



National Defence

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

By e-mail to: - Par courriel au :
DLP53BidsReceiving.DAAT53Receptiondessoumissions@forces.gc.ca

Attention: - Attention :
Joe Shepstone, DLP | DAAT 5-3-4-3

Title - Sujet Bus, Shuttle, 21 Passengers, Forward Facing Navette, sièges, 21 passagers, face à l'avant	
Solicitation No. N° de l'invitation W8476-195955/A	Date of Solicitation Date de l'invitation 04.06.2019
Address enquiries to: - Adresser toute demande de renseignements à : Joe Shepstone Telephone No. - N° de telephone E-Mail Address - Courriel 819-939-3040 victor.shepstone@forces.gc.ca	
Destination See herein - Voir aux présentes	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery requested Livraison demandée See herein - Voir aux présentes	Delivery offered Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date

Solicitation Closes - L'invitation prend fin At - à : 2:00 PM - 14:00 On - le : 20.06.2019 Time Zone - Fuseau Horaire : Eastern Daylight Time (EDT) Heure avancée de l'Est (HAE)
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PART 1 - GENERAL INFORMATION

1.1 Requirement

- A. The Department of National Defence has a requirement to procure 1 Bus, Shuttle, 21 Passenger, Forward Facing for delivery to Canadian Forces Base (CFB) Bagotville, Bagotville, Quebec. The requested delivery date is on or before 9 months from date of contract. An option for 1 additional Bus, Shuttle, 21 Passenger, Forward Facing is included for delivery within Canada.
- B. The requirement is detailed under the article entitled Requirement of the resulting contract clauses in Part 6.

1.2 Security Requirements

- A. There is no security requirement associated with this bid solicitation.

1.3 Debriefings

- A. 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 Trade Agreements

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

1.5 Canadian Content

- A. The requirement is subject to a preference for Canadian goods and services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

A. All instructions, clauses and conditions identified in this document and any of its attachments by number, date, and title are either:

- (i) Set out in the [Standard Acquisition Clauses and Conditions \(SACC\) 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; or
- (ii) Included as attachments.

These documents are incorporated by reference and they form part of this document as though they were expressly set out here in full.

B. 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.

C. The [2003](#) (2018-05-22), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):

- (i) Section 02, Procurement Business Number, is deleted in its entirety;
- (ii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - d. send its bid only to the location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
- (iii) Section 05, Submission of bids, subsection 4, is amended as follows:
 - Delete: 60 days
 - Insert: 120 days
- (iv) Section 06, Late bids, is deleted in its entirety;
- (v) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
 - 07 Delayed bids
 - 1. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- (vi) Section 20, Further information, subsection 2, is deleted in its entirety.

2.2 Submission of Bids

A. Bids must be submitted only to the Department of National Defence (DND) by the date, time, and place indicated on page 1 of the bid solicitation.

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

C. Due to the nature of the bid solicitation, bids transmitted by epost Connect will not be accepted.

2.2.1 Electronic Submissions

- A. Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed 5 megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

2.3 Enquiries - Bid Solicitation

- A. All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. 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

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

- A. Should bidders consider that the specifications or Requirement 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 5 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

- A. Canada requests that Bidders provide their bid in separate sections as follows:
- Section I: Technical Bid: 1 soft copy in PDF format by e-mail;
- Section II: Financial Bid: 1 soft copy in PDF format by e-mail;
- Section III: Certifications: 1 soft copy in PDF format by e-mail; and
- Section IV: Additional Information: 1 soft copy in PDF format by e-mail.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
- (i) Use 8.5 x 11 inch (216 mm x 279 mm) paper; and
 - (ii) Use a numbering system that corresponds to the bid solicitation.

3.2 Section I: Technical Bid

- A. In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

3.2.1 Substitutes and Alternatives

- A. Bidders may propose substitutes and alternatives where equivalent is indicated in the Annex entitled Requirement.
- B. Substitutes and alternatives that are equivalent in form, fit, function, quality and performance as detailed in the Annex entitled Requirement, will be considered for acceptance where the Bidder:
- (i) Clearly identifies a substitute and/or an alternative;
 - (ii) Designates the brand name, model and/or part number of the substitute and/or of the product, where applicable;
 - (iii) States that the substitute product is fully interchangeable with the item specified in the technical requirement description;
 - (iv) Provides complete specifications and brochures, where applicable;
 - (v) Provides compliance statements that include technical details showing the substitute and/or the alternative meet all technical requirements specified in the Annex entitled Requirement; and
 - (vi) 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.
- C. Substitutes and alternatives offered as equivalent in form, fit, function quality and performance will not be considered for acceptance by the Technical Authority if:
- (i) The bid fails to provide all of the information requested to allow the Technical Authority to fully evaluate the equivalency; or

- (ii) The substitute and/or the alternative fail to meet or fail to exceed the technical requirements specified in the technical requirement description.

D. Bidders are encouraged to offer or suggest green products whenever possible.

3.3 Section II: Financial Bid

A. Bidders must submit their financial bid in accordance with the attachment to Part 4 entitled Pricing Schedule.

3.3.1 Electronic Payment of Invoices - Bid

A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the attachment to Part 3 entitled Electronic Payment Instruments, to identify which ones are accepted.

B. If the attachment to Part 3 entitled Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.3.2 Exchange Rate Fluctuation

A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.4 Section III: Certifications

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

3.5 Section IV: Additional Information

A. In Section IV of their bid, bidders should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation, or final amendment, as applicable;

- (ii) The name of the person(s) and associated contact information (title, mailing address, phone number, and e-mail address) authorized by the Bidder to:

- (a) Enter into communications with Canada with regards to their bid, and any contract that may result from their bid;

- (b) Coordinate delivery and follow-up; and

- (c) Provide after sales service, maintenance, warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery point and the authorized dealer and/or agent and the delivery point, which should not be more than 150 kilometres; and

- (iii) Any other information submitted in the bid not already detailed.

