



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 therefore.

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 indique(s).

Comments - Commentaires

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Bid Receiving - PWGSC - Réception des soumissions - TPSGC
11 Laurier St. - 11 rue Laurier
Place du Portage, Phase III
Core 0B2 - Noyau 0B2
Gatineau, Québec K1A 0S5

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

Solicitation Closes - L'invitation prend fin

At - à :
2:00 PM - 14:00

On - le :

September 22, 2020

Time Zone - Fuseau Horaire :
Eastern Daylight Time (EDT)
Heure avancée de l'Est (HAE)

Title - Sujet Electric Motor, Platform Lift Order Picker préparateur de commandes à moteur électrique avec plate-forme relevable	
Solicitation No. N° de l'invitation W8476-206293/A	Date of Solicitation Date de l'invitation August 11, 2020
Address enquiries to: - Adresser toute demande de renseignements à : Joe Shepstone Telephone No. - N° de telephone E-Mail Address - Courriel 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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

- A. The Department of National Defence (DND) has a requirement to procure 2: Electric Motor, Platform Lift Order Picker for delivery to CFB St-Jean. The requested delivery date is 180 days from contract award. An option for 2 additional Electric Motor, Platform Lift Order Picker 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.

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>) 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 (2020-05-28), 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 4, is amended as follows:

Delete: 60 days
Insert: 120 days
- (iii) Section 08, Transmission by facsimile or by epost Connect, is deleted in its entirety.
- (iv) Section 20, Further information, subsection 2, is deleted in its entirety.

2.2 Submission of Bids

A. Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit 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.

2.3 Enquiries - Bid Solicitation

A. All enquiries must be submitted in writing to the Contracting Authority no later than 15 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 15 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: 2 hard copies;
- Section II: Financial Bid: 1 hard copy;
- Section III: Certifications: 1 hard copy; and
- Section IV: Additional Information: 1 hard copy.
- 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.
- D. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement \(https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573\)](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:
- (i) Use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - (ii) Use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.
- E. Bidders must demonstrate their compliance with the attachment to Part 4 entitled Evaluation Criteria. of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

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;

(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 180 days 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 on or before 180 days 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 or 1,000 hours of usage, whichever comes first. 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):

- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI) (International only); and
- () Wire Transfer (International Only).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

- 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 in accordance with Annex B 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 EVALUATION CRITERIA
FOR
ELECTRIC MOTOR DRIVEN ORDER-PICKER WITH STAND-UP PLATFORM LIFT”**

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 Electric Motor, Platform Lift Order Picker

- A. The Firm Unit Price(s) include(s) associated specifications, 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)	Sub-Total (C = A x B)
1	CFB St-Jean Richelain, Qc	1	\$	\$
2	CFB St-Jean Richelain, Qc	1	\$	\$

Total (D = sum C)	\$
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2.2 Operator Instruction and Training

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

Item	Delivery Point	Quantity Required (E)	Firm Unit Price (F)	Sub-Total (G = E x F)
3	CFB St-Jean Richelain, Qc	1	\$	\$

Total (H = sum G)	\$
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3. Optional Goods and/or Services

3.1 Electric Motor, Platform Lift Order Picker

- 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 in accordance with Annex B), Incoterms 2010:

Item	Quantity of Optional Items (I)	Firm Unit Price (J)	Total (K = I x J)
4	2	\$	\$

3.2 Operator 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 (L)	Firm Unit Price (M)	Sub-Total (N = L x M)
5	English	1	\$	\$
6	French	1	\$	\$
7	Bilingual	1	\$	\$

Total (O = sum N)	\$
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4. Price of the Bid

Grand Total (P = D + H + K + O)	\$
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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.

5.3 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-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.3.2 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).
- 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 months after contract award by sending a written notice to the Contractor.
- D. The option may be exercised in whole or in part or in more than one occasion, up to the maximum quantity identified in Annex B, Basis of Payment.
- E. 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](#) (2020-05-28), 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 or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions 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.

