



**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**

<b>Title - Sujet</b> Bus, Shuttle, Airport Seating	
<b>Solicitation No. - N° de l'invitation</b> W8476-195929/A	<b>Date</b> 2018-06-07
<b>Client Reference No. - N° de référence du client</b> W8476-195929	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-404-74949	
<b>File No. - N° de dossier</b> hp404.W8476-195929	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-07-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Michele Mak	<b>Buyer Id - Id de l'acheteur</b> hp404
<b>Telephone No. - N° de téléphone</b> (873) 469-3338 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Vehicles & Industrial Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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

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### **Attachments**

Annex "A" - Pricing

Annex "B" - Purchase Description – Bus, Shuttle, Airport Seating dated 2018-05-11

Appendix 1 - Technical Information Questionnaire dated 2018-05-11

Annex "C" to Part 3 of the Bid Solicitation - Electronic Payment Instruments

## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

Canada is seeking proposals to procure:

**1.1.1** Qty 2, Bus, Shuttle, Airport Seating and ancillary items as described in Annex "A" Pricing and in accordance with Annex "B"- Purchase Description Bus, Shuttle, Airport Seating, dated 2018-05-11.

**1.1.2** Irrevocable options identified in Annex "A"- Pricing.

**1.1.2.1** The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

**1.1.2.2** The options may be exercised in whole or in part and on more than one occasion at the sole discretion of Canada, up to the maximum quantity identified in Annex "A"- Pricing.

**1.1.2.3** The options may be exercised within **twelve (12)** months after contract award.

### **1.2. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

### **1.4 Canadian Content**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** sixty (60) days

**Insert:** ninety (90) days

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

- a. 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.
- b. 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:
  - i. receipt of garbled or incomplete bid;
  - ii. availability or condition of the receiving facsimile equipment;
  - 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; or
  - vii. security of bid data.
- c. 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

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](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](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)) provided by Canada Post Corporation.
- b. To submit a bid using epost Connect service, the Bidder must either:
  - i. 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
  - ii. 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.
- c. 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](mailto: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 question is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.4 Applicable Laws**

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

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

## **2.5 Improvement of Requirement During Solicitation Period**

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

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copies)  
Section III: Certifications (1 hard copies)  
Section IV: Additional Information (1 hard copies)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). 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 complete and submit with their bid the following:

- Annex "B" - Purchase Description – Bus, Shuttle, Airport Seating dated 2018-05-11
- Appendix 1 - Technical Information Questionnaire dated 2018-05-11

### 3.1.1 Substitute 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). Offerors / suppliers are encouraged to offer or suggest green solutions whenever possible.

1. Substitutes and alternatives that are equivalent in form, fit, function and performance will be considered for acceptance by the Technical Authority where the Bidder:
  - (a) Clearly identifies a substitute and/or an alternative;
  - (b) Designates the brand name, model and/or part number of the substitute and/or of the product, where applicable;
  - (c) States that the substitute product is fully interchangeable with the item specified in the technical requirement description;
  - (d) Provides complete specifications and brochures, where applicable;
  - (e) Provides compliance statements that include technical details showing the substitute and/or the alternative meet all technical requirements specified in the technical requirement description; and
  - (f) Clearly identifies those areas in the technical requirement description and in the brochures that support the substitute and/or the alternative compliance with the technical requirements.
2. Substitutes and alternatives offered as equivalent in form, fit, function and performance will not be considered for acceptance by the Technical Authority if:
  - 1) The bid fails to provide all of the information requested to allow the Technical Authority to fully evaluate the evaluate the equivalency; or
  - (b) The substitute and/or the alternative fail to meet or fail to exceed the technical requirements specified in the technical requirement description.

## Section II: Financial Bid

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

### 3.1.2 Electronic Payment of Invoices – Bid

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

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

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

### 3.1.3 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](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/450-eng.html)  (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/450-eng.html>), 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](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/450-eng.html)  (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/450-eng.html>), 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.

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### **Section III: Certifications**

Bidders must submit the certifications required under PART 5 - CERTIFICATIONS.

### **Section IV: Additional Information**

Canada requests that bidders submit the following information:

#### **3.1.4 Delivery**

##### **Firm Quantity**

While delivery of the vehicle(s) is requested by November February 21, 2019 the best delivery that can be offered is as follows:

Item 001 - Qty 2, Bus, Shuttle and related items will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract.

##### **Optional Quantity**

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

Item 002 - Up to Qty 2, Bus, Shuttle and ancillary items will be delivered within \_\_\_\_\_ calendar days after an option is exercised.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1. Evaluation Procedures**

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.
- c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Evaluation Criteria**

- a) Bidders must demonstrate their compliance with all technical evaluation criteria detailed in Appendix 1 - Technical Information Questionnaire, dated 2018-05-11, 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; and
- b) Bidders proposing substitutes and/or alternatives must submit, with their bid all the information requested as detailed in Part 3, section 2 - Substitutes and Alternatives to be considered for evaluation.

#### **4.1.2 Mandatory Financial Evaluation Criteria**

- 4.1.2.1** Bidders must provide, with their bid, the financial information requested in the bid solicitation and at Annex "A" - Pricing for items **001, 002, 003,004**
- 4.1.2.2** The prices of the bid Bids must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for the firm quantity for **item 001, and optional quantity item 002**, Canadian dollars for familiarization instructions/training (option) **item 003 and item 004**. Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.
- 4.1.2.3** **Aggregate Evaluated Price**

Bids will be evaluated on an aggregate price basis for the firm quantity, the optional quantity and the familiarization instructions/training (option).

**4.1.2.4** To determine the total price for the firm quantity, calculation will be as follows:

- a) The firm unit price for the firm quantity will be multiplied by their identified estimated quantities.

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

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

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

**4.1.2.6** The firm unit price for the English and French familiarization instructions/training (option) will be averaged.

To determine the average price for the familiarization/training (option), calculation will be as follows:

- a) The firm unit price for the English and French familiarization/Instructions/training (option) and each period of 12 months will be added; and
- b) The sum will be divided by two (2).

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

- a) The average price for the optional quantity obtained in 4.1.2.5 (b) above will be multiplied by the total estimated optional quantity identified;
- b) The average price for the familiarization instructions/training (option) obtained in 4.1.2.6 (b) above will be multiplied by the total estimated optional quantity identified; and
- c) The result will be added to the total price for the firm quantity obtained in 4.1.2.4 (a) above

## **4.2. Basis of Selection**

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 SACC

SACC Reference	Section	Date
A3050T	Canadian Content Definition	2014/11/27

#### Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T

#### 5.1.2 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](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive

#### **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 evaluation 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.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

**Or**

- (b) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
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.	