3.5.1 Delivery Date(s)

A. Any delivery date(s) offered will not be included in the evaluation.

3.5.1.1 Firm Goods and/or Services

- A. Delivery of the Firm Goods and/or Services is requested on or before 9 months from date of contract. If a longer delivery period is required, the Bidder must submit the best delivery that could be offered, in the form of either a fixed date or a period of time from contract award. Failure to submit a date or time period will be taken as acceptance of delivery within the requested timeframe.

3.5.1.2 Optional Goods and/or Services

- A. Should an option be exercised for optional quantities, delivery of the Optional Goods and/or Services is requested by 9 months from date of amendment. If a longer delivery period is required, the Bidder must submit the best delivery that could be offered, in the form of a period of time from date of amendment. Failure to submit a time period will be taken as acceptance of delivery within the requested timeframe.

3.5.2 Warranty Period

3.5.2.1 Manufacturer's Standard Warranty Period

- A. Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the equipment and components that exceeds the minimum warranty period of 12 months. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for component/subassemblies will form part of the proposed contract.

3.5.2.2 Extended Warranty Period

- A. Canada requests that the Bidder indicate if an extended warranty period is being offered that exceeds the Manufacturer's Standard Warranty Period.
- B. If the Bidder indicates that an extended warranty period is being offered, Canada requests that the Bidder provide details and pricing information of any extended warranty period available for the vehicle/equipment and any ancillary items.
- C. Any extended warranty period offered will not be included in the financial evaluation.

ATTACHMENT 1 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

A. The Bidder accepts to be paid by 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); and
- Large Value Transfer System (LVTS) (Over \$25M).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- A. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.
- C. The evaluation team will determine first if there are 2 or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than 2 responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

- A. Mandatory technical evaluation criteria are included in the attachment to Part 4 entitled Evaluation Criteria.

4.1.2 Financial Evaluation

4.1.2.1 Firm Goods and/or Services

- A. The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) destination, Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.1.2.2 Optional Goods and/or Services

- A. The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) destination (Shipping Costs excluded), Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection - Lowest Evaluated Price, Mandatory Technical Criteria

- A. 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.

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

See attached document entitled:

“TECHNICAL INFORMATION QUESTIONNAIRE
BUS, SHUTTLE, FORWARD FACING 2018-04-18”.

ATTACHMENT 2 TO PART 4 - PRICING SCHEDULE

1. General

- A. Bidders must submit a Firm Unit Price for each Item.
- B. Bidders are requested to complete the following Pricing Schedule and include it in the bid.
- C. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

2. Firm Goods and/or Services

2.1 Bus, Shuttle, Forward Facing

- A. The Firm Unit Price(s) include(s) associated specifications, training, and deliverables as per Annex A, Requirement, Delivered Duty Paid (DDP) specified Delivery Point, Incoterms 2010:

Item	Delivery Point	Quantity Required (A)	Firm Unit Price (B)	Total (C = A x B)
1	Canadian Forces Base (CFB) Bagotville Major Equipment Section Bagotville, Quebec G0V 1A0	1	\$	\$

3. Optional Goods and/or Services

3.1 Bus, Shuttle, Forward Facing

- A. The Firm Unit Price(s) include(s) associated specifications and deliverables as per Annex A, Requirement, Delivered Duty Paid (DDP) destination (Shipping Costs excluded), Incoterms 2010:

Item	Quantity of Optional Items (D)	Firm Unit Price (E)	Total (F = D x E)
2	1	\$	\$

3.2 Instruction and Training

- A. The Firm Unit Price(s) include(s) associated services and deliverables, as per Annex A, Requirement, and excludes travel and living expenses:

Item	Language	Quantity of Optional Items (G)	Firm Unit Price (H)	Total (I = G x H)
3	English or French	1	\$	\$

4. Price of the Bid

Grand Total (J = C + F + I)	\$
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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

5.1 General

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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.

5.2 Certifications Required with the Bid

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

5.2.1 Integrity Provisions - Declaration of Convicted Offences

- A. In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the Integrity 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.

5.2.2 Canadian Content Certification

- A. This procurement is conditionally limited to Canadian goods and Canadian services.
- B. Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#) (2018-12-06), Canadian Content Definition, may be considered.
- C. Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.
- D. The Bidder certifies that:
 - () a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#) (2018-12-06), Canadian Content Definition.
- E. For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/3/6) (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/3/6>), Example 2, of the Supply Manual.

5.3 Certifications Precedent to Contract Award and Additional Information

- A. 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.

5.3.1 Integrity Provisions - Required Documentation

- A. 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-) (<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.

5.3.2 Federal Contractors Program for Employment Equity - Bid Certification

- A. 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#>).
- B. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.3.3 Product Conformance

- A. 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 Annex A, Requirement. This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

Signature of Bidder's Authorized Representative

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

- A. There is no security requirement applicable to the Contract.

6.2 Requirement

- A. The Contractor must provide the item(s) detailed under the Requirement at Annex A and the Basis of Payment at Annex B.

