



**IRETURN BIDS TO:
RETOURNER LES SOUMISSIONS A:**

Bid Receiving/Réception des sousmissions
Hard Copy / Copie papier:

RCMP/GRC
Bid Receiving Unit/ Réception des sousmissions
Royal Canadian Mounted Police
73 chemin Leikin Drive
Mailstop/ Arrêt postal #15
Ottawa, Ontario K1A 0R2
Attn: Sonya Dupont

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

Dans le cadre d'un protocole de sécurité amélioré, toute personne qui livre le courrier, les paquets et les soumissions à l'installation d'inspection du courrier et des colis devra désormais présenter une carte d'identité avec photo émise par le gouvernement et un numéro de téléphone.

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

| | | |
|--|---|--|
| Title – Sujet Mailroom Delivery Truck | | Date May 24, 2019 |
| Solicitation No. – N° de l'invitation 202000117 | | |
| Client Reference No. - No. De Référence du Client | | |
| Solicitation Closes – L'invitation prend fin | | |
| At / à : | 2:00pm | EDT(Eastern Daylight Time) HAE (heure avancée de l'Est) |
| On / le : | July 4, 2019 | |
| Delivery - Livraison See herein — Voir aux présentes | Taxes - Taxes See herein — Voir aux présentes | Duty – Droits See herein — Voir aux présentes |
| Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes | | |
| Instructions See herein — Voir aux présentes | | |
| Address Inquiries to – Adresser toute demande de renseignements à Sonya.Dupont@rcmp-grc.gc.ca | | |
| Telephone No. – No. de téléphone 613-843-3819 | Facsimile No. – No. de télécopieur 613-825-0082 | |

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



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Work

The requirement is detailed under Article 6.2 Statement of Work, of the resulting contract clauses.

1.3 Debriefings

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

1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>

1.5 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement (CCoFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Panama Free Trade Agreement (CPAFTA), the Canada-Korea Free Trade Agreement (CKFTA) 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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: 60 days
Insert: **90** days

2.1.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

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

PLEASE NOTE:

Bidders may submit more than one (1) bid per solicitation; however multiple bids must be submitted in separate bid packages.

2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to



enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (**3** hard copies)

Section II: Financial Bid (**1** hard copy)

Section III: Certifications (**3** hard copies)

Prices must appear in Section II: Financial Bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their hard copy 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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation



3.1.2 SACC Manual Clauses

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

In the technical bid, bidders must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Any proposal which fails to meet the mandatory requirement will be deemed non-responsive and will not be given further consideration.

The technical bid must consist of the following:

- (a) Completed and signed page 1 of the RFP;
- (b) A completed Annex "A" Statement of Work - Mailroom Delivery Truck Mandatory Specification Requirement, and brochures or other document(s), (e.g. data sheets, web site information, etc.) for each equivalent item to substantiate compliancy to Mandatory Technical Criteria.
- (c) 5 or more references on similar builds completed within the last 5 years.
- (d) Production Schedule of work to be done in-house and what will be sub-contracted.
- (e) Transport Canada National Safety Mark (NSM) Certification.

4.1.2 Financial Evaluation

Bidders must submit their financial bid in accordance with Annex B – Basis of Payment. The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Deliver Duty Paid (DDP) Destination (as identified in Annex A) Incoterms 2010, transportation costs and unloading at destination included, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

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



PART 5 - CERTIFICATIONS

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 may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement subject to the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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.



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must provide the Royal Canadian Mounted Police (RCMP) with a Mailroom delivery Van in Ottawa, Ontario.

For further details, please reference Annex A.

6.3 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

4009 (2013-06-27), Professional Services – Medium Complexity, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

Preferred delivery of the vehicle is requested on or before March 29, 2020 or the best delivery that can be offered is as follows: _____ (to be inserted at contract award).

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sonya Dupont
Title: Procurement Officer
Organization: Royal Canadian Mounted Police
Address: 73 Leikin Drive, Mailstop 15, Ottawa, Ontario K1A 0R2
Telephone: (613) 843-3819
Facsimile: (613) 825-0082
E-mail address: Sonya.Dupont@rcmp-grc.gc.ca

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

6.5.2 Project Authority (to be inserted at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative (to be inserted at contract award)

General enquiries

Delivery follow-up

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

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



6.6 Payment

6.6.1 Basis of Payment

For further details, please reference Annex B.

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

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

Firm unit prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2010, 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).

