



**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**

<b>Title - Sujet</b> Bus, School, 44 Passenger	
<b>Solicitation No. - N° de l'invitation</b> W8476-165458/A	<b>Date</b> 2016-09-19
<b>Client Reference No. - N° de référence du client</b> W8476-165458	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-539-71565	
<b>File No. - N° de dossier</b> hp539.W8476-165458	<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 2016-11-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Cafferty, Kathy	<b>Buyer Id - Id de l'acheteur</b> hp539
<b>Telephone No. - N° de téléphone</b> (873) 469-3322 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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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Annex "A" - Pricing

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Appendix 1- Technical Information Questionnaire dated 2016-04-28

Annex "C" - Federal Contractors Program for Employment Equity - Certification

## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

Canada is seeking proposals to procure:

1.1.1 **Qty 5, School Bus**, and ancillary items as described in Annex "A" - Pricing and in accordance with Annex "B"- Purchase Description for School Bus dated 2016-04-28.

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 Agreement on Internal Trade (AIT).

### **1.4 Canadian Content**

The requirement is subject to a preference for Canadian goods and/or services.

## **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) (<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 (2016-04-04)** 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 (1 hard copy);

Section IV: Additional Information (1 hard copy).

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 dated 2016-04-28

### **3.2 Substitute and Alternatives**

Bidders may propose substitutes and alternatives where "or equivalent" 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.

- 3.2.1 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.

3.2.2 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.

### 3.3 SACC Manual Clauses

#### 3.3.1 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:

#### 3.4 Delivery

##### 3.4.1 Firm Quantity

While delivery of the vehicles is requested by 06 February 2017, the best delivery that can be offered is as follows:

Item 001 – Qty 1, **School Bus**, and related items will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract.

Item 002 – Qty 1, **School Bus**, and related items will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract.

Item 003 – Qty 3, **School Bus**, and related items will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract.

##### 3.4.2 Optional Quantity

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

Item 004 – Up to Qty 5, **School Bus**, and related items will be delivered within \_\_\_\_\_ calendar days after an option is exercised.

## **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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **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 submit, with their bid all the information requested as detailed in Part 3, section 2 - 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 and 005.

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 item 001, 002, 003 and optional quantity item 004, Canadian dollars for familiarization instructions/training (option) item 005. 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, the optional quantity and the familiarization instructions/training (option).

4.1.2.4 To determine the total price for the firm quantity and the familiarization instructions/training (option), calculation will be as follows:

- a) The firm unit price for the firm quantity and familiarization instructions/training (option) will be multiplied by their identified estimated quantity quantities.

- 4.1.2.5 Since the optional quantities are to be exercised by provinces, the firm unit price for the optional quantity will be averaged.

To determine the average price for the optional quantities, calculation will be as follows:

- a) The firm unit price for the optional quantity for each province identified will be added; and
- b) The sum will be divided by five (5).

- 4.1.2.6 To determine the aggregate evaluated price for the firm quantity, optional quantity and the familiarization instructions/training (option), calculation will be as follows:

- a) The averaged price for the optional quantity obtained in 4.1.2.5 (b) above will be multiplied by the total estimated optional quantity identified; and
- b) The result will be added to the total price for the firm quantity and the familiarization instructions/training (option) obtained in 4.1.2.4 (a) above

## **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.

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## 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.

#### 5.1.2 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.

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

### 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 website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contract\\_or\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contract_or_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.

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 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

### 5.2.4 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

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## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1. Requirement

6.1.1 The Contractor must deliver **Qty 5, School Bus**, and ancillary items as described in Annex "A" - Pricing and in accordance with Annex "B"- Purchase Description for School Bus dated 2016-04-28.

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.

### 6.2. 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 (2016-04-04) General Conditions - Goods (Medium Complexity), apply to and form part of the contract.

### 6.3. Term of Contract

#### 6.3.1 Delivery of Vehicle

##### 6.3.1.1 Firm Quantity

Delivery date of the vehicle must be made as follows:

Item 001 – Qty 1, **School Bus**, and ancillary items must be delivered on or before \_\_\_\_\_ (Date to be inserted by PWGSC the Contracting Authority at time of contract award.)

Item 002 – Qty 1, **School Bus**, and ancillary items must be delivered on or before \_\_\_\_\_ (Date to be inserted by PWGSC the Contracting Authority at time of contract award.)

