



**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

Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet Ice Resurfacing Machine	
Solicitation No. - N° de l'invitation W8476-185715/A	Date 2018-04-27
Client Reference No. - N° de référence du client 6000406837	
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-649-74788	
File No. - N° de dossier hs649.W8476-185715	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-12	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fong, Hong	Buyer Id - Id de l'acheteur hs649
Telephone No. - N° de téléphone (873) 469-3302 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation and resulting contract document is divided into six (6) parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The attachments include the Annex A - Pricing, Annex B - Electronic Payment Instruments, the Purchase Description, and the Technical Evaluation Matrix.

1.2 Summary

The Department of National Defence has a requirement to purchase four (4) Ice Resurfacing Machines and ancillary items, including training, in accordance with the Purchase Description for Ice Resurfacing Machine, dated 2018-04-25, and as described at Annex A - Pricing.

The requirement includes an option to purchase up to one Ice Resurfacing Machine and ancillary items to be exercised within twelve (12) months from the effective date of the contract.

1.3 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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 fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing may be provided 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](#) issued by Public Works and Government Services Canada (PWGSC).

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 05.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."

- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:
"Transmission by facsimile or by epost Connect

1. Facsimile

- Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - receipt of garbled or incomplete bid;
 - availability or condition of the receiving facsimile equipment;
 - incompatibility between the sending and receiving equipment;
 - delay in transmission or receipt of the bid;
 - failure of the Bidder to properly identify the bid;
 - illegibility of the bid; or
 - security of bid data.
- A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.

2. ePost Connect

- Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- To submit a bid using epost Connect service, the Bidder must either:
 - send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation

prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.

- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

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

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

the questions 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 - Bid

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) calendar 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)

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.

Bidders should submit, with their bid, the completed Technical Evaluation Matrix.

3.1.1 Substitutes and Alternatives

Bidders may propose substitutes and alternatives where **equivalent** is indicated in the technical requirement description (Purchase Description/Statement of Requirement/Statement of Work).

- 1. Substitutes and alternatives that are equivalent in form, fit, function, quality 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.
2. Substitutes and alternatives offered as equivalent in form, fit, function quality 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 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.
3. Bidders are encouraged to offer or suggest green products whenever possible.

Section II: Financial Bid

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

Bidders should complete Annex A and submit it with their bid.

3.1.2 Electronic Payment of Invoices – Bid


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

If Annex B - 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.

3.1.3 SACC Manual Clauses

3.1.3.1 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.

Section IV: Additional Information

Canada requests that bidders submit the following information:

3.1.4 Best Delivery Date – Bid

3.1.4.1 Firm Quantity

While delivery of the equipment/vehicle is requested by December 12, 2018, the best delivery that could be offered is as follows:

Item 001 – Four (4) Ice Resurfacing Machines and ancillary items will be delivered within _____ weeks/calendar days from the effective date of the contract.

3.1.4.2 Optional Quantity

The best delivery that could be offered is as follows:

Item 002 - If an option is exercised, up to one (1) Ice Resurfacing Machine and ancillary items will be delivered within _____ weeks/calendar days.

3.1.5 Supplier Contacts

Canada requests that Bidders provide the Contractor's Representative contact information in Part 6.

3.1.6 After Sales Service

Canada requests that the Bidder provide in Part 6 the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance

between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

3.1.7 Manufacturer's Standard Warranty Period

Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the vehicle/equipment and its component that exceeds the minimum warranty period of twelve (12) months or 2000 hours of usage, whichever comes first. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for component/sub-assemblies will form part of the proposed contract.

3.1.8 Extended Warranty Period

Canada requests that the Bidder indicate if an extended warranty period is being offered that exceeds the minimum warranty period of twelve (12) months or 2000 hours of usage, whichever comes first.

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

Any extended warranty period offered will not be included in the financial evaluation.

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

- (a) Bidders must demonstrate their compliance with all technical evaluation criteria detailed in the Technical Evaluation Matrix, by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the bid solicitation is not sufficient.
- (b) Bidders proposing substitutes and/or alternatives must submit with their bid, all the information detailed in Part 3, Section 1 - Substitutes and Alternatives to be considered for evaluation.

4.1.2 Financial Evaluation

Bidders must provide with their bid all financial information requested in the bid solicitation, at Annex A – Pricing, and in accordance with the Basis of Payment specified in Part 6 .

4.1.2.1 Mandatory Financial Criteria for Firm Quantity

The prices of the bid must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

4.1.2.2 Mandatory Financial Criteria for Optional Quantity

The prices of the bid must be in Canadian dollars, DDP Delivered Duty Paid at destination (shipping cost extra), Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

The shipping cost will not be included in the financial evaluation.

4.1.3 Evaluated Aggregate Price

Bids will be evaluated on an aggregate price basis for the firm quantity, the optional quantity and training options follows:

- a) the firm lot prices for the firm quantity will be multiplied by their identified quantities to obtain the evaluated price of the firm quantity;
- b) the firm lot prices for the optional quantity will be multiplied by the their identified estimated quantity to obtain the evaluated price of the optional quantity;
- c) the firm unit prices for the training option will be multiplied by the their identified estimated quantity to obtain the evaluated price of the training option;

d) the sum of all evaluated prices will determine the evaluated aggregate price.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated aggregate price will be recommended for award of a contract. Only one (1) contract may be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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](https://www.canada.ca/en/employment-social-development/canada-esdc-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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 criteria detailed in Part 4.

