



**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

Title - Sujet Aircraft Boarding Stairs Vehicle	
Solicitation No. - N° de l'invitation W8476-195937/A	Date 2018-09-28
Client Reference No. - N° de référence du client W8476-195937	
GETS Reference No. - N° de référence de SEAG PW-\$\$HP-916-75558	
File No. - N° de dossier hp916.W8476-195937	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-13	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paravan, Tony	Buyer Id - Id de l'acheteur hp916
Telephone No. - N° de téléphone (873) 469-3319 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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Attachments:

Annex "A" - Pricing;
Annex "B" - Purchase Description - Aircraft Boarding Stairs Vehicle, dated 25 April 2018;
Appendix "1" - Technical Evaluation Matrix - Aircraft Boarding Stairs;
Annex "C" to Part 3 of the Bid Solicitation - Electronic Payment Instruments;
Annex "D" to Part 5 of the Bid Solicitation - Federal Contractors Program for Employment Equity - Certification.

PART 1 - GENERAL INFORMATION

1.1 Requirement

Canada is seeking proposals to procure:

1.1.1 Quantity 4, Aircraft Boarding Stairs Vehicle and ancillary items as described in Annex "A" - Pricing and in accordance with Annex "B"- Purchase Description for Aircraft Boarding Stairs Vehicle dated 25 April 2018.

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) (<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

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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

2.5 Improvement of Requirement during Solicitation Period

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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 (2 hard copies)
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 Evaluation Matrix - Aircraft Boarding Stairs.

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 7 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.

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 vehicles is requested by 28 February 2019, the best delivery that can be offered is as follows:

Item 001 – Quantity 2, Aircraft Boarding Stairs Vehicle and related items will be delivered within _____ calendar days from the effective date of the contract.

Item 002 – Quantity 1, Aircraft Boarding Stairs Vehicle and related items will be delivered within _____ calendar days from the effective date of the contract.

Item 003 – Quantity 1, Aircraft Boarding Stairs Vehicle and related items will be delivered within _____ calendar days from the effective date of the contract.

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Optional Quantity

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

Item 004 - Up to Quantity 4, Aircraft Boarding Stairs Vehicle 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 Evaluation Matrix, by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the bid solicitation is not sufficient.
- b) Bidders proposing substitutes and/or alternatives must submit, with their bid all the information 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, 005 and 006.

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 quantities for items 001, 002, 003 and optional quantity item 004. Canadian dollars for familiarization instructions/training (option) item 005 and 006. 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 based on the province of delivery 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 of the five (5) provincial groups 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) 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.

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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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Annex "D" titled "Federal Contractors Program for Employment Equity – Certification", before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 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.

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

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.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	

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A minimum of 50% of office equipment has an energy efficient certification.	
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Bidders' Authorized Representative Signature

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PART 6 - FINANCIAL CAPABILITY

6.1. Financial Capability

6.1.1 SACC Manual clause A9033T (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

7.1. Requirement

7.1.1 The Contractor must deliver quantity 4, Aircraft Boarding Stairs Vehicle and ancillary items as described in Annex "A" - Pricing and in accordance with Annex "B"- Purchase Description Aircraft Boarding Stairs Vehicle, dated 25 April 2018.

7.1.2 The Contractor grants to Canada irrevocable options identified in Annex "A"- Pricing.

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

7.1.2.2 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.

7.1.2.3 The options may be exercised within Twelve (12) months after contract award.

7.2. 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.

7.2.1 General Conditions

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

7.2.1.1 Section 09 of general conditions 2010A is amended by replacing the period of twelve (12) months by twenty-four (24) months.

All other provisions of the warranty section remain in effect.

7.3. Term of Contract

7.3.1 Delivery of the Vehicles

7.3.1.1 Firm Quantity

Delivery date of the vehicles must be made as follows:

Item 001 - Quantity 2, Aircraft Boarding Stairs Vehicle and ancillary items must be delivered on or before _____ *(Date to be inserted by PWGSC the Contracting Authority at time of contract award.)*

Item 002 - Quantity 1, Aircraft Boarding Stairs Vehicle and ancillary items must be delivered on or before _____ *(Date to be inserted by PWGSC the Contracting Authority at time of contract award.)*

Item 003 - Quantity 1, Aircraft Boarding Stairs Vehicle and ancillary items must be delivered on or before _____ *(Date to be inserted by PWGSC the Contracting Authority at time of contract award.)*

7.3.1.2 Option Quantity

Item 004 - Quantity 4, Aircraft Boarding Stairs Vehicle 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.)*

7.4. Authorities

7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
Title: _____
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-_____
E-mail: _____@pwgsc-tpsgc.gc.ca

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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.

7.4.2 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.

7.4.3 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

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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.

7.4.4 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: _____

7.4.5 After Sales Service

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

Item 001

Name: _____

Address: _____

Telephone Number: _____

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

Item 002

Name: _____

Address: _____

Telephone Number: _____

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

Item 003

Name: _____

Address: _____

Telephone Number: _____

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

7.5. Payment

7.5.1 Basis of Payment

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

7.5.1.1 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)*

7.5.1.2 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).