Item 003 – Qty 3, **School Bus**, and ancillary 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 004 – Up to Qty 5, **School Bus**, and ancillary 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: Kathy Cafferty  
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: 873 469-3322  
Facsimile: 819 953-2953  
E-mail: kathy.cafferty@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

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**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

**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, 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**

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

C6000C	Limitation of price	2011-05-06
H1001C	Multiple Payments	2008-05-12

### 6.5.3 Exchange Rate Fluctuation Adjustment (if applicable)

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:

Adjustment = FCC x Qty x (  $i_1 - i_0$  ) /  $i_0$  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 including the **Client Ref # BT 647**. 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 (Item 001, 002, 003 and 004) 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 ancillary 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**

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.

### **6.7.2 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 Employment and Social Development Canada (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.

### **6.7.2 SACC Manual Clauses**

A3060C

Canadian Content Certification

2008-05-12

## **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 (2016-04-04) General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Pricing;
- (d) Annex "B" - Purchase Description for School Bus dated 2016-04-28;
- (e) Appendix 1 - Technical Information Questionnaire dated 2016-04-28;
- (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
D3010C	Delivery of Dangerous Goods / Hazardous Products	2016-01-28
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	2016-01-28

## 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 inspection authority or consignee personnel at the final delivery location.

The fuel tanks must be at least half full prior to release of the vehicle(s) to inspection authority or consignee.

## 6.13 Shipping Instructions - Delivery at Destination

- 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 0K2  
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 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca).

#### **6.15 Post-Contract Award Meeting/Pre-Production Meeting**

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

#### **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 Material**

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

## **6.19 Design Changes**

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

## **6.20 Interchangeability**

Unless changes during the production run are authorized by Contracting 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.

## **6.21 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.

## **6.22 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.

## **6.23 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)



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## ANNEX "A" - PRICING

### Item 001 **Bus, School** (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the manuals, data summary, photographs, and line drawings, warranty letter(s), line setting ticket, and familiarization training in accordance with the attached Annex "B" - Purchase Description for School Bus dated 2016-04-28.

The **School Bus** and ancillary items must be delivered to:

#### **LFCA TC MEAFORD**

Major Equipment Section  
Supply Section Bldg M210  
MMTC  
Meaford, ON N4L 1W5

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 ancillary items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

Quantity: One (1)

### Item 002 **Bus, School** (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the manuals, data summary, photographs, and line drawings, warranty letter(s), line setting ticket, and familiarization training in accordance with the attached Annex "B" - Purchase Description for School Bus dated 2016-04-28.

The **School Bus** and ancillary items must be delivered to:

#### **19 WING COMOX**

Major Equipment Section  
Comox, BC V0R 2K0

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 ancillary items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

Quantity: One (1)

### Item 003 **Bus, School** (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the manuals, data summary, photographs, and line drawings, warranty letter(s), line setting ticket, and familiarization training in accordance with the attached Annex "B" - Purchase Description for School Bus dated 2016-04-28.

The **School Bus** and ancillary items must be delivered to:

**CFB BORDEN**

Major Equipment Section  
Bldg O-111  
Borden, ON L0M 1C1

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 ancillary items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

Quantity: Three (3)

**Item 004 Bus, School (Optional Quantity)**

If this option is exercised, the Contractor must deliver the vehicle/equipment including manuals, warranty letter(s) and line setting ticket in accordance with the attached Annex "B" - Purchase Description for School Bus dated 2016-04-28.

**For Destinations in British Columbia:**

Firm unit price of \$ \_\_\_\_\_ per vehicle/equipment in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

**For Destinations in Alberta and Saskatchewan:**

Firm unit price of \$ \_\_\_\_\_ per vehicle/equipment in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

**For Destinations in Manitoba:**

Firm unit price of \$ \_\_\_\_\_ per vehicle/equipment in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

**For Destinations in Ontario and Quebec:**

Firm unit price of \$ \_\_\_\_\_ per vehicle/equipment in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

**For Destinations in New Brunswick and Nova Scotia:**

Firm unit price of \$ \_\_\_\_\_ per vehicle/equipment in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

Quantity: Up to Five (5)

**Item 005 Familiarization instructions/training (Option for Optional Vehicles)**

If this option is exercised, the Contractor must provide familiarization instruction/training, in accordance with the attached Annex "B"- Purchase Description for School Bus dated 2016-04-28.

Firm unit price of \$\_\_\_\_\_ in accordance with Basis of Payment Type 2(as detailed at Clause 6.5.1 Basis of Payment).