All other provisions of the warranty section remain in effect.

6.3.2 Use and Translation of Written Material

- A. Unless provided otherwise in the Contract, copyright in any written material used, produced or delivered under the Contract belongs to its author or rightful owner. Canada has the right to use, copy and disclose, for government purposes, the written material related to the Work that is delivered to Canada.
- B. If the Contract does not require the delivery of any written material in both of Canada's official languages, Canada may translate the written material into the other official language. The Contractor acknowledges that Canada owns the rights on the translation and that Canada is under no obligation to provide the translation to the Contractor. Canada agrees that any translation must include any copyright and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

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:

Name: Joe Shepstone
Title: Procurement Officer
Position: DLP 5-3-4-3
Address: Department of National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
E-mail: victor.shepstone@forces.gc.ca

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.

6.6.2 Limitation of Price

- A. 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.

6.6.3 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):
- (i) Direct Deposit (Domestic and International);
 - (ii) Electronic Data Interchange (EDI) (International only); and
 - (iii) Wire Transfer (International Only).

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 the applicable documents:
- (i) The serial number(s), or a copy of the New Vehicle Information Statement (NVIS) containing the Vehicle Identification Number(s) (VIN);
 - (ii) A copy of proof(s) of training;
 - (iii) A copy of the release document and any other documents as specified in the Contract;
 - (iv) Original copies of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - (v) A copy of invoices or receipts for Shipping Costs;
 - (vi) A breakdown of the cost elements.
- C. Invoices must be distributed as follows:
- (i) The invoice along with any required supporting documentation must be forwarded to the Contracting Authority for certification and payment at:

Email: [email to be detailed in the resulting contract]
 - (ii) 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.

6.7.2 Holdback

- A. A 10% holdback will apply on any due payment of the following:
- (i) Items 1, 2, and 4 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.

6.9 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 (2020-05-28), 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 9001:2015 "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 Packaging

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

6.21 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 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.

6.23 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.

6.24 Incomplete Assemblies

- A. The Contractor must not ship incomplete assemblies unless the authorization for such shipment has been obtained from the Contracting Authority.

6.25 Assembly/Preparation at Delivery

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

6.26 Work Site Access

- A. Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

6.27 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.

6.28 Marking

- A. The Contractor must ensure that the manufacturer's name and part number are clearly stamped or etched on each item for positive identification purposes.

6.29 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:

**“The Canadian Forces Material Handling Equipment
Purchase Description (PD) for Electric Motor Driven Order-Picker with Stand-Up Platform
Lift”**

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 Electric Motor, Platform Lift Order Picker

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	Make/Model	Firm Unit Price
1	CFB St-Jean Richelain, Qc	[Date to be detailed in the resulting contract]	1	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)
2	CFB St-Jean Richelain, Qc	[Date to be detailed in the resulting contract]	1	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)

2.2 Operator Instruction and Training

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

Item	Delivery Point	Quantity Required	Firm Unit Price
3	CFB St-Jean Richelain, Qc	1	\$(Cost to be detailed in the resulting contract)

3. Optional Goods and/or Services

3.1 Electric Motor, Platform Lift Order Picker

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

Item	Delivery Date	Quantity of Optional Items	Make/Model	Firm Unit Price
4	[Date to be detailed in the resulting contract]	2	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)

3.2 Shipping Costs for optional goods

A. The Contractor will be reimbursed for the actual shipping costs of the following Item(s) from the Contractor's Canadian facility or Contractor's Canadian distribution point 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
5	[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 Operator 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
006	[English, French, or Bilingual, to be specified at the time of amendment]	2	#[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 Contracting 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.

**TECHNICAL EVALUATION CRITERIA
FOR**

ELECTRIC MOTOR DRIVEN ORDER-PICKER WITH STAND-UP PLATFORM LIFT

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.