6.6.2 Method of Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Milestone Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) the total amount for all Milestone payment paid by Canada does not exceed 100 percent of total amount paid under the contract.
- c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- d) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.6.3 Milestone Payment Schedule

| Milestone No. | Deliverable | Amount Due |
|---------------|--|------------|
| 1 | First Inspection – Receipt of Cab and Chassis | 20% |
| 2 | Final Inspection - prior to shipping to the delivery destination | 20% |
| 3 | Delivery and Acceptance of Mailroom Delivery Truck | 60% |



6.7 Invoicing Instructions

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a) all information required on form [PWGSC-TPSGC 1111](#);
 - b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c) the description & value of the milestone claimed as detailed in the contract.
2. 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 Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
 4. The Technical Authority will then forward the original and one (1) copy of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
 5. The Contractor must not submit claims until all work identified in the claim is completed

6.7.1 Invoices must be distributed as follows:

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

E-mail address: _____ *(to be inserted at contract award)*

- b) A copy of the invoice(s) must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ *(to be inserted at contract award)*.



6.10 Priority of Documents

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

- a) the Articles of Agreement;
- b) the supplemental general conditions 4009 (2013-06-27), Professional Services – Medium Complexity;
- c) the general conditions 2010A (2018-06-21); General Conditions – Goods (Medium Complexity);
- d) Annex "A", Statement of Work – Mailroom Delivery Truck Mandatory Specification Requirement;
- e) Appendix 1 to Annex "A", Mandatory Specification Form - Cab Over Straight Truck – 3 Passenger Regular Cab, Model Year 2019 or later - GVWR 19,500 lbs;
- f) Appendix 2 to Annex "A", Mandatory Specification Form - RCMP Straight Truck Box;
- g) Annex "B", Basis of Payment;
- h) the Contractor's bid dated _____ (*to be inserted at contract award*).

6.11. Procurement Ombudsman

6.11.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.12 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products
B7500C (2006-06-16) Excess Goods



6.13 Insurance

G1005C (2016-01-28) Insurance – No Specific Requirement



ANNEX "A"

STATEMENT OF WORK

Mailroom Delivery Truck Mandatory Specification Requirement



1.0 Overview

The Royal Canadian Mounted Police (RCMP) requires a Mailroom Delivery Truck in Ottawa, Ontario. The vehicle will be used mainly in an urban setting with tight areas to navigate. Some out of town deliveries occur at times. The vehicle must operate in all weather conditions ranging from +35 to -35 degrees celcius on dry and snow covered roads common to the Ottawa area. The vehicle must remain within 24,000 lbs in order to be operated by a driver with a class G Ontario driver's license. It must also not exceed a net mass (weight) of 4,500 kg excluding cargo as per the province of Quebec so it may be operated by a class 5 license holder.

2.0 Deliverables

A specification proposal from the manufacturer of the cab and chassis must be submitted with the bid documents.

The bidder must submit a Proposed Production Schedule indicating the work to be done in-house and any work to be subcontracted to an off-site second party.

The successful bidder must provide Transport Canada National Safety Mark (NSM) Certification.

Coatings such as ECK must be used at all points where dissimilar metals may be in contact to eliminate galvanic reaction including hinges, handles, fasteners and hardware. Dimensions noted in the written specification are approximate and may vary to accommodate actual manufacturing requirements. RCMP drawings and photos are supplied to illustrate the concept of the intended vehicle only.



Delivery Destination:

The delivery of the vehicle must be made to the following address:

RCMP/GRC Post Garage
1426 St. Joseph Blvd, Door 4
Ottawa ON K1A 0R2

3.0 Meeting

There will be a meeting between the RCMP and the Contractor prior to construction of the vehicle to ensure that all requirements are understood and will be met. Meeting minutes to be taken by the Contractor and signed off by the RCMP. This pre-production meeting will be held at the Contractor's facility or by teleconference. There will also be a final inspection prior to shipping to the delivery destination for acceptance in accordance with the terms of the contract.

Inspections must be done at the following stages in production by the RCMP:

- Receipt of the Cab and Chassis (To be completed by submitting a photo to the Contracting Authority by email)
- Prior to shipping to the delivery destination (Final inspection will be completed at the Contractor's location)

To avoid delay in the proposed production schedule, the Contractor must notify the RCMP a minimum of five (5) working days in advance of a desired inspection date in order that travel arrangements can be made. Travel and accommodations for the preproduction meeting and inspections will be done at the expense of the RCMP where applicable.