Quantity: up to Five (5)

**Item 006 Travel and Living for Familiarization Instruction/Training (Option for Optional Vehicles)**

(Item 006 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 inserted by PWGSC if an option is exercised) Familiarization Instruction/Training, for Travel and Living expenses, Delivered Duty Paid at destination, in accordance with Clause 6.5.1,Basis of Payment Type 3.

Quantity: up to Five (5)



**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.

**ANNEX "B"**

**PURCHASE DESCRIPTION**

**FOR**

**SCHOOL BUS**

**1. SCOPE**

1.1 **Scope** - This purchase description describes the requirements for a 44 passenger conventional school bus. The bus will be used to transport up to 44-adult passengers distances up to 200 kilometres.

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) Where a standard is specified and the Contractor has offered an **Equivalent**, that **Equivalent** standard **shall** be supplied by the Contractor;
- (e) 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, when requested by the **Technical Authority** up until the date of the expiration of the warranty period;
- (f) 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
- (g) 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**

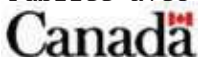
- (a) "**Provided**" means "provided and installed";

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Issued on Authority of the Chief of the Defence Staff

Publiée avec l'autorisation du chef d'état-major de la Défense



RDIMS # 4254409

- (b) **"Technical Authority"** means the official responsible for the technical content of this requirement;
- (c) **"Equivalent"** means 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;
- (d) **"Commercially Equipped"** means that the vehicle is provided in its standard commercial configuration with no additional government-specific requirements; and
- (e) **"Curb Weight" (CW)** means the weight of the fully equipped vehicle. The curb weight includes the cab and chassis, all attached accessories, equipment, fuel, lubricant and coolants. The **Curb Weight** does not include the **Payload**, the weight of the driver/passenger(s) or their personal kit and equipment.

1.4 **Data Table** - The following table shows the bus minimum required performance.

CHARACTERISTIC	PARAGRAPH	UNITS	
CAPACITY	3.7.2 (a)	Litres	375
ALTERNATOR	3.14 (a)	Amperes	270
CCA	3.14 (b)	Amperes	2,300 Total

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>

Canada Motor Vehicle Safety Act

Government of Canada / Transport Canada,  
<http://www.tc.gc.ca/eng/act-regulations/regulations-crc-c1038htm>

### 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 conditions on highways, secondary roads and gravel roads.

3.3.1 Vehicle Safety Regulations - The vehicle **shall** meet the provisions of the Canada Motor Vehicle Safety Act.

3.4 Vehicle - The vehicle **shall** be a conventional front engine school bus.

#### 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** have gradability at 90 km/h of at least 1.2 % when operating fully loaded.

#### 3.4.2 Payload

- (a) The vehicle **shall** transport at least 44-seated adult passengers;
- (b) The vehicle **shall** have a payload capacity of at least 100 kg for the vehicle driver; and
- (c) The vehicle **shall** have a payload capacity of at least 100 kg per passenger transported.

#### 3.4.3 Dimensions

- (a) The vehicle **shall** have an interior headroom height at the interior centreline of at least 1,955 mm;
- (b) The vehicle **shall** have an exterior width of at least 2,435 mm; and

- (c) The vehicle **shall** have a height of equal or less than 3,379 mm.

3.5

**Standard Vehicle**

- (a) **Body Type** - The vehicle **shall** accommodate for 44 adult passengers in forward facing seats;

(b) **Vehicle Body and Interior**

- i The vehicle **shall** be provided with a tinted windshield;
- ii The vehicle **shall** have a side window in the drivers area;

iii **Fans**

- 1. The vehicle **shall** have two (2) adjustable fans to augment the windshield defrost system;
- 2. One fan **shall** be located in the upper left hand corner of the windshield and the other located at the bottom of the windshield in the centre; and
- 3. Fans **shall** be provided with blade guards.

iv **Windshield Wipers**

- 1. The vehicle **shall** be provided with windshield wipers with at least 2 continuous speeds and one (1) intermittent speed; and
- 2. The windshield wipers **shall** be provided with arctic wiper blades.

- v The vehicle **shall** be provided with two rotating and pivoting interior sun visors;

- vi The vehicle **shall** be provided with a fold-down, transparent tinted sun visor above the driver's side of the windshield;

vii **Windows**

- 1. All windows **shall** be tinted thermo-pane safety glass (AS-2);
- 2. The passenger area **shall** be provided with split sash windows with a size of at least 300 mm (12 inch) and transit side windows; and
- 3. At least one (1) side window on each side **shall** be a clearly labelled push out emergency exit window.

viii **Floors**

- 1. The vehicle **shall** be provided with non-slip rubber floors and toe boards; and
- 2. The floor covering for the floor and steps **shall** be **Equivalent** to Altro - Storm Grey.