SUPPLIER INFORMATION

Supplier Name:

Supplier Address:

Submission Date:

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 on how they meet requirement must be provided for all items offered as a substitute or alternative.

Table of Technical Evaluation Criteria				
PD Reference	Requirement	Substantial Information required	Value	Location of Substantial Information in Bid Proposal
3.3.2	All vehicle design, construction and safety aspects <i>must</i> be in accordance with the latest edition of ANSI/ITSDF B56.1	Manufacturing standard	ANSI/ITSDF B56.1 et CSA B355	
3.4.2(a)	The vehicle <i>must</i> have an operator platform having a capacity of at least that given as “ OPERATOR PLATFORM CAPACITY ” under the Requirements Summary Table	Operator platform capacity	Lbs/kg	
3.4.2 (b)	The vehicle <i>must</i> have a load deck having load carrying capacity of at least that given as “ LOAD DECK CAPACITY ” under the Requirements Summary Table	Load deck capacity	Lbs/kg	
3.4.2(c)	The vehicle <i>must</i> have a load tray	Tray capacity	Lbs/kg	

Table of Technical Evaluation Criteria				
PD Reference	Requirement	Substantial Information required	Value	Location of Substantial Information in Bid Proposal
	having a capacity of at least that given as " TRAY CAPACITY " under the Requirements Summary Table			
3.4.2 (d)	The vehicle <i>must</i> have a lift height of at least that given as " PLATFORM LIFT HEIGHT " in the Requirements Summary Table, when measured from the floor to the top of the platform de la plate-forme	Platform lift height	Inch/mm	
3.4.2 (e)	The vehicle <i>must</i> have a load tray height of at least that given as " EXTENDED TRAY HEIGHT " in the Requirements Summary Table, when the operator platform is fully raised and measured from the floor to the top of the platform	Extended tray height	Inch/mm	
3.4.2 (f)	The vehicle <i>must</i> have an overall vehicle height, with platform collapsed and in vertical position, of no more than that given as " COLLAPSED HEIGHT " in the	Collapsed height	Inch/mm	



Table of Technical Evaluation Criteria				
PD Reference	Requirement	Substantial Information required	Value	Location of Substantial Information in Bid Proposal
	Requirements Summary Table			
3.4.2 (g)	The vehicle <i>must</i> have an overall vehicle width of no more than that given as " OVERALL WIDTH " in the Requirements Summary Table	Vehicle width	Inch/mm	
3.4.3(b)	The vehicle <i>must</i> have a minimum turning radius of that given as " TURNING RADIUS " in the Requirements Summary Table	Turning radius	Inch/mm	
3.15 (a)	The vehicle <i>must</i> be provided with maintenance-free dry batteries having a minimum battery capacity as given as " BATTERY CAPACITY " in the Requirements Summary Table	Battery capacity	kWh	

DEFINITIONS

The following definitions apply to the interpretation of this Technical Evaluation Criteria:

- (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; and
- (b) “**Substantial information**” **must** mean an unaltered document, such as a brochure and/or technical literature and/or a third party test report provided by a nationally and/or internationally recognized testing facility and/or a report generated by a nationally and/or internationally recognized third party software. The document **must** provide detailed information on each performance requirement and/or specification. Where a document submitted as **Substantial information** does not cover all the performance requirements and/or specifications or when no such documentation is available or when modifications to the original equipment or customization are required to achieve the performance requirements and/or specifications, a Certificate of Attestation (as a separate document) signed by a senior engineer representing the Original Equipment Manufacturer (OEM) detailing the modifications and how they meet the performance requirements and/or specifications **must** be provided. The certificate **must** detail all performance requirements and/or specifications required to substantiate compliance. One certificate can be provided for one or all performance requirements and/or specifications.



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.

