



## 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

## SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Vehicles & Industrial Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Flatbed trailers for 4 snowmobiles	
<b>Solicitation No. - N° de l'invitation</b> W8476-185772/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 6000414833	<b>Date</b> 2018-06-28
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-923-74999	
<b>File No. - N° de dossier</b> hp923.W8476-185772	<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 2018-07-31</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> Martin, Erik	<b>Buyer Id - Id de l'acheteur</b> hp923
<b>Telephone No. - N° de téléphone</b> (873) 469-3318 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

This Solicitation Amendment 001 is issued to modify the Solicitation as follows:

**DELETE:** The Solicitation in its entirety.

**INSERT:**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

Canada is seeking proposals to procure:

**1.1.1** One hundred (100) Flatbed Trailers for Four (4) Snowmobiles as described in Annex "A" - Pricing and in accordance with Annex "B"- Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

**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 World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2018-05-22) 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 to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.4 Applicable Laws**

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

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

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

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



Solicitation No. - N° de l'invitation  
W8476-185772/A

Amd. No. - N° de la modif.  
001

Buyer ID - Id de l'acheteur  
HP923

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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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 copy)  
Section III: Certifications (2 hard copies)  
Section IV: Additional Information (2 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;

- Appendix "1" - Technical Information Questionnaire – Flatbed Trailer for Four (4) Snowmobiles.

### 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:
  - (a) The bid fails to provide all of the information requested to allow the Technical Authority to fully evaluate the evaluate the equivalency; or
  - (b) The substitute and/or the alternative fail to meet or fail to exceed the technical requirements specified in the technical requirement description.

## **Section II: Financial Bid**

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


### **3.1.2 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>), 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>), for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5 - Certifications.

### **Section IV Additional Information**

Canada requests that bidders submit the following information:

#### **3.1.4 Delivery**

##### **Firm Quantity**

While delivery of the trailers is requested as soon as possible the best delivery that can be offered is as follows:

Items 001 to 011 – One hundred (100) Flatbed Trailers for Four (4) Snowmobiles 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 012 – Up to ten (10) Flatbed Trailers for Four (4) Snowmobiles 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.

#### **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, by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the bid solicitation is not sufficient.
- b) Bidders proposing substitutes and/or alternatives must submit, with their bid all the information 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 to 012 inclusively.

**4.1.2.2** The prices of the bids must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for the firm quantity for items 001 to 011 and optional quantity for item 012. 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.

**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** To determine the aggregate evaluated price for the firm quantity, optional quantity, 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 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**

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.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the 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.

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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.

- b) The Bidder certifies that the Bidder is registered or meets ISO 14001.

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Bidders' Authorized Representative Signature

---

Date

**Or**

- c) 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.	

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

\_\_\_\_\_  
Date

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **6.1. Requirement**

- 6.1.1** The Contractor must deliver one hundred (100) Flatbed Trailers for Four (4) Snowmobile and ancillary items as described in Annex "A" - Pricing and in accordance with Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.
- 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>) issued by Public Works and Government Services Canada.

#### **6.2.1 General Conditions**

2010A (2018-06-21) General Conditions - Goods (Medium Complexity), apply to and form part of the contract.

### **6.3. Term of Contract**

#### **6.3.1 Delivery of the Trailers**

##### **6.3.1.1 Firm Quantity**

Delivery date of the trailers must be made as follows:

Item 001 to 011 – One hundred (100) Flatbed Trailers for Four (4) Snowmobiles 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 012 – Up to ten (10) Flatbed Trailers for Four (4) Snowmobiles 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: **Erik Martin**  
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: 873 469-3318  
E-mail: erik.martin@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.