7.5.1.3 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).

7.5.2 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)

7.5.3 SACC Manual Clauses

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

7.6 Invoicing Instructions

7.6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions including the Client Ref # BT915. 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.

7.6.2 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 5-3-4-1

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

7.6.3 Holdback

A ten percent (10%) holdback will apply on the total price of each vehicle, firm quantities items 001 to 003, and for optional quantities item 004, on any due payment of the said vehicle/equipment. Release of the holdback (10%) is conditional upon receipt and certified acceptance by inspection authority of the said vehicle and all ancillary items as identified in Annex "A" - Pricing.

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

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

7.7. Certifications

7.7.1 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.

7.7.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4)" list (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>) The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.8 Applicable Laws

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

7.9 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 - Aircraft Boarding Stairs Vehicle, dated 25 April 2018;
- (e) Appendix 1 - Technical Evaluation Matrix - Aircraft Boarding Stairs;
- (f) Annex "D", Federal Contractors Program for Employment Equity – Certification;
- (g) the Contractor's bid dated _____.

7.10 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 -	2010-08-16

	Requirements (QAC C)	
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2016-01-28

7.11 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.

7.12 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 consignee personnel at the final delivery location.

The fuel tanks must be at least half full prior to release of the vehicles to consignee.

7.13 Shipping Instructions - Delivery at Destination

7.13.1 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.

7.13.2 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.

7.14 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.

7.15 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.

7.16 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.

7.17 Material

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

7.18 Design Changes

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

7.19 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.

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7.20 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.

7.21 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.

7.22 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)*

ANNEX "A" - PRICING

Item 001 Aircraft Boarding Stairs Vehicle (**Firm Quantity**)

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, vehicle manuals, training manuals, maintenance and operator manuals, dimensional drawings, data summary, photographs, warranty letter(s), preventative maintenance replacement parts kit list, recommended spare parts kit, special tools list, familiarization training, and any other deliverables listed in and in accordance with the attached Annex "B" - Purchase Description - Aircraft Boarding Stairs Vehicle dated 25 April 2018.

The Aircraft Boarding Stairs Vehicle and ancillary items must be delivered to:

8 WG Trenton
Major Equipment Section
8 Wing Supply Trenton
46 Portage Dr, Bldg 162
Trenton ON K0K 3W0

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 Aircraft Boarding Stairs Vehicle (**Firm Quantity**)

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, vehicle manuals, training manuals, maintenance and operator manuals, dimensional drawings, data summary, photographs, warranty letter(s), preventative maintenance replacement parts kit list, recommended spare parts kit, special tools list, familiarization training, and any other deliverables listed in and in accordance with the attached Annex "B" - Purchase Description - Aircraft Boarding Stairs Vehicle dated 25 April 2018.

The Aircraft Boarding Stairs Vehicle and ancillary items must be delivered to:

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17 WG Winnipeg
Major Equipment Section
17 Wing Winnipeg, Bldg 129
Logistics Bldg, Door 13
Winnipeg MB R3J 3Y5

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: 1.

Item 003 Aircraft Boarding Stairs Vehicle (Firm Quantity)

The Contractor must deliver the vehicle/equipment including the sample manuals, CD of all approved manuals, vehicle manuals, training manuals, maintenance and operator manuals, dimensional drawings, data summary, photographs, warranty letter(s), preventative maintenance replacement parts kit list, recommended spare parts kit, special tools list, familiarization training, and any other deliverables listed in and in accordance with the attached Annex "B" - Purchase Description - Aircraft Boarding Stairs Vehicle dated 25 April 2018.

The Aircraft Boarding Stairs Vehicle and ancillary items must be delivered to:

19 WG Comox
Major Equipment Section
Comox B.C. V0R 2K0

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

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

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

Quantity: 1.

Item 004 Aircraft Boarding Stairs Vehicle (Optional Quantity)

If this option is exercised, the Contractor must deliver the vehicle/equipment including vehicle manuals, maintenance and operator manuals, warranty letter(s), spare parts kit, and any other required deliverables listed in and in accordance with the attached Annex "B" - Purchase Description - Aircraft Boarding Stairs Vehicle

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 4.

Item 005 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 - Aircraft Boarding Stairs Vehicle.

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 4.

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Item 006 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 - Aircraft Boarding Stairs Vehicle.

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 4.

Item 007 Travel and Living for Familiarization Instruction/Training (Option)

(Item 007 will not be included in the financial evaluation)

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit. When requested by Canada, the Contractor must provide an estimated cost for the travel and living.

Estimated cost: \$_____ (*to be inserted by PWGSC if an option is exercised*) Familiarization Instruction/Training, for Travel and Living expenses, Delivered Duty Paid at destination, in accordance with Clause 6.5.1, Basis of Payment Type 3.

Quantity: Up to 4.