Bidder's authorized representative signature

Date

5.2.3.2 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.

Bidder's 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.	

Bidder's authorized representative signature

Date

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 Requirement

There is no security requirement applicable to the Contract.

6.2 Requirement - Contract

The Contractor must deliver four (4) Ice Resurfacing Machines and ancillary items, including training, in accordance with the Purchase Description for Ice Resurfacing Machine, dated 2018-04-25, and at Annex A - Pricing.

An option is included to purchase up to one (1) Ice Resurfacing Machine vehicle and ancillary items to be exercised within twelve (12) from the effective date of the contract.

6.2.1 Technical Changes, Substitutes and Alternatives

Any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function, quality and performance to what is being replaced and must be at no additional cost to Canada. Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the substitute or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

6.2.2 Optional Goods and/or Services

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 Contracting Authority may exercise the option within twelve (12) months after contract award by sending a written notice to the Contractor.

The Contractor must advise the Technical Authority and Contracting Authority of any design updates that could affect the procurement of additional vehicles/equipment.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

Section 09 entitled Warranty of General Conditions 2010A is amended as follows:

At subsection 1, delete the following: "The warranty period will be twelve (12) months" and replace with the following: "The warranty period will be twelve (12) months, or 2,000 hours of usage, whichever comes first".

Delete subsection 2 in its entirety and replace it with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Delivery Date

Delivery of the vehicle/equipment must be made as follows:

Firm Quantity

Item 001 – Four (4) Ice Resurfacing Machines and ancillary items must be delivered within to be inserted by PWGSC weeks/calendar days from the effective date of the contract.

Optional Quantity

Item 002 - If the option is exercised, up to one (1) Ice Resurfacing Machine and ancillary items must be delivered within to be inserted by PWGSC weeks/calendar days after an option is exercised.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hong Fong

Supply Officer

Public Services and Procurement Canada

Acquisitions Branch

LEFTD - HS Division

Place du Portage, Phase III, 7B1

Gatineau, Quebec K1A 0S5
Telephone: 873-469-3302
E-mail address: Hong.Fong@pwgsc-tpsgc.gc.ca

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

6.5.2 Procurement Authority

The Procurement Authority for the contract is:

To be inserted by PWGSC

DLP

National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone:
Facsimile:
E-mail address:

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.

6.5.3 Technical Authority

The Technical Authority for the Contract is:

To be inserted by PWGSC

National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone:
Facsimile:
E-mail address:

The Technical 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 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.

6.5.4 Contractor's Representative

General enquiries

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

6.5.5 After Sales Service

6.5.5.1 After Sales Service - CFB Valcartier

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:

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____
Address: _____
Telephone No.: _____

6.5.5.2 After Sales Service - 4 Wing Cold Lake

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:

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____
Address: _____
Telephone No.: _____

6.5.5.3 After Sales Service – CFB Bagotville

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:

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____
Address: _____
Telephone No.: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid as follows:

6.6.1.1 Basis of Payment Type 1

Firm lot 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, as specified in Annex A - Pricing.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

6.6.1.2 Basis of Payment Type 2

Firm lot prices in Canadian dollars, Delivered Duty Paid at destination (shipping cost extra in accordance with Basis of Payment Type 3), Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra, as specified in Annex A - Pricing.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

6.6.1.3 Basis of Payment Type 3

The Contractor will be reimbursed the actual shipping cost from the Contractor's Canadian facility or the Contractor's Canadian distribution point to the final destination without any allowance for profit and/or administrative overhead, in Canadian dollars and Applicable Taxes extra.

6.6.1.4 Basis of Payment Type 4

Training Option

Firm unit prices in Canadian dollars, including Canadian Custom Duties where applicable, and Applicable Taxes are extra, as specified in Annex A - Pricing.

Travel and Living Expenses

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) (<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.

6.6.2 Electronic Payment of Invoices

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.6.3 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12
C3015C	Exchange Rate Fluctuation Adjustment	2017-08-17

6.7 Invoicing

6.7.1 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
2. Invoices cannot be submitted before delivery, inspection and acceptance of the vehicle/equipment/service.
3. The Applicable Taxes must be calculated on the total amount of the invoice before the holdback is applied. At the time the holdback is claimed, there will be no taxes payable as they were claimed and payable under the previous invoice for the vehicle/equipment/service.
4. Upon delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor can submit an invoice for the release of the holdback.
5. Each invoice must be supported by:
 - (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
6. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
7. Invoices must be distributed as follows:

-
- (a) The original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.
 - (b) One (1) copy must be forwarded or emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.7.2 Holdback

1. Canada will apply a ten (10) percent holdback on any due payment for the vehicle/equipment/service (Items 001 and 002) until delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service.
2. Subsequent to delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor must submit an invoice for the release of the Holdback in accordance with "Invoicing Instructions" found in this contract.