#### **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 trailer / equipment offered:

#### Item 001 (Edmonton)

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

#### Item 002 (Wainwright))

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

#### Item 003 (Winnipeg)

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

#### Item 004 (Chilliwack)

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

**Item 005 (Shilo)**

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

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

\_\_\_\_\_

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

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

**Item 006 (Petawawa)**

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

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

\_\_\_\_\_

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

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

**Item 007 (North Bay – UIC 5222)**

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

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

\_\_\_\_\_

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

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

**Item 008 (St-John NFLD – UIC 6225)**

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

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

\_\_\_\_\_

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

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

**Item 009 (Gagetown – UIC 1848)**

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

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

\_\_\_\_\_

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

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

**Item 010 (Yellowknife JTFN)**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

**Item 011 (Valcartier – UIC 0106)**

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. 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

Attention: DLP \_\_\_\_\_

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

### **6.6.3 Holdback**

A ten percent (10%) holdback will apply on the total price of each trailer (items 001 to 012) on any due payment of the said trailer/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.
- (c) 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.

## 6.8 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 (2018-06-21) General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Pricing;
- (d) Annex "B" - Purchase Description - Flatbed Trailer for Four (4) Snowmobiles
- (e) Appendix 1 - Technical Information Questionnaire - Flatbed Trailer for Four (4) Snowmobiles;
- (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
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 trailer / 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.

## **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. (2017 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**

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 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.

## **6.21 Trailer Recall Notices**

All trailer recall notices must be forwarded to:

Solicitation No. - N° de l'invitation  
W8476-185772/A

Amd. No. - N° de la modif.  
001

Buyer ID - Id de l'acheteur  
HP923

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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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)*

## **ANNEX "A" - PRICING**

### **Item 001 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letters in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

#### **CFB ASU SUP EDMONTON**

Major Equipment Section  
Replenishment Company CMTT)  
107 Street & 137 Avenue Bldg. C8  
EDMONTON AB T5J 4J5  
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 trailer, 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: Five (5)

### **Item 002 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailer including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailer and ancillary items must be delivered to:

#### **CFB/ASU WAINWRIGHT Base**

Supply Major Equipment Section  
Bldg 593  
DENWOOD AB T0B 1B0  
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 trailer, including all equipment and ancillary items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

Quantity: One (1)

**Item 003 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

**17 Wg Winnipeg**  
Major Equipment Section  
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 trailer, 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: Eight (8)

**Item 004 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailer including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailer and ancillary items must be delivered to:

**CFB CHILLIWACK**  
CFB Chilliwack  
Bldg 1082 Supply Section  
5535 Korea Rd.



Chilliwack, BC V2R 5P2  
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 trailer, including all equipment and ancillary items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

Quantity: One (1)

**Item 005 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

**CFS ASU SHILO (UIC 1850)**  
Major Equipment Section  
Base Supply C-101  
SHILO MB ROK 2AO  
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 trailer, 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: Five (5)

**Item 006 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

**CFB PETAWAWA**  
2 SVC BN – Major Equipment Section  
Building H110  
255 Montgomery Rd.  
Petawawa, ON K8H 2X3  
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 trailer, 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: Twenty-three (23)

**Item 007 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

**ASU Northern Ontario (UIC 5222)**  
Major Equipment Section  
CMTT Bldg. 15  
NORTH BAY ON POH 1PO  
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 trailer, including all equipment and ancillary items, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.5.1 Basis of Payment).

Quantity: Three (3)

### **Item 008 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

**CFS ST JOHNS NL (UIC 6225)**

Major Equipment Section  
Pleasantville Bldg 206  
ST JOHN NF A1C 685  
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 trailer, 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: Two (2)

### **Item 009 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

**3 ASG GAGETOWN SUPPLY COMPANY (UIC 1848)**

Major Equipment Section  
BLDG B10  
OROMOCTO NB E2V 4J5  
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 trailer, 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: Twenty-two (22)

**Item 010 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

**Yellowknife (JTFN)**  
Joint Task Force North Yellowknife  
FOL Site Bay 2  
Yellowknife, NT X1A 2R3  
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 trailer, 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: Ten (10)

