



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 indique(s).

**Comments - Commentaires**

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

By e-mail to: - Par courriel au :  
[DLP53BidsReceiving\\_DAAT53Receptiondessoumissions@forces.gc.ca](mailto:DLP53BidsReceiving_DAAT53Receptiondessoumissions@forces.gc.ca)

Attention: - Attention :  
Bobby Collison

<b>Title - Sujet</b> <b>BUS, SHUTTLE 21 PAX, FORWARD FACING NAVETTE, SIÈGES FACE À L'AVANT, 21 PASSAGERS</b>	
<b>Solicitation No. N° de l'invitation</b> W8476-216440/A	<b>Date of Solicitation Date de l'invitation</b> 25.02.2021
<b>Address enquiries to: - Adresser toute demande de renseignements à :</b>	
<b>E-Mail Address - Courriel</b> Bobby.Collison@forces.gc.ca	
<b>Destination</b> 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.

<b>Delivery requested Livraison demandée</b> See herein - Voir aux présentes	<b>Delivery offered Livraison proposée</b>
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>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) :</b>	
<b>Name - Nom</b>	<b>Title - Titre</b>
<b>Signature</b>	<b>Date</b>

<b>Solicitation Closes - L'invitation prend fin</b>
At - à : 2:00 PM - 14:00
On - le :30.03.2021
Time Zone - Fuseau Horaire : Eastern Daylight Time (EDT) Heure avancée de l'Est (HAE)

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION</b>	<b>4</b>
1.1 REQUIREMENT	4
1.2 CANADIAN CONTENT	4
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
<b>PART 2 - BIDDER INSTRUCTIONS</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS	5
2.3 ENQUIRIES - BID SOLICITATION	6
2.4 APPLICABLE LAWS	6
2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS	7
3.2 SECTION I: TECHNICAL BID	7
3.3 SECTION II: FINANCIAL BID	7
3.4 SECTION III: CERTIFICATIONS	7
3.5 SECTION IV: ADDITIONAL INFORMATION	8
<b>ATTACHMENT 1 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS</b>	<b>9</b>
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</b>	<b>10</b>
4.1 EVALUATION PROCEDURES	10
4.2 BASIS OF SELECTION - LOWEST EVALUATED PRICE, MANDATORY TECHNICAL CRITERIA	10
<b>ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA</b>	<b>11</b>
<b>ATTACHMENT 2 TO PART 4 - PRICING SCHEDULE</b>	<b>12</b>
1. GENERAL	12
2. FIRM GOODS	12
3. OPTIONAL GOODS	12
4. PRICE OF THE BID	12
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION</b>	<b>13</b>
5.1 GENERAL	13
5.2 CERTIFICATIONS REQUIRED WITH THE BID	13
5.3 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	14
<b>PART 6 - RESULTING CONTRACT CLAUSES</b>	<b>15</b>
6.1 SECURITY REQUIREMENTS	15
6.2 REQUIREMENT	15
6.3 STANDARD CLAUSES AND CONDITIONS	15
6.4 TERM OF CONTRACT	16
6.5 AUTHORITIES	16
6.6 PAYMENT	17
6.7 INVOICING	18
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION	19
6.9 APPLICABLE LAWS	19
6.10 PRIORITY OF DOCUMENTS	19
6.11 DEFENCE CONTRACT	19
6.12 INSURANCE - NO SPECIFIC REQUIREMENT	20
6.13 INSPECTION AND ACCEPTANCE	20

6.14	POST-CONTRACT AWARD MEETING	20
6.15	QUALITY MANAGEMENT SYSTEMS - REQUIREMENTS (QUALITY ASSURANCE CODE C)	20
6.16	MATERIAL	20
6.17	INTERCHANGEABILITY	20
6.18	PACKAGING	20
6.19	WOOD PACKAGING MATERIALS	21
6.20	DELIVERY OF DANGEROUS GOODS/HAZARDOUS PRODUCTS	21
6.21	DELIVERY AND UNLOADING	22
6.22	INCOMPLETE ASSEMBLIES	22
6.23	CANADIAN FORCES SITE REGULATIONS	22
6.24	MARKING	22
6.25	DISPUTE RESOLUTION SERVICES	22
	<b>ANNEX A - REQUIREMENT</b>	<b>23</b>
	<b>ANNEX B - BASIS OF PAYMENT</b>	<b>24</b>
1.	GENERAL	24
2.	FIRM GOODS	24
3.	OPTIONAL GOODS	24

## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

- A. The Department of National Defence (DND) has a requirement to procure One (1) BUS, SHUTTLE 21 PAX, FORWARD FACING for delivery to Canadian Forces Base Wainwright. The requested delivery date is on or before 270 days after contract award. An option for one (1) additional BUS, SHUTTLE 21 PAX, 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 Canadian Content**

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

### **1.3 Security Requirements**

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

### **1.4 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 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 06, Late bids, is deleted in its entirety;
  - (iv) 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.
  - (v) Section 08, Transmission by facsimile or by epost Connect, is deleted in its entirety.
  - (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 10 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 10 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. 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.

### **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.

### **3.3 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 equipment offered.

#### **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**

A. Delivery of the Firm Goods is requested on or before 270 days after contract award. 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**

A. Should an option be exercised for optional quantities, delivery of the Optional Goods is requested on or before 270 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.



**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); 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.
- C. The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the [Competition Act](#), R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

#### **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**

- 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**

- 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 aggregate price will be recommended for award of a contract.

**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA**

See attached document entitled:

“ANNEX C TECHNICAL EVALUATION MATRIX - BUS, SHUTTLE 21 PAX, FORWARD FACING  
DATED 2020-10-28”

**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**

**2.1 BUS, SHUTTLE 21 PAX, 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)	Sub-Total (C = A x B)
0001	CFB Wainwright Major Equipment Section 3 CDSB Det Wainwright Building 593, Denwood, AB T0B 1B0	1	\$	\$
<b>Total (D = sum C)</b>				\$

**3. Optional Goods**

**3.1 BUS, SHUTTLE 21 PAX, FORWARD FACING**

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

Item	Quantity Required (E)	Firm Unit Price (F)	Sub-Total (G = E x F)
1001	1	\$	\$
<b>Total (H = sum G)</b>			\$

**3.2 Training – Familiarization**

- 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 (I)	Firm Unit Price (J)	Sub-Total (K = I x J)
1003	English, French or Bilingual	1	\$	\$
<b>Total (L = sum K)</b>				\$

**4. Price of the Bid**

<b>Grand Total (I = D + H + L)</b>	\$
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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.
- B. The Bidder certifies that:
- C. ( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

#### **5.2.3 Canadian Content Definition**

- A. Canadian good: A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the North American Free Trade Agreement (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult Section 3.130 and Annex 3.6 of the Supply Manual for further information.)
- B. Canadian service: A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
- C. Variety of goods: When requirements consist of more than one good, one of the two methods below is applied:
  - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
  - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
- D. Variety of services: For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.

- E. Mix of goods and services: When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above). 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, Example 2, of the Supply Manual.
- F. Other Canadian goods and services: Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate]

### 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 website \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#\)](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 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**

### **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 Optional Good**

- 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. The Contracting Authority may exercise the option within 12 months after contract award by sending a written notice to the Contractor.

### **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.

#### **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. The firm goods must be received on or before the date(s) specified in Annex B of the Contract.
- B. The optional goods 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 Technical 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 (Wainwright, AB)

- 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. In consideration of the Contractor satisfactorily completing all of 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 Method of Payment

#### 6.6.2.1 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.

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

## 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); and
- (ii) A description of the equipment delivered.

C. Invoices must be distributed as follows:

- (i) The invoices 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 0001 and 1001 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 **for 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);
  - (ii) Annex A, Requirements
  - (iv) Annex B, Basis of Payment; and
  - (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.

#### 6.11.1 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>).
- 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.

## **6.12 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 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 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.

## 6.19 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/>).
- 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>); 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>).

## 6.20 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](#), 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](#), 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](mailto: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.