6.8 Certifications

6.8.1 Compliance

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

6.9 Applicable Laws - Contract

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the 2010A (2016-04-04) General Conditions - Medium Complexity - Goods;
- (c) Annex A - Pricing;
- (d) Purchase Description for Ice Resurfacing Machine, dated 2018-04-25;
- (e) The Contractor's bid dated (to be inserted by PWGSC) _____, as amended (to be inserted by PWGSC) _____.

6.11 SACC Manual Clauses

SACC Reference	Title	Date
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 Contractors	2011-11-27
D5545C	ISO 9001:2008 Quality Management Systems - Requirements (QAC C)	2010-08-16
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2016-01-28

6.12 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 Purchase Description 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.

6.13 Preparation for Delivery

The vehicle/equipment must be serviced, adjusted and delivered in condition for immediate use. The interior and exterior must be cleaned before leaving the factory and being released to the inspection authority or consignee at the final delivery location.

6.14 Shipping Instructions - Delivery at Destination

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (in accordance with Annex A - Pricing) as specified below. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.
2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified in Annex A - Pricing. The consignee may refuse shipments when prior arrangements have not been made.

6.15 Delivery and Unloading

Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.

6.16 Post-Contract Award 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 must 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.

6.17 Progress Reports

The Contractor must prepare and submit a monthly progress report electronically to the Procurement Authority, Technical Authority and Contracting Authority.

The Contractor must answer the following questions:

- (i) Is the delivery of the vehicle/equipment and ancillary items on schedule?
- (ii) Is this requirement free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

6.18 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 (CF1280) or on an attached packing note.

6.19 Assembly/Preparation at Delivery

The Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all vehicles/equipment delivered. The assembly/preparation must be performed at no additional cost to Canada.

6.20 Interchangeability

Unless changes during the production run are authorized by the Contracting Authority, all vehicles/equipment 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.

ANNEX A – PRICING

Item 001 – Ice Resurfacing Machine (Firm Quantity)

The Contractor must deliver four (4) Ice Resurfacing Machines and ancillary items such as but not limited to vehicle manuals, data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and Initial Parts Kits including training, in accordance with the attached Purchase Description for Ice Resurfacing Machine, dated 2018-04-25.

Manufacturer: (to be inserted by PWGSC) Model: (to be inserted by PWGSC)

Destination A - Valcartier

Two (2) Ice Resurfacing Machines and ancillary items, including one (1) familiarization training (French), must be delivered to:

CFB Valcartier
Major Equipment
Building 188
Garrison Valcartier
Courcellette, Quebec G0A 4Z0
Canada

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$_____ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 6, Basis of Payment Type 1.

Destination B – Cold Lake

One (1) Ice Resurfacing Machine and ancillary items, including one (1) familiarization training (English), must be delivered to:

4 Wing Cold Lake
Major Equipment
Building 171
Cold Lake, Alberta T9M 2C6
Canada

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$_____ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 6, Basis of Payment Type 1.

Destination C - Bagotville

One (1) Ice Resurfacing Machine and ancillary items, including one (1) familiarization training (French), must be delivered to:

CFB Bagotville
Major Equipment
3 Wing Bagotville
Bagotville, Quebec G0V 1A0
Canada

The contact person at destination is: (to be inserted by PWGSC).

Firm lot price of \$_____ per vehicle/equipment and ancillary items, Delivered Duty Paid (... named place of destination), in accordance with Part 6, Basis of Payment Type 1.

Item 002 – Ice Resurfacing Machine (Optional Quantity)

If this option is exercised, the Contractor must deliver up to one (1) Ice Resurfacing Machine and ancillary items such as but not limited to vehicle manuals, warranty letter(s) and Initial Parts Kits, excluding training, in accordance with the attached Purchase Description for Ice Resurfacing Machine, dated 2018-04-25.

Firm lot price of \$_____ per vehicle/equipment and ancillary items, at Contractor's Canadian facility or Contractor's Canadian distribution point in accordance with Part 6, Basis of Payment Type 2.

Manufacturer: (to be inserted by PWGSC) Model: (to be inserted by PWGSC)

Item 003 - Transportation Cost (Optional Quantities)

If an option is exercised in accordance with item 002 above, the Contractor must deliver the vehicle/equipment to destination as follows:

Quantity: (to be inserted by PWGSC if an option is exercised)

The Ice Resurfacing Machine and ancillary items must be delivered to:

(to be inserted by PWGSC if an option is exercised)

The contact person at destination is :(to be inserted by PWGSC if an option is exercised).

Actual shipping cost of \$(to be inserted by PWGSC if an option is exercised) per vehicle/equipment, for transportation cost, Delivered Duty Paid (... named place of destination), in accordance with Part 6, Basis of Payment Type 3.

(Item 003 will not be included in the financial evaluation)

Item 004 - Training Option

If this option is exercised, the Contractor must provide up to one (1) familiarization training, in accordance with the attached Purchase Description for Ice Resurfacing Machine, dated 2018-04-25.

