



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

By Email to:

Stephanie.way@forces.gc.ca

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

**Solicitation Closes –
L'invitation prend fin**

At – à : 2 :00 p.m. EDT

On - le :22 September 2017

Title/Titre ATV/Snowmobile Trailers	Solicitation No – N° de l'invitation W6399-17-JB81/A
Date of Solicitation – Date de l'invitation	
Address Enquiries to – Adresser toutes questions à Stephanie.way@forces.gc.ca	
Telephone No. – N° de téléphone 613-998-4587	FAX No – N° de fax
Destination Richmond, Ontario Canada	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required - Livraison exigée 29 November 2017	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no Security Requirement.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Comprehensive Land Claims Agreement(s)

This procurement is not subject to Comprehensive Land Claims Agreement(s).

1.4 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 2017-04-27 Standard Instructions – Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20, Further Information is deleted in its entirety.
- c) Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:

Send its bid only to the address specified in the bid solicitation.

- d) Section 06, Late Bids, Is deleted in its entirety;
- e) The text under Section 07, Delayed Bids, is deleted in its entirety and replaced with the following:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

- f) Subsection 1 of Section 08, Transmission by Facsimile, is deleted in its entirety.

Subsection 5.4 of [2003](#), 2017-04-27 Standard Instructions - Goods or Services – Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

2.2 Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).
- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separate sections by Email as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid as follows:

Bidders must submit firm prices, Delivered Duty Paid (DDP) at Richmond, Ontario Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Bids must be submitted in Canadian dollars.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex C Evaluation Criteria

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at Richmond, Ontario Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the *"lowest evaluated price on an aggregate basis"* will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless otherwise specified, 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 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.

5.1.2 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.

5.1.3 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_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A 2016-04-04, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.3.2 Supplemental General Conditions

4011 2012-07-16 Supplemental General Conditions, apply to and form part of the Contract.

6.4 Term of Contract

Twelve (12) months from contract award with the option to procure additional goods.

6.4.1 Delivery Date

All the deliverables must be received on or before 31 March 2018.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described herein under the same conditions and at the prices and or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The option may be exercised at the discretion of Canada in whole or in part or in more than one occasion, up to the maximum quantity identified herein.

The contract Authority may exercise the option within twenty-four (24) months after contract award by sending a written notice to the Contractor. Optional Quantities detailed in Annex (A)

6.4.3 Delivery

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

1. Incoterms 2010 "DDP Delivered Duty Paid" (in accordance with Annex A –Statement of Work and Pricing).
2. The Contractor must deliver the goods to Canadian Forces (CF) by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the consignee at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Stephanie Way
Title: DLP 6-2-6
Department of National Defence (DND)
Directorate: DGLEPM
Address: 101 Colonel By Dr., Ottawa, ON, K1A 0K2

Telephone: 613-998-4587
E-mail address: Stephanie.way@forces.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: (To be completed at contract award)
Title:
Organization:
Address:

Telephone : (To be completed at contract award)
E-mail address:

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

6.5.3 Contractor's Representative

Name: _____ (To be completed by the bidder)
Title: _____
Organization: _____
Address: _____

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [*Public Service Superannuation Act*](#) (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada

6.7 Payment

6.7.1 Basis of Payment

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

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

6.7.2 Limitation of Price

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

6.7.3 Payments

H1000C 2008-05-12 Single Payment

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only);

6.8 Invoicing Instructions

Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

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

6.9 Certifications

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4011 2012-07-16 supplemental general conditions;
- (c) the general conditions 2010A 2016-04-04, General Conditions;
- (d) Annex A, Purchase Description;
- (e) Annex B, Technical Evaluation Criteria;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 Defence Contract

SACC Manual clause [A9006C](#) 2012-07-16 Defence Contract

6.13 Insurance or Insurance Requirements

SACC Manual clause [G1005C](#) 2016-01-28 Insurance

6.14 SACC Manual Clauses

SACC Manual clause [D2000C](#) 2007-11-30, Markings

SACC Manual clause [D2001C](#) 2007-11-30, Labelling

SACC Manual clause [D2025C](#) 2013-11-06, Wood Packing Materials

SACC Manual clause [D5545C](#) 2010-08-16, ISO 9001:2008 – Quality Managements Systems Requirements QAC C

ANNEX "A"

PURCHASE DESCRIPTION

Snowmobile / All-Terrain Vehicle (ATV) hauling trailers

1.0 SCOPE

1.1 Scope

This Purchase Description describes the requirement for Snowmobile/All-Terrain Vehicle (S/ATV) trailers.