Appendix 1 to Annex "A", Mandatory Specification Form


Cab Over Straight Truck – 3 Passenger Regular Cab, Model Year 2019 or later - GVWR 19,500 lbs

| | |
|-------------------------------|---|
| Manufacturer Model | |
| Mandatory Requirements | |
| Engine | 4 Cylinder Diesel, 5.0 litre minimum 200 hp minimum / 400 ft-lbs |
| Transmission | Automatic, 6 speed with overdrive |
| Alternator | 12v, 130 amp minimum |
| Batteries | (2) Twelve volt, 1200 CCA minimum |
| Wheels | 19.5 x 6.0 |
| Tires | 225/70R19.5 minimum |
| Brakes | 4 Wheel Hydraulic Disk with ABS |
| Front Axle/Suspension | I Beam, Taper Leaf Springs with Torsion Bar |
| Rear Axle/Suspension | Full Floating, Limited Slip, Taper Leaf springs |
| Wheelbase | 149 inches minimum, 150 maximum |
| Cab to Axle (CA) | 127 inches minimum, 128 maximum |
| GVWR | 19,500 lbs |
| GAWR – Front | 7,000 lbs minimum, 7,500 lbs max. |
| GAWR – Rear | 13,500 lbs minimum, 14,000 lbs max. |
| Fuel Tank | 200 litres minimum |
| Cab Features | Air Conditioning |
| | Tilt & Telescoping Steering Column |
| | Cruise Control |
| | Power Windows |
| | Power Door Locks with Keyless Entry |
| | Power Heated Mirrors |
| | Passenger Seat – 2 Person Bench |
| | AM/FM Radio with Bluetooth |
| Keys | 4 keys total with remotes/fobs if applicable |
| Additional Features | Exhaust Brake |
| | Glow Plug Cold Weather Starting Aid |
| | Block Heater 1000W/120V |



Appendix 2 to Annex "A", Mandatory Specification Form

RCMP Straight Truck Box

| | |
|---|-----------------------|
| Manufacturer Model | |
| Mandatory Requirement | |
| Exterior Box Dimensions | Length: 18' |
| | Width: 96" |
| | Height: 103" (+/- 2") |
| Van Body Construction | |
| 1. Aluminum Sheet and Post Design | |
| 2. Aluminum under structure must consist of 4" I-beam cross members over structural aluminum long sills on 12" centers. Must be mounted to vehicle frame using rubber protected U-bolts and 3/8" rubber frame rail spacers or equivalent. | |
| 3. Aluminum side wall posts must be on 16" centers minimum. Front wall must be reinforced with wall post on 12" centers. | |
| 4. Exterior aluminum sheeting must be .040" minimum. | |
| 5. Extruded aluminum radius front corners and roof rail must be used. | |
| 6. Rear frame corners must be of stainless steel for added strength, minimum 12 gauge. | |
| 7. Roof bows must be on 24" centers minimum. Roof must be covered with a one piece translucent fiberglass of 0.075" minimum thickness. | |
| 8. Floor must be 1-1/8" minimum laminated hardwood over an aluminum belly pan. | |
| 9. All hardware must be stainless steel. | |
| 10. Rear door must be roll up with a minimum height of 90". | |
| 11. Both interior side walls must be lined with 3/8" plywood, the front wall must be lined with 1/2" plywood for added strength. | |
| 12. A 3/16" diamond plate aluminum of 12" minimum must be placed at the bottom of the walls over the plywood to act as a scuff plate. | |
| 13. Interior box lighting must be LED, minimum of 4 fixtures placed towards top of side walls. | |
| 14. 3 rows of E-Track or equivalent must be installed on the inner side and front walls in the box. The first row will be 2' from the floor, the second row at 4' from the floor and the final row at 5'6" off the floor. | |
| 15. An aluminum under mount platform hydraulic lift gate with steps on each side rated at 2,000 lbs must be installed at the rear of the vehicle. Lift gate must be 60" minimum in length. | |
|  | |
| 16. A back up alarm must be installed at the rear of the vehicle if not provided by the OEM. | |
| 17. A back up camera must be installed at the upper rear of the truck body with a monitor placed in the cab. | |
| 18. All exterior lighting must be LED and meet CMVSS (Canadian Motor Vehicle Safety Standards) regulations. | |