The Canadian Forces Material Handling Equipment
Purchase Description (PD) for Electric Motor Driven Order-Picker with Stand-Up Platform Lift

27 July 2020

OPI: DSVPM 4/DAPVS 4
National Defence Headquarters
Major General George R. Pearkes Building
Ottawa, Ontario
K1A 0K2

Issued on Authority of the Chief of the Defence Staff
Publiée avec l'autorisation du Chef d'état-major de la Défense

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1. **SCOPE**

1.1. **Scope** – This purchase description covers the requirements for an Electric Motor Driven Order-Picker with Stand-Up Platform Lift Truck.

1.2. **Instructions** – The following instructions 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 provided is for guidance only;
- (d) Requirements identified by “**must**” or “**Equivalent**” are mandatory. The **Technical Authority** will consider substitutes/alternatives for acceptance as a **Technical Authority** approved **equivalent**,
- (e) Where a standard is specified and the Contractor has offered an **Equivalent**, that **equivalent** standard **must** be supplied by the Contractor, at no cost to Canada, when requested by the **Technical Authority**;
- (f) Where technical certification is required, a copy of the certification or an **Equivalent must** be provided by the Contractor upon request; and
- (g) Metric measurements **must** be used to define the requirement. Other measurements are for reference only and may not be exact conversions.

1.3. **Definitions** - The following definitions apply to the interpretation of this Purchase Description:

1.3.1 “**Provided**” **must** mean “provided and installed”; and

1.3.2 “**Equivalent**” – A standard, means, or component type, which has been accepted by the **Technical Authority** as meeting the specified requirements for form, function and performance.

- 1.4. **Requirements Summary Table** - Vehicles covered by this Purchase Description are represented as Configurations. The following table indicates performance and features by Configuration:

CHARACTERISTIC	CLAUSE	UNITS	CONFIGURATION
GRADEABILITY	3.4.1(a)	percentage	14
		degree	8
OPERATOR PLATFORM CAPACITY	3.4.2(a)	kg	133
		lb	295
LOAD DECK CAPACITY	3.4.2(b)	kg	113
		lb	250
TRAY CAPACITY	3.4.2(c)	kg	90.7
		lb	200
PLATFORM LIFT HEIGHT	3.4.2 (d)	mm	2921
		In	115
EXTENDED TRAY HEIGHT	3.4.2(e)	mm	4962
		in	156
COLLAPSED HEIGHT	3.4.2(f)	mm	1524
		in	60
OVERALL WIDTH	3.4.2(g)	mm	914
		in	36
TURNING RADIUS	3.4.3(b)	mm	1320
		in	52
BATTERY CAPACITY	3.15(a)	KWh	5

2. **APPLICABLE DOCUMENTS**

2.1. **Government Furnished Documents** - NOT APPLICABLE

2.2. **Other Publications** - The following documents form part of this Purchase Description. Websites for the organization are given when available. Effective documents are those in effect on date of manufacture. Sources are as shown:

2.2.1 ANSI B56.1

Safety Standards for Low Lift and High Lift Trucks

American National Standards Institute

1899 L Street, NW, 11th Floor, Washington, DC, 20036

<http://www.ansi.org/>

2.2.2 UL 583 Standards for Safety, Electric Battery Powered Industrial Trucks

Underwriters' Laboratories of Canada

7 Crouse Road,

Scarborough, Ontario, M1R 3A9

<http://www.ulc.ca/>

3. **REQUIREMENTS**

3.1. **Standard Design**

- 3.1.1 The vehicle **must** be the latest model from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle for at least one (1) year;
- 3.1.2 The vehicle **must** have engineering certification available, upon demand, for this application from the original equipment manufacturers (OEM) of major equipment systems and assemblies;
- 3.1.3 The vehicle **must** conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and emissions in effect in Canada at the time of manufacture;
- 3.1.4 The vehicle **must** have systems and components not operating at greater than their ratings published by the systems or components manufacturers; and
- 3.1.5 The vehicle **must** include all components, equipment and accessories normally supplied for the model offered, although they may not be specifically be described in this Purchase Description.