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Bidders' Authorized Representative Signature

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Date

## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1. Requirement

- 6.1.1** The Contractor must deliver Qty 2, Bus, Shuttle, Airport Seating and ancillary items as described in Annex "A" - Pricing and in accordance with Annex "B" - Purchase Description Bus Shuttle, Airport Seating.
- 6.1.2** The Contractor grants to Canada irrevocable options identified in Annex "A" - Pricing.
- 6.1.2.1** The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- 6.1.2.2** The options may be exercised in whole or in part and on more than one occasion at the sole discretion of Canada, up to the maximum quantity identified in Annex "A" - Pricing.
- 6.1.2.3** The options may be exercised within **Twelve (12)** months after contract award.

### 6.2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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.

#### 6.2.1 General Conditions

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

#### 6.3.1 Delivery of the Vehicles

##### 6.3.1.1 Firm Quantity

Delivery date of the vehicles must be made as follows:

Item 001 – Qty 2, Bus, Shuttle and ancillary items must be delivered on or before \_\_\_\_\_ (*Date to be inserted by PWGSC the Contracting Authority at time of contract award.*)

### 6.3.1.2 Option Quantity

Item 002 – Up to Qty 2, Bus, Shuttle and ancillary items to be delivered within \_\_\_\_\_ calendar days after an option is exercised. *(Days to be inserted by PWGSC the Contracting Authority at time of contract award.)*

## 6.4. Authorities

### 6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michele Mak  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada - Acquisitions Branch  
LEFT Directorate, HP Division,  
7A2, Place du Portage, Phase 3, 11 Laurier Street,  
Gatineau Quebec, K1A 0S5  
Telephone: 873 469-3338  
E-mail: michele.mak@pwgsc-tpsgc.gc.ca

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

### 6.4.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_ *(To be inserted by PWGSC at time of contract award.)*  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

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### 6.4.3 Technical Authority:

The Technical Authority for the Contract is:

Name: \_\_\_\_\_ *(To be inserted by PWGSC at time of contract award.)*

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_

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

### 6.4.4 Contractor's Representative

Name and telephone number of the person responsible for:

#### General enquiries

Name: \_\_\_\_\_ *(To be completed by the bidder.)*

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_ *(To be completed by the bidder.)*

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 6.4.5 After Sales Service

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs and a full range of repair parts for the

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vehicle/equipment offered:

### Item 001

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

## 6.5. Payment

### 6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm price(s) specified in Annex "A" - Pricing, and as follows:

#### 6.5.1.1 Basis of Payment (BOP) Type 1

Firm unit prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra. The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable). *(delete if the bidder does not request the exchange rate fluctuation)*

#### 6.5.1.2 Basis of Payment (BOP) Type 2

Firm unit prices in Canadian dollars, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable). *(delete if the bidder does not request the exchange rate fluctuation)*

#### 6.5.1.3 Basis of Payment (BOP) Type 3

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in [Appendices B, C and D of the National Joint Council Travel Directive](#) (<http://www.njc-cnm.gc.ca/directive/d10/v238/en>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

When requested by Canada, the Contractor must provide an estimated cost and relevant information for the travel and living.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable). *(delete if the bidder does not request the exchange rate fluctuation)*

### 6.5.2 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of 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)

### 6.5.3 SACC Manual Clauses

C6000C	Limitation of price	2017-08-17
H1001C	Multiple Payments	2008-05-12
C3015C	Exchange rate fluctuation adjustment	2017-08-17

### 6.6 Invoicing Instructions

**6.6.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions including the **Client Ref # BT911**. Invoices cannot be submitted until all work identified in the invoice is completed. Offerors /suppliers are requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.

**6.6.2** Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

National Defence Headquarters  
Mgen George R. Pearkes Bldg  
101 Colonel By Drive  
Ottawa, Canada  
K1A 0K2

Email Address: \_\_\_\_\_

- (b) One (1) copy must be forwarded to the PWGSC Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 6.6.3 Holdback

A ten percent (10%) holdback will apply on the total price of each vehicle 001,002 on any due payment of the said vehicle/equipment. Release of the holdback (10%) is conditional upon receipt and certified acceptance by inspection authority of the said vehicle and all ancillary items as identified in Annex "A" - Pricing.

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Taxes payable as it was claimed and payable under the previous invoice.

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

## 6.7. Certifications

### 6.7.1 Compliance

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

### 6.7.2 SACC Manual Clauses (if applicable)

A3060C	Canadian Content Certification	2008-05-12
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## 6.8 Applicable Laws

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

## 6.9 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010A (2016-04-04) General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Pricing;
- (d) Annex "B" - Purchase Description - Bus, Shuttle, Airport Seating, dated 2018-05-18

- (e) Appendix 1 - Technical Information Questionnaire – Bus, Shuttle, Airport Seating, dated 2018-05-11
- (f) the Contractor's bid dated \_\_\_\_\_

## 6.10 SACC Manual Clauses

A1009C	Work Site Access	2008-05-12
A9006C	Defence Contract	2012-07-16
A9049C	Vehicle Safety	2011-05-16
A9062C	Canadian Forces Site Regulations	2011-05-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian-based Contractors	2017-08-17
D3010C	Delivery of Dangerous Goods / Hazardous Products	2016-01-28
D5545C	ISO 9001:2000 - Quality Management Systems - Requirements (QAC C)	2010-08-16
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2016-01-28

## 6.11 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 6.12 Preparation for Delivery

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

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

## 6.13 Shipping Instructions - Delivery at Destination

**6.13.1** The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (**as detailed at Annex "A"- Pricing**). Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

**6.13.2** The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the contacts specified in Annex "A"- Pricing. The consignee may refuse shipments when

prior arrangements have not been made.

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

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

#### **6.15 Progress Reports**

The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.

Each progress report must address the following questions:

- (a) Is the delivery on schedule?
- (b) Is the Contract free of any areas of concern in which the assistance or guidance of Canada may be required?
- (c) Each negative response must be supported with an explanation.

#### **6.16 Tools and Loose Equipment**

For shipment verification, all items and tools, which are shipped loose with the vehicle/equipment must be listed on the Inspection Certificate (CF 1280) or on an attached packing note.

#### **6.17 Material**

Material supplied must be new unused and of current production by manufacturer. (2018 model-year or newer).

#### **6.18 Design Changes**

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

#### **6.19 Interchangeability**

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Unless changes during the production run are authorized by Contracting Authority, all vehicles supplied against any one item of a contract must be the same make and model, and all like assemblies, sub-assemblies and parts must be interchangeable.