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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)

ANNEX "D" TO PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](https://www.canada.ca/en/employment-social-development/programs/employment-equity/regulated-industries.html) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/regulated-industries.html>) being subject to the [Employment Equity Act](http://laws-lois.justice.gc.ca/eng/acts/E-5.401/) (<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/>).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

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A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC - Labour.

OR

A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC – Labour (<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=LAB1168>). As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC C-Labour.

B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

OR

B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



ANNEX B

PURCHASE DESCRIPTION

FOR

Aircraft Boarding Stairs Vehicle

ECC 168306

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.

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1. SCOPE

1.1 Scope

- a) This Purchase Description details the requirements for an aircraft boarding stairs truck with an adjustable height range that includes 2.43 m to 5.79 m (96" to 228).

1.2 Instructions

- a) Requirements, which are identified by the word "must", are mandatory. Deviations will not be permitted.
- b) Requirements identified with a "will" define actions to be performed by Canada and require no action/obligation on the Contractor's part.
- c) Where "**must**" or "will" are not used, the information supplied is for guidance only.
- d) In this document "provided" **must** mean "provided and installed".
- e) Where a technical certification is referred to in this specification, a copy of the certification or an acceptable Proof of Compliance **must** be supplied for the vehicle when requested by the Technical Authority.
- f) Metric measurements are used to define the requirement. Other measurements are for reference only and may not be exact conversions.
- g) Nominal dimensions reflect a method by which materials or products are generally identified, but which differ from the actual measured dimensions.

1.3 Definitions

- a) "**Technical Authority**" - The government official responsible for technical content of this requirement.
- b) "**Equivalent**" - Substitutes and alternatives that are equivalent in product, performance or a standard will be considered for acceptance by the Technical Authority where Proof of Compliance for equivalency for the respective requirement is provided for evaluation.
- c) "**Vehicle**" – The entire vehicle including all systems and sub-systems, in a complete manufactured state in accordance with the requirements in this Purchase Description.
- d) "**5th percentile adult female**" – As defined in the *Motor Vehicle Safety Regulations (C.R.C., c. 1038)* a person having as physical characteristics a mass of 46.3 kg, height of 1499 mm, erect sitting height of 785 mm, normal sitting height of 752 mm, hip sitting breadth of 325 mm, hip sitting circumference of 925 mm, waist sitting circumference of 599 mm, chest depth of 191 mm, bust circumference of 775 mm, chest upper circumference of 757 mm, chest lower circumference of 676 mm, knee height of 455 mm, popliteal height of 356 mm, elbow rest height of 180 mm, thigh clearance height of 104 mm, buttock-to-knee length of 518 mm, buttock-to-poples length of 432 mm, elbow-to-elbow breadth of 312 mm and seat breadth of 312 mm.

- e) **“95th percentile adult male”** – As defined in the *Motor Vehicle Safety Regulations (C.R.C., c. 1038)* a person having as physical characteristics a mass of 97.5 kg, height of 1849 mm, erect sitting height of 965 mm, normal sitting height of 930 mm, hip sitting breadth of 419 mm, hip sitting circumference of 1199 mm, waist sitting circumference of 1080 mm, chest depth of 267 mm, chest circumference of 1130 mm, knee height of 594 mm, popliteal height of 490 mm, elbow rest height of 295 mm, thigh clearance height of 175 mm, buttock-to-knee length of 640 mm, buttock-to-poples length of 549 mm, elbow-to-elbow breadth of 506 mm and seat breadth of 404 mm.
- f) **“Gross Axle Weight Rating (GAWR)”** - The value specified by the vehicle manufacturer as the load-carrying capacity of a single axle system, as measured at the tire-ground interfaces.
- g) **“Gross Vehicle Weight Rating (GVWR)”** - The value specified by the vehicle manufacturer as the loaded weight of a single vehicle.

2. APPLICABLE DOCUMENTS

2.1 Applicable Documents

- a) The following documents form part of this Purchase Description. The dates of issue are those in effect on the date of release of the RFP. Canada will not be supplying these documents. Sources are as shown:

ANSI /SIA A92.7-2014 Airline Ground Support Vehicle-Mounted Vertical Lift Devices

American National Standards Institute
1430 Broadway
New York, NY, 10018
<http://webstore.ansi.org/>

Automotive (On-road) Diesel Fuel

CAN/CGSB Standard 3.517
Standards Council of Canada
270 Albert Street, suite 200
Ottawa, ON K1P 6N7
<https://www.scc.ca/en>

Canadian Occupational Health and Safety Regulations (COHSR), 2015

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

Hazardous Products Act

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

SAE ARP 1328 B Aircraft Ground Support Equipment – Wind Stability Determination

SAE AIR 6133 Design and Safety Criteria for Passenger Boarding Stairways

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

Yearbook

Tire and Rim Association Inc.
3200 West Market St.
Akron, Ohio, 44321
<http://www.us-tra.org/traHome.htm>