- ix The driver's area **shall** be provided with an interior light with a control switch;

- x The driver's area **shall** be provided with a coat hook;



xi **Passenger Door**

1. The vehicle **shall** be provided with an outward opening passenger access door on the right hand side behind the front axle;
2. The door opening **shall** be provided with a header pad;
3. The door **shall** be provided with thermal pane AS-2 safety glass side and curb windows;
4. The door **shall** be air or electrically operated with the control accessible by a seated driver; and
5. The controls **shall** include means to secure the door.

xii **Emergency Exit Door**

1. The vehicle **shall** be provided with an emergency exit door at the rear; and
2. The emergency exit door **shall** be provided with an audible warning device to indicate if the door is open.

xiii **Escape Hatch**

1. The passenger area **shall** be provided with at least two (2) roof-mounted emergency escape hatch; and
2. The escape hatch **shall** have an opening that is at least 580 mm square.

xiv **Luggage Racks**

1. The passenger area **shall** be provided with overhead luggage racks strong enough to serve as a standee support; and
2. Nets **shall** be provided to retain luggage in the overhead rack.

xv The vehicle **shall** be provided with a handrail located on the right side of the entrance door to assist passengers entering and exiting the bus;

xvi **Divider**

1. The vehicle **shall** be provided with a clear divider located behind the driver's seat; and
2. The divider **shall** not interfere with the front passenger seat clearance.

xvii The vehicle **shall** be provided with air horn(s) protected from snow clogging.

(c) **Vehicle Body Structure**

- i The vehicle body **shall** be built in compliance with all commercial standards;

- ii The vehicle **shall** be provided with a light-weight engine compartment door equipped with acoustical panels to reduce engine noise;
- iii The vehicle **shall** be provided with a removable inner panels to allow access to the roof cap area;
- iv The passenger area **shall** have a water resistant plywood flooring at least 15.8 mm thick; and
- v The vehicle **shall** be provided with left and right removable mouldings to allow access to body wiring harnesses.

(d) **Vehicle Thermal and Acoustic Insulation**

- i The vehicle **shall** be provided with insulation with an insulation value of at least R5 over all interior surfaces (except windows and doors);
- ii The vehicle **shall** be provided with walls, ceiling and floor with a chemical and flame resistant insulation;
- iii The vehicle **shall** be provided with acoustic insulation to maintain an interior noise level, at any location, of no greater than 78 dB(A) while the vehicle is travelling at 100 km/h on a level paved road; and
- iv The vehicle **shall** be provided with an insulated bulkhead separating the engine and interior passenger compartment in order to minimize vibration and noise.

(e) **Heating, Ventilation and Air Conditioning System**

- i The vehicle **shall** be provided with a forced air heating, ventilation and air conditioning system;
- ii The system **shall** include a control switch and temperature control;

iii **Passenger Heating System**

1. The passenger heating system **shall** leave the aisle clear of obstructions; and
2. The passenger heating system **shall** allow the use of the area underneath the seat in front of each passenger.

iv **Fuel-fired Heater**

1. 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;
2. The fuel-fired heater **shall** have an output of at least 10,000 kilocalories (40,000 BTU);
3. The fuel-fired heater **shall** heat the engine coolant;
4. The fuel-fired heater **shall** be provided with a timer and temperature controls;
5. The fuel-fired heater **shall** draw its fuel from the engine fuel tank; and