## **6.20 Packaging**

The methods used for preservation and packaging must be in conformity with the Contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment as below deck cargo.

## **6.21 Service at Delivery**

The Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all vehicles delivered. Cost to provide this service must be included in the price of each vehicle.

## **6.22 Vehicle Recall Notices**

All vehicle recall notices must be forwarded to:

National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2

Attention: \_\_\_\_\_ (*designation and name of TA to be inserted by PWGSC at contract award*)

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## ANNEX "A" - PRICING

### Item 001 Bus, Shuttle, Airport Seating (**Firm Quantity**)

The Contractor must deliver the vehicle/equipment including the manuals, data summary, photographs and line drawings, warranty letter(s), safety data sheets, rust protection warranty, line setting ticket, training plan and familiarization training in English - One (1) Session, in accordance with the attached Annex "B" - Purchase Description – Bus, Shuttle, Airport Seating dated 2018-05-11.

The Bus Shuttle and ancillary items must be delivered to:

17 WG Winnipeg  
Major Equipment Section  
17 Wing Winnipeg, Bldg 129  
Logistics bldg., door 13  
Winnipeg, MB  
R3J 3Y5  
Canada

Delivery contact: \_\_\_\_\_ (Name to be inserted by PWGSC at time of contract award.)

Date of delivery: \_\_\_\_\_ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ \_\_\_\_\_ per vehicle, including all equipment and ancillary items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

Quantity: 2

### Item 002 Bus, Shuttle (**Optional Quantity**)

If this option is exercised, the Contractor must deliver the vehicle/equipment in accordance with the attached Annex "B" - Purchase Description – Bus, Shuttle, Airport Seating dated 2018-05-11.

#### **For Destinations in British Columbia;**

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

#### **For Destinations in Alberta and Saskatchewan;**

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

#### **For Destinations in Manitoba;**

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

**For Destinations in Ontario and Quebec;**

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

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

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

Quantity: Up to 2

**Item 003 Familiarization instructions/training - English (Option)**

If this option is exercised, the Contractor must provide familiarization Instruction/training, in accordance with the attached Annex "B"- Purchase Description – Bus Shuttle, Airport Seating dated 2018-05-11

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

Quantity: Up to 2

**Item 004 Familiarization instructions/training - French (Option)**

If this option is exercised, the Contractor must provide familiarization instruction/training, in accordance with the attached Annex "B"- Purchase Description – Bus Shuttle, Airport Seating dated 2018-05-11

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

Quantity: Up to 2

**Item 005 Travel and Living for Familiarization Instruction/Training (Option)**

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

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

When requested by Canada, the Contractor must provide an estimated cost for the travel and living.

Estimated cost: \$ \_\_\_\_\_ *(to be inserted by PWGSC if an option is exercised)* Familiarization Instruction/Training, for Travel and Living expenses,

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Delivered Duty Paid at destination, in accordance with Clause 6.5.1, Basis of  
Payment Type 3.

Quantity: Up to 2

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**ANNEX “C” TO PART 3 OF THE BID SOLICITATION**  
**ELECTRONIC PAYMENT INSTRUMENTS**

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

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



**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 covers the requirements for shuttle bus with airport (perimeter) seating with features and accessories.

1.2 **Instructions** - The following instruction apply to 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 supplied is for guidance only;
- (d) Where a standard is specified and the Contractor has offered an **Equivalent**, that **Equivalent** standard **must** be supplied by the Contractor.
- (e) Where a technical certification is referred to in this Purchase Description, a copy of the certification or an acceptable Proof of Compliance **must** be supplied, when requested by the **Technical Authority** up until the date of the expiration of the warranty period; and
- (f) While the SI system **must** be used as the primary system of measurement to define requirements of this Purchase Description, both the SI system and the standard system for this product may be indicated. Conversion from one system of measurement to the other may not be exact.

1.3 **Definitions**

- (a) "**Provided**" means "provided and installed";
- (b) "**Technical Authority**" means the official responsible for the technical content of this requirement;
- (c) "**Equivalent**" means a standard, means, or component type, which the **Technical Authority** has approved for this requirement, in writing, as meeting the specified requirements for fit, form, function and performance;
- (d) "**Commercially Equipped**" means that the vehicle is provided in its standard commercial configuration with no additional government-specific requirements; and



(e) "5-95<sup>th</sup> percentile person" - The 5<sup>th</sup> percentile person is 1,520 mm (5 feet) tall and weighs 50 kg (110 pounds). The 95<sup>th</sup> percentile person is 1,880 mm (6 feet 2 inches) tall and weighs 100 kg (220 pounds).

1.4 **Data Table** - The following table shows the required performance and dimensions for each Configuration.

CHARACTERISTIC	PARAGRAPH	UNITS	CONFIGURATION
			A
HORSEPOWER	3.4.1 (a)	-	300
FUEL CAPACITY	3.7.2 (a)	litres	240
ALTERNATOR	3.14 (b)	ampere	300
CCA	3.14 (c)	ampere	1,900

1.4.1 **Feature Table** - The following table indicates with an "X" and by Configuration, the features, accessories, items and training.

DESCRIPTION	PARAGRAPH	CONFIGURATION
		A
Beacon	3.15.1 (a)	X
Digital Maintenance Manual - English	4.1.4 (a)	X
Digital Maintenance Manual - French	4.1.4 (b)	X
Digital Parts Manual	4.1.4 (c)	X
Training - Familiarization - English	4.2 (a)	X
Training - Familiarization - French	4.2 (b)	X



2. **APPLICABLE DOCUMENTS** - The following documents are referenced in this Purchase Description. Canada will not be supplying any reference documents. Available information on the organization is supplied.

SAE Standards

SAE World Headquarters  
400 Commonwealth Dr.,  
Warrendale, PA, 15096-0001  
<http://www.sae.org>

Motor Vehicle Safety Act (MVSA)

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

CAN/CSA-D409

Motor Vehicles for the Transportation of Persons with Physical Disabilities  
Standards Council of Canada  
270 Albert Street, suite 200  
Ottawa, ON K1P 6N7  
<https://www.scc.ca/en/standards>



3. REQUIREMENTS

3.1 Standard Design

- (a) The vehicle **must** be the latest model from a manufacturer who has demonstrated acceptability by selling this type and size class of vehicle for at least five (5) years;
- (b) The vehicle **must** include all components, equipment and accessories normally supplied for this application, although they may be not specifically described in this Purchase Description;
- (c) The vehicle **must** have engineering certification available for this application from the original manufacturers of major equipment, systems and assemblies;
- (d) The vehicle **must** conform to all applicable laws, regulations and industrial standards in effect in Canada at the time of manufacture. The regulatory areas may include but are not necessarily limited to manufacturing, health and safety, noise levels, environment and emissions; and
- (e) The vehicle and accessories **must** operate in accordance with all original equipment manufacturers' (OEM) rated capacities and performance specifications.