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

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

3. REQUIREMENTS

3.1 Standard Design

- a) **Latest Model** - The vehicle design **must** be the manufacturer's latest model.
- b) **Industry Acceptability** - The vehicle design **must** have demonstrated industry acceptability by having been manufactured and sold commercially for at least 2 years, or be manufactured by a company that has at least 5 years' experience in design and manufacturing of a comparable type of equipment of equivalent or greater complexity.
- c) **Engineering Certification** - Original manufacturers engineering certification **must** be provided upon request for major drive train components, and major equipment systems and assemblies, to demonstrate that assemblies are used within their design limitations.
- d) **Regulations** – The vehicle **must** conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture. International equivalent laws, regulations, and industrial standards will be accepted only if certified for equivalency by a professional engineer.
- e) **Published Ratings** - The vehicle **must** have system and component capacities equivalent to published ratings (i.e. product or component brochures).
- f) **Standard Components** - The vehicle **must** include all standard components, equipment and accessories for the model offered, although they may not be specifically described in this Purchase Description.
- g) **Spare Parts** - The manufacturer **must** select components readily available for a minimum period of fifteen (15) years from the date of manufacture.
- h) **Hazardous Materials** - The contractor **must** comply with Hazardous Products Act of Canada concerning the use of hazardous materials, ozone depleting substances, polychlorinated biphenyls, asbestos and heavy metals used in the manufacture and assembly of the product supplied.

- i) **Foreign Object Debris (FOD)** - To prevent FOD, all loose metal parts **must** be securely attached to the vehicle with wire lanyards and removable panels with captive fasteners.

3.2 Operating Conditions

3.2.1 Weather

- a) The vehicle **must** operate under the extremes of weather conditions found in Canada in temperatures ranging from -40 to 37° C (-40 to 99° F).

3.2.2 Terrain

- a) The vehicle **must** be operable on concrete and asphalt surfaces that include year round operations on rain, snow, hard packed snow and ice with up to 2.0% (percent) slope in all weather conditions.

3.3 Safety Standards

3.3.1 Vehicle Safety Regulations

- a) The vehicle **must** be designed and built in accordance with the latest version of ANSI /SIA A92.7, SAE ARP1328B and SAE AIR 6133.

3.3.2 Noise Level

- a) The vehicle noise level **must** meet the requirements of legislation relative to Canadian Occupational Health and Safety Regulations (COHSR).

3.3.3 Human Factors Engineering

- a) The vehicle, all systems, and components **must** comply with the relevant sections of the COHSR.
- b) The vehicle **must** be manufactured/assembled for safety and ease of use by CAF users with anthropometric characteristic measurements ranging from 95th percentile male to 5th percentile female.
- c) The vehicle **must** have entry and exit points equipped with handles and steps sized and positioned to accommodate CAF users with anthropometric characteristic measurements ranging from 95th percentile male to 5th percentile female.
- d) The vehicle **must** be equipped, with warning and instruction plates, non-slip walking surfaces and heat shields, for operator safety.

3.4 Vehicle Performance and Ratings

3.4.1 Performance

- a) The vehicle, at GVWR, **must** sustain a minimum top speed of 25 km/h (15.5 MPH).
- b) The vehicle **must** have a minimum adjustable height range that includes 2.43 m to 5.79 m (96" to 228").

3.4.2 **Weight Ratings**

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

3.5 **Frame**

- a) The frame **must** be manufactured for use in all conditions specified in Paragraphs 3.2, 3.3 and 3.4.

3.5.1 **Outriggers or Stabilizers**

- a) Stabilizers or outriggers **must** be provided in accordance with safety requirements in ANSI/SAIA A92.7 and SAE AIR6133.

3.6 **Engine**

- a) The engine **must** operate on ultra-low sulphur diesel fuel to the CAN/CGSB Standard 3.517.
- b) Engine manufacturer's certification **must** be available upon request.

3.6.1 **Engine Components**

- a) Replaceable air filter(s) **must** be provided.
- b) A cooling system **must** be provided.
- c) A combustion air cleaning system **must** be provided, with an air cleaner restriction indicator visible to the operator.
- d) A governor **must** be provided.
- e) A full flow replaceable oil filter **must** be installed.
- f) An engine shutdown or de-rate system **must** be provided, including a visual warning indicator visible from the operator position.

3.6.2 **Cold Weather Starting Aids**

- a) The engine **must** be equipped with cold weather aids applicable to the operating conditions in Section 3.2.
- b) A low temperature engine starting aid **must** be provided, including glow plug(s) or intake air preheat system.

- c) A thermostatically controlled water separator/fuel filter **must** be provided to preheat diesel fuel prior to starting.
- d) A thermostatically controlled in-line fuel heater **must** be provided.
- e) A 110-volt battery heater(s) **must** be provided.
- f) The battery **must** be housed in an insulated battery box, blanket, heated cab or equivalent.
- g) All cold weather aids **must** be powered through dedicated auto-eject shoreline receptacle(s).
- h) If multiple auto-eject shoreline receptacles are provided, they **must** be grouped together.