3.2. **Operating Conditions**

- 3.2.1 **Weather** - The vehicle **must** operate under temperatures ranging from 0 to 40° C (32 to 104° F) in Canada.
- 3.2.2 **Terrain** – The vehicle **must** be operated on use-roughened concrete floors while being used stacking, un-stacking and moving general supplies in warehouses.

3.3. **Safety Standards**

- 3.3.1 **Vehicle's Stability and Safety** – All vehicle design, construction and safety aspects **must** be in accordance with the latest edition of ANSI/ITSDF B56.1.
- 3.3.2 **Hazardous Materials** – The contractor **must** minimize the use of hazardous materials, ozone depleting substances, polychlorinated biphenyls, asbestos and heavy metals used in the fabrication of the product supplied. Items considered as hazardous materials **must** be those given in the Hazardous Products Acts. The contractor **must** provide Material Safety Data Sheets to the **Technical Authority** of all the above substances used in the fabrication of the product supplied.
- 3.3.3 **"E" Safety Rating**
 - (a) The vehicle **must** be compliant to the requirements of an "E" Rating in accordance with Standard UL 583;
 - (b) The UL or equivalent certification **must** be provided to the Technical Authority, upon request; and
 - (c) A UL authorized certification mark confirming the vehicle meets the UL safety rating **must** be permanently affixed to the vehicle before delivery

3.4. **Performance**

3.4.1 **Vehicle Performance**

-
- (a) The vehicle, loaded to the “**LIFT CAPACITY**” listed in the Requirements Summary Table (paragraph 1.4) **must** achieve a gradeability of at least 15 percent under terrain conditions specified in section 3.2.2.

3.4.2 **Functions and Characteristics**

- (a) The vehicle **must** have an operator platform having a capacity of at least that given as “**OPERATOR PLATFORM CAPACITY**” under the Requirements Summary Table;
- (b) The vehicle **must** have a load deck having load carrying capacity of at least that given as “**LOAD DECK CAPACITY**” under the Requirements Summary Table;
- (c) The vehicle **must** have a load tray having a capacity of at least that given as “**TRAY CAPACITY**” under the Requirements Summary Table;
- (d) The vehicle **must** have a lift height of at least that given as “**PLATFORM LIFT HEIGHT**” in the Requirements Summary Table, when measured from the floor to the top of the platform;
- (e) The vehicle **must** have a load tray height of at least that given as “**EXTENDED TRAY HEIGHT**” in the Requirements Summary Table, when the operator platform is fully raised and measured from the floor to the top of the platform;
- (f) The vehicle **must** have an overall vehicle height, with platform collapsed and in vertical position, of no more than that given as “**COLLAPSED HEIGHT**” in the Requirements Summary Table; and
- (g) The vehicle **must** have an overall vehicle width of no more than that given as “**OVERALL WIDTH**” in the Requirements Summary Table.

3.4.3 **Maneuverability**

- (a) The vehicle **must** operate in a 1,219 mm (48-inch) wide aisle having at least 50 mm (2-inch) of clearance on each side without rail guides; and
- (b) The vehicle **must** have a minimum turning radius of that given as “**TURNING RADIUS**” in the Requirements Summary Table.

3.5. **Equipment**

- (a) **Load Tray** - The vehicle **must** be equipped with a powered, vertically moving load tray having a load capacity specified in section 3.4.2(c); and
- (b) **Load Deck** - The vehicle **must** be equipped with a stationary load deck in front of the operator station having a load capacity specified in section 3.4.2(b).

3.5.1 **Other Equipment**

- (a) **Storage** - The vehicle **must** include mast storage pockets and/or bins; and
- (b) **Rail Guides** - The vehicle **must** include removable rail guide rollers.