1.2 Instructions

The following instructions apply to the interpretation of this Purchase Description:

- (a) Requirements, which are identified by the word "must", 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 "must" or "will" are not used, the information provided is for guidance only;
- (d) In this document "provided" must mean "provided and installed";
- (e) Where a technical certification is referred to in this specification, a copy of the certification or substantive information must be supplied for the vehicle when requested by the Technical Authority at no cost to Canada;
- (f) Metric measurements must be used to define the requirement. Other measurements are for reference only and may not be exact conversions; and
- (g) 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

The following definitions apply to the interpretation of this Purchase Description:

- (a) "Technical Authority" - The government official responsible for technical content of this requirement;
- (b) "Equivalent" - A standard, means, or component type, which the Technical Authority approves for this application, in writing, as meeting the specified requirements for form, fit, function and performance;
- (c) "Payload" is defined as the unencumbered carrying capacity of the trailer (i.e., GVWR less Curb Weight);
- (d) "5th percentile adult female" – As defined in the *Motor Vehicle Safety Regulations (C.R.C., c. 1038)* a person having as physical characteristics a mass of 46.3 kg, height of 1499 mm, erect sitting height of 785 mm, normal sitting height of 752 mm, hip sitting breadth of 325 mm, hip

sitting circumference of 925 mm, waist sitting circumference of 599 mm, chest depth of 191 mm, bust circumference of 775 mm, chest upper circumference of 757 mm, chest lower circumference of 676 mm, knee height of 455 mm, popliteal height of 356 mm, elbow rest height of 180 mm, thigh clearance height of 104 mm, buttock-to-knee length of 518 mm, buttock-to-poples length of 432 mm, elbow-to-elbow breadth of 312 mm and seat breadth of 312 mm;

- (e) "95th percentile adult male" – As defined in the *Motor Vehicle Safety Regulations (C.R.C., c. 1038)* a person having as physical characteristics a mass of 97.5 kg, height of 1849 mm, erect sitting height of 965 mm, normal sitting height of 930 mm, hip sitting breadth of 419 mm, hip sitting circumference of 1199 mm, waist sitting circumference of 1080 mm, chest depth of 267 mm, chest circumference of 1130 mm, knee height of 594 mm, popliteal height of 490 mm, elbow rest height of 295 mm, thigh clearance height of 175 mm, buttock-to-knee length of 640 mm, buttock-to-poples length of 549 mm, elbow-to-elbow breadth of 506 mm and seat breadth of 404 mm;
- (f) "Curb Weight" is the empty weight (no payload included) of a fully equipped trailer including all fitted equipment and devices as detailed in this Purchase Description;
- (g) "Gross Vehicle Weight Rating (GVWR) - The value specified by the vehicle manufacturer as the loaded weight of a single vehicle; and
- (h) "Gross Axle Weight Rating (GAWR)" - The value specified by the vehicle manufacturer as the load-carrying capacity of a single axle system, as measured at the tire-ground interfaces.

1.4 Applicable Documents

The following documents form part of this purchase description. Web sites for the organization are given when available. Effective documents are those in effect on date of manufacture. Sources are as shown:

Motor Vehicle Safety Regulations (MVSR)
Government of Canada, Transport Canada,
<http://www.tc.gc.ca/eng/act-regulations/regulations-crc-c1038htm>

Canadian Occupational Health and Safety Regulations (COHSR), 2015
<http://laws.justice.gc.ca/eng/regulations/sor-86-304/index.html>

2.0 REQUIREMENTS

2.1 Standard Design

The S/ATV Trailers must:

- (a) Be the manufacturer's latest model;
- (b) Have demonstrated industry acceptability by having been manufactured and sold commercially for at least two (2) years, or be manufactured by a company that has at least five (5) years' experience in design and manufacturing of a comparable type of equipment of equivalent or greater complexity;
- (c) Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture. International equivalent laws, regulations, and industrial standards will be accepted only if certified for equivalency by a professional engineer;

- (d) Have system and component capacities equivalent to their published ratings (i.e. product or component brochures); and
- (e) Include all components, equipment and accessories normally supplied for the model offered, although they may not be specifically described in this Purchase Description;
- (f) Include components readily available for a minimum period of ten (10) years from the date of manufacture; and
- (g) Comply with Hazardous Products Act of Canada concerning the use of hazardous materials, ozone depleting substances, polychlorinated biphenyls, asbestos and heavy metals used in the manufacture and assembly of the product supplied.