Firm unit price of \$_____ per familiarization training (English) in accordance with Part 6, Basis of Payment Type 4.

Firm unit price of \$_____ per familiarization training (French) in accordance with Part 6, Basis of Payment Type 4.

Item 005 - Travel and Living Expenses – National Joint Council Directive, for Training Option

The Contractor must deliver the training to:

(to be inserted by PWGSC if an option is exercised)

Estimated Cost: \$(to be inserted by PWGSC if an option is exercised) in accordance with Part 6, Basis of Payment Type 4.

(Item 005 will not be included in the financial evaluation)

Item 006 – Extended Warranty Period

If the warranty period is extended for an additional period of _____ months/calendar days, the Contractor will be paid a firm unit price of \$_____ per vehicle/equipment, applicable Taxes are extra.

(Item 006 will not be included in the financial evaluation)

ANNEX B - ELECTRONIC PAYMENT INSTRUMENTS

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

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

PURCHASE DESCRIPTION FOR

Ice Resurfacing Machine ECC 167104

OPI DSVPM 5 – DAVPS 5

Issued on Authority of the Chief of the Defence Staff
Publiée avec l'autorisation du chef d'état-major de la Défense



RDIMS # 4444941



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

1. SCOPE

1.1 Scope - This Purchase Description details the requirements for a propane engine driven, self-propelled, ice resurfacing machine.

1.2 Instructions - The following instructions apply to this specification.

- 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 supplied 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 an acceptable Proof of Compliance **must** be supplied for the vehicle when requested by the Technical Authority.
- f) Metric measurements are used to define the requirement. Other measurements are for reference only and may not be exact conversions.
- g) Nominal dimensions reflect a method by which materials or products are generally identified, but which differ from the actual measured 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**” - Substitutes and alternatives that are equivalent in product, performance or a standard will be considered for acceptance by the Technical Authority where Proof of Compliance for the requirement is provided.
- c) “**Vehicle**” – The entire vehicle including all systems and sub-systems, in a complete manufactured state in accordance with the requirements in this Purchase Description.
- 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) **“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.
- g) **“Gross Vehicle Weight Rating (GVWR)”** - The value specified by the vehicle manufacturer as the loaded weight of a single vehicle.

2 APPLICABLE DOCUMENTS

2.1 Applicable Documents - The following documents form part of this Purchase Description. The dates of issue are those in effect on the date of release of the RFP. Sources are as shown:

Canadian Occupational Health and Safety Regulations (COHSR), 2015

<http://laws.justice.gc.ca/eng/regulations/sor-86-304/index.html>

Advisory Circulars 300 Series – Aerodromes and Airports (for additional information and guidance only)

Transport Canada
Government of Canada
330 Sparks Street
Ottawa, ON, K1A 0N5
<https://www.tc.gc.ca/>

ASTM D1835 - 16 Standard Specification for Liquefied Petroleum (LP) Gases

American Society for Testing Materials (ASTM),
1916 Race St, Philadelphia PA 19103
<https://www.astm.org/index.html>

Hazardous Products Act

Government of Canada
<http://laws-lois.justice.gc.ca/eng/acts/H-3/>

SAE Handbook

Society of Automotive Engineers Inc.
400 Commonwealth Dr.,
Warrendale, PA, 15096
<http://www.sae.org>

3. REQUIREMENTS

3.1 Standard Design

- a) **Latest Model** - The vehicle design **must** be the manufacturer's latest model.
- b) **Industry Acceptability** - The vehicle design **must** have demonstrated industry acceptability by having been manufactured and sold commercially for at least 2 years, or be manufactured by a company that has at least 5 years' experience in design and manufacturing of a comparable type of equipment of equivalent or greater complexity.
- c) **Engineering Certification** - Original manufacturers engineering certification **must** be provided upon request for major drive train components and major equipment systems and assemblies, to demonstrate that assemblies are used within their design limitations.
- d) **Regulations** – The vehicle **must** 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.
- e) **Published Ratings** - The vehicle **must** have system and component capacities equivalent to published ratings (i.e. product or component brochures).
- f) **Standard Components** - The vehicle **must** include all standard components, equipment and accessories for the model offered, although they may not be specifically described in this Purchase Description.
- g) **Spare Parts** - The manufacturer **must** select components readily available for a minimum period of fifteen (15) years from the date of manufacture.
- h) **Hazardous Materials** - The contractor **must** 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.
- i) **Metric Measurements** - Values for labels and indicators provided with equipment **must** be presented in metric units **or** have both imperial and metric units with metric dominant.

3.2 Operating Conditions

3.2.1 **Weather** - The vehicle **must** operate under the extremes of weather conditions found in Canada in temperatures ranging from -40 to 0° C (-40 to 32° F).

3.2.2 **Terrain** - The vehicle **must** operate on use-roughened ice surfaces, drive on and off such surfaces, and drive outside on snow covered paved surfaces.

3.3 Safety Standards

3.3.1 **Noise Level** - The vehicle noise level **must** meet the requirements of legislation relative to Canadian Occupational Health and Safety Regulations (COHSR) at the locations where the vehicle is operated.

