transportation of cab/chassis and completed vehicle to and from AAFC facility and supplier's facility as outlined in Annex "A"  Transportation of of cab/chassis from 1 Airport Road, Swift Current, SK to supplier's facility.	1	\$ _____	
	Delivery of completed vehicle from supplier's facility to 1 Airport Road, Swift Current, SK.	1	\$ _____	\$ _____
<b>Sub Total:</b>				\$ _____
<b>Applicable Taxes:</b>				\$ _____
<b>Total:</b>				\$ _____

Solicitation No. - N° de l'invitation  
01581-161252/A  
Client Ref. No. - N° de réf. du client  
01581-161252

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38139

Buyer ID - Id de l'acheteur  
CAL136  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)