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| 19. Underside of box must be undercoated. |
| 20. Cab and truck box must be white, truck frame black. |
| Warranties |
| 21. The cab and chassis will carry the standard applicable Original Equipment Manufacturer (OEM) warranty. |
| 22. The body/box must have a minimum 5 year warranty against galvanic reaction and manufacturing defects including parts and labor. |



ANNEX "B"

BASIS OF PAYMENT

The Contractor must deliver one (1) Mailroom Delivery Truck including related items (i.e. manuals, drawings, etc.) in accordance with **Annex A – Requirement**. Contractor will be paid a firm unit price as per Milestone Schedule.

| Milestone No. | Deliverable FIRM | Percentage of Firm Price | Unit of Issue | Firm Unit Price |
|---|---|---------------------------------|----------------------|------------------------|
| 1 | First Inspection – Receipt of Cab and Chassis | 20% | EACH | \$_____ |
| 2 | Final Inspection - prior to shipping to the delivery destination. | 20% | EACH | \$_____ |
| 3 | Delivery and Acceptance of Mailroom Delivery Truck Build. | 60% | EACH | \$_____ |
| Unit Price for Mailroom Delivery Truck Build | | 100% | EACH (A) | \$_____ |



ANNEX "C"

EVALUATION GRID

Cab Over Straight Truck – 3 Passenger Regular Cab, Model Year 2019 or later - GVWR 19,500 lbs

Bidders must indicate compliance with the Box Specification by initialing all areas as indicated in the compliance columns and initialing each page. If an alternative method of construction is suggested, a detailed explanation must be provided in order to be considered in the evaluation process.

All bidders must submit a minimum of 5 references on similar vehicle builds which the bidder has completed within the last 5 years.

The bidder must submit a Proposed Production Schedule indicating the work to be done in-house and any work to be subcontracted to an off-site second party.

| Manufacturer Model | | Indicate Compliance | | Supporting Documentation for Equivalent or Statement of Compliance (please indicate the reference page number of your Technical Bid where the information can be found). |
|-------------------------------|---|---------------------|----|--|
| | | Yes | No | |
| Mandatory Requirements | | | | |
| Engine | 4 Cylinder Diesel, 5.0 litre minimum 200 hp minimum / 400 ft-lbs | | | |
| Transmission | Automatic, 6 speed with overdrive | | | |
| Alternator | 12v, 130 amp minimum | | | |
| Batteries | (2) Twelve volt, 1200 CCA minimum | | | |
| Wheels | 19.5 x 6.0 | | | |
| Tires | 225/70R19.5 minimum | | | |
| Brakes | 4 Wheel Hydraulic Disk with ABS | | | |
| Front Axle/Suspension | I Beam, Taper Leaf Springs with Torsion Bar | | | |
| Rear Axle/Suspension | Full Floating, Limited Slip, Taper Leaf springs | | | |
| Wheelbase | 149 inches minimum, 150 maximum | | | |
| Cab to Axle (CA) | 127 inches minimum, 128 maximum | | | |
| GVWR | 19,500 lbs | | | |




| | | | | |
|----------------------------|--|--|--|--|
| GAWR – Front | 7,000 lbs minimum, 7,500 lbs max. | | | |
| GAWR – Rear | 13,500 lbs minimum, 14,000 lbs max. | | | |
| Fuel Tank | 200 litres minimum | | | |
| Cab Features | Air Conditioning | | | |
| | Tilt & Telescoping Steering Column | | | |
| | Cruise Control | | | |
| | Power Windows | | | |
| | Power Door Locks with Keyless Entry | | | |
| | Power Heated Mirrors | | | |
| | Passenger Seat – 2 Person Bench | | | |
| AM/FM Radio with Bluetooth | | | | |
| Keys | 4 keys total with remotes/fobs if applicable | | | |
| Additional Features | Exhaust Brake | | | |
| | Glow Plug Cold Weather Starting Aid | | | |
| | Block Heater 1000W/120V | | | |