**Item 011 Flatbed Trailer for Four (4) Snowmobiles (Firm Quantity)**

The Contractor must deliver the trailers including the operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

The trailers and ancillary items must be delivered to:

**BFC USS VALCARTIER (UIC0106)**  
Section d'équipement majeur  
BAT. 188 (PON COMB)  
GARNISON VALCARTIER  
COURCELETTE QC GOA 420  
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 trailer, 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: Twenty (20)

### **Item 012 Flatbed Trailer for Four (4) Snowmobiles (Optional Quantity)**

If this option is exercised, the Contractor must deliver the trailer/equipment including operator's manual, data summary, warranty letter(s) in accordance with the attached Annex "B" - Purchase Description – Flatbed Trailer for Four (4) Snowmobiles.

#### **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 ten (10)



Annex B  
W8476 - 185772  
1 May 2018



**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.

**PURCHASE DESCRIPTION**  
**FOR**  
**FLATBED TRAILER FOR FOUR (4) SNOWMOBILES**

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**OPI: DSVPM 4 – BPR: DAPVS 4**

Issued on Authority of the Chief of the Defence Staff

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

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**PURCHASE DESCRIPTION**  
**FOR**  
**FLATBED TRAILER FOR FOUR (4) SNOWMOBILE**

**1.0 SCOPE**

**1.1 Purpose**

This document describes the technical requirements for flatbed trailer for four (4) snowmobile.

**1.2 Instructions**

1.2.1 Requirements, which are identified by the word “**must**”, are mandatory. Deviations will not be permitted.

1.2.2 Requirements identified with a “will” define actions to be performed by Canada and require no action/obligation on the Contractor’s part.

1.2.3 Where “**must**”, is not used, the information provided is for guidance only.

1.2.4 In this document, “provided” means “provided and installed”.

1.2.5 Where a standard is specified and the Contractor has offered an Equivalent, that Equivalent standard **must** be supplied by the Contractor.

1.2.6 Where a technical certification is referred to in this Purchase Description, a copy of the certification or an acceptable proof of compliance **must** be provided for the trailer when requested by the Technical Authority up until the date of the expiration of the warranty period.

1.2.7 While the SI system is used as the primary system of measurement to define requirements in this Purchase Description, both the SI system and the Standard system of measurements may be indicated. Conversions from one system of measurement to the other may not be exact.

1.2.8 Dimensions stated as nominal are treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.



### 1.3 **Definitions**

1.3.1 “Trailer” means the snowmobile trailer for which this purchase description is written.

1.3.2 “Snowmobiles” means the equipment that will be stored on the flatbed trailer. Dimensions of snowmobiles are outlined in Section 3.4.2.

1.3.3 “Technical Authority” means the official responsible for the technical content of this Purchase Description.

1.3.4 “Equivalent” means a standard, means, or component type, which the Technical Authority has approved for this requirement as meeting the specified requirements for fit.

1.3.5 “Road Legal” means the trailer can be legally operated on all Canadian highways and secondary roads, without restrictions or special permits.

1.3.6 “Curb Weight” means the weight of the fully equipped trailer. The curb weight includes trailer, all attached accessories, equipment, and, lubricant(s). The Curb Weight does not include the Payload.

1.3.7 “Payload” means the maximum cargo load carrying capacity of the trailer. The payload is the calculated difference between the Curb Weight and the Gross Vehicle Weight.

1.3.8 “Gross Vehicle Weight” (GVW) means the sum of the Curb Weight, and the Payload. The GVW cannot exceed the Gross Vehicle Weight Rating (GVWR).

1.3.9 “Gross Vehicle Weight Rating” (GVWR) means the maximum operating weight of the trailer as stated by the manufacturer.