6.2.1 Technical Changes, Substitutes, and Alternatives

- A. Any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function, quality and performance to what is being replaced and must be at no additional cost to Canada. Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.
- B. Should the Technical Authority not accept the substitute or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

6.2.2 Optional Goods and/or Services

- A. The Contractor grants to Canada the irrevocable option to acquire the goods, services, or both described at Annex A, Requirement and Annex B, Basis of Payment, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- B. Upon request, the Contractor must submit a quote for the Shipping Costs of Optional Goods, in the quantity and to the destination(s) specified by the Contracting Authority. Canada reserves the right to negotiate this price.
- C. The Contracting Authority may exercise the option within 12 after contract award by sending a written notice to the Contractor.
- D. The Contractor must advise the Technical Authority and Contracting Authority of any design updates that could affect the procurement of additional vehicles/equipment.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

- A. 2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modification:
 - (i) Article 01, Interpretation, definition of "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "Her Majesty" or "the Government"
means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister.

(ii) Article 09, Warranty, subsections 1 and 2 are deleted in their entirety and replaced with the following:

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. The warranty period will be [time period to be detailed in the resulting contract], or [operation period to be detailed in the resulting contract] of usage, whichever comes first, after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.
2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

If action to effect repairs under warranty cannot be initiated within 2 working days and completed within a reasonable time period, or if the Contractor has no repair facilities in the immediate vicinity (within 150 kilometers) of the specified delivery destinations, Canada reserves the right to make the repairs and be reimbursed by the Contractor at the rate of \$103.91 per hour and the cost for replaced parts.

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Delivery Dates

- A. All the deliverables must be received on or before the date(s) specified in Annex B of the Contract.

6.4.2 Delivery Points

- A. Delivery of the requirement must be made to delivery point(s) specified at Annex B of the Contract.
- B. The Contractor must deliver the goods by appointment only. The Contractor is responsible for contacting the Contracting Authority in advance of shipping to obtain the contact information for the delivery point(s). The Contractor or its carrier must arrange delivery appointments by contacting the delivery point(s). The consignee(s) may refuse shipments when prior arrangements have not been made. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable to pay for additional costs.

6.5 Authorities

6.5.1 Contracting Authority

A. The Contracting Authority for the Contract is:

Contact information to be detailed in the resulting contract

Name: _____
Title: _____
Position: _____
Address: Department of National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone: _____
E-mail: _____

B. 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 Technical Authority

A. The Technical Authority for the Contract is:

Contact information to be detailed in the resulting contract

Name: _____
Title: _____
Position: _____
Address: Department of National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone: _____
E-mail: _____

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

6.5.3 Contractor's Representative

Contact information to be detailed in the resulting contract

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

6.5.4 After Sales Service

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

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

6.6.1.1 Firm Unit Price(s)

- A. For the Work described in the Requirement at Annex A and the Basis of Payment at Annex B, excluding Travel and Living Expenses and Shipping Costs:
 - (i) In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.
- B. For the firm price portion of the Work only, 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.

6.6.1.2 Cost reimbursable – Limitation of expenditure

- A. For the Work described in the Requirement at Annex A and the Basis of Payment at Annex B, for Travel and Living Expenses and Shipping Costs:
 - (i) The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.

6.6.2 Limitation of Expenditure

- A. Canada's total liability to the Contractor under the Contract must not exceed \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.
- B. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75% committed; or
 - (ii) 4 months before the contract expiry date; or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work;

whichever comes first.

- C If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.6.3 Method of Payment

6.6.3.1 Multiple Payments

- A. Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:
- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada; and
 - (iii) the Work delivered has been accepted by Canada.

6.6.4 Electronic Payment of Invoices

- A. The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

[List to be updated in the resulting contract]

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); and
- (vi) Large Value Transfer System (LVTS) (Over \$25M).

6.7 Invoicing

6.7.1 Invoicing Instructions

- A. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- B. Each invoice must contain or be supported by:
- (i) The serial number(s), or a copy of the the New Vehicle Information Statement (NVIS) containing the Vehicle Identification Number(s) (VIN), as applicable;
 - (ii) A copy of proof(s) of training;
 - (iii) Original copies of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - (iv) A copy of invoices or receipts for Shipping Costs; and
 - (v) A description of the Work delivered.
- C. Invoices must be distributed as follows:

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

National Defence Headquarters (NDHQ)
Department of National Defence (DND)
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
c/o: [organization to be detailed in the resulting contract]
attn: [name to be detailed in the resulting contract]

- (ii) For invoices not claiming any Travel and Living costs, the Contractor may provide, in lieu of a hard copy, a .pdf copy of the original invoice along with any required supporting documentation to the Contracting Authority at:

[Invoice e-mail destination address to be specified in the resulting contract]

- (iii) By submitting a .pdf copy, the Contractor certifies that the .pdf copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Contracting Authority in its covering e-mail. Invoices claiming Travel and Living costs must be submitted in hard copy in order to provide original receipts, as per Treasury Board regulations.

6.7.2 Holdback

- A. A 10% holdback will apply on any due payment of the following:

- (i) Items 1 and 2 as per Annex B.

- B. 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 invoice.
- C. Release of the 10% holdback is conditional upon receipt and certified acceptance of all Work under this Contract.
- D. Invoicing instructions for the holdback are as detailed in the clause entitled "Invoicing Instructions".

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.8.2 Canadian Content Certification

- A. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in SACC Manual clause [A3050T \(http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3050T/active\)](http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3050T/active).
- B. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of 6 years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make

copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

- C. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

6.9 Applicable Laws

- A. The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario [or as specified by the bidder in its bid, if applicable]**.

6.10 Priority of Documents

- A. 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:

- (i) The Articles of Agreement;
- (ii) The General Conditions 2010A (2018-06-21), General Conditions - Goods (Medium Complexity);
- (iii) Annex A, Requirement;
- (iv) Annex B, Basis of Payment;
- (v) the Contractor's bid dated **[date to be specified in the resulting contract]**, as clarified on **[date to be specified in the resulting contract, if required]**, and as amended on **[date to be specified in the resulting contract, if required]**.