3.6. **Operator Station**

- (a) The Operator station **must** be a stand-up style;

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- (b) The Operator Station **must** include an interlocking rear gates;
 - (c) The Operator Station **must** include stationary safety rails on the sides of the operator station;
 - (d) The Operator Station **must** include at least one (1) compartment for storing items or documents they may be needed during operation;
 - (e) The Operator Station **must** include a floor mat for reducing operator fatigue;
 - (f) The Operator Station **must** include utility hooks with a capacity of at least 20 lbs each; and
 - (g) The Operator Station **must** include a digital display to prompt operator through safety features.
- 3.7. **Chassis** - The vehicle chassis **must** be the standard for an order picker vehicle of this type and size.
- 3.8. **Engine** – The vehicle **must** be provided with an electric AC traction motors for this type and size of vehicle.
- 3.9. **Drive Unit** - The vehicle **must** be provided with a drive unit for this type and size of vehicle.
- 3.10. **Brake System**
- (a) The vehicle **must** be provided with braking system that is automatically applied when the operator reduces vehicle speed as well as when the operator is not engaged with the throttle control;
 - (b) The braking system **must** include a parking brake that is automatically applied after the movement of the vehicle is completely stopped.
- 3.11. **Steering** - The vehicle **must** be equipped with a steering system, which **must** conform to with CSA B335 or an **equivalent**.
- 3.12. **Wheels, Rims and Tires** - The vehicle **must** be provided with commercially available wheels and tires for this type and size of vehicle.
- 3.13. **Controls**
- (a) The vehicle **must** be provided with a throttle control and controls for the powered lift tray;
 - (b) The vehicle **must** be provided with raise and lower controls on the operator platform as well as on a second location that is accessible from the ground level;
 - (c) The vehicle **must** be provided with a system to ensure that the vehicle can only start when operator platform is in the bottom position;
 - (d) The vehicle **must** have a travel speed switch where the operator can choose slower or faster movement of speeds; and

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- (e) The vehicle **must** be provided with a mechanism for lowering the operator platform in case of malfunctioning of the vehicle's electronic raise and lowering controls.

3.14. **Instruments** :

- 3.14.1 The vehicle **must** be provided with an hour-meter with numerical read-out which records accumulated running time up to 9,999 hours and a battery state-of-charge indicator with lift interrupt;
- 3.14.2 The hour-meter **must** be able to display travel hours, idle hours, and raise hours; and
- 3.14.3 The vehicle **must** be provided with a diagnostic tool or device with digital display for basic troubleshooting of the vehicles.

3.15. **Electrical System**

- (a) The vehicle **must** be provided with maintenance-free dry batteries having a minimum battery capacity as given as "**BATTERY CAPACITY**" in the Requirements Summary Table;
- (b) The vehicle **must** be provided with battery connectors colour coded to indicate the polarity;
- (c) The vehicle **must** be provided with a CSA approved battery charger that charges batteries from a 220 volt, three phase, 60 Hz power source;
- (d) The vehicle **must** be provided with a readily accessible, driver operated warning horn;
- (e) The vehicle **must** audible alarm which is activated when the vehicle is in movement and/or lifting/lowering mode; and
- (f) The vehicle **must** have an alarm system to alert operator that the interlocking gate is open.
- 3.15.1 **Electrical System Option** – The vehicle **must** be provided with a battery charger that charges batteries from a 550 volt/three phase or 208/Single phase, 60 Hz power source, in lieu of the charger specified in 3.15(c).
- 3.16. **Lighting** – The vehicle lighting **must** be the manufacturer's standard.
- (a) **Working Lights** – The vehicle's lighting **must** include lights illuminating the front working area for operations in dark locations; and
- (b) **Movement Strobe Light** – The vehicle **must** include an amber strobe light mounted on front and rear of the vehicle, which is activated when vehicle is moving forward, in reverse, lifting, or lowering.
- 3.17. **Hydraulic System** - The hydraulic system **must** be the manufacturer's standard complete with all components required for the operation of the hydraulic equipment specified.
- 3.18. **Lubricants and Hydraulic Fluids** - The vehicle **must** be serviced with standard, non-proprietary lubricants and hydraulic fluids.