## **2.0 APPLICABLE DOCUMENTS**

### **2.1 Standards**

2.1.1 The following documents form part of this Purchase Description. Canada will not be supplying any reference documents. Sources are shown:

- a. Canadian Motor Vehicle Safety Standards (CMVSS)  
Transport Canada,  
Road Vehicle and Motor Vehicle Regulation,  
330 Sparks Street,  
Ottawa, Ontario K1A 0N5  
<http://www.tc.gc.ca/acts-regulations/GENERAL/M/mvsa/menu.htm>
- b. Hazardous Products Act  
Government of Canada / Department of Justice  
<http://laws-lois.justice.gc.ca/eng/acts/H-3/>
- c. International Organization for Standardization (ISO)  
ISO Central Secretariat<sup>1</sup>, ch. de la Voie-Creuse  
CP 56, CH-1211 Geneva 20  
Switzerland  
<http://www.iso.org/iso/home.htm>
- d. SAE Standards  
SAE World Headquarters  
400 Commonwealth Dr.,  
Warrendale, PA, 15096-0001  
<http://www.sae.org>

### **3.0 REQUIREMENTS**

#### **3.1 Standard Design**

3.1.1 The trailer **must** be the latest model namely, 2017 or newer, from a manufacturer who has demonstrated acceptability by selling, in North America, this type and size class of trailer for at least three (3) years.

3.1.2 The trailer **must** have engineering certification available, upon request, at no cost to Canada, for this application from the original manufacturers of major equipment, systems and assemblies.

3.1.3 The trailer **must** conform to all applicable laws, regulations and industrial standards governing manufacture and safety in effect in Canada at the time of manufacture.

3.1.4 The trailer **must** not have systems and components operating at capacities beyond those published by the system or component manufacturers.

#### **3.2 Operating Conditions**

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

##### **3.2.2 Terrain**

- a. The trailer **must** operate on highways, secondary roads, gravel and dirt roads.
- b. The trailer **must** operate on terrain conditions including year round operations on snow, mud, sand and ice.

#### **3.3 Safety Standards**

##### **3.3.1 Vehicle Safety Regulations**

- a. The trailer **must** meet the provisions of the Canada Motor Vehicle Safety Act in effect on the date of manufacture of the trailer.
- b. The trailer **must** carry the National Safety Mark when produced in Canada.

##### **3.3.2 Hazardous Materials**

The contractor **must** comply with Hazardous Products Act of Canada concerning the use of hazardous materials, ozone depleting substances, polychlorinated biphenyls, asbestos and heavy metals used in the manufacture and assembly of the product supplied.

### 3.4 **Capacity**

3.4.1 The trailer **must** carry a minimum payload of 2,200 kg (4,840 lbs).

3.4.2 The trailer **must** be sized to accommodate four (4) snowmobiles having a minimum width of 0.9 m (2.9 ft) a minimum length of 3.04 m (10 ft) and a minimum weight of 409 kg (900lbs).

3.4.3 The trailer tongue weight **must** be limited to a minimum of 8% and maximum of 15% of the trailer GVWR.

3.4.4 The trailer **must** come equipped with electrically actuated brakes capable of safely bringing the trailer to a stop in combination with a tow vehicle and in the event of separation of the trailer and tow vehicle. (It can be assumed that the electrical connection will be broken in this instance).

### 3.5 **Speed**

3.5.1 The trailer **must** operate with a full payload on highways and secondary roads at speeds of up to and including 110 km/h.

### 3.6 **Towing Ability**

3.6.1 The trailer **must** follow the towing vehicle without weaving or side sway at any loaded capacity within the operating range.

3.6.2 The trailer **must** provide vertical articulation up to 30 degrees above the horizontal plane and 30 degrees below the horizontal plane without interference with the towing vehicle.

3.6.3 The trailer **must** provide horizontal articulation up to 30 degrees either side of the towing vehicle centre line without interfering with the towing vehicle.

### 3.7 **Tongue Support**

3.7.1 The trailer tongue **must** be provided with a support for the tongue that will lift and support the trailer with a maximum payload as specified in paragraph 3.4.**Error! Reference source not found.**1.