3.2 Operating Conditions

3.2.1 Weather - The vehicle **must** start and operate under the extremes of weather conditions found in Canada in temperatures ranging from -40 to 40°C.

3.2.2 Terrain - The vehicle **must** operate in all weather conditions on highways, secondary roads, gravel roads, and off-road (e.g. construction sites, open fields and dirt tracks).

3.3 Vehicle Safety Regulations - The vehicle **must** comply with the Canada Motor Vehicle Safety Act (CMVSA) at the time of body integration.

3.4 Vehicle - The vehicle **must** be a shuttle bus built on a commercial cutaway frame with perimeter seating.

3.4.1 Vehicle Performance

- (a) The vehicle **must** have a road speed of at least 105 km/h when operating fully loaded on a flat level road; and
- (b) The vehicle **must** be provided with an engine with a horsepower of at least that given as "HORSEPOWER" in the Data Table.

3.4.2 Payload

- (a) The standard vehicle **must** be capable of transporting at least 20-seated passengers;
- (b) The vehicle **must** have a payload capacity of at least 100 kg for the vehicle driver;
- (c) The vehicle **must** have a payload capacity of at least 100 kg per passenger transported; and
- (d) The vehicle payload **must** include a capacity of 20 kg per passenger for luggage.



3.4.3 Dimensions

- (a) The vehicle **must** have an interior headroom height at the interior centreline of at least 1,905 mm; and
- (b) The vehicle **must** have an exterior width of at least 2,435 mm.

3.5 Standard Vehicle

- (a) Airport Seating - The vehicle **must** be provided with an 20-passenger interior layout with perimeter seating. Figure 1 - 20 - PASSENGER AIRPORT LAYOUT is an example of an acceptable layout for the 20-passenger interior layout with perimeter seating;

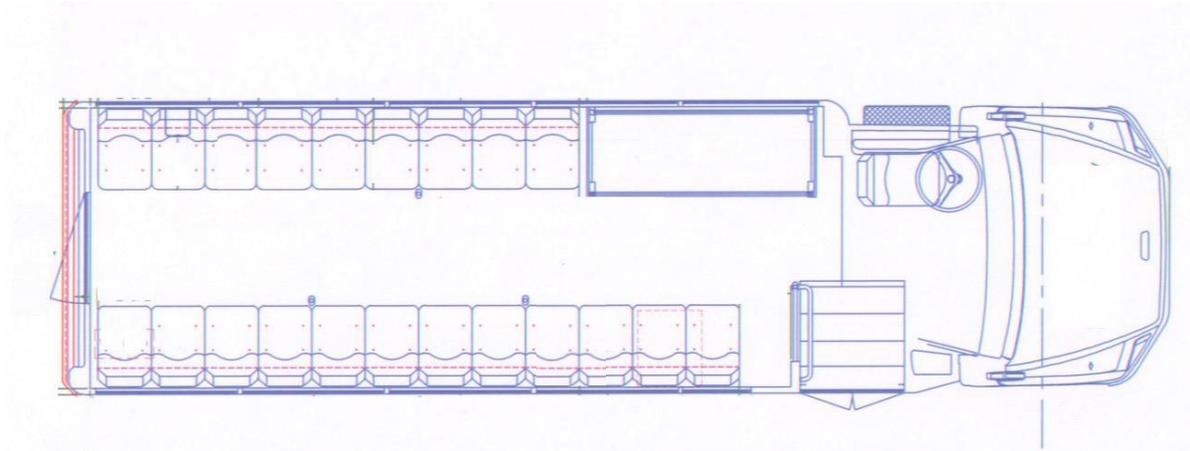


FIGURE 1 - 20 - PASSENGER AIRPORT LAYOUT

(b) Vehicle Interior Requirements

i Windows

- 1. The vehicle **must** be provided with a tinted windshield;
- 2. The vehicle **must** have a side window in the driver's area;
- 3. All passenger windows **must** be tinted safety glass;
- 4. The passenger area **must** be provided with windows **Equivalent** to panoramic transit type windows with a sliding "T" style ventilation window above each window;
- 5. No ventilation windows **must** be provided over the point of the vehicle exhaust; and
- 6. At least one window on either side **must** be a clearly labelled push out emergency exit window.

ii Defrosting Fans

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

3. Fans **must** be provided with blade guards.
- iii Windshield Wipers
1. The vehicle **must** be provided with windshield wipers with at least 2 continuous speeds and one (1) intermittent speed; and
  2. The windshield wipers **must** be provided with arctic wiper blades.
- iv The vehicle **must** be provided with two rotating and pivoting interior sun visors;
- v Floors
1. The vehicle **must** be provided with non-slip rubber floors and toe boards; and
  2. The floor covering **must** be Equivalent to grey Altro-Storm.
- vi The driver's area **must** be provided with an interior light with a control switch;
- vii The driver's area **must** be provided with a coat hook;
- viii Each passenger seat **must** be provided with an individual reading light with its own switch;
- ix The vehicle **must** be provided with a driver's access door on the left hand side with a roll down window;
- x Passenger Access Door
1. The vehicle **must** be provided with a passenger access door on the right hand side;
  2. The passenger access door **must** be at least 2,000 mm high and have a 1,000 mm width;
  3. The passenger access door **must** be double leaf outward opening;
  4. Each of the door leaves **must** be provided with thermal pane AS-2 safety glass windows;
  5. The door **must** be manually or power actuated with the control accessible by a seated driver;
  6. Power actuated doors **must** be provided with a manual emergency release; and
  7. The door control **must** not interfere with the removal of the engine access cover.