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- 3.19. **Paint** - The vehicle **must** be painted using manufacturer's standard commercial colours. The prime coating **must** be a high-durability, corrosion-resistant type. The prime coating **must** be epoxy type or baked powder coat or an **equivalent**.
- 3.20. **Identification** - The following information **must** be permanently marked in a conspicuous and protected location:
- (a) Manufacturer's name, model and serial number; and
 - (b) Manufacturer's Vehicle Identification Number (VIN), where applicable.

4. INTEGRATED LOGISTICS SUPPORT

4.1. Documentation and Support Items

4.1.1 Items Provided to Technical Authority

(a) Manuals for Approval

- i. The Contractor **must** supply, no later than thirty (30) days prior to the forklift(s) being shipped to their delivery destination, a set of manuals for each Configuration/model, in digital format, including the operator, parts and maintenance (shop repair) manuals. Manuals may cover more than one (1) Configuration/model;
- ii. The set of manuals **must** include manuals for all the specified accessories and features for the Configuration/model. Accessory manuals may be included as supplements to the vehicle manuals;
- iii. The operator manuals **must** be supplied in a bilingual format as a package;
- iv. Digital copies **must** be functional without the requirement for a password, an auto-run installation procedure or an Internet connection;
- v. Digital copies **must** be supplied by an electronic media such as removable USB memory stick or other cloud storage system approved by the Technical Authority;
- vi. Digital copies **must** be supplied in a searchable PDF format;
- vii. The electronic media **must** be permanently and legibly marked with a list of contents;
- viii. Manual approval or comments will be supplied within 15 working days of receipt;
- ix. The Contractor **must** supply responses to the Technical Authority's (TA) comments. If comments are acceptable, the TA will approve manuals;
- x. Manuals will not be returned; and
- xi. Paper copies of manuals delivered under this contract **must** have the same content as the electronic format approved by the **Technical Authority**.

(b) Photographs and Line Drawings

- i. The Contractor **must** supply, no later than thirty (30) days prior to the forklift(s) being shipped to their delivery destination, two (2) digital colour photographs, one left-front three-quarter view, and one right-rear three-quarter view of each Configuration/Model;

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- 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 (1) 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, no later than thirty (30) days prior to the forklift(s) being shipped to their delivery destination, a bilingual data summary for each Configuration/model, 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** supply 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** supply responses to the **Technical Authority's** comments.

(d) **Safety Data Sheets**

- i. The Contractor **must** supply, no later than thirty (30) days prior to the forklift(s) being shipped to their delivery destination, a list, in digital format, of all hazardous materials used on the vehicle;
- ii. If there are no hazardous materials used, this **must** be stated on the list; and
- iii. The Contractor **must** supply safety data sheets in both official languages, in digital PDF format for all hazardous materials in the list.

(e) **Warranty Letter**

- i. The **Technical Authority** will supply, no later than thirty (30) days prior to the forklift(s) being shipped to their delivery destination, a bilingual warranty letter template to the Contractor;

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- 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; and
 - iv. The Contractor **must** supply the original warranty letter in digital format, for each vehicle delivered, to the **Technical Authority**.
- (f) **Initial Parts Kit List**
- i. The Contractor **must** supply, no later than thirty (30) days prior to the forklift(s) being shipped to their delivery destination, a list of parts needed to perform preventive maintenance on one (1) vehicle for a period of one (1) year in accordance with the maintenance manual for each Configuration/Model;
 - ii. A complete change of all filters and filter elements **must** be included in the list; and
 - iii. The list **must** include the following elements: part description; Original Equipment Manufacturer (OEM) Part number; suggested quantity; and unit cost.
- (g) **Training Plan(s)** - The Contractor **must** supply, no later than thirty (30) days prior to the forklift(s) being shipped to their delivery destination, a training plan for approval for each of the training courses listed in this purchase description to the **Technical Authority**. Approval or comments will be supplied within 15 working days of receipt of the training plan.