2.2 Operating Conditions

The S/ATV Trailer, at GVWR, must operate safely and efficiently on paved roads, gravel roads and dirt roads with severe washboard, pot holes and off-road terrain in year round conditions including mud, snow and ice in the temperature range of -34°C to 37°C (-30°F to 98°F).

2.3 Safety Standards

The vehicle must:

- (a) Meet the provisions of the Motor Vehicle Safety Regulations (MVSR); and
- (b) Have a Safety Compliance Certification Label with a National Safety Mark (NSM) as a seal of compliance, or be accompanied by a Vehicle Import Form containing proof of Inspection by the Registrar of Imported Vehicles.

2.4 Transport Canada Registration

The Contractor/Sub-Contractor must be registered with Transport Canada for the manufacture and assembly of trailers of this size.

2.5 Human Engineering and Safety

The S/ATV Trailers must:

- (a) Comply with the relevant sections of the COHSR;
- (b) Be safe and easy to be used by a 5th percentile female to a 95th percentile male under all operating conditions; and
- (c) Be equipped, where required for operator safety, with safety features such as warning and instruction plates, and non-slip walking surfaces.

2.6 Design Principles

The vehicle/equipment must:

- (a) Be assembled from commercially available standard parts complying with commercial standards wherever possible; and

- (b) Have all components, assemblies, and sub-assemblies used in the construction designed and manufactured to dimensional tolerances, which will permit interchangeability and facilitate replacement of parts.

2.7 Performance

The S/ATV Trailers, at GVWR, must be capable of being towed by a standard pick-up truck at a speed of at least 105 km/h (65 mph).

2.8 Dimensions and Ratings

The S/ATV Trailers must have the following:

- (a) A PAYLOAD of at least 2727 kg (6000 lbs)
- (b) A GVWR of no more than 3500 kg (7,700 lbs);
- (c) A GAWR of at least 3500 kg (7,700 lbs); and
- (d) The following nominal dimensions:
 - i. Deck Length - 6.1 m (20 ft);
 - ii. Deck Width: 2.6 m (102 in);
 - iii. Overall Length - 7.3 m (24 ft);
 - iv. Maximum Exterior Body Width (including wheels) - 2.7 m (108 in); and
 - v. Maximum Floor Height (above ground) - 61 cm (24 in).

2.9 Construction

The S/ATV Trailers must have the following features:

- (a) An open deck design;
- (b) Aluminum main frame rails, cross-members and tongue;
- (c) A full width wind deflector/stone guard at the front of the trailer that extends from the front cross member to a height of at least 60 cm (24 in) made of aluminum; and
- (d) Aluminum fenders and mud guards as appropriate to prevent damage to the trailer from flying road debris.

2.10 Deck

The S/ATV Trailer floor must:

- (a) Be strong enough to support the evenly distributed rated "PAYLOAD";
- (b) Have a finished thickness of at least 38 mm (1.5 in) of kiln dried Douglas Fir;
- (c) Have three (3) rows of six (6) recessed (flush mounted) tie-down rings as follows:
 - i. Evenly spaced along the length of the left, right and centerline of the deck;
 - ii. D-shaped, bolted into the frame; and
 - iii. A capacity of 227 kg (500 lbs) each;
- (d) Two (2) tie-down rails as follows:
 - i. Length of the trailer;

- ii. Mounted to the left and right side of the deck in a way that does not interfere with loading/unloading vehicles; and
- iii. Designed to be compatible with chain/hook and cargo straps.