- xi      Emergency Exit
1. The vehicle **must** be provided with a rear emergency exit door; and
  2. The rear emergency door **must** have a warning system with warnings at the driver's post that show when the rear emergency door is ajar.
- xii     Escape Hatch
1. The passenger area **must** be provided with at least one (1) roof-mounted emergency escape hatch; and
  2. The escape hatch **must** have an opening that is at least 580 mm square.
- xiii    Luggage Rack
1. The passenger area **must** be provided with overhead racks strong enough to serve as a standee support;
  2. Mesh netting **must** be provided to retain luggage and parcels in the overhead rack; and
  3. The front corners of the luggage racks **must** be rounded for passenger safety.
- (c)    Vehicle Body Structure
- i        The vehicle structure (walls, floor and roof) **must** incorporate a galvanised steel frame;
- ii       The vehicle structure **must** be designed to provide protection to occupants in case of an accident from any direction;
- iii      The vehicle structure **must** be reinforced at all joints and stress concentration points;
- iv       Walls and Roof
1. Walls and roof **must** be have an exterior skin fabricated from Aluminum, Fibreglass or **Equivalent**; and
  2. Roof and wall exterior skin **must** be designed to reduce the infiltration of water into the vehicle. Single piece roof and wall construction is preferred.
- v        Floor
1. The floor **must** be of the raised flat design with no protrusions for the wheel wells;
  2. Floor substructure **must** be covered with 19 mm or greater exterior marine grade plywood with sealed edges.
- (d)    Vehicle Insulation
- i        The vehicle **must** be provided with insulation with an insulation value of at least R5 over all interior surfaces (except windows and doors);

- ii The vehicle **must** be provided with acoustic insulation to maintain an interior noise level of no greater than 78 dB(A) while the vehicle is travelling at 100 km/h on a level paved road;
  - iii The vehicle **must** be provided with walls, ceiling and floor with a chemical and flame resistant insulation;
  - iv The vehicle **must** be provided an insulated bulkhead to separate the engine and interior passenger compartment to minimize vibration and noise; and
  - x Insulation that is not sprayed urethane the installation material **must** not be exposed to moisture.
- (e) Heating, Ventilation and Air Conditioning
- i The vehicle **must** be provided with a forced air heating, ventilation and air conditioning system;
  - ii The driver's area **must** be heated with the heating system provided by the manufacturer of the vehicle chassis;
  - iii Passenger Area Heating System
    - 1. The passenger area **must** be heated with a forced air heating system;
    - 2. The heating system **must** use the vehicle engine coolant to provide at least 16,000 kcal (63,000 BTU) heating capacity;
    - 3. The passenger heating system **must** leave the aisle clear of obstructions;
    - 4. The passenger heating system **must** allow the use of the area under the seat in front of them as space for their feet;
    - 5. The passenger heating system **must** be provided with an auxiliary fuel-fired forced-air heating system, which can operate when the engine is shut-down; and
    - 6. The auxiliary fuel-fired forced-air heater **must** have a capacity of at least 11,300 kcal (45,000 BTU).
  - iv The heating system **must** include a circulation pump, insulated coolant lines and shut-off valves (for engine or system maintenance);
  - v The heating system **must** include a control switch and temperature control; and
  - vi Air Conditioning
    - 1. The vehicle **must** be provided with an air conditioning system;
    - 2. The air conditioning system **must** have an output of at least 17,500 kilocalories (69,400 BTU); and
    - 3. The air conditioning system **must** be mounted on the vehicle roof or **Equivalent**.



(f) Driver's Seat

- i The vehicle **must** be provided with a high-back medium to dark coloured upholstered driver's seat;
- ii The seat **must** be provided with a fold-up arm rest;
- iii Seat Suspension
  - 1. The seat **must** be suspension seat with air suspension;
  - 2. The seat **must** be push button controlled using air from the vehicle air system;
- iv The seat **must** be provided with a retractable shoulder/lap belt assembly; and
- v The driver's seat and position of the seat (including) adjustment **must** accommodate the 5<sup>th</sup> to 95<sup>th</sup> percentile person.

(g) Passenger Seating

- i Passengers **must** be provided with medium to dark coloured upholstered perimeter seats;
- ii Passenger seats **must** have a width of at least 900 mm;
- iii Passenger seats **must** be at least 850 mm high from the floor to the top of the seat back; and
- iv Each seat **must** be provided with a retractable lap belt assembly.

(h) Mirrors

- i The vehicle **must** be provided with two (2) mirrors (West-Coast) with flat section having an area of at least 6,000 mm<sup>2</sup> each;
- ii Each mirror **must** be provided with a convex mirror section, below the flat section, with an area of at least 3,100 mm<sup>2</sup> mounted;
- iii Mirror glass **must** be replaceable;
- iv Both mirrors **must** be motorized and adjustable from within the cab; and
- v Mirror Heating
  - 1. Mirrors **must** be provided with heating systems;
  - 2. Mirror heating **must** be activated by an in-cab control; and
  - 3. Heating elements **must** be replaceable.

(i) Storage

- i The vehicle **must** be provided with a storage area;
- ii The storage area **must** be located in the front on the left hand side of the vehicle;
- iii The storage area **must** have two (2) shelves;



- iv The shelves **must** have a width of at least 750 mm and a length of at least 1,900 mm;
- v The lower storage shelf **must** be at least 100 mm above floor level; and
- vi The upper shelf **must** be at least 1,100 mm above floor level.

(j) Radio

- i The vehicle **must** be provided with an AM/FM radio;
- ii The radio **must** turn off automatically when the vehicle is turned off;
- iii In addition to the chassis manufacturer's standard speakers, the passenger area **must** be provided with 4 additional speakers; and
- iv The speakers in the passenger area **must** be controlled using volume and fade controls accessible to the driver.

(k) Keys

- i A common key **must** be used for all cab and chassis locks; and
- ii This **must** include, but is not limited to, ignition and doors.

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

3.6.1 Axle - The vehicle **must** be provided with a limited slip differential or a traction control system.

3.6.2 Suspension

- (a) The vehicle **must** be provided with a front spring suspension and a rear (highway type) air suspension;
- (b) The suspension system **must** be provided with shock absorbers at all wheel stations;
- (c) The rear suspension system **must** be provided with an immediate response automatic height control valves;
- (d) The rear suspension system **must** be provided with a manual control dump valve;
- (e) The dump valve **must** evacuate air from the suspension system;
- (f) The dump valve **must** be mounted in the cab; and
- (g) The dump valve **must** be within easy access of the driver.

3.7 Engine - The vehicle **must** be provided with a diesel engine.

3.7.1 Engine Components

(a) Air Filter

- i The engine **must** be provided with an air filter;
- ii The air filter **must** be a replaceable dry-type with at least two-stages; and



iii The filter **must** be provided with a filter restriction gauge, mounted inside the vehicle, which is visible from the driver's position.

- (b) The engine **must** be provided with an engine coolant suitable for temperatures of -40 degrees;
- (c) The engine **must** be provided with an exhaust system that directs the exhaust away from the vehicle;
- (d) The cooling system **must** be provided with a thermostatic fan; and
- (e) The engine **must** be provided with an internal engine compression brake.