3.6.3 Exhaust System

- a) The vehicle **must** be equipped with an exhaust system shielded to prevent personnel contacting a heated surface.
- b) The exhaust system **must** prevent entry of rain.
- c) If a Selective Catalytic Reduction (SCR) System is used, there **must** be manual deactivation and activation controls for the automatic regeneration of the Diesel Particulate Filter (DPF).

3.6.4 Fuel Tank(s)

- a) The fuel tank(s) **must** have separate fuel gauges if more than one tank is used.

3.7 Drivetrain

- b) The drivetrain **must** include a "Park" or "Neutral" starting interlock.

3.8 Transmission

- a) The vehicle **must** be equipped with fully automatic or hydrostatic continuous drive transmission.
- b) The transmission **must** have an oil heater, if required to meet the operating conditions specified in Paragraph 3.2.
- c) The transmission **must** have an oil cooler.
- d) The transmission **must** have a replaceable oil filter.
- e) The transmission shift control **must** clearly indicate the position of the shift column under all lighting conditions.
- f) A transmission oil dipstick **must** be provided.
- g) An audible back-up alarm **must** be installed to alert personnel that the vehicle transmission is in reverse.

3.9 Braking System

- a) The vehicle **must** be equipped with a power assisted (air, hydraulic, electric, etc.) braking system.
- b) If a hydraulic braking system is provided, it **must** be a dual split system

3.9.1 Parking Brake

- a) The vehicle **must** be equipped with a parking brake that can hold the unloaded vehicle on a 10 percent gradient.
- b) The parking brake control **must** be positioned so it will not interfere with the operator or snag their clothing when entering or exiting the vehicle.

3.9.2 Brake Interlock

- a) A brake interlock **must** be provided to prevent the vehicle from being moved when the outriggers or stabilizers are activated.

3.9.3 Brake Interlock Override

- a) An emergency override **must** be provided for the brake interlock system.
- b) The emergency override **must** be located within the reach of a seated driver.
- c) When the brake interlock override is engaged, the outriggers or stabilizers **must** be retracted.
- d) A dash mounted indicator light **must** signal the driver that the brake interlock is being overridden.

3.10 Suspension System

- a) If a truck chassis is provided, the vehicle **must** be equipped with multi-leaf or coil springs with bumper pads, an air suspension system or equivalent.
- b) The suspension system **must** be provided with double acting shock absorbers on all axles.
- c) If an air system is provided, it **must** include immediate response automatic ride height control.
- d) If an air system is provided, a heated expello valve **must** be provided.

3.11 Steering

- a) The vehicle **must** be provided with power steering system.

3.12 Wheels, Rims and Tires

- a) Tires and rims **must** be selected in accordance with the Tire and Rim Association Handbook.
- b) Tires **must** have a tread pattern for use in the operating conditions described in Paragraph 3.2.

- c) The wheels, tires and rims **must** include valve extensions for inner tires, if used, to allow for easy access;
- d) If applicable, all tires **must** be the same size, ply ratings, make and model.
- e) For each tire size provided, one full size spare tire assembly **must** be delivered with each vehicle.

3.13 Cab

- a) The vehicle **must** be equipped with a weatherproof cab.
- b) An adjustable driver's seat **must** be provided, with suspension and arm rests.
- c) If a passenger seat is provided, it **must** be adjustable.
- d) Seats **must** have dark upholstery and include retractable seat belts.
- e) Minimum of one (1) door **must** be provided.
- f) If the cab is designed for more than one person, then two (2) doors, keyed alike **must** be provided.
- g) A ventilation/heater and defrosting system **must** be provided, with a multi-speed fan, applicable for the operating conditions as specified in 3.2.
- h) Rear window and side windows with tinted glass to reduce solar heating effects **must** be provided
- i) A cab roof window **must** be provided.
- j) The cab roof window **must** be electrically heated and designed to prevent snow and ice accumulation.
- k) A powered windshield washer system **must** be provided with multi-speed wipers, where the wiper blades **do not** travel from a vertical center windshield position to a horizontal position near the roof line.
- l) The cab floor or floor mats **must** be weatherproof.
- m) Rotating interior sun visor(s) **must** be installed.
- n) A back-up camera system **must** be installed in the cab with a screen size of at least 17.7 cm (7 inches).
- o) Two heavy-duty, heated exterior side mirrors **must** be provided with in-cab controls.
- p) The cab **must** be equipped with a 2.3 kg (5 lb) ULC approved and rechargeable dry chemical fire extinguisher, with a minimum rating of 3A10BC, equipped with a pressure gauge, service inspection tag, and accessible to the operator.