RCMP Straight Truck Box

| Manufacturer Model | | Indicate Compliance | | Supporting Documentation or Statement of Compliance (please indicate the reference page number of your Technical Bid where the information can be found). |
|---|-----------------------|---------------------|----|---|
| | | Yes | No | |
| Mandatory Requirement | | | | |
| Exterior Box Dimensions | Length: 18' | | | |
| | Width: 96" | | | |
| | Height: 103" (+/- 2") | | | |
| Van Body Construction | | | | |
| 1. Aluminum Sheet and Post Design | | | | |
| 2. Aluminum under structure must consist of 4" I-beam cross members over structural aluminum long sills on 12" centers. Must be mounted to vehicle frame using rubber protected U-bolts and 3/8" rubber frame rail spacers or equivalent. | | | | |
| 3. Aluminum side wall posts must be on 16" centers minimum. Front wall must be reinforced with wall post on 12" centers. | | | | |
| 4. Exterior aluminum sheeting must be .040" minimum. | | | | |
| 5. Extruded aluminum radius front corners and roof rail must be used. | | | | |
| 6. Rear frame corners must be of stainless steel for added strength, minimum 12 gauge. | | | | |
| 7. Roof bows must be on 24" centers minimum. Roof must be covered with a one piece translucent fiberglass of 0.075" minimum thickness. | | | | |
| 8. Floor must be 1-1/8" minimum laminated hardwood over an aluminum belly pan. | | | | |
| 9. All hardware must be stainless steel. | | | | |
| 10. Rear door must be roll up with a minimum height of 90". | | | | |
| 11. Both interior side walls must be lined with 3/8" plywood, the front wall must be lined with 1/2" plywood for added strength. | | | | |
| 12. A 3/16" diamond plate aluminum of 12" minimum must be placed at the bottom of the walls over the plywood to act as a scuff | | | | |



| | | | |
|---|--|--|--|
| plate. | | | |
| 13. Interior box lighting must be LED, minimum of 4 fixtures placed towards top of side walls. | | | |
| 14. 3 rows of E-Track or equivalent must be installed on the inner side and front walls in the box. The first row will be 2' from the floor, the second row at 4' from the floor and the final row at 5'6" off the floor. | | | |
| 15. An aluminum under mount platform hydraulic lift gate with steps on each side rated at 2,000 lbs must be installed at the rear of the vehicle. Lift gate must be 60" minimum in length. | | | |
|  | | | |
| 16. A back up alarm must be installed at the rear of the vehicle if not provided by the OEM. | | | |
| 17. A back up camera must be installed at the upper rear of the truck body with a monitor placed in the cab. | | | |
| 18. All exterior lighting must be LED and meet CMVSS (Canadian Motor Vehicle Safety Standards) regulations. | | | |
| 19. Underside of box must be undercoated. | | | |
| 20. Cab and truck box must be white, truck frame black. | | | |
| Warranties | | | |
| 21. The cab and chassis will carry the standard applicable Original Equipment Manufacturer (OEM) warranty. | | | |
| 22. The body/box must have a minimum 5 year warranty against galvanic reaction and manufacturing defects including parts and labor. | | | |



Annex “D” INTEGRITY PROVISIONS

In accordance with 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/Offeror/Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable¹) Applicable Not Applicable
If applicable, please complete and submit the [Integrity Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>).
- Documentation Required (see below)

By submitting a bid/offer/proposal, the Bidder/Offeror/Supplier certifies that:

- It has read and understands the Ineligibility and Suspension Policy;
- It understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
- It is aware that Canada may request additional information, certifications, and validations from the supplier or a third party for purposes of making a determination of ineligibility or suspension;
- It has provided with its bid/offer/proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first-tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
- None of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first-tier subcontractors; and
- It is not aware of a determination of ineligibility or suspension issued by Public Services and Procurement Canada (PSPC) that applies to it.

Documentation Required:

1. Legal

Name: _____

2. Business

Entity:
(select one)

| | |
|---|--|
| Individual (person) | |
| Corporate (company ie. incorporated, limited, etc.) | |
| Joint Venture (2 or more parties in a business arrangement) | |
| Other (ie. society, commission or partnership) | |

3. List of Names (members of the board of directors, private owners, or sole proprietors, as outlined in section 17 of the *Ineligibility and Suspension Policy*: <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html#no17>):

Please insert names below (add/remove lines as required).

- a)
- b)
- c)
- d)
- e)
- f)

The Bidder certifies that the information submitted in response to the above requirement is accurate and complete.

| Name and Title | Signature | Date |
|----------------|-----------|------|
| | | |

¹ An Integrity Declaration Form must be submitted **only** when:

- A. the supplier, one of its affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the listed offences in the [Ineligibility and Suspension Policy](#) (the “Policy”); and/or
- B. the supplier is unable to provide any of the certifications required by the [Integrity Clauses](#).