6.11 Defence Contract

- A. The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1 (<http://laws-lois.justice.gc.ca/eng/acts/d-1/>), and must be governed accordingly.
- B. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

6.12 Insurance - No Specific Requirement

- A. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Inspection and Acceptance

- A. 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 Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.14 Post-Contract Award Meeting

- A. Within 10 days of the date of 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 Contracting Authority to review technical and contractual requirements. The Contractor must prepare and distribute the minutes of the meeting within 5 calendar days after the completion of the meeting. The meeting will be held at the Contractor's facility or via teleconference at Canada's discretion at no additional cost to Canada, with representatives of the Contractor and the Department of National Defence.

6.15 Quality Management Systems - Requirements (Quality Assurance Code C)

- A. The Contractor is responsible for implementing a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on *ISO 9001:2008 "Quality management systems - Requirements."*
- B. The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the materiel or services provided conform to the drawings, specifications and the requirements of the contract. The Contractor must keep accurate and complete inspection records which must, upon request, be made available to the authorized Department of National Defence (DND) representative, who may make copies and take extracts during the performance of the Contract and for a period of 1 year after the completion of the Contract.
- C. Despite the above, all materiel is subject to verification and acceptance by DND at destination. The authorized DND representative at destination may either be the consignee(s), the Technical Authority, or the Quality Assurance Authority.

6.16 Material

- A. Material supplied must be new unused and of current production by manufacturer.

6.17 Interchangeability

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

6.18 Vehicle Safety

- A. Each vehicle supplied pursuant to the Contract must meet the applicable provisions of the [Motor Vehicle Safety Act](http://laws-lois.justice.gc.ca/eng/acts/M-10.01/page-1.html), S.C. 1993, c. 16 (<http://laws-lois.justice.gc.ca/eng/acts/M-10.01/page-1.html>), and the applicable regulations that are in force on the date of its manufacture.

6.19 Recall Notices

- A. All recall notices must be forwarded to the Technical Authority identified in this Contract.

6.20 Wood packaging materials

- A. All wood packaging materials used in shipping must conform to the [International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade \(ISPM 15\)](https://www.ippc.int/en/core-activities/standards-setting/ispms/) (<https://www.ippc.int/en/core-activities/standards-setting/ispms/>).
- B. Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

- (i) D-98-08 - [Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States](http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-98-08/eng/1323963831423/1323964135993) (<http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-98-08/eng/1323963831423/1323964135993>); and
- (ii) D-13-01 - [Canadian Heat Treated Wood Products Certification Program \(HT Program\)](http://www.inspection.gc.ca/plants/forestry/exports/ht-program/eng/1319462565070/1319462677967) (<http://www.inspection.gc.ca/plants/forestry/exports/ht-program/eng/1319462565070/1319462677967>).

6.21 Preparation for Delivery

- A. The equipment must be serviced, adjusted and delivered in condition for immediate use. The equipment must be cleaned before leaving the factory and being released to Inspection Authority or consignee personnel at the final delivery point.

6.22 Delivery of Dangerous Goods/Hazardous Products

- A. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
 - (i) shipping container - in accordance with the [Transportation of Dangerous Goods Act](http://laws-lois.justice.gc.ca/eng/acts/T-19.01/), 1992, c. 34 (<http://laws-lois.justice.gc.ca/eng/acts/T-19.01/>); and
 - (ii) immediate product container - in accordance with the [Hazardous Products Act](http://laws-lois.justice.gc.ca/eng/acts/H-3/), R.S., 1985, c. H-3 (<http://laws-lois.justice.gc.ca/eng/acts/H-3/>).
- B. The Contractor must provide bilingual Safety Data Sheets, indicating the NATO Stock Number as follows:
 - (i) 2 hard copies:
 - (a) 1 copy to be enclosed with the shipment, and
 - (b) 1 copy to be mailed to:

National Defence Headquarters
MGen George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Attention: DSCO 5-4-2
 - (ii) 1 copy sent in any electronic format to the following address: MSDS-FS@FORCES.GC.CA.
- C. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
- D. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial, and municipal laws and by-laws.
- E. The Contractor must contact the consignee (i.e. Supply Depot Traffic Section) at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

6.23 Tools and Loose Equipment

- A. For shipment verification, all items and tools, which are shipped loose with the vehicle/equipment must be listed on the Inspection Certificate (CF1280) or on an attached packing note.

6.24 Delivery and Unloading

- A. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
- B. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
- C. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

6.25 Canadian Forces Site Regulations

- A. The Contractor must comply with all standing orders or other regulations, instructions, and directives in force on the site where the Work is performed.

6.26 Dispute Resolution Services

- A. 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 of a party, provide a proposal for an alternative dispute resolution process to resolve any dispute arising between the parties respecting the interpretation or application of a term or condition of this contract. The parties may consent to participate in the proposed alternative dispute resolution process and to bear the cost of such process. 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.

ANNEX A - REQUIREMENT

See attached document(s) entitled:

“PURCHASE DESCRIPTION
BUS, SHUTTLE, FORWARD FACING 2018-04-20”.