### 3.7.2 Fuel tanks

- (a) The fuel tanks **must** have a total capacity of at least "**FUEL CAPACITY**" as given in the Data Table (paragraph 1.4); and
- (b) The fuel tank filler cap **must** be marked to identify the vehicle fuel.

### 3.7.3 Engine Cold Weather Aids

- (a) The engine **must** be provided with cold weather aids to enable the engine (operating with winter grade fuels/oils) to be started at temperatures down to -40° C. The engine starting aids may include but are not limited to: glow plug(s) and intake air grid heater;
- (b) The engine **must** be provided with 110-Volt engine block heaters with a capacity as recommended by the engine manufacturer or conforming to SAE J1310;
- (c) The battery **must** be provided with a 110-volt battery blanket; and
- (d) The engine **must** be provided with a heated fuel filter/water separator to preheat diesel fuel prior to starting.

## 3.8 Vehicle Driveline

### 3.8.1 Automatic Transmission

- (a) The vehicle **must** be provided with an electronically controlled fully automatic transmission;
- (b) The transmission **must** have at least five (5) forward speeds including overdrive and one reverse speed;
- (c) The transmission **must** be provided with a neutral start safety switch; and
- (d) The transmission **must** be provided with an external oil cooler.



3.9 Hydraulic Brake System

- (a) The truck **must** be provided with a hydraulic, power assisted brake system incorporating an anti-lock braking system (ABS); and
- (b) The brake system **must** be provided with S-cam type air brakes with automatic slack adjusters. Air disc brakes will be acceptable.

3.10 Steering

- (a) The vehicle **must** be provided with a power assisted steering system; and
- (b) The steering system **must** be provided with a telescopic/tilt steering column.

3.11 Wheels and Tires

- (a) The vehicle **must** be provided with steel-belted, tubeless radial tires;
- (b) The front axle **must** be provided with highway tires;
- (c) The rear axle **must** be provided with tires with a mud and snow tread;
- (d) The tires **must** be mounted on hub pilot disc wheels;
- (e) Loose wheel nut indicators **must** be provided;
- (f) The wheel assemblies **must** have a capacity equal or greater than the load applied, at the top vehicle speed (paragraph 3.4.1 (a));
- (g) The wheel assemblies **must** be assembled in accordance to the tire and rim manufacturer's specifications; and
- (h) Spare Wheel Assembly with Storage
  - i The vehicle **must** be provided with a spare wheel assembly for the front axle; and
  - ii A dedicated and secure storage location for the wheel assembly **must** be provided on the vehicle.

3.12 Controls

- (a) The vehicle **must** be provided with a cruise control system;
- (b) Fast Idle
  - i The vehicle **must** be provided with a fast idle system;
  - ii The fast idle **must** be interlocked to prevent engagement while the transmission is in gear; and
  - iii The fast idle system **must** prevent the transmission from being engaged while the fast idle is engaged or the parking brake is applied.
- (c) The vehicle **must** be provided with knockouts for 4 additional switches.



3.13 Instruments

- (a) All dash board gauges and readouts must be in metric units; and
- (b) Gauges and readouts which show both metric and English units will be accepted.

3.14 Electrical System

- (a) The electrical system **must** be provided with an alternator with an output of at least that given as "ALTERNATOR" in the Data Table;
- (b) The electrical system **must** be provided with maintenance-free batteries with cold cranking amperes (CCA) of at least that given as "CCA" in the Data Table (paragraph 1.4);
- (c) The electrical system **must** be provided with a master disconnect switch;
- (d) The wiring **must** be protected by insulating grommets where passing through metal;
- (e) The electrical system **must** be provided with an isolation bar to prevent trickle discharge of the batteries;
- (f) The vehicle **must** be provided with four (4) knockouts for additional switches on the dashboard; and
- (g) The electrical system **must** be provided with a backup alarm to alert personnel that the vehicle is in backup mode.

3.15 Lighting

- (a) The vehicle **must** include integral LED body lighting;
- (b) The lighting system **must** be provided with halogen headlights;
- (c) The lighting system **must** be provided with clearance lights, stoplights, turn signal lights, taillights and reverse movement lights;
- (d) The vehicle **must** be provided with stoplight mounted at the rear centre of the bus and at least at eye level;
- (e) The vehicle **must** be provided with an engine compartment light;
- (f) The vehicle **must** be provided with fog lights;

(g) Stepwell Light

- i The vehicle **must** be provided with a protected step well light mounted in the right hand front part of the step well; and
- ii The light **must** be energized when any door is opened or the interior lights are energized.

(h) Ceiling Lamps

- i The passenger area **must** be provided with at least five (5) flush mounted, centre aisle, ceiling lamps with switches located on the dashboard; and
- ii The ceiling lamps **must** be located to minimize driver glare.



- (i) The vehicle **must** be provided with a back-up light to alert personnel that the vehicle is in backup mode.

3.15.1 Lighting Accessories

(a) Beacon

- i The vehicle **must** be provided with an omni-directional beacon, with a dash mounted control switch;
- ii The beacon **must** be mounted so as to provide maximum vehicle visibility;
- iii The beacon **must** be designed for 360-degree visibility;
- iv The beacon may be mounted on the roof or on a higher location.

3.16 Hydraulic System - NOT APPLICABLE

3.17 Lubricants and Hydraulic Fluids

- (a) The vehicle **must** operate using synthetic non-proprietary lubricants and hydraulic fluids; and
- (b) Grease fittings provided on the vehicle **must** conform to SAE J534.

3.18 Paint Colour - The vehicle **must** be painted in the colour identified in the contract.

3.18.1 Corrosion Protection

- (a) An approved aftermarket rust protection system **must** be supplied. Rust protection systems that have been approved include Krown Rust Kontrol, Rust Check or an **Equivalent**; and
- (b) The warranty papers from the rust protection system provider **must** accompany each vehicle.

3.19 Identification - The vehicle information (manufacturer's name, model, Vehicle Identification Number (VIN) and the GAWR and GVWR ratings) **must** be permanently marked in a conspicuous and protected location.

3.19.1 Warning and Instruction Plates

- (a) The vehicle **must** be provided with warning and operation instruction plates in accordance SAE J115; and
- (b) The plates **must** be visible to a person standing near the location; and
- (c) The plates **must** use graphic symbols, as defined in SAE J1362 or be written in the two (2) official languages (English and French).

3.20 Equipment

(a) Tow Hooks

- i The vehicle **must** be provided with tow hooks mounted at the front and the rear; and
- ii Tow hooks and mountings **must** have sufficient strength to permit the recovery of the vehicle.