4.1.2 **Items with Each Vehicle**

- (a) **Operator's Manual** - The Contractor **must** supply an approved bilingual operator's manual in both paper and digital format with each vehicle delivered;
- (b) **Warranty Letter** - The Contractor **must** supply a copy of the warranty letter with each vehicle delivered;
- (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 supplied to the **Technical Authority** as described in the purchase description.
- (d) **Initial Parts Kit**
 - i. One (1) initial parts kit **must** be supplied; and
 - ii. The initial parts kit **must** include a set of parts in the approved initial parts kit list as described in this purchase description.
- (e) **Maintenance Manual**

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- i. The Contractor **must** supply the approved maintenance (shop repair) manuals in paper and digital format in English required for the maintenance and repair of the vehicle, features and accessories; and
 - ii. The Contractor may supply this deliverable as a bilingual package.
- (f) **Parts Manual**
- i. The Contractor **must** supply the approved parts manuals for the vehicle, features and accessories;
 - ii. The parts manual **must** be supplied in English in paper and digital format;
 - iii. It is desirable to supply the parts manual in French in addition to the English version; and
 - iv. Digital parts manuals **must** be supplied in a searchable PDF format CD/DVD-ROM.

4.2. **Training**

(a) **Training - Familiarization**

- i. The Contractor **must** supply a familiarization course, 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. The course **must** be delivered in the official language (English or French) specified in the contract for that delivery destination;
- iv. **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 container handling attachment, automatic grease system and pre-heaters; and
 - 4. The maintenance segment **must** include diagnostics, trouble shooting and operation of any special tools and test equipment (if any).
- v. 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;

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- vi. The familiarization course **must** accommodate up to eight (8) personnel; four (4) operators and four (4) technicians;
 - vii. The date for the familiarization course **must** be arranged with the **Technical Authority**;
 - viii. After completion of the familiarization course, the Contractor **must** have the “**PROOF OF FAMILIARIZATION**” certificate signed by the senior course attendee; and
 - ix. The **Technical Authority** will supply the “**PROOF OF FAMILIARIZATION**” document template in a digital format.

(b) **Training – Troubleshooting**

- i. When requested by DND, the Contractor **must** supply a troubleshooting course in the official language (English or French) specified in the contract for that delivery destination;
- ii. The instructor **must** be an OEM Factory Certified Training Provider;
- iii. The troubleshooting course **must** include detailed testing, troubleshooting, problem analysis and adjustments training;
- iv. The troubleshooting course **must** have a minimum duration of twenty four (24) hours but not exceeding eight (8) hours a day;
- v. The troubleshooting course **must** accommodate up to eight (8) maintenance personnel;
- vi. The troubleshooting course **must** be supplied at the delivery destination;
- vii. The date for the troubleshooting course **must** be arranged with the **Technical Authority**;
- viii. After completion of the troubleshooting course, the Contractor **must** have the “**PROOF OF TROUBLESHOOTING TRAINING**” certificate signed by the senior course attendee; and
- ix. The **Technical Authority** will supply the “**PROOF OF TROUBLESHOOTING TRAINING**” document template in a digital format

5. **DELIVERY CONDITION**

- 5.1. The vehicle **must** be delivered to destination in a fully operational condition (serviced and adjusted). The vehicle **must** be cleaned;
- 5.2. If the vehicle requires assembly at destination, the Contractor **must** be responsible for all manpower and equipment to perform assembly;
- 5.3. The space for assembly at destination will be provided, if required; and

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- 5.4. All items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose with the equipment, **must** be listed on the shipping certificate or to an attached packing note.