3.14 Boarding Stairs

- a) The boarding stairs **must** be hydraulically adjustable height operating range that includes 2.43 m to 5.79 m (96" to 228") to accommodate standard and wide body type aircraft.
- b) The boarding stairs **must** be the fixed riser type.
- c) A locking device **must** be provided to prevent the hydraulic system from carrying the load when the stairs are partially or fully extended.
- d) The steps **must** have a minimum width (W) of 106 cm (42 inches), a minimum tread depth (T₁) of 25.4 cm (10 inches) and a riser height (R) within the range of minimum 17.7cm (7 inches) to maximum 20.3 cm (8 inches).
- e) The step surfaces **must** be of aggressive, non-slip, safety tread.
- f) The maximum height of the lower step riser height **must** fall within the riser height range specified at any platform height when positioned at aircraft.
- g) A platform located at the top of the stairs with a minimum dimension of 121.9 cm (48 inches) x 121.9 cm (48 inches) **must** be provided.
- h) The platform **must** be extendable to meet with the aircraft doorsill.
- i) The platform **must** have a full width, rubber, tubular, swivel bumper to adjust to the aircraft body upon contact.
- j) A proximity sensor or device at the front of platform **must** be provided with an indicator to warn the operator when the platform is within at least 15 cm (6 inches) of the aircraft.
- k) The platform **must** be equipped with sliding gates and handrails on both sides, adjustable and lockable at different intervals.
- l) The sliding gate and handrails **must** permit the aircraft door to open and close with the stairs in boarding position.
- m) A warning device with indicator light in the cab to inform the operator when any or both of the sliding gates and handrails are not in the retracted or secured position **must** be provided.
- n) The boarding stairs **must** have full length modesty panels.

3.15 Accessories

- a) Front licence plate holder **must** be provided.
- b) Rear licence plate holder with LED light **must** be provided.
- c) A towing hook(s) **must** be provided at the front and rear of the vehicle.
- d) Mud flaps or equivalent **must** be provided.

3.16 Hydraulic System

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

3.17 Lubricants and Fluids

- a) All lubricants and fluids provided **must** meet the operating conditions specified in Paragraph 3.2.1.

3.18 Electrical System

- a) The vehicle **must** be equipped with a 12-volt or 24-volt electrical system
- b) Wiring **must** be protected by insulating grommets, where passing through metal.
- c) Heavy-duty, maintenance free batteries **must** be provided and secured in an accessible well-protected location.
- d) A master disconnect switch, accessible from the ground, **must** be provided.
- e) An alternator **must** be provided.

3.19 Lighting

- a) The vehicle **must** be equipped with LED lights only; halogen or LED headlights will be acceptable.
- b) Lights **must** be recessed or otherwise protected from damage with all components accessible for servicing.
- c) One amber coloured beacon light mounted to allow for 360 degree visibility **must** be provided.
- d) In-cab instrument panel lights **must** be provided.
- e) One driver-operated, multi-directional (260 degrees), weather-sealed, white spot/flood lamp **must** be provided on the cab roof ahead of the cab roof window.
- f) Two, adjustable, multi-directional (260 degrees), weather-sealed, white spot/flood lamps **must** be provided at the stairs to illuminate the boarding stairs.
- g) LED lighting **must** be provided along the stairway and at the platforms installed in a manner to avoid tripping.

- h) Lighting **must** be provided in all cabinets, if applicable.
- i) All controls for the lights **must** be located in the cab and on the operator control panel.
- j) An LED light to illuminate the control panel for night operation **must** be provided.

3.20 Controls

- a) Each control **must** be permanently marked to identify the function, in both English and French or international symbols as defined by SAE J1362.
- b) Controls **must** be grouped together by function.
- c) Controls **must** not restrict the operator's field of view.
- d) The control panel **must** be protected from all operating conditions specified in Section 3.2 if located outside.
- e) The control panel **must** contain all boarding stairs controls, switches and indicators to operate the system.
- f) Stabilizer or outrigger controls **must** be provided.
- g) Emergency lowering system controls for the stairs **must** be provided.

3.21 Instruments

- a) Instruments **must** be metric and visible to the seated operator in all lighting conditions.
- b) An ammeter, voltmeter or charging indicator **must** be provided.
- c) An engine coolant temperature indicator **must** be provided.
- d) A hydraulic oil temperature and level indicator **must** be provided.
- e) An engine oil pressure indicator **must** be provided.
- f) An hour-meter with numeric display, which accurately records accumulated engine running time up to at least 9,999 hours **must** be provided.
- g) A fuel level indicator **must** be provided.
- h) A speedometer **must** be provided.
- i) An engine tachometer **must** be provided.
- j) Stabilizer or outrigger indicators **must** be provided.
- k) Engine shutdown or de-rate system visual warning indicator (if applicable).
- l) Brake interlock override indicator **must** be provided.

- m) Stairs raised warning indicator **must** be provided.

3.22 Paint

- a) All metal surfaces **must** be protected.
- b) The prime coating **must** be a high durability, corrosion resistant type, such as an epoxy.
- c) The colour **must** be Dupont Axalta 750206 E B Penn Dot Yellow or equivalent.

3.23 Retroreflective Tape

- a) Retroreflective tape **must** be placed on the vehicle to increase visibility on the airfield.