- (b) License Plate Holders
  - i The vehicle **must** be provided with front and rear license plate holders; and
  - ii The rear license plate **must** be illuminated.
- (c) Mud flaps
  - i The vehicle **must** be provided with front and rear mud flaps; and
  - ii The rear mud flaps **must** be mounted on angle type spring loaded hangers or **Equivalent**.
- (d) Filler Caps - The vehicle **must** be provided with permanently marked filler caps, which identify the contents using international symbols or in French and English; and
- (e) Safety Package - A Canadian standard safety package including fire extinguisher, first aid kit and safety triangles in accordance with CMVSS requirements **must** be provided.

3.21 Vehicle Delivery Condition

- (a) The vehicle **must** be delivered to destination in a fully operational condition (serviced and adjusted);
- (b) The vehicle **must** be completely cleaned;
- (c) For shipment verification, items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose, **must** be listed on the shipping certificate or to an attached packing note;
- (d) The vehicle fuel tank(s) **must** be at least half full on delivery; and
- (e) Lubricants in the vehicle at time of delivery **must** be suitable for the destination and the season of delivery.



4. INTEGRATED LOGISTIC ITEMS

4.1 Contractor Documentation and Integrated Logistic Items

4.1.1 Not Applicable

4.1.2 Documents to Technical Authority (Designated Contact) on Contract

(a) Manuals for Approval

- i The Contractor **must** supply access to a set of manuals for each Configuration/model, in digital format including the operator, parts and maintenance (shop repair) manuals;
- ii The set of manuals **must** include manuals for all the specified accessories and features for the Configuration. Accessory manuals may be included as supplements to the vehicle manuals;
- iii Digital copies **must** be supplied as a searchable PDF format or **Equivalent**;
- iv On-line maintenance manuals may be supplied in lieu of the digital maintenance manuals, however, these **must** be provided without subscription fees;
- v Digital copies **must** be functional without the requirement for a password, an auto-run installation procedure or an Internet connection;
- vi Digital copies **must** be supplied on a CD or a DVD;
- vii A separate CD/DVD **must** be supplied for each Configuration/ Make/ Model with all accessories;
- viii The CD or DVD **must** be permanently and legibly marked with a list of contents;
- ix Manuals will not be returned;
- x Manual approval or comments will be supplied within 15 working days of receipt; and
- x The Contractor **must** supply responses to the **Technical Authority's** comments.

(b) Photographs and Line Drawings

- i The Contractor **must** supply two (2) digital colour photographs, one left-front three-quarter full vehicle view, and one right-rear three-quarter full vehicle view of each Configuration/model;
- ii One (1) digital colour photograph of each attachment taken at the three-quarter view that best illustrates the attachment **must** be supplied;
- iii One front-view and one side-view line drawing showing dimensions of the vehicle **must** be supplied. Brochure line drawings are acceptable;
- iv Photographs **must** an plain background;



- v Photographs **must** be in a JPEG (Joint Photographic Experts Group) format; and
  - vi Photographs **must** have a resolution of at least eight (8) Mega pixels.
- (c) **Data Summary**
- i The Contractor **must** supply a bilingual data summary for each Configuration/model, with vehicle data (including accessories and features) and a vehicle picture, for each DND contract;
  - ii The **Technical Authority** will supply a bilingual template of a data summary to the Contractor;
  - iii The Contractor **must** submit a digital copy (MS Word) of the completed data summary for approval;
  - iv Data summary approval or comments will be supplied within 15 working days of receipt; and
  - v The Contractor **must** provide responses to the Technical Authority's comments.
- (d) **Warranty Letter**
- i The **Technical Authority** will supply a current bilingual warranty letter template to the Contractor;
  - ii The Contractor **must** supply a complete description of the warranty with the requested warranty terms and any system or sub system warranty that exceeds the minimum requested;
  - iii The warranty letter **must** include the name and contact information of the closest designated warranty provider and other designated warranty providers across Canada;
  - iv Designated warranty providers **must** honour the warranty letter; and
  - v The Contractor **must** supply a copy of the warranty letter, in PDF digital format, for each vehicle delivered, to the **Technical Authority** or the designated contact for non-DND users.
- (e) **Safety Data Sheets**
- i The Contractor **must** supply a list, in digital format, of all hazardous materials used on the vehicle;
  - ii If there are no hazardous materials are used, this **must** be stated on the list; and
  - iii The Contractor **must** supply safety data sheets of all hazardous materials in the list.
- (f) **Rust Protection Warranty** - A copy, in digital format, of the warranty from the rust protection provider **must** be supplied, to the **Technical Authority** or the designated contact for non-DND users;
- (g) **Training Plan(s)** - The Contractor **must** supply the training plan for approval, for each of the training requirements listed in



paragraph 4.2 to the **Technical Authority**, or the designated contact for non-DND users; and

- (h) **Line Setting Ticket** - The Contractor **must** supply a copy of the production line setting ticket, in digital format, with supplemental listing for each completed vehicle, to the **Technical Authority**, or to the designated contact for non-DND users.

#### 4.1.3 **Items Supplied with Each Vehicle**

- (a) **Operator's Manual** - The Contractor **must** supply an approved bilingual operator's manual in both paper and digital format;
- (b) **Warranty Letter** - The Contractor **must** supply a paper copy of the warranty letter;
- (c) **Safety Data Sheets**
  - i The Contractor **must** supply a set of safety data sheets; and
  - ii The safety data sheets **must** be the same as those provided to the Technical Authority as per paragraph 4.1.1 (d).
- (d) **Rust Protection Warranty** - The Contractor **must** supply a copy of the warranty letter from the rust protection provider;
- (e) **Line Setting Ticket** - The Contractor **must** supply a copy of the production line setting ticket with supplemental list; and

#### 4.1.4 **Additional Items**

- (a) **Digital Maintenance Manual - English**
  - i The Contractor **must** supply the approved searchable digital maintenance (shop repair) manuals in English required for maintenance and repair of the vehicle features and accessories;
  - ii The Contractor may supply this deliverable as a bilingual package;
  - iii On-line maintenance manuals may be supplied in lieu of the digital maintenance manuals, however, these **must** be provided without subscription fees.
  - iii Digital copies **must** be functional without the requirement for a password, an auto-run installation procedure or an Internet connection; and
  - iv Digital copies **must** be supplied on a CD or a DVD.
- (b) **Digital Parts Manual**
  - i The Contractor **must** supply the approved searchable digital parts manuals required the vehicle, features and accessories on a CD/DVD-ROM;
  - ii On-line parts manuals may be supplied in lieu of the digital maintenance manuals, however, these **must** be provided without subscription fees; and

- iii Digital copies **must** be functional without the requirement for a password, an auto-run installation procedure or an Internet connection.