6. The exhaust from the fuel-fired heater **shall** be directed away from the vehicle.
- v The heater for the front of the bus, including the driver's area and the windshield defrosting system, **shall** have an output of at least 22,500 kilocalories (90,000 BTU);
  - vi The heater for the stepwell **shall** have an output of at least 12,500 kilocalories (50,000 BTU); and
  - vii The passenger area **shall** include two (2) heaters each with an output of at least 20,000 kilocalories (80,000 BTU);
  - viii **Air Conditioning System**
    1. The vehicle **shall** be provided with an air conditioning system; and
    2. The air conditioning system **shall** have an output of at least 22,500 kilocalories (90,000 BTU), of which at least 18,500 kilocalories (75,000 BTU) is used to cool the passenger area.
- (f) **Driver's Seat**
- i The vehicle **shall** be provided with a six way high-back medium to dark coloured upholstered driver seat with lumbar support;
  - ii The seat **shall** be provided with pivoting arm rests;
  - iii The seat **shall** be air suspended;
  - iv The seat **shall** be push button controlled using air from the vehicle air system; and
  - v The seat **shall** be provided with a retractable shoulder/lap belt assembly.
- (g) **Passenger Seating**
- i Passengers **shall** be provided with medium to dark vinyl forward facing bench seats;
  - ii Passenger seats **shall** have a width of at least 910 mm;
  - iii Passenger seats **shall** be the high back style, at least 1,065 mm high from the floor to the top of the backrest;
  - iv Passenger seating **shall** be installed with a distance of at least 810 mm apart as measured from the rear of one backrest to the rear of the next;
  - v The passenger seating **shall** be provided with aisle side grab rails; and
  - vi Each seat **shall** be provided with a retractable lap belt assembly for the first row of seats.

(h) **Mirrors**

- i The vehicle **shall** be provided with two (2) mirrors with flat section having an area of at least 60,000 mm<sup>2</sup> each;
- ii Each mirror **shall** be provided with a convex mirror section, below the flat section, with an area of at least 15,000 mm<sup>2</sup> mounted;
- iii Mirror glass **shall** be replaceable;
- iv Both mirrors **shall** be motorized and adjustable from within the cab;
- v Mirrors **shall** be provided with heating systems;
- vi Mirror heating **shall** be activated by an in-cab control;
- vii Heating elements **shall** be replaceable;
- viii One cross-view stainless steel mirror mounted on the right front corner **shall** be provided; and
- ix The driver's compartment **shall** be provided with one interior, adjustable, rear view mirror positioned to allow the driver full view of the interior of the coach.

(i) **Backup Camera**

- i The vehicle **shall** be provided with a backup camera;
- ii The camera **shall** be provided with a camera mounted at the rear of the vehicle to allow visibility when the bus is being backed up;
- iii The camera **shall** be positioned to provide optimal visibility; and
- iv A coloured monitor **shall** be provided in the driver's area and positioned within easy view of the driver.

(j) **Destination Sign**

- i The vehicle **shall** be provided with a front mounted digital display;
- ii The destination sign **shall** be illuminated, if required, and glass enclosed;
- iii The destination sign **shall** be preprogrammed with the name of the destination of initial delivery; and
- iv The destination sign **shall** be programmable to display up to at least 6 different locations.

(k) **Under Body Luggage Compartments**

- i The vehicle **shall** be provided with under body luggage compartments accessible from the side of the bus;
- ii The under body compartment **shall** be provided with doors which swing upwards at least 135° to the fully open position;
- iii The doors **shall** be provided with weatherproof seals;

- iv The doors **shall** be provided with flush mounted, lockable, slam latches;
- v The doors **shall** be provided with gas struts or an **Equivalent** to hold the doors in the fully open position;
- vi The under body compartment **shall** be sprayed with X-Box Liner; and
- vii The floors of the under body compartments **shall** be lined with tough perforated vinyl matting **Equivalent** to a Dry-Dek® vinyl flooring mat.

3.6 **Chassis** - The chassis **shall** be reinforced at towing points and equipment mounting points.

3.6.1 **Axles**

- (a) The front axle capacity **shall** be at least 4,536 kg; and
- (b) The rear axle capacity **shall** be at least 9,526 kg.

3.6.2 **Suspension**

- (a) The vehicle **shall** be provided with a (highway type) air suspension on the rear axle;
- (b) The front suspension capacity **shall** be at least 4,536 kg;
- (c) The rear suspension capacity **shall** be at least 9,526 kg;
- (d) The suspension system **shall** be provided with shock absorbers at all wheel stations;
- (e) The rear suspension system **shall** be provided with an immediate response automatic height control valves;
- (f) The rear suspension system **shall** be provided with a manual control dump valve;
- (g) The dump valve **shall** evacuate air from the suspension system; and
- (h) 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;
- (b) The air filter **shall** be a replaceable dry-type with at least two-stages;
- (c) The filter **shall** be provided with a filter restriction gauge, mounted inside the vehicle, which is visible from the driver's position;
- (d) The engine **shall** be provided with an engine coolant suitable for temperatures down to -40 degrees;
- (e) The engine **shall** be provided with an exhaust system that directs the exhaust away from the vehicle; and
- (f) The cooling system **shall** be provided with a thermostatic fan.