3.24 Corrosion Protection

- a) The vehicle **must** be designed and manufactured to prevent galvanic corrosion.
- b) The materials used in the vehicle manufacturing **must** resist damage or deterioration as a result of cleaning with hot or cold water, steam, or detergents.
- c) A commercial rust prevention coating **must** be applied to the vehicle, such as Krown Rust Control or Rust Check.
- d) A decal and warranty papers for the rust prevention coating **must** accompany the vehicle.

3.25 Warning, Markings and Instruction Plates

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

3.25.1 Vehicle identification

- a) The vehicle identification information **must** be permanently affixed in a conspicuous and protected location.
- b) Identification information **must** include the cab and chassis manufacturer's name, model number, serial number, and model year.
- c) Identification information **must** include the body manufacturer's model and serial number.
- d) Identification information **must** include the equipment manufacturer's model and serial number.
- e) Identification information **must** include the GVWR and GAWR ratings.

4. INTEGRATED LOGISTIC SUPPORT

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

4.1.1 Operator's Manuals

- a) The operator's manuals **must** be bilingual (English/French).
- b) The operator's manuals **must** include instructions for the safe operation of the vehicle.
- c) The operator's manuals **must** include daily operator maintenance instructions/checks (including lubrication).
- d) The operator's manuals **must** include safety warnings.
- e) The operator's manuals **must** include hand signals (as necessary).

4.1.2 Parts Manual(s)

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

4.1.3 Maintenance Manuals

- a) The maintenance manual **must** be in English (bilingual is desirable).
- b) The maintenance manual **must** include a trouble shooting guide, showing the steps and tests required to determine the exact cause of a problem and an explanation of the steps required to correct a problem.
- c) The maintenance manual **must** include a listing of the necessary tolerances, torque levels, fluid volume, and special tools (including item part numbers).
- d) The maintenance manual **must** include information on the order of disassembly and assembly of the systems and components of the vehicle.
- e) The maintenance manual **must** include special tools list as per 4.3.4.

4.1.4 **Manual Delivery to Technical Authority**

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

4.1.5 **Manual Delivery with Vehicle**

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

4.1.6 **Electronic Format**

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

4.1.7 **Provisional Manuals**

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

4.1.8 **Manual Supplements**

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

4.1.9 **Translation and Reproduction Rights**

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

4.1.10 **Changes to Manuals**

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

- c) The revised electronic version of the manual **must** be sent to the Technical Authority by the Contractor.

4.2 Warranty Letter

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

4.2.1 Warranty Letter Delivery

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

4.3 Other ILS Deliverables to Technical Authority

4.3.1 Data Summary

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

4.3.2 Photographs

- a) The Contractor **must** provide photographs in colour, taken against a plain background, and in digital JPEG format with a minimum 10 megapixel resolution.
- b) One left front three-quarter view of a completed unit **must** be provided.
- c) One right rear three-quarter view of a completed unit **must** be provided.

4.3.3 Dimensioned Drawing

- a) One side and front view sketch showing the dimensions **must** be provided. Brochure sketches are acceptable.

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

- a) Item name;
- b) Contractor's part number;

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

4.3.5 **Preventive Maintenance Replacement Parts Kit List (PMRPKL)** - The contractor **must** provide a list detailing the parts that are required to perform preventive maintenance to the system for a period of 12 months, and include:

- a) Item name;
- b) Contractor's part number;
- c) Manufacturer's part number (OEM);
- d) Manufacturer's NATO Supply code (NCAGE) or name and address;
- e) NSN (NATO Stock Number) (if known);
- f) Quantity per equipment;
- g) Quantity recommended;
- h) Unit price; and
- i) Unit of issue.

4.3.6 **Recommended Spare Parts List (RSPL)** - The Contractor **must** provide a list detailing the spare parts deemed necessary to maintain the vehicle for a period of 12 months exclusive of any warranty period, and include:

- a) Item name;
- b) Contractor's part number;
- c) Manufacturer's part number (OEM);
- d) Manufacturer's NATO Supply code (NCAGE) or name and address;
- e) NSN (NATO Stock Number) (if known);
- f) Quantity per equipment;
- g) Quantity recommended;
- h) Unit price; and

i) Unit of issue.

4.3.7 **Cataloguing Information**

- a) The information **must** be in accordance with the terms of the contract in SACC Clause B4061C with the exception of paragraph 8.
- b) The Contractor **must** provide, upon request, the information necessary to catalogue the parts for the vehicle. The Technical Authority will request information within 30 days of receiving the RSPL.
- c) The Contractor **must** supply the information within 60 days after the request is made.

4.4 **Safety Recalls and Servicing Data**

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

4.5 **Initial Parts Kit**

- a) One initial parts kit **must** be delivered with each vehicle.
- b) Each kit **must** include a complete set of filters and filter elements from the Original Equipment Manufacturer (OEM) required in the first 12 months of service.
- c) One kit per location **must** include the special tools listed in Paragraph 4.3.4.