3.3.2 **Human Factors Engineering** - The vehicle, all systems, and components **must** comply with the relevant sections of the COHSR and **must**.

- a) Be manufactured/assembled for safety and ease of use by CAF users with anthropometric characteristic measurements ranging from 95th percentile male to 5th percentile female;
- b) Have entry and exit points equipped with handles and steps sized and positioned to accommodate CAF users with anthropometric characteristic measurements ranging from 95th percentile male to 5th percentile female; and
- c) Be equipped, with warning and instruction plates, non-slip walking surfaces, grab handles and heat shields, for operator safety.

3.4 Vehicle Performance, Ratings, and Dimensions

3.4.1 Performance

- a) The vehicle **must** plane, wash and squeegee the ice surface.
- b) The vehicle **must** pick up and store snow in an on board snow collection tank.
- c) The vehicle **must** dump snow from the onboard snow collection tank to the front of the vehicle.
- d) The vehicle **must** have an on-board water storage and distribution system sufficient to flood a minimum 60.9 m (200 ft) by 25.9 m (85 ft) size hockey rink at least once without requiring refill.
- e) The vehicle **must** have a minimum speed range of 0 - 16 km/h (0-10 mph).

3.4.2 Weight Ratings

- a) The GVWR of the vehicle **must** not be less than the sum of the unloaded vehicle mass, the cargo carrying capacity, and the product obtained by multiplying the designated seating capacity by 68kg as defined in the *Motor Vehicle Safety Regulations (C.R.C., c. 1038)*.
- b) Each GAWR **must** be equal to or less than the load rating of the weakest component in the axle system, i.e., axle housing, suspension, wheels, or tires.
- c) The total load on each axle of the vehicle **must** not exceed the GAWR for that axle.
- d) Axle loads **must** comply with all the provincial weight restrictions across Canada.

3.5 Frame - The frame **must** be manufactured for use in all conditions specified in Sections 3.2, 3.3 and 3.4.

3.6 Engine - The engine **must** operate on Liquefied Propane Gas (LPG), HD5 Grade or conforming to ASTM D1835-16. Engine manufacturer certification **must** be available upon request.

3.6.1 Engine Components

- a) Replaceable air filters **must** be provided.
- b) A liquid cooling system **must** be provided.
- c) A combustion air cleaning system **must** be provided, with an air cleaner restriction indicator visible to the operator.
- d) A governor **must** be provided.
- e) A full flow replaceable oil filter **must** be installed.

3.6.2 **Exhaust System**

- a) The vehicle **must** be equipped with an exhaust system shielded to prevent personnel contacting a heated surface.
- b) The exhaust system **must** prevent entry of rain.

3.6.3 **Fuel Tanks**

- a) A minimum of two (2) Liquefied Propane Gas fuel tanks **must** be provided on the vehicle with easy access to remove either tank.
- b) Original Equipment Manufacturer (OEM) standard Liquefied Propane Gas fuel tanks **must** be provided.
- c) The tanks **must** be full at delivery.
- d) The tanks **must** have a safety guard, quick release clamps and quick connect couplings.
- e) The tanks **must** be equipped with a fixed liquid level indicator including an outage valve and filler valve.
- f) The vehicle **must** have a switch that the operator can use to alternate between the two tanks while maintaining engine operation.

3.7 **Drivetrain**

- a) The drivetrain consists of components transmitting power from the engine output shaft to driven wheels and **must** include a "Park" or "Neutral" starting interlock.
- b) The vehicle **must** be 4x4 drive.

3.7.1 **Transmission**

- a) The vehicle **must** be equipped with a hydrostatic continuous drive transmission.
- b) The transmission **must** enable the operator full hydraulic power at any vehicle speed.
- c) The transmission **must** have a replaceable oil filter.
- d) The transmission shift control **must** clearly indicate the position of the shift column under all lighting conditions.
- e) A transmission oil dipstick **must** be provided.
- f) An audible back-up alarm **must** be installed to alert personnel that the vehicle transmission is in reverse.

3.8 **Braking System**

- a) The vehicle **must** be equipped with a power assisted braking system.
- b) The vehicle **must** be equipped with a parking brake that can hold the unloaded vehicle on a 10 percent gradient.

- c) The parking brake control **must** be positioned so it will not interfere with the operator or snag their clothing when entering or exiting the vehicle.

3.9 Suspension System

- a) The vehicle **must** be equipped with multi-leaf or coil springs with bumper pads suspension system or equivalent.

3.10 Steering

- a) The vehicle **must** be provided with a hydraulically boosted mechanical or full hydraulic power steering system.
- b) The steering system **must** provide emergency steering capability with the engine stopped.
- c) The steering system **must** have a spinner knob.

3.11 Wheels, Rims and Tires

- a) Tires and rims **must** be selected in accordance with Tire and Rim Association Handbook.
- b) Tires **must** have a tread pattern for use in the operating conditions described in Section 3.2.
- c) Tires **must** be steel belted, tubeless, tires of radial ply construction, equipped with tungsten carbide studs.
- d) If applicable, all tires **must** be the same size, ply ratings, make and model.
- e) For each tire size provided, one full size spare tire assembly **must** be delivered with each vehicle.