### 3.7.2 Fuel Reservoirs

- (a) The vehicle **shall** have a fuel reservoir capacity of equal or more than that given as "CAPACITY" 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. The engine starting aids may include but are not limited to: glow plug(s) and intake air grid heater;
- (b) The engine **shall** be provided with 110-Volt engine block heaters with a capacity as recommended by the engine manufacturer or conforming to SAE J1310;
- (c) The battery **shall** be provided with a 110-volt battery blanket; and
- (d) The engine **shall** be provided with a heated fuel filter/water separator to preheat diesel fuel prior to starting.

### 3.8 Automatic Transmission

- (a) The truck **shall** be provided with an electronically controlled fully automatic transmission. An automatic transmission is defined as a transmission that requires no driver intervention, to engage, to change ratio or to stop, once the drive ratio has been selected;
- (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; and
- (d) The transmission **shall** be provided with an oil cooler.

### 3.9 Brake System

- (a) The vehicle **shall** be provided with air actuated service brakes and spring actuated parking brakes;
- (b) The brake system **shall** be provided with a 4-channel anti-lock brake system (ABS);
- (c) The brake system **shall** be provided with S-cam type air brakes with automatic slack adjusters. Air disc brakes will be acceptable;
- (d) The brake system **shall** be provided with an air compressor with a capacity of at least 0.36 cubic metres per minute;
- (e) The brake system **shall** be provided with a wet air reservoir that can be recharged using a quick connect fitting for the connection of an air-line;
- (f) The air reservoir **shall** be provided with a pull type drain that is accessible from beside the vehicle;
- (g) The brake system **shall** be provided with an automatic air dryer with a heated dump valve;

- (h) The brake system **shall** be provided with dust shields on each wheel station; and
- (i) The brake system **shall** be provided with emergency brake chambers on the rear axle.

3.10 **Steering**

- (a) The vehicle **shall** be provided with a 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) The wheels **shall** be provided with loose wheel nut indicators;
- (f) The wheel assemblies **shall** have a capacity of equal or greater than the load applied, at the top vehicle speed (paragraph 3.4.1 (a)); and
- (g) The wheel assemblies **shall** be assembled in accordance to the tire and rim manufacturer's specifications.
- (h) **Spare Wheel Assembly with Storage**
  - i The vehicle **shall** be provided with a spare wheel assembly for the front axle; and
  - ii A dedicated and secure storage location for the wheel assembly **shall** be provided on the vehicle.

3.12 **Controls** - The vehicle **shall** be provided with cruise control system, which includes a fast idle feature.

3.13 **Instruments** - All dash board gauges and readouts **shall** be in metric units.

3.14 **Electrical System**

- (a) The electrical system **shall** be provided with an alternator with an output of equal or more than that given as "ALTERNATOR" in the Data Table;
- (b) The electrical system **shall** be provided with maintenance-free batteries with cold cranking amperes (CCA) of equal or more than that given as "CCA" in the Data Table (paragraph 1.4);
- (c) The electrical system **shall** be provided with a master disconnect switch;
- (d) The wiring **shall** be protected by insulating grommets where passing through metal;
- (e) The electrical system **shall** be provided with an isolation bar to prevent trickle discharge of the batteries;

- (f) The vehicle **shall** be provided with four (4) knockouts for additional switches on the dashboard;
- (g) The electrical system **shall** be provided with a backup alarm to alert personnel that the vehicle is in backup mode;
- (h) The vehicle **shall** be provided with a 12-VDC power outlet at the driver's station; and
- (i) The vehicle **shall** be provided with a slave receptacle as close as possible to the battery compartment.

3.15 **Lighting**

- (a) All vehicle lights, interior and exterior, except for the headlights, **shall** be LED;
- (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;
- (e) The stoplight **shall** be mounted at the rear centre of the vehicle;
- (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;
- (h) The light **shall** be energized when any door is opened or the interior lights are energized;
- (i) The vehicle **shall** be provided with at least five (5) flush mounted, centre aisle, ceiling lamps with switch located on the dashboard;
- (j) The ceiling lamps **shall** be located to minimize driver glare;
- (k) The vehicle **shall** be provided with a reading map light switch installed on dash and within an easy reach of the driver; and
- (l) The vehicle **shall** be provided with under-body luggage lights activated through pin switches when the doors are opened, or by an illuminated master light switch located in the driver's compartment.