ANNEX B - BASIS OF PAYMENT

1. General

A. All prices and costs are in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

2. Firm Goods and/or Services

2.1 Bus, Shuttle, Forward Facing

A. The Firm Unit Price(s) include(s) associated specifications, training, and deliverables as per Annex A, Requirement, Delivered Duty Paid (DDP) specified Delivery Point, Incoterms 2010:

Item	Delivery Point	Delivery Date	Quantity Required	Firm Unit Price
1	Canadian Forces Base (CFB) Bagotville Major Equipment Section Bagotville, Quebec G0V 1A0	[Date to be detailed in the resulting contract]	1	[\$[Cost to be detailed in the resulting contract]

3. Optional Goods and/or Services

3.1 Bus, Shuttle, Forward Facing

A. The Firm Unit Price(s) include(s) associated specifications and deliverables as per Annex A, Requirement, Delivered Duty Paid (DDP) destination (Shipping Costs excluded), Incoterms 2010:

Item	Delivery Date	Quantity of Optional Items	Firm Unit Price
2	[Date to be detailed in the resulting contract]	1	[\$[Cost to be detailed in the resulting contract]

3.2 Shipping Costs

A. The Contractor will be reimbursed for the actual shipping costs of the following Item(s) to the specified Delivery Point(s) without any allowance for profit and/or administrative overhead:

Item	Delivery Point	Quantity and Type of Optional Items	Firm Unit Price
3	[Canadian location to be specified at the time of amendment]	Quantity [number of items to be inserted at the time of amendment] of Item(s) [reference number(s) to be inserted at the time of amendment]	[\$[Cost to be detailed at the time of amendment]

3.3 Instruction and Training

A. The Firm Unit Price(s) include(s) associated services and deliverables, as per Annex A, Requirement, and excludes travel and living expenses:

Item	Language	Quantity of Optional Items	Firm Unit Price
4	[English or French, to be specified at the time of amendment]	1	[\$[Cost to be detailed in the resulting contract]

3.4 Travel and Living Expenses - National Joint Council Travel Directive - Instructions and Training

A. 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, and private vehicle allowances specified in Appendices B, C and D

of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

- B. All travel must have the prior authorization of the Technical Authority.
- C. All payments are subject to government audit.
- D. Estimated Cost: \$[cost to be detailed at the time of amendment].



NOTICE

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

AVIS

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

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

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

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

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

CONTRACTOR INFORMATION

Contractor Name _____

Date _____



SPECIFICATION PARAGRAPHS

Substitutes/Alternatives

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

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

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

3.4 **Vehicle - *Substantial Information***
 Make _____ - Model _____

3.4.1 **Vehicle Performance - *Substantial Information***
 Computer generated performance analysis is document _____

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

3.4.2 **Payload - *Substantial Information***
 (a) Passenger capacity on page _____ of document _____

3.4.3 **Dimensions - *Substantial Information***
 (a) Interior headroom on page _____ of document _____

3.5 **Standard Vehicle - *Substantial Information***
Technical Authority requires a detailed dimensioned line drawing of the interior of the vehicle.

(a) **20-Passenger Bus - *Substantial Information***
 Details on page _____ of document _____

(e) **Heating, Ventilation and Air Conditioning - *Substantial Information***
 iii Passenger area heating system
 Capacity on page _____ of document _____
 Auxiliary fuel-fired forced air heating system
 Capacity on page _____ of document _____
 Air conditioning
 Capacity on page _____ of document _____

(f) **Driver's seat - *Substantial Information***
 Make _____ - Model _____

(g) **Passenger Seats - *Substantial Information***
 Make _____ - Model _____
 vi Seat spacing on page _____ of document _____

3.5.1 **Vehicle Accessories - *Substantial Information***

(a) **Luggage Storage - *Substantial Information***
 Details shown in document _____

3.6.1 **Axles - *Substantial Information***
 Axles - Make _____ - Model _____
 Details on page _____ of document _____

3.6.2 **Suspension**
 (a) Front axle suspension - ***Substantial Information***



- Make _____ - Model _____
Details on page _____ of document _____
- (c) Rear axle(s) suspension - **Substantial Information**
Make _____ - Model _____
Details on page _____ of document _____
- 3.7 **Engine - Substantial Information**
Make _____ - Model _____
Details shown in document _____
- 3.7.2 **Fuel System - Substantial Information**
(a) Fuel Reservoir capacity on page _____ of document _____
- 3.8.1 **Automatic Transmission - Substantial Information**
Make _____ - Model _____
Details shown in document _____
- (b) Number of forward speeds on page _____ of document _____
- 3.11 **Wheels and Tires - Substantial Information**
(b) Front tires - Make _____ - Model _____ - Size _____
Details on page _____ of document _____
- (c) Rear tires - Make _____ - Model _____ - Size _____
Details on page _____ of document _____
- 3.14 **Electrical System**
(a) Alternator - **Substantial Information**
Make _____ - Model _____
Alternator output on page _____ of document _____
- (b) Battery - **Substantial Information**
Make _____ - Model _____
Battery CCA on page _____ of document _____



DEFINITION

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

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



NOTICE

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

AVIS

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

1. **SCOPE**

1.1 **Scope** - This Purchase Description covers the requirements for shuttle bus with forward facing seat with features and accessories.

1.2 **Instructions** - The following instruction apply to this Purchase Description.

- (a) Requirements, which are identified by the word "**must**", are mandatory. Deviations will not be permitted;
- (b) Requirements identified with a "will" define actions to be performed by Canada and require no action/obligation on the Contractor's part;
- (c) Where "**must**" or "will" are not used, the information supplied is for guidance only;
- (d) Where a standard is specified and the Contractor has offered an **Equivalent**, that **Equivalent** standard **must** be supplied by the Contractor.
- (e) Where a technical certification is referred to in this Purchase Description, a copy of the certification or an acceptable Proof of Compliance **must** be supplied, when requested by the **Technical Authority** up until the date of the expiration of the warranty period;
- (f) While the SI system **must** be used as the primary system of measurement to define requirements of this Purchase Description, both the SI system and the standard system for this product may be indicated. Conversion from one system of measurement to the other may not be exact; and
- (g) Dimensions stated as nominal **must** be treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.