3.7.2 The trailer **must** be provided with a wheeled tongue support.

3.7.3 The tongue support **must** be a “swing away” type that stores when the trailer is being towed.

### 3.8 **Hitch**

3.8.1 The trailer **must** be provided with a hitch designed to attach to a two (2) inch trailer ball.

3.8.2 The trailer **must** be provided with an SAE J560 standard 7-prong electrical connector.

3.8.3 The trailer **must** be provided with two (2) safety chains.

### 3.9 **Brakes**

3.9.1 The trailer **must** be equipped with electrical brakes with capacity to handle the GVWR of the trailer including the payload defined in section 3.4.

### 3.10 **Ramp**

3.10.1 The trailer **must** be equipped with a rear ramp that will support the load of two (2) of the snowmobiles outlined in paragraph 3.4.1 simultaneously.

### 3.11 **Wind Deflector**

3.11.1 The trailer **must** be equipped with a front angled wind deflector measuring at least 650mm (25-1/2") high.

3.11.2 The front wind deflector **must** fit the full width of the trailer without modification.

3.11.3 The front wind deflector **must** protect the loaded snowmobiles from road debris.

### 3.12 **Wire Harness Protection**

3.12.1 The trailer **must** be equipped with a trailer wire harness connector protection and securing system for use when trailer is not in use or when in storage.

3.12.2 The wire harness connector protection and securing system **must** be a "Connect-to-Protect" by Hanington Innovations or equivalent.

### 3.13 **12 Volt Lighting**

3.13.1 The trailer **must** have 12 volt lights and reflectors in accordance with CMVSS.

3.13.2 Lights **must** be recessed or otherwise protected from damage with all components easily accessible for servicing.

### 3.14 **Storage Compartment**

3.14.1 The trailer **must** be provided with one (1) lockable (with padlock) storage compartment.

3.14.2 The storage compartment **must** have minimum dimension of 0.5m in Height, 0.5m in Width and 2m in Length (20"H x 20"W x 80"L).

3.14.3 The storage compartment **must** be constructed of a corrosion and water damage resistant material.

3.14.4 The storage compartment **must** be located at the front of the trailer either in front of the wind deflector **or** directly behind of the wind deflector.

3.14.5 The storage compartment **must** be have a feature which prevents water ingress, and allows for any water inside to drain away.

### 3.15 **Gas Can Mount**

3.15.1 The trailer **must** be provided with mounts to hold two (2) 20L gas cans.

3.15.2 The gas canister mounts **must** accept canisters adhering to NATO Stock Number (NSN) 7240-01-337-5269. Further details can be derived from standard #: CID A-A-59592

### 3.16 **License Plate Holder**

3.16.1 The trailer **must** be provided with a rear mounted license plate holder.

3.14.2 The rear mounted license plate holder **must** be recessed or otherwise protected from damage.

### 3.17 **Flat Bed Tie Down Points and Equipment**

3.17.1 The trailer **must** be provided with bed fastened mounting points to secure the snowmobiles.

3.17.2 The trailer **must** be supplied with a full set of mounting tie down equipment sufficient to properly secure a minimum of four (4) snowmobiles to the bed of the trailer.

3.17.3 The tie down points **must** be recessed or otherwise configured to allow equipment to slide across the flatbed surface during loading and unloading.

### 3.18 **Wheels, Rims and Tires**

3.18.1 The tires **must** have manufacturer certification that tires and rims provided are suitable and adequately sized for this application.

3.18.2 The wheel assembly **must** have sufficient load capacity to handle the GVWR of the fully loaded trailer.

3.18.3 Operating tire pressure **must** be visibly marked near the tire location.

3.18.4 The trailer **must** be provided with an identical spare wheel assembly mounted on the trailer, of the same size and ply rating as tires furnished with trailer.