2.11 Ramp

The S/ATV Trailer must have a ramp as follows:

- (a) A removable drive-on style ramp with a size to permit loading snowmobiles and ATVs with nominal dimensions as follows:
 - i. Width: 1.52 m (5 ft); and
 - ii. Length: 2.43 m (8 ft);
- (b) Constructed of aluminum or galvanized steel;
- (c) Permits positioning on the rear of the trailer to load equipment on the left, center and right sides of the trailer;
- (d) A capacity that permits loading/unloading of snowmobiles and ATVs without bending or deformation; and
- (e) Permits secure stowage on or under the trailer deck.

2.12 Suspension

The S/ATV Trailers must have the manufacturer's standard tandem suspension.

2.13 Brakes

The S/ATV Trailers must:

- (a) Be equipped with self-adjusting electric brakes on all wheels appropriate to the trailers' GVWR;
- (b) Have applicable wiring for connection to the tow vehicle with a 7-pin spade connector;
- (c) Have a break-away switch to engage the trailer brakes in case of dislocation from the towing vehicle; and
- (d) Have brakes powered from a dedicated battery mounted on the tongue of the trailer in a weather protective rigid plastic case.

2.14 Wheels and Tires

The S/ATV Trailers must:

- (a) Be equipped with radial tires that fit a 38 cm (15 in) rim and a load range appropriate to the trailer GVWR;
- (b) Have each wheel equipped with a hub with external grease fitting;
- (c) Have one axle equipped with an instrument to measure cumulative distance travelled in kilometers (such as an axle hub meter); and
- (d) Have an external spare tire carrier on the tongue that does not interfere with normal operation of the tongue jack, with a full-size spare tire, a locking device to secure the tire to the carrier, and all equipment required to change a tire.

2.15 Tongue/Hitch

The S/ATV Trailers must:

- (a) Have an aluminum A-frame style tongue;
- (b) Have a front manual side crank type ram jack with a minimum capacity of 910 kg (2000 lbs) as follows:
 - i. Lever clears all equipment and accessories surrounding the jack when in use;
 - ii. Include a removable displacement pad for use on soft surfaces (such as sand) that mounts on the tongue of the trailer when not in use and is attached to the trailer with a tether cable; and
 - iii. Removable or have a feature that protects it from damage due to road contact when the trailer is being towed;
- (c) Have a positive locking ball coupler hitch compatible with a 59 mm (2 5/16 in) vehicle ball hitch;
- (d) Have two (2) galvanized safety chains complete with shackles of suitable size and rating to secure trailer to towing vehicle in case of hitch failure in accordance with CMVSS requirements; and
- (e) Be equipped with an appropriate weight distribution and anti-sway system.

2.16 Exterior Lighting

The S/ATV Trailers must utilize sealed LED external lights on rubber mounts for all body lighting including warning lights, clearance lights, backup, turn-signal and brake lights;

2.17 Paint

The following paint procedure must be followed for the S/ATV Trailers:

- (a) The exterior painted in accordance with the paint manufacturer's recommendations, rendering a durable finish and a smooth appearance free from runs, sag and orange peel;
- (b) The standard range of available paint colours for the type of trailer being offered. The final paint color(s) will be determined at Contract Award;
- (c) Non-ferrous metals (e.g., aluminum) anodized where exposed to the environment; and
- (d) A phosphate treatment plus primer or an E-coat system on all ferrous metals, followed by a minimum of one coat of paint and a clear coat.

2.18 Corrosion Protection System

The following must be provided for the S/ATV Trailers:

- (a) Aftermarket rust proofing provided in addition to standard factory rust proofing. The treatment date will be directed by the Technical Authority to optimize seasonal rust prevention benefits. If not demanded prior to delivery, a pre-paid certificate authorizing treatment at an aftermarket outlet must be provided with the trailer;
- (b) Metal surfaces treated with a rust preventive oily film product having the following properties;
 - i. Moisture displacing;
 - ii. Creeping (capillary action);
 - iii. Low solvent content;

- iv. Compatibility with rubbers, plastics and all other materials used in automotive construction;
 - v. Non toxic; and
 - vi. Minimal dripping;
- (c) The application includes, but is not limited to, enclosed and boxed-in sections, seams, mouldings, crevices, weld points, underbody and exposed exterior brackets.