4.2 Training

(a) Training - Familiarization - English

- i The Contractor **must** supply a familiarization course in English, at the delivery destination, optimized for operators and technicians who are qualified on the vehicle type but require training on newer or unique features and sub-systems of the delivered model;
- ii The instructor **must** be an OEM Factory Certified Training Provider;
- iii Curriculum
  - 1. The familiarization course **must** include operation and maintenance segments;
  - 2. The operation segment **must** include safety precautions to be observed while operating and servicing the vehicle, vehicle operating characteristics, pre-operating and shutdown procedures and daily/weekly operator servicing procedures;
  - 3. The operation segment **must** include sub-systems including automatic grease system and pre-heaters; and
  - 4. The operation segment **must** demonstrate all safety measures required for safe vehicle maintenance.
- iv The familiarization course **must** have a minimum duration of eight (8) hours, divided into four (4) hours for operators and four (4) hours for technicians;
- v The familiarization course **must** accommodate up to eight (8) personnel; four (4) operators and four (4) technicians;
- vi For vehicles shipped to DND, the date for the familiarization course **must** be arranged with the **Technical Authority**, or the identified user or designated contact person for vehicles shipped for users other than DND;
- vii After completion of the familiarization course, the Contractor **must** have the "PROOF OF FAMILIARIZATION" certificate signed by the senior course attendee; and
- viii The **Technical Authority** will supply the "PROOF OF FAMILIARIZATION" document template in a digital format.

(b) Training - Familiarization - French

- i The Contractor **must** supply a familiarization course in French when requested by the **Technical Authority**, at the delivery destination, optimized for operators and technicians who are qualified on the vehicle type but

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- require training on newer or unique features and sub-systems of the delivered model;
- ii The instructor **must** be an OEM Factory Certified Training Provider;
- iii **Curriculum**
1. The familiarization course **must** include operation and maintenance segments;
  2. The operation segment **must** include safety precautions to be observed while operating and servicing the vehicle, vehicle operating characteristics, pre-operating and shutdown procedures and daily/weekly operator servicing procedures;
  3. The operation segment **must** include sub-systems including automatic grease system and pre-heaters; and
  4. The operation segment **must** demonstrate all safety measures required for safe vehicle maintenance.
- iv The familiarization course **must** have a minimum duration of eight (8) hours, divided into four (4) hours for operators and four (4) hours for technicians;
- v The familiarization course **must** accommodate up to eight (8) personnel; four (4) operators and four (4) technicians;
- vi For vehicles shipped to DND, the date for the familiarization course **must** be arranged with the **Technical Authority**, or the identified user or designated contact person for vehicles shipped for users other than DND;
- vii After completion of the familiarization course, the Contractor **must** have the "PROOF OF FAMILIARIZATION" certificate signed by the senior course attendee; and
- viii The **Technical Authority** will supply the "PROOF OF FAMILIARIZATION" document template in a digital format.



**NOTICE**

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

**AVIS**

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

This questionnaire covers technical information, which **must** be provided for evaluation of the configurations of the vehicle offered.

Where the specification paragraphs below indicate "**Substantial Information**", the "**Substantial Information**" **must** be provided for each performance requirement/specification.

Bidders should indicate the document name/title and page number where the **Substantial Information** can be found.

Definition for **Equivalent** is found in the DEFINITION section at the end of this document.

CONTRACTOR INFORMATION

Contractor Name \_\_\_\_\_

Date \_\_\_\_\_



**SPECIFICATION PARAGRAPHS**

**Substitutes/Alternatives**

Are any substitutes/alternatives offered as **Equivalent**? YES  NO

If yes, please identify all equipment substitutes/alternatives offered as **Equivalents** below:

**NOTE: Substantial Information must** be provided for all items offered as a substitute or alternative.

3.4 **Vehicle - Substantial Information**

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

3.4.1 **Vehicle Performance - Substantial Information**

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

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

3.4.2 **Payload - Substantial Information**

(a) Passenger capacity on page \_\_\_\_\_ of document \_\_\_\_\_

3.4.3 **Dimensions - Substantial Information**

(a) Interior headroom on page \_\_\_\_\_ of document \_\_\_\_\_

3.5 **Standard Vehicle - Substantial Information**

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

(a) **Airport Seating - Substantial Information**

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

(e) **Heating, Ventilation and Air Conditioning - Substantial Information**

iii Passenger area heating system  
 Capacity on page \_\_\_\_\_ of document \_\_\_\_\_  
 Auxiliary fuel-fired forced air heating system  
 Capacity on page \_\_\_\_\_ of document \_\_\_\_\_  
 Air conditioning  
 Capacity on page \_\_\_\_\_ of document \_\_\_\_\_

(f) **Driver's seat**

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

(g) **Passenger Seats**

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

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

3.6.1 **Axles - Substantial Information**

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

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

3.6.2 **Suspension - Substantial Information**

(a) Front axle suspension - Make \_\_\_\_\_ - Model \_\_\_\_\_

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



Rear axle(s) suspension - Make \_\_\_\_\_ - Model \_\_\_\_\_  
Details on page \_\_\_\_\_ of document \_\_\_\_\_

3.7 **Engine - Substantial Information**

Make \_\_\_\_\_ - Model \_\_\_\_\_  
Details shown in document \_\_\_\_\_

3.7.2 **Fuel Tanks - Substantial Information**

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

3.8.1 **Automatic Transmission - Substantial Information**

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

3.11 **Wheels and Tires - Substantial Information**

(b) Front tires - Make \_\_\_\_\_ - Model \_\_\_\_\_ - Size \_\_\_\_\_  
Details on page \_\_\_\_\_ of document \_\_\_\_\_

(c) Rear tires - Make \_\_\_\_\_ - Model \_\_\_\_\_ - Size \_\_\_\_\_  
Details on page \_\_\_\_\_ of document \_\_\_\_\_

3.14 **Electrical System - Substantial Information**

(a) Alternator - Make \_\_\_\_\_ - Model \_\_\_\_\_  
Alternator output on page \_\_\_\_\_ of document \_\_\_\_\_

(b) Battery - Make \_\_\_\_\_ - Model \_\_\_\_\_  
Battery CCA on page \_\_\_\_\_ of document \_\_\_\_\_



DEFINITION

The following definition apply to the interpretation of this Technical Information Questionnaire:

"**Equivalent**" **must** mean a standard, means, or component type, which the **Technical Authority** has approved for this requirement, as meeting the specified requirements for fit, form, function and performance.