4.6 **Training**

4.6.1 **Maintenance Training**

- a) The Contractor **must** provide a maintenance training course.
- b) The course **must** be given at the delivery destination and be available in both official languages.
- c) The course **must** have a minimum duration of one (1) day to provide training of up to eight (8) maintenance personnel and have the final dates arranged with the Technical Authority.
- d) The course **must** have a syllabus or course outline and schedule available for review seven (7) days prior to the course commencement date.
- e) After completion of the course, the Contractor **must** have a "*PROOF OF MAINTENANCE TRAINING*" certificate signed by a Canada Representative for the destination. The Technical Authority will supply this document in an electronic format.

4.6.2 **Maintenance Training Curriculum**

- a) Operator's training detailed in Paragraph 4.6.4 below **must** be included in the curriculum.
- b) Operation and maintenance safety precautions **must** be included in the curriculum.

- c) Preventive maintenance including servicing schedules (10 % of classroom time) **must** be included in the curriculum.
- d) Trouble shooting, testing, and adjustments (70 % of classroom time) **must** be included in the curriculum.
- e) Special tools and test equipment **must** be included in the curriculum.

4.6.3 **Operator Training**

- a) The Contractor **must** provide an operator training course.
- b) The course **must** be given at the delivery destination and be available in both official languages.
- c) The course **must** have minimum duration of one (1) day to provide training for up to eight (8) operators and have the final dates arranged with the Technical Authority.
- d) The course **must** have a syllabus or course outline and schedule available for review seven (7) days prior to the course commencement date.
- e) After completion of the course the Contractor **must** have a “*PROOF OF OPERATOR TRAINING*” certificate signed by a Crown Representative for the destination. The Technical Authority will supply this document in an electronic format.

4.6.4 **Operator Training Curriculum**

- a) Safety precautions to be observed while operating and servicing the vehicle **must** be included in the curriculum.
- b) Vehicle operating characteristics **must** be included in the curriculum.
- c) Vehicle operating procedures **must** be included in the curriculum.
- d) Pre-operating and pre-shutdown procedures **must** be included in the curriculum.
- e) Daily/weekly operator servicing procedures **must** be included in the curriculum.
- f) A minimum of two (2) hours practical operating experience, per operator, **must** be provided.

4.6.5 **Training Materials**

- a) Training materials **must** be provided to each attendee, in French for locations in Quebec.
- b) Training materials **must** include a list of topics to be covered;
- c) Training materials **must** include an approximate timetable showing when topics are scheduled to be covered and how much time is scheduled for each topic;
- d) Training materials **must** list any reference material; and
- e) Training materials **must** make available any reference material used.

**Technical Evaluation Matrix
Aircraft Boarding Stairs**

Appendix "1"

Bidder Information

Bidder Name: _____
 Proposal Date: _____
 Proposed Make and Model: _____

Technical Mandatory Criteria			
PD Reference	PD Requirement	Bid Evaluation Requirement	Location in Bid Proposal
3.1 b)	<p>Standard Design</p> <p>Industry Acceptability - The trailer design must have demonstrated industry acceptability by having been manufactured and sold commercially for at least 2 years, or be manufactured by a company that has at least 5 years' experience in design and manufacturing of a comparable type of equipment of equivalent or greater complexity</p>	<p>The Bidder must provide client information for industry acceptability and/or experience as specified in the purchase description.</p> <p>Client information must include: - Client name and location - Year completed - List of make(s)/model(s).</p>	
3.3.1 a)	<p>Vehicle Safety Regulation</p> <p>a) The vehicle must be designed and built in accordance with the latest version of ANSI /SIA A92.7, SAE ARP1328B and SAE AIR 6133.</p>	<p>Substantive Information</p>	
3.4.1	<p>3.4.1 Performance</p> <p>a) The vehicle, at GVWR, must sustain a minimum top speed of 25 km/h (15.5 MPH).</p> <p>b) The vehicle must have a minimum adjustable height range that includes 2.43 m to 5.79 m (96" to 228").</p>	<p>Substantive Information</p>	

3.4.2 c)	<p><u>Weight Ratings</u></p> <p>c) The total load on each axle of the vehicle must not exceed the GAWR for that axle.</p>	Substantive Information	
3.6 a)	<p><u>3.6 Engine</u></p> <p>a) The engine must operate on ultra-low sulphur diesel fuel to the CAN/CGSB Standard 3.517.</p>	Substantive Information	
3.14	<p><u>Boarding Stairs</u></p> <p>d) The steps must have a minimum width (W) of 106 cm (42 inches), a minimum tread depth (T1) of 25.4 cm (10 inches) and a riser height (R) within the range of minimum 17.7cm (7 inches) to maximum 20.3 cm (8 inches).</p> <p>g) A platform located at the top of the stairs with a minimum dimension of 121.9 cm (48 inches) x 121.9 cm (48 inches) must be provided.</p> <p>j) A proximity sensor or device at the front of platform must be provided with an indicator to warn the operator when the platform is within at least 15 cm (6 inches) of the aircraft.</p>	Substantive Information	

Proposed Equivalents			
PD Reference	PD Requirement	Bid Evaluation Requirement	Location in Bid Proposal