3.18.5 The Technical Authority **must** approve the proposed spare tire mounting location.

3.18.6 A wheel lug nut wrench **must** be provided with the spare tire and mounted in a TA approved location.

### 3.19 **Lubricants**

3.19.1 Lubrication fittings **must** conform to SAE J534.

### 3.20 **Materials**

3.20.1 The trailer frame **must** be constructed from steel with a galvanized finish or from aluminium.

3.20.2 All cladding, floorboards **must** be manufactured from pressure treated wood, and securely fastened to the frame with removable hardware.

### 3.21 **Identification**

3.21.1 The following information **must** be permanently marked in a conspicuous and protected location:

- a. Manufacturer's name, model and serial number.
- b. Manufacturer's Vehicle Identification Number (VIN).
- c. Trailer GVWR rating.

### 3.22 **Labels**

3.22.1 All warning and instruction labels **must** be in a bilingual format or ISO symbol format.

### 3.23 **Trailer Delivery Instructions**

3.23.1 If the trailer requires assembly at destination, the contractor **must** be responsible for all manpower and equipment to perform assembly.

3.23.2 The space for assembly at destination will be provided, if required.

3.23.3 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.



## **4.0 INTEGRATED LOGISTICS SUPPORT**

### **4.1 Documentation and Support Items**

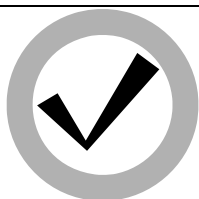
#### **4.1.1 Items Provided To Technical Authority.**

- a. **Data Summary**: An electronic, bilingual data summary **must** be provided with data and a trailer picture in the Technical Authority provided format.
- b. **Warranty Letter**: An electronic copy of the completed bilingual warranty letter in the approved format **must** be provided to the Technical Authority.

#### **4.1.2 Items with Each Trailer**

- a. **Operator's Manuals**
  - (i) An operator's manual for the safe trailer operation including all supplied attachments **must** be provided with each trailer shipped.
  - (ii) The operator's manual **must** be provided in a bilingual format as a package.
- b. **Warranty Letter**
  - (i) A paper copy of the completed bilingual warranty letter in the approved format (provided by the Technical Authority) **must** be provided with each trailer shipped.
  - (ii) The warranty letter **must** include the name and contact information of the closest designated warranty provider and other designated warranty providers across Canada.
  - (iii) Designated warranty providers **must** honour the warranty letter.

Appendix 1  
W8476-185772  
1 May 2018



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**AVIS**

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**TECHNICAL INFORMATION QUESTIONNAIRE  
FOR A  
FLATBED TRAILER FOR FOUR SNOWMOBILES**

## TECHNICAL INFORMATION QUESTIONNAIRE

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

Where the specification paragraphs below indicate “**Substantial Information**”, the “**Substantial Information**” describing completely and in detail how the requirement is met or addressed **must** be supplied for each performance requirement/specification.

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

### **CONTRACTOR INFORMATION**

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

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

Proposal Date: \_\_\_\_\_

### **Substitutes/Alternatives**

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

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

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## **TECHNICAL INFORMATION QUESTIONNAIRE**

### **PURCHASE DESCRIPTION PARAGRAPHS**

<b>PD Reference</b>	<b>Requirement</b>	<b>Substantial Information required</b>	<b>Value</b>	<b>Location of Substantial Information in Bid Proposal</b>
3.1.1	The trailer <u>must</u> be the latest model namely, 2017 or newer, from a manufacturer who has demonstrated acceptability by selling, in North America, this type and size class of trailer for at least three (3) years.	Model year	Model year	
3.2.1	The trailer must operate under the extremes of weather conditions found in Canada in temperatures ranging from - 40°C to 40°C.	Operating Temperatures	°C	
3.4.1	The trailer must carry a minimum payload of 2,200 kg (4,840 lbs).	Payload	kg	

Solicitation No. - N° de l'invitation  
W8476-185772/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
HP923

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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