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) The vehicle **shall** be provided with grease fittings conforming to SAE J534.

3.18 **Paint Colour** - The vehicle **shall** be painted white using the manufacturer's standard commercial painting system.



### 3.18.1 Corrosion Protection

- (a) An approved aftermarket rust protection system **shall** be supplied. Rust protection systems that have been approved include Krown Rust Kontrol, Rust Check or an **Equivalent**; and
- (b) Each vehicle **shall** have a decal from the rust protection system provider permanently affixed in a visible but protected location.

### 3.18.2 Paint Features and Accessories

- (a) Chassis items **shall** be painted black. Chromed, polished and mill finished surfaces **shall** not be painted; and
- (b) **Decals** - The vehicle **shall** have decals applied in accordance with those shown in **FIGURE 1 - DECALS**. The figure is only a visual representation of the decals and their position.



**FIGURE 1 - DECALS**

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;
- (b) The plates **shall** be visible to a person standing near the location; and
- (c) The plates **shall** use graphic symbols, as defined in SAE J1362 or be written in the two (2) official languages (English and French).

**Equipment**

- (a) **Wheel Changing Tool** - The vehicle **shall** be provided with wheel changing tools including a heavy-duty jack, with the capacity to lift the vehicle;
- (b) **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** permit the recovery of the vehicle.
- (c) **Mud flaps** - The vehicle **shall** be provided with front and rear mud flaps;
- (d) **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.
- (e) **Filler Caps** - The vehicle **shall** be provided with permanently marked filler caps, which identify the contents using international symbols or in French and English; and
- (f) **Emergency Equipment**
  - i The vehicle **shall** be provided with one (1) 10 unit First Aid kit, stowed near the driver's seat;
  - ii The vehicle **shall** be provided with two (2) triangular emergency warning flares complete with storage container;
  - iii The vehicle **shall** be provided with one (1) glass breaking tool, securely mounted and readily accessible in the proximity of the driver. A fireman's axe will be accepted in lieu; and
  - iv The vehicle **shall** be provided with two (2) dry chemical type fire extinguishers, securely mounted and in proximity of the driver, each with a minimum 5BC rating.

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 the vehicle 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 vehicle;
- 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 acceptance or comments will be supplied within 15 working days of receipt.

(b) **Manuals for Approval**

- i A set of manuals for the vehicle, in digital format, including the operator, parts and maintenance (shop repair) manuals **shall** be supplied;
- ii The manuals for approval **shall** be submitted 30 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 vehicle. Accessory manuals may be included as supplements to the vehicle manuals;
- iv Manuals will not be returned; and
- v Manual acceptance 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 the vehicle **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 15 working days before the delivery of the vehicle.

#### 4.1.2 Items Supplied with Each Vehicle

##### (a) Operator's Manual

- 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 or DVD **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) Rust Protection Warranty - A copy of the warranty from the rust protection provider **shall** accompany each vehicle;

##### (d) 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; and
- iii The Contractor **shall** produce a supplement listing for all non-production line components and systems included.

#### 4.1.3 Items Supplied for Each Destination

##### (a) Maintenance Manual - English

- i One copy of English maintenance manuals is required for each destination for the maintenance and repair of the vehicle **shall** be supplied;
- ii The manuals **shall** be submitted within 30 working days after the delivery of the vehicle; and
- iii The maintenance manuals **shall** be supplied either in a paper format or on a CD/DVD ROM.

##### (b) Parts Manual - English

- i One copy of English Parts manuals is required for each destination for the vehicle, including features and accessories, **shall** be supplied;
- ii The manuals **shall** be submitted within 30 working days after the delivery of the vehicle; and
- iii The parts manuals **shall** be supplied either in a paper format or on a CD/DVD ROM.

#### 4.2 Training

##### (a) Training - Familiarization - English

- i The Contractor **shall** supply a familiarization course in English;
- ii The course instructor **shall** be a Training Provider with full knowledge of the vehicle;
- 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** have a minimum duration of eight (8) hours of training;
- vi The familiarization course **shall** accommodate up to eight (8) personnel;
- vii The familiarization course **shall** be supplied at the delivery destination;
- viii The date for the maintenance training 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) Training - Familiarization - French

- i The Contractor **shall** supply a familiarization course in French;

- ii The course instructor **shall** be a Training Provider with full knowledge of the vehicle;
- 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** have a minimum duration of eight (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 maintenance training 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.