2.19 Corrosion Resistant Materials

The S/ATV Trailers must:

- (a) Be provided with stainless steel, zinc plated, hot dipped galvanized or aluminium rivets; and
- (b) Be designed to prevent galvanic corrosion.

2.20 Identification

The following information must be permanently affixed in a conspicuous and protected location on the tongue of the trailer:

- (a) The manufacturer's name, model number, serial number and model year; and
- (b) The GVWR and GAWR ratings (as applicable).

2.21 Vehicle Delivery Condition

The S/ATV Trailers must be delivered to destination in a fully operational condition (serviced and adjusted) and the exterior must be cleaned. If the S/ATV Trailers require assembly at destination, the Contractor must be responsible for all manpower and equipment to perform assembly. The consignee will provide the area required for assembly. For shipment verification, all items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose with the trailer, must be listed on the shipping certificate or to an attached packing note.

2.22 Deliverable Information

The Contractor must provide the following Deliverable Information:

- (a) Equipment Manuals – The following manuals with each S/ATV Trailer:
 - i. Operator's Manual – Operator's manual in a hard copy bilingual format or as two (2) manuals in a single binder (English and French) with the following information:
 - a. General overview of the S/ATV Trailer including features;
 - b. Instructions for the safe operation of the S/ATV Trailer including electrical systems and braking systems;
 - c. Safe towing practices and trailer towing specifications;
 - d. Safe tire changing procedures;
 - e. Daily operator maintenance instructions/checks (including lubrication);
 - f. Safety Warnings; and
 - g. Any other operator familiarity items required;
 - ii. Maintenance (Shop Repair) Manual - The Maintenance (Shop Repair) Manual in English in hard copy or electronic (MS Word or PDF) format with the following information:
 - a. Overview and illustrations showing all components of the trailer including fitted equipment, suspension system and accessories from other manufacturers that are supplied against the requirements of the Contract. The illustrations must have numbers for the itemization of the parts;

- b. A listing for all itemized parts showing the manufacturer's part numbers (including Original Equipment Manufacturer's) of the illustration, the part name and a brief description of the item;
 - c. Cross reference relating all part numbers (including Original Equipment Manufacturer's) to the correct figure and item number;
 - d. Scheduled preventive maintenance requirements;
 - e. A trouble shooting guide, showing the steps and tests required to determine the exact cause of a problem and an explanation of what steps would be required to correct a problem; and
 - f. A listing of the necessary tolerances, torque levels, fluid volumes required.
- iii. Manuals on CD/DVD-ROM will be acceptable. A hard copy Operator's manual must be provided with each vehicle.
- (b) Warranty Letter – A paper copy of the completed bilingual Warranty Letter must be delivered with each S/ATV Trailer, and a copy of the Warranty Letter in electronic format (PDF) must be delivered to the Technical Authority; and
- (c) Safety Recalls and Servicing Data - The following information must be provided to the Customer location, on a continuing basis, throughout the life expectancy of the vehicle (10 years):
- i. Safety recalls;
 - ii. Manufacturer's technical service bulletins; and
 - iii. This service can be made available as an Internet Service.

ANNEX "B"

BASIS OF PAYMENT

MANDATORY QUANTITY				
ITEMS	DESCRIPTION	QUANTITY	FIRM UNIT PRICE Applicable Taxes Extra	Extended Price
1	Snowmobile / All-Terrain Vehicle Hauling Trailers	3		
OPTIONAL QUANTITY				
ITEMS	DESCRIPTION	QUANTITY	FIRM UNIT PRICE Applicable Taxes Extra	Extended Price
1	Snowmobile / All-Terrain Vehicle Hauling Trailers	3		
Evaluated Price (total of mandatory and optional quantities, Applicable Taxes excluded:				
Applicable Taxes:				
Total:				

ANNEX "C"

TECHNICAL INFORMATION QUESTIONNAIRE

This questionnaire covers technical information, which must be provided for evaluation of the configuration(s) of the vehicle offered.

Where the specification paragraphs below indicate "Proof of Compliance", the "Proof of Compliance" must be provided for each performance requirement/specification.

Offerors 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.

OFFEROR INFORMATION

Bidder Name:

Date:

COMPLIANCE

Equipment proposed complies with all requirements specified in the Purchase Description.