3.12 Cab

- a) The vehicle **must** have an open cab design that can be operated in either the seated or standing positions.
- b) The operator's seat **must** be padded, water-resistant, horizontally adjustable forward and back from centre position, and include a backrest.
- c) The operator's seat **must** have a retractable seat belt system.
- d) The operator's seat **must** be position to access all required controls to operate the vehicle.

3.13 Application Equipment

3.13.1 Shaving and Conditioning Unit

- a) The vehicle **must** be equipped with a shaving and conditioning unit.
- b) The shaving and conditioning unit **must** include a steel ice shaving blade with a minimum size of 1.27 cm x 12.7 cm x 195.6 mm (1/2" x 5" x 77").
- c) A spare steel ice shaving blade with the same dimensions as in section 3.13.1 c) **must** be provided.

- d) A shaving apparatus **must** be provided which exerts a constant downward force on the shaving blade, and holds the blade so that the ends are tapered upwards to provide a feather edge effect under normal shaving conditions.
- e) A protective skid for the ice conditioner assembly **must** be provided.

3.13.2 **Conveyor System**

- a) The vehicle **must** be equipped with a hydraulically driven conveyor system, controlled from the operator's station.
- b) The conveyor system **must** have a horizontal and vertical auger system to convey shaved snow from the ice surface and deposit the snow into the snow collection tank by a high capacity slinger.
- c) The augers **must** have a minimum diameter of 254 mm (10").
- d) The vertical auger **must** be placed to completely fill the snow collection tank.

3.13.3 **Snow Dump System**

- a) The vehicle **must** be equipped with a snow dump system that dumps itself clean forward of the vehicle.
- b) The snow dump system **must** include an enclosed snow collection tank.
- c) The snow collection tank **must** hold at least 2.83 cubic metres (100 cu ft) of snow.
- d) An auxiliary system **must** be provided to lift the snow collection tank in the event that the main dump system fails.

3.13.4 **Water Storage System**

- a) The vehicle **must** be equipped with a water storage system constructed of non-corrosive material.
- b) An ice making tank **must** be provided with a minimum capacity of 727 litres (160 IMP gallons).
- c) A wash water tank **must** be provided with a minimum capacity of 273 litres (60 IMP gallons).
- d) A wash water system **must** be provided with a hydraulically-driven self-priming water pump with electromagnetic clutch.
- e) All piping, valves and fittings **must** be constructed of rust resistant material.

3.13.5 **Board Brush**

- a) The vehicle **must** be equipped with a board brush system.
- b) The board brush system **must** include a left side retractable hydraulically controlled board brush for close sweeping along boards around an ice surface.
- c) A spring dampened shock absorber system **must** be provided to protect the board brush system when extended.
- d) The vehicle **must** be equipped with a guide roller(s) mounted on the front left corner.

3.14 Hydraulic System – The vehicle **must** be equipped with a hydraulic system.

- a) A hydraulic oil cooler **must** be provided.
- b) Hydraulic filter change indicators **must** be provided.
- c) Hydraulic hoses **must** be grouped together and clearly identified.
- d) Clearly marked test ports **must** be provided.

3.14 Electrical System

- a) The vehicle **must** be equipped with a 12-volt electrical system.
- b) Wiring **must** be protected by insulating grommets, where passing through metal.
- c) Heavy-duty, maintenance free batteries **must** be provided and secured in an accessible well-protected location.
- d) A master disconnect switch, accessible from the ground, **must** be provided.
- e) An alternator **must** be provided.
- f) A backup alarm **must** be provided.

3.15 Lighting

- a) The vehicle **must** be equipped with LED lights only; halogen or LED headlights will be acceptable.
- b) Lights **must** be recessed or otherwise protected from damage with all components accessible for servicing.
- c) Brake lights **must** be provided.
- d) Instrument and control panel lights **must** be provided.
- e) The vehicle **must** be equipped with a LED work light at the rear to illuminate the conditioning unit.
- f) Snow collection tank light **must** be provided.

3.16 Controls

- a) Each control **must** be permanently marked to identify the function, in both English and French or international symbols as defined by SAE J1362.
- b) Controls **must** be grouped together by function.
- c) Controls **must** not restrict the operator's field of view.
- d) The control panel **must** be weatherproof protected from all operating conditions specified in Section 3.2.

3.17 Instruments - Instruments **must** be visible to the operator in all lighting conditions and include, but not limited to:

- a) An ammeter, voltmeter or charging indicator;
- b) An engine coolant temperature indicator;
- c) A hydraulic oil temperature indicator;
- d) An engine oil pressure indicator;
- e) An hour-meter with numeric display, which accurately records accumulated engine running time up to at least 9,999 hours;
- f) A fuel level indicator;
- g) An engine tachometer;
- h) Ice making tank level indicator; and
- i) Wash water tank level indicator.

3.18 Lubricants and Fluids – All lubricants and fluids provided **must** meet the operating conditions specified in Section 3.2.