**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**  
**FOR**  
**SCHOOL 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 supplied 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 \_\_\_\_\_

**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**

Computer generated performance analysis is document \_\_\_\_\_

**Proof of Compliance** for the performance requirements at specified capacities **shall** be provided using a computer generated performance analysis on third party software. The analysis **shall** demonstrate top road speed and horsepower required.

**3.4.2 Payload - Proof of Compliance**

(a) Passenger capacity 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 \_\_\_\_\_

(c) Exterior height on page \_\_\_\_\_ of document \_\_\_\_\_

**3.5 Standard Vehicle - Proof of Compliance**

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

(b) **Vehicle Interior Requirements - Proof of Compliance**

Details shown on page \_\_\_\_\_ of document \_\_\_\_\_

(d) **Vehicle Thermal and Acoustic Insulation - Proof of Compliance**

Details of thermal insulation on page \_\_\_\_\_ of document \_\_\_\_\_

Details of acoustic insulation on page \_\_\_\_\_ of document \_\_\_\_\_

(e) **Heating, Ventilation and Air Conditioning System - Proof of Compliance**

Fuel-fired heater

Make \_\_\_\_\_ - Model \_\_\_\_\_

Capacity on page \_\_\_\_\_ of document \_\_\_\_\_



Heater for the front of the bus

Make \_\_\_\_\_ - Model \_\_\_\_\_

Capacity on page \_\_\_\_\_ of document \_\_\_\_\_

Stepwell heater

Make \_\_\_\_\_ - Model \_\_\_\_\_

Capacity on page \_\_\_\_\_ of document \_\_\_\_\_

Passenger area heaters

Make \_\_\_\_\_ - Model \_\_\_\_\_

Capacity on page \_\_\_\_\_ of document \_\_\_\_\_

Air conditioning system

Make \_\_\_\_\_ - Model \_\_\_\_\_

Capacity on page \_\_\_\_\_ of document \_\_\_\_\_

(f) **Driver's seat** - *Proof of Compliance*

Make \_\_\_\_\_ - Model \_\_\_\_\_

Details shown in document \_\_\_\_\_

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

Make \_\_\_\_\_ - Model \_\_\_\_\_

Details shown in document \_\_\_\_\_

Seat spacing on page \_\_\_\_\_ of document \_\_\_\_\_

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

Details shown in document \_\_\_\_\_

(i) **Backup Camera** - *Proof of Compliance*

Make \_\_\_\_\_ - Model \_\_\_\_\_

Details shown on page \_\_\_\_\_ of document \_\_\_\_\_

(k) **Under Body Luggage Compartments** - *Proof of Compliance*

Details shown on page \_\_\_\_\_ of document \_\_\_\_\_

3.6.1 **Axles** - *Proof of Compliance*

Axles - Make \_\_\_\_\_ - Model \_\_\_\_\_

Details on page \_\_\_\_\_ of document \_\_\_\_\_

3.6.2 **Suspension** - *Proof of Compliance*

Suspension - Make \_\_\_\_\_ - Model \_\_\_\_\_

Details shown on page \_\_\_\_\_ of document \_\_\_\_\_

3.7 **Engine** - *Proof of Compliance*

Make \_\_\_\_\_ - Model \_\_\_\_\_

Details shown in document \_\_\_\_\_

3.7.2 **Fuel Reservoirs** - *Proof of Compliance*

(a) Fuel Reservoir capacity on page \_\_\_\_\_ of document \_\_\_\_\_

3.8 **Automatic Transmission** - *Proof of Compliance*

Make \_\_\_\_\_ - Model \_\_\_\_\_

Details shown in document \_\_\_\_\_

(b) Number of forward speeds on page \_\_\_\_\_ of document \_\_\_\_\_

3.11 **Wheels and Tires** - *Proof of Compliance*

(b) Front tires - Make \_\_\_\_\_ - Model \_\_\_\_\_ - Size \_\_\_\_\_

Details on page \_\_\_\_\_ of document \_\_\_\_\_

(c) Rear tires - Make \_\_\_\_\_ - Model \_\_\_\_\_ - Size \_\_\_\_\_

Details on page \_\_\_\_\_ of document \_\_\_\_\_

3.14 **Electrical System** - *Proof of Compliance*

(a) Alternator - Make \_\_\_\_\_ - Model \_\_\_\_\_

Alternator output on page \_\_\_\_\_ of document \_\_\_\_\_

(b) Battery - Make \_\_\_\_\_ - Model \_\_\_\_\_

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.

## 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)