1.3 **Definitions**

- (a) "**Provided**" means "provided and installed";
- (b) "**Technical Authority**" means the official responsible for the technical content of this requirement;
- (c) "**Equivalent**" means a standard, means, or component type, which the **Technical Authority** has approved for this requirement, in writing, as meeting the specified requirements for fit, form, function and performance;

OPI DSVPM 4 - DAVPS 4

Issued on Authority of the Chief of the Defence Staff

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



- (d) **"Commercially Equipped"** means that the vehicle is provided in its standard commercial configuration with no additional government-specific requirements; and
- (e) **"5-95th percentile person"** means a person with a size between the 5th and 95th percentile persons. A 5th percentile person is 1,520 mm tall and weighs 50 kg. A 95th percentile person is 1,880 mm tall and weighs 100 kg.

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

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

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

DESCRIPTION	PARAGRAPH	CONFIGURATION
Rear Luggage Storage	3.5.1 (a)	X
Under Body Luggage Compartments	3.5.1 (b)	X
Beacon	3.15.1 (a)	X
Decals	3.18.2 (a)	X
Digital Maintenance Manual - English	4.1.4 (a)	X
Digital Parts Manual	4.1.4 (c)	X
Training - Familiarization - French	4.2 (b)	X



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

SAE Standards

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

Motor Vehicle Safety Act (MVSA)

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



3. REQUIREMENTS

3.1 Standard Design

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

3.2 Operating Conditions

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

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

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

3.4 Vehicle - The vehicle **must** be a shuttle bus built on a commercial cutaway frame with forward facing seats.

3.4.1 Vehicle Performance

- (a) The vehicle **must** have a road speed of at least 105 km/h when operating fully loaded on a flat level road; and
- (b) The vehicle **must** be equipped with an engine with a horsepower of at least that given as "**HORSEPOWER**" in the Data Table (paragraph 1.4).

3.4.2 Payload

- (a) The vehicle with the standard vehicle body **must** transport at least 20-seated adult passengers;
- (b) The vehicle **must** have a payload capacity of at least 100 kg for the vehicle driver;
- (c) The vehicle **must** have a payload capacity of at least 100 kg per passenger transported; and
- (d) The vehicle payload **must** have a capacity of 20 kg per passenger for luggage (when the vehicle has a storage compartment).

3.4.3 Dimensions



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

3.5

Standard Vehicle

- (a) **20-Passenger Bus** - The vehicle **must** be provided with a 20-passenger area in forward facing seats;

- (b) **Vehicle Features**

- i **Windows**

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

- ii **Fans**

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

- iii **Windshield Wipers**

- 1. The vehicle **must** be provided with windshield wipers with at least 2 continuous speeds and one (1) intermittent speed; and
 - 2. The windshield wipers **must** be provided with arctic wiper blades.

- iv The vehicle **must** be provided with two (2) rotating and pivoting interior sun visors;

- v **Floors**

- 1. The vehicle **must** be provided with non-slip rubber floors and toe boards; and
 - 2. The covering for the floor and steps **must** be **Equivalent** to an Altro-Storm grey.

- vi The driver's area **must** be provided with an interior light with a control switch;

- vii The driver's area **must** be provided with a coat hook;



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- viii Each passenger seat **must** be provided with an individual reading light with its own switch.
- ix **Driver's Door**
1. The driver's door **must** be provided with an armrest; and
 2. The driver's door **must** be provided with a roll down window.
- x **Passenger Door**
1. The vehicle **must** be provided with a passenger access door on the right hand side;
 2. The passenger access door **must** be a double leaf outward opening type;
 3. There **must** be a handrail forward of the access door;
 4. The passenger access door **must** be at least 2,000 mm high and 1,000 mm wide;
 5. Each of the door leaves **must** be provided with thermal pane AS-2 safety glass windows;
 6. The door **must** be manually actuated with the control to the right of and accessible by a seated driver; and
 7. The door control **must** not interfere with the removal of the engine access cover.
- xi **Escape Hatch**
1. The passenger area **must** be provided with at least one (1) roof-mounted emergency escape hatch; and
 2. The escape hatch **must** have an opening that is at least 580 mm square.
- xii **Parcel Rack**
1. The passenger area **must** be provided with overhead parcel racks strong enough to serve as a standee support;
 2. Mesh netting **must** be provided to retain luggage and parcels in the overhead rack; and
 3. For passenger safety, the parcel racks front corners **must** be rounded or an **Equivalent** safety feature.
- (c) **Vehicle Structure**
- i The vehicle structure (walls, floor and roof) **must** incorporate a galvanised steel frame;
- ii The vehicle structure **must** provide protection to occupants in case of an accident from any direction;
- iii The vehicle structure **must** be reinforced at all joints and stress concentration points;
- iv **Walls and Roof**



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1. Walls and roof **must** be have an exterior skin fabricated from Aluminum, Fibreglass or **Equivalent**; and
2. Roof and wall exterior skin **must** reduce the infiltration of water into the vehicle. Single piece roof and wall construction is preferred.

v **Floor**

1. The floor **must** be of the raised flat design with no protrusions for the wheel wells; and
2. Floor substructure **must** be covered with 19 mm or greater exterior marine grade plywood with sealed edges.

(d) **Vehicle Insulation**

- i The vehicle **must** be provided with insulation with an insulation value of at least R5 over all interior surfaces (except windows and doors);
- ii The vehicle **must** be provided with acoustic insulation to maintain an interior noise level of no greater than 78 dB(A) while the vehicle is travelling at 100 km/h on a level paved road;
- iii The vehicle **must** be provided with walls, ceiling and floor with a chemical and flame resistant insulation;
- iv The vehicle **must** be provided an insulated bulkhead to separate the engine and interior passenger compartment to minimize vibration and noise; and
- v If the insulation is not sprayed urethane, then the insulation material **must** not be exposed to moisture.