3.19 Paint

- a) All metal surfaces **must** be protected.
- b) The prime coating **must** be a high durability, corrosion resistant type, such as an epoxy.

3.20 Warning, Markings and Instruction Plates

- a) All identification, instructional, and warning labels **must** be bilingual or International symbols defined in SAE J1362.
- b) All identification, instructional, and warning labels **must** within view of the operator.
- c) All indicators and controls and **must** be permanently labelled.

3.22.1 Vehicle identification - The following information **must** be permanently affixed in a conspicuous and protected location:

- a) The cab and chassis manufacturer's name, model number, serial number, and model year;

4. INTEGRATED LOGISTIC SUPPORT

4.1 Vehicle Manuals – All manuals required for the description, operation, maintenance and repair of the complete vehicle, including sub-systems, **must** be provided.

4.1.1 Operator's Manuals

- a) The operator's manuals **must** be bilingual (English/French).
- b) The operator's manuals **must** include instructions for the safe operation of the vehicle.

- c) The operator's manuals **must** include daily operator maintenance instructions/checks (including lubrication).
- d) The operator's manuals **must** include safety warnings.
- e) The operator's manuals **must** include hand signals (as necessary).

4.1.2 **Parts Manual(s)**

- a) The parts manual(s) **must** be in English (bilingual is desirable).
- b) The parts manual **must** have illustrations showing all components of the vehicle including equipment and accessories from other manufacturers that is supplied for the requirements of the contract and have numbers for the itemization of the parts.
- c) The parts manual **must** have a listing for all itemized manufacturer's parts showing the manufacturer's part number of the illustration, the part name and a brief description of the item.
- d) The parts manual **must** have cross reference relating the manufacturer part number to the correct figure and item number.
- e) The parts manual **must** have a representation of bilingual warning signs and identification labels delivered on the equipment.

4.1.3 **Maintenance Manuals**

- a) The maintenance manual **must** be in English (bilingual is desirable).
- b) The maintenance manual **must** include 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.
- c) The maintenance manual **must** include a listing of the necessary tolerances, torque levels, fluid volumes required and a section listing any special tools (including item part numbers).
- d) The maintenance manual **must** include information on the order of disassembly and assembly of the systems and components of the vehicle.
- e) The maintenance manual **must** include special tools list as per 4.3.4.

4.1.4 **Manual Delivery to Technical Authority**

- a) The contractor **must** submit sample manuals to the Technical Authority (TA) prior to the delivery of the vehicle/trailer for each model and or sub-system for approval as specified above. Sample manuals will not be returned. TA will provide approval or comments on the manuals within 30 days.
- b) One (1) complete set of approved manuals (Operator's, Maintenance and Parts) in electronic format **must** be delivered to the Technical Authority.

4.1.5 **Manual Delivery with Vehicle**

- a) One (1) complete set of manuals (Operator's, Maintenance and Parts) **must** accompany each vehicle, shipped to each location.
- b) The manuals **must** be in paper and electronic format.

4.1.6 **Electronic Format**

- a) Approved copies of the electronic format manuals **must** be delivered on CD/DVD-ROM.
- b) DVD-ROM **must not** require installation, password and/or Internet connection to be accessed and be an unlocked PDF in a searchable format.

4.1.7 **Provisional Manuals**

- a) In the event that approved manuals are not available at the time of delivery of the equipment, manuals marked "Provisional" **must** be supplied with the equipment.
- b) The contractor **must** deliver replacement approved manuals to all destinations where Provisional manuals were delivered.

4.1.8 **Manual Supplements**

- a) The contractor **must** supply manual supplements (Operator's, Maintenance and Parts) to support dealer-installed equipment not covered in the Vehicle Manuals.
- b) Manual supplements **must** be delivered in accordance with 4.1.4 and 4.1.5.

4.1.9 **Translation and Reproduction Rights** - The Canadian Government **must** reserve the right to translate and reproduce, for Government use only, all or any part of the publications supplied, including the training packages delivered against the contract agreement.

4.1.10 **Changes to Manuals**

- a) During the period of the contract, changes to equipment, which affect the contents of manuals, **must** be reflected in the revision of the electronic and paper version of the manuals.
- b) Changes to the manuals **must** conform to the same format and presentation requirements as the original manuals.
- c) The revised electronic version of the manual **must** be sent to the Technical Authority by the Contractor.

4.2 **Warranty Letter**

- a) The warranty letter **must** include a list of all Canadian designated warranty service providers that will honour the warranty for the equipment and attachments (if applicable) procured under this contract, including the contact person and phone number at each warranty service provider.
- b) The warranty letter **must** include additional warranty coverage of sub-systems and a copy of the warranty letter from each sub-system's Original Equipment Manufacturer (OEM).
- c) The warranty letter **must** include warranty period as negotiated in the contract.
- d) The warranty letter **must** include Contractor contact information, name and phone number, for warranty support.

4.2.1 **Warranty Letter Delivery** - The Contractor **must** provide a bilingual warranty letter to the Technical Authority and with each vehicle. If the Technical Authority requires the letter to be in DND format, then they will provide the Contractor a template for the DND acceptable format of the warranty letter.