YES NO

SUBSTITUTES/ALTERNATIVES

Are any substitutes/alternatives offered as **Equivalent** to any requirement specified in the Purchase Description?

YES NO

If yes, please identify all substitutes/alternatives offered as **Equivalents** below and indicate where in the proposal related information can be found:

SNOWMOBILE/ATV TRAILER

Year:

Make:

Model:

SPECIFICATION PARAGRAPHS

2.1(b) **Client References - Proof of Compliance**

The bidder **must** provide details of contracts related to the design, manufacture, and delivery of complete refuelling tenders of at least (2) two models of snowmobile/ATV trailer. The bidders **must** provide the following information:

- i. Client and delivery location;
- ii. Year completed; and
- iii. List of make and models

Client references information can be found in:
Document: _____ Page: ____

2.3 **Transport Canada Registration - Proof of Compliance**

The vehicle/equipment **must** meet the provisions of the Canada Motor Vehicle Safety Act in effect upon the date of manufacture of the vehicle.

Safety Compliance Certification Label with a National Safety Mark (NSM) can be found in:
Document: _____ Page: ____

2.6 **Performance - Proof of Compliance**

The S/ATV Trailers, at GVWR, must be capable of being towed by a standard pick-up truck at a speed of at least 105 km/h (65 mph).

Proof of compliance can be found in:
Document: _____ Page: ____

2.7 **Dimensions and Ratings - Proof of Compliance**

(a) PAYLOAD:

Proof of compliance can be found in:
Document: _____ Page: ____

(b) Gross Vehicle Weight Rating (GVWR):

Proof of compliance can be found in:
Document: _____ Page: ____

(c) Gross Axle Weight Rating (GAWR) for each axle:

Proof of compliance can be found in:
Document: _____ Page: ____

(d) Dimensions:

Deck Length:

Deck Width:

Overall Length:

Maximum Exterior Body Width (including wheels):

Maximum Floor Height (above ground):

Proof of compliance can be found in:

Document: _____ Page: ____

2.8 **Construction - Proof of Compliance**

(a) Open deck:

Proof of compliance can be found in:

Document: _____ Page: ____

(b) Aluminum main frame rails, cross-members and tongue:

Proof of compliance can be found in:

Document: _____ Page: ____

(c) Wind deflector/stone guard:

Proof of compliance can be found in:

Document: _____ Page: ____

2.9 **Deck - Proof of Compliance**

(a) Distributed load:

Proof of compliance can be found in:

Document: _____ Page: ____

(b) Finished thickness of decking: ____

Proof of compliance can be found in:

Document: _____ Page: ____

(c) Tie-down rings: ____

Proof of compliance can be found in:

Document: _____ Page: ____

(c) Tie-down rails: ____

Proof of compliance can be found in:

Document: _____ Page: ____

2.10 **Ramp - Proof of Compliance**

(a) Dimensions:

Width:

Length: ____

Proof of compliance can be found in:

Document: _____ Page: ____

(d) Capacity:

Proof of compliance can be found in:

Document: _____ Page: ____

DEFINITIONS

“Equivalent” - A standard, means, or component type, which has been accepted by the Technical Authority as meeting the specified requirements for form, fit, function and performance;

“Proof of Compliance” - 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 must 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 must be provided. The certificate must 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 "D" to PART 3 OF THE - BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

ANNEX "E"

NON-DISCLOSURE AGREEMENT

The bidder hereby acknowledges that this technical data package contains Commercially Confidential information. Interested bidders are to return the signed and scanned certification below by email to the individual identified on page one of this Request for Proposal.

The proposed bidder hereby agrees:

- a. To maintain the confidentiality of this Technical Data Package (TDP);
- b. That that information contained within the TDP will not be copied, disclosed or provided to another party without the consent of Canada;
- c. To not use the Technical data except as may be necessary to carry out the work for Canada;
- d. To ensure that any prospective subcontractor is subject to the same Conditions;
- e. Return the TDP to the Contracting Authority prior to bid closure for this solicitation if no bid is made; and
- f. Return the TDP to the Contracting Authority within five (5) days after being requested to do so by the Contracting Authority.

Certification of a senior official:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone number: _____

Email Address: _____

Signature and Title: _____

Date: _____