(e) **Heating, Ventilation and Air Conditioning**

- i The vehicle **must** be provided with a forced air heating, ventilation and air conditioning system;
- ii The driver's area **must** be heated with the heating system provided by the manufacturer of the vehicle chassis;

iii **Passenger Area Heating System**

1. The passenger area **must** be heated with a forced air heating system;
2. The heating system **must** use the vehicle engine coolant to provide at least 16,000 kcal (63,000 BTU) heating capacity;
3. The passenger heating system **must** leave the aisle clear of obstructions;
4. The passenger heating system **must** allow the use of the area under the seat in front of them as space for their feet;
5. The passenger heating system **must** be provided with an auxiliary fuel-fired forced-air heating system,



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which can operate when the engine is shut-down;
and

6. The auxiliary fuel-fired forced-air heater **must** have a capacity of at least 11,300 kcal (45,000 BTU).

iv The heating system **must** include a circulation pump, insulated coolant lines and shut-off valves (for engine or system maintenance);

v The heating system **must** include a control switch and temperature control; and

vi **Air Conditioning**

1. The vehicle **must** be provided with an air conditioning system;

2. The air conditioning system **must** have an output of at least 17,500 kilocalories (69,400 BTU); and

3. The air conditioning system **must** be mounted on the vehicle roof or **Equivalent**.

(f) **Drivers Seat**

i The vehicle **must** be provided with a high-back medium to dark coloured upholstered driver seat;

ii The seat **must** be provided with a fold-up arm rest;

iii **Seat Suspension**

1. The seat **must** be a suspension seat with air suspension; and

2. The seat **must** be push button controlled using air from the vehicle air system.

iv The seat **must** be provided with a retractable shoulder/lap belt assembly; and

v The driver's seat and position of the seat (including adjustment) **must** accommodate the 5th to 95th percentile person.

(g) **Passenger Seating**

i **Passenger Seats**

1. The vehicle **must** be provided with medium to dark coloured upholstered forward facing double seats for the passengers; and

2. Passenger seats **must** be **Equivalent** to Freedman, feather weight, high back seats with at least Level 5 seat fabric.

ii Each seat **must** be provided with a retractable lap belt assembly;

iii Passenger seats **must** be provided with pivoting aisle and centre armrests;

iv Passenger seats **must** have a width of at least 900 mm;



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- v Passenger seats **must** be at least 1,065 mm high from the floor to the top of a lowered headrest;
- vi Passenger seating **must** be installed with a centre distance of at least 810 mm;
- vii Passenger seats **must** recline;
- viii The passenger seats **must** be provided with aisle side grab rails;
- ix The passenger seats **must** be provided with flip-up foot rests; and
- x Mesh map pockets **must** be provided on the back of each seat.

(h) **Mirrors**

- i The vehicle **must** be provided with two (2) mirrors (West-Coast) with flat section having an area of at least 6,000 mm² each;
- ii Each mirror **must** be provided with a convex mirror section, below the flat section, with an area of at least 3,100 mm² mounted;
- iii Mirror glass **must** be replaceable;
- iv Both mirrors **must** be motorized and adjustable from within the cab;
- v **Mirror Heating**
 - 1. Mirrors **must** be provided with heating systems;
 - 2. Mirror heating **must** be activated by an in-cab control; and
 - 3. Heating elements **must** be replaceable.

(i) **Radio**

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

(j) **Keys**

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



3.5.1 Vehicle Body Accessories

(a) Rear Luggage Storage

- i In addition to the requirements given in paragraph 3.5, the vehicle **must** be provided with rear luggage storage;
- ii The luggage storage **must** be an extension of the vehicle which adds at least 1,250 mm length to the rear of the vehicle or an **Equivalent** usable volume;
- iii Rear luggage storage **must** be provided with access doors at the rear of the vehicle;
- iv Access doors **must** be provided with an exterior grab handle; and
- v Rear luggage storage **must** be provided with an access step for easy access to the storage area.

(b) Under Body Luggage Compartments

- i The vehicle **must** be provided with under body luggage compartments accessible from the side of the bus;
- ii The under body compartment **must** be provided with doors which swing upwards at least 135° to the fully open position;
- iii The doors **must** be provided with weatherproof seals;
- iv The doors **must** be provided with flush mounted, lockable, slam latches;
- v The doors **must** be provided with gas struts or an **Equivalent** to hold the doors in the fully open position;
- vi The under body compartment **must** be sprayed with Line -X liner or **Equivalent**; and
- vii The floors of the under body compartments **must** be lined with tough perforated vinyl matting **Equivalent** to a Dry-Dek® vinyl flooring mat.

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

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

3.6.2 Suspension

- (a) The vehicle **must** be provided with a front spring suspension and a rear (highway type) air suspension;
- (b) The suspension system **must** be provided with shock absorbers at all wheel stations;
- (c) The rear suspension system **must** be provided with an immediate response automatic height control valves;
- (d) Dump Valve
 - i The rear suspension system **must** be provided with a manual control dump valve;



- ii The dump valve **must** evacuate air from the suspension system;
- iii The dump valve **must** be mounted in the cab; and
- iv The dump valve **must** be within easy access of the driver.

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

3.7.1 **Engine Components**

(a) **Air Filter**

- i The engine **must** be provided with an air filter;
 - ii The air filter **must** be a replaceable dry-type with at least two-stages; and
 - iii The filter **must** be provided with a filter restriction gauge, mounted inside the vehicle visible from the driver's position.
- (b) The engine **must** be provided with an engine coolant for temperatures of -40 degrees;
- (c) The engine **must** be provided with an exhaust system that directs the exhaust away from the vehicle;
- (d) The cooling system **must** be provided with a thermostatic fan; and
- (e) The engine **must** be provided with an internal engine compression brake.