4.3 Other ILS Deliverables to Technical Authority – The following deliverables **must** be provided in electronic format prior to the delivery of the last vehicle.

4.3.1 **Data Summary** - The Contractor **must** provide a bilingual Data Summary for each make/model/configuration of vehicle by completing Technical Authority's template with data and a vehicle picture.

4.3.2 **Photographs** – The Contractor **must** provide photographs in color, taken against a plain background, and in digital JPEG format with a minimum 10 megapixel resolution and with the following views:

- a) One left front three-quarter view of a completed unit; and
- b) One right rear three-quarter view of a completed unit.

4.3.3 **Special Tools List** - The Contractor **must** provide an itemized list of specific special tools required for the servicing and repair of the vehicle and include:

- a) Item name;
- b) Manufacturer's part number (OEM);
- c) Quantity recommended per delivery location;
- d) Contractor's part number;
- e) Unit price; and
- f) Unit of issue.

4.4 Safety Recalls and Servicing Data - Safety recalls, and manufacturer's technical service bulletins, or equivalent **must** be provided to the technical authority and the final delivery locations on a continuing basis, throughout the life expectancy of the vehicle or for no less than 10 years.

4.5 Initial Parts Kit

- a) One initial parts kit **must** be delivered with each vehicle.
- b) Each kit **must** include a complete set of filters and filter elements from the Original Equipment Manufacturer (OEM) required in the first 12 months of service.
- c) One kit per location **must** include the special tools listed in section 4.3.3.

4.6 Familiarization Training

- a) The Contractor **must** perform at least 1-day (8 hours) familiarization instruction at each destination, for a maximum of 8 personnel (at each destination).
- b) The instruction **must** include the detailed operation and normal servicing of the vehicle/equipment and will be attended by CAF operators and maintainers.
- c) Familiarization instructions **must** be available in both official languages for destinations in the province of Quebec or as requested by the Technical Authority.
- d) The final dates **must** be arranged with the Technical Authority.

- e) After completion of the familiarization session, the Contractor ***must*** have a “**PROOF OF FAMILIARIZATION INSTRUCTION**” certificate signed by the consignee. The Technical Authority will supply this document in an electronic format, when requested.

Annex C
Technical Evaluation Matrix

Title:

Ice Resurfacing Machine

Date:

28/03/2018

**Technical Evaluation Matrix
Ice Resurfacing Machine**

Bidder Information

Bidder Name: _____

Proposal Date: _____

Proposed Make and Model: _____

Technical Mandatory Criteria				
PD Reference	PD Requirement	Bid Evaluation Requirement	Location in Bid Proposal	Bidder's Comments
3.1 b)	<p>Standard Design</p> <p>Industry Acceptability - The vehicle design must have demonstrated industry acceptability by having been manufactured and sold commercially for at least 2 years, or be manufactured by a company that has at least 5 years' experience in design and manufacturing of a comparable type of equipment of equivalent or greater complexity</p>	<p>The Bidder must provide client information for industry acceptability and/or experience as specified in the purchase description.</p> <p>Client information must include:</p> <ul style="list-style-type: none"> - Client name and location - Year completed - List of make(s)/model(s). 		
3.4.1	<p>Performance</p> <p>a) The vehicle must plane, wash and squeeze the ice surface.</p> <p>b) The vehicle must pick up and store snow in an on board snow collection tank.</p> <p>c) The vehicle must dump snow from the onboard snow collection tank to the front of the vehicle.</p> <p>e) The vehicle must have a minimum speed range of 0 - 16 km/h (0-10 mph).</p>	Substantive Information		
3.4.2	<p>Weight Ratings</p> <p>c) The total load on each axle of the vehicle must not exceed the GAWR for that axle.</p>	Substantive Information		

3.6	<u>Engine</u> The engine must operate on Liquefied Propane Gas (LPG), HD5 Grade or conforming to ASTM D1835-16.	Substantive Information		
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3.6.3	<u>Fuel Tanks</u> a) A minimum of two (2) Liquefied Propane Gas fuel tanks must be provided on the vehicle with easy access to remove either tank.	Substantive Information		
3.13.1	<u>Shaving and Conditioning Unit</u> b) The shaving and conditioning unit must include a steel ice shaving blade with a minimum size of 1.27 cm x 12.7 cm x 195.6 mm (1/2" x 5" x 77").	Substantive Information		
3.13.2	<u>Conveyor System</u> b) The conveyor system must have a horizontal and vertical auger system to convey shaved snow from the ice surface and deposit the snow into the snow collection tank by a high capacity slinger.	Substantive Information		
3.13.3	<u>Snow Dump System</u> c) The snow collection tank must hold at least 2.83 cubic metres (100 cu ft) of snow.	Substantive Information		
3.13.4	<u>Water Storage System</u> b) An ice making tank must be provided with a minimum capacity of 727 litres (160 IMP gallons). c) A wash water tank must be provided with a minimum capacity of 273 litres (60 IMP gallons).	Substantive Information		

Proposed Equivalents				
PD Reference	PD Requirement	Bid Evaluation Requirement	Location in Bid Proposal	Bidder's Comments