3.7.2 **Fuel Tanks**

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

3.7.3 **Engine Cold Weather Aids**

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



3.8 Vehicle Driveline

3.8.1 Automatic Transmission

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

3.9 Hydraulic Brake System

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

3.10 Steering

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

3.11 Wheels and Tires

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

3.12 Controls

- (a) The vehicle **must** be provided with a cruise control system;



(b) **Fast Idle**

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

3.13 **Instruments**

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

3.14 **Electrical System**

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

3.15 **Lighting**

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



(g) **Stepwell Light**

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

(h) **Ceiling Lamps**

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

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

3.15.1 **Lighting Accessories**

(a) **Beacon**

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

3.16 **Hydraulic System** - NOT APPLICABLE

3.17 **Lubricants and Hydraulic Fluids**

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

3.18 **Paint Colour** - The vehicle **must** be painted in White.

3.18.1 **Corrosion Protection**

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



3.18.2 **Paint Accessories**

- (a) **Decals** - The vehicle **must** have decals provided in accordance with those shown in **Figure 2 - Decals**.



Figure 2 - Decals

This figure is only a visual representation of the decals and their position.

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

3.19.1 **Warning and Instruction Plates**

- (a) The vehicle **must** be provided with warning and operation instruction plates in accordance SAE J115;



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

3.20 **Equipment**

(a) **Tow Hooks**

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

(b) **License Plate Holders**

- i The vehicle **must** be provided with front and rear license plate holders; and
- ii The rear license plate **must** be illuminated.

(c) **Mud flaps**

- i The vehicle **must** be provided with front and rear mud flaps; and
- ii The rear mud flaps **must** be mounted on angle type spring loaded hangers or **Equivalent**.

(d) **Filler Caps** - The vehicle **must** be provided with permanently marked filler caps, which identify the contents using international symbols or in French and English; and

(e) **Safety Package** - The vehicle **must** be provided with a Canadian standard safety package including a fire extinguisher, first aid kit and safety triangles in accordance with CMVSA requirements.



4. INTEGRATED LOGISTIC ITEMS

4.1 Contractor Documentation and Integrated Logistic Items

4.1.1 Not Applicable

4.1.2 Documents to Technical Authority (Designated Contact) on Contract

(a) Manuals for Approval

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

(b) Photographs and Line Drawings

- i The Contractor **must** supply two (2) digital colour photographs, one left-front three-quarter full vehicle view, and one right-rear three-quarter full vehicle view;
- ii One (1) digital colour photograph of each attachment taken at the three-quarter view that best illustrates the attachment **must** be supplied;
- iii One front-view and one side-view line drawing showing dimensions of the vehicle **must** be supplied. Brochure line drawings are acceptable;
- iv Photographs **must** have a plain background;
- v Photographs **must** be in a JPEG (Joint Photographic Experts Group) format; and
- vi Photographs **must** have a resolution of at least eight (8) Mega pixels.



(c) **Data Summary**

- i The Contractor **must** supply a bilingual data summary, with vehicle data (including accessories and features) and a vehicle picture;
- ii The **Technical Authority** will supply a bilingual template of a data summary to the Contractor;
- iii The Contractor **must** submit a digital copy (MS Word) of the completed data summary for approval;
- iv Data summary approval or comments will be supplied within 15 working days of receipt; and
- v The Contractor **must** provide responses to the Technical Authority's comments.

(d) **Warranty Letter**

- i The **Technical Authority** will supply a current bilingual warranty letter template to the Contractor;
- ii The Contractor **must** supply a complete description of the warranty with the requested warranty terms and any system or sub system warranty that exceeds the minimum requested;
- iii The warranty letter **must** include the name and contact information of the closest designated warranty provider and other designated warranty providers across Canada;
- iv Designated warranty providers **must** honour the warranty letter; and
- v The Contractor **must** supply a copy of the warranty letter, in PDF digital format, for each vehicle delivered, to the **Technical Authority**.

(e) **Safety Data Sheets**

- i The Contractor **must** supply a list, in digital format, of all hazardous materials used on the vehicle;
- ii If there are no hazardous materials are used, this **must** be stated on the list; and
- iii The Contractor **must** supply safety data sheets of all hazardous materials in the list.

(f) **Rust Protection Warranty** - A copy, in digital format, of the warranty from the rust protection provider **must** be supplied, to the **Technical Authority**;

(g) **Training Plan(s)** - The Contractor **must** supply the training plan for approval, for each of the training requirements listed in paragraph 4.2 to the **Technical Authority**; and

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

4.1.3 **Items Supplied with Each Vehicle**



- (a) **Operator's Manual** - The Contractor **must** supply an approved bilingual operator's manual in both paper and digital format;
- (b) **Warranty Letter** - The Contractor **must** supply a paper copy of the warranty letter;
- (c) **Safety Data Sheets**
 - i The Contractor **must** supply a set of safety data sheets; and
 - ii The safety data sheets **must** be the same as those provided to the **Technical Authority** as per paragraph 4.1.2 (e).
- (d) **Rust Protection Warranty** - The Contractor **must** supply a copy of the warranty letter from the rust protection provider;
- (e) **Line Setting Ticket** - The Contractor **must** supply a copy of the production line setting ticket with supplemental list; and

4.1.4 **Additional Items**

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

4.2 **Training**

- (a) **Training - Familiarization - English**
 - i The Contractor **must** supply a familiarization course in English, at the delivery destination, optimized for operators and technicians who are qualified on the vehicle type but require training on newer or unique features and sub-systems of the delivered model;



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



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