### **6.21 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.

### **6.22 Incomplete Assemblies**

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

### **6.23 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.

### **6.24 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.

### **6.25 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](mailto:boa.opo@boa.opo.gc.ca).

**ANNEX A - REQUIREMENT**

See attached document entitled:

“ANNEX A PURCHASE DESCRIPTION FOR BUS, SHUTTLE, FORWARD FACING DATED 2020-10-28”

**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**

**2.1 BUS, SHUTTLE 21 PAX, 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	Contact Information	Delivery Date	Quantity Required	Make/Model	Firm Unit Price
0001	CFB Wainwright Major Equipment Section 3 CDSB Det Wainwright Building 593, Denwood, AB T0B 1B0	To be added in the resulting contract	Date to be detailed in the resulting contract	1	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)

**3. Optional Goods**

**3.1 BUS, SHUTTLE 21 PAX, FORWARD FACING**

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

Item	Delivery Point	Contact Information	Delivery Date	Quantity of Optional Items	Make/Model	Firm Unit Price
1001	To be added in the resulting contract amendment	To be added in the resulting contract amendment	Date to be detailed in the resulting contract amendment	1	To be added in the resulting contract amendment	\$(Cost to be detailed in the resulting contract amendment)

**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	Estimated Unit Price
1002	[Canadian location to be specified at the time of contract 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 Training – Familiarization**

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
1003	[English, French, or Bilingual, 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 - Training – Familiarization**

- 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].

**3.5 Extended Warranty Period**

If the warranty period is extended for an additional period of \_\_\_\_\_ months/calendar days, the Contractor will be paid a firm unit price of \$\_\_\_\_\_ per vehicle/equipment, applicable taxes are extra.



**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.

**ANNEX C**  
**TECHNICAL EVALUATION MATRIX**  
**BUS, SHUTTLE 21 PAX, FORWARD FACING**

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

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

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

Definitions for **Equivalent** is found in the DEFINITION section at the end of this document.

**BIDDER INFORMATION**

**Bidder Name:** \_\_\_\_\_

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

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

**Substitutes/Alternatives**

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

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

\_\_\_\_\_  
\_\_\_\_\_

**OPI: DSVPM 4 – BPR: DAPVS 4**

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



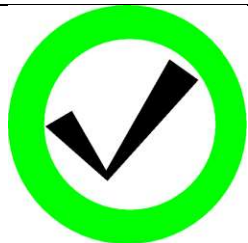
BUS, SHUTTLE 21 PAX, FORWARD FACING				
PD Reference	Requirement	Substantial Information required	Value	Location of Substantial Information in Bid Proposal
3.4	The vehicle <b>must</b> be a shuttle bus built on a commercial cutaway frame with forward facing seats.	Make Model		
3.4.2 (a)	The vehicle with the standard vehicle body <b>must</b> transport at least 20-seated adult passengers			
3.4.3(a)	The vehicle <b>must</b> have an interior headroom height at the interior centreline of at least 1,905 mm;			
3.5(a)	<b>20-Passenger Bus</b> – The vehicle <b>must</b> be provided with a 20-passenger area in forward facing seats;  <b>Technical Authority</b> requires a detailed dimensioned line drawing of the interior of the vehicle			
3.5 e iii 2.	<b>Heating, Ventilation and Air Conditioning –</b>  The heating system <b>must</b> use the vehicle engine coolant to provide at least 16,000 kcal (63,000 BTU) heating capacity	<b>Substantial Information</b>		
3.5 e iii 6.	The auxiliary fuel-fired forced-air heater <b>must</b> have a capacity of at least 11,300 kcal (45,000 BTU)	<b>Substantial Information</b>		
3.5 e vi 2.	The air conditioning system <b>must</b> have an output of at least 17,500 kilocalories (69,400 BTU)	<b>Substantial Information</b>		
3.5 (f) iii	<b>Driver's seat</b>  The seat <b>must</b> be a suspension seat with air suspension; and  The seat <b>must</b> be push button controlled using air from the vehicle air system	<b>Substantial Information</b>  Make Model		

BUS, SHUTTLE 21 PAX, FORWARD FACING				
3.5 (g) 2.	Passenger seats <b>must</b> be <b>Equivalent</b> to Freedman, feather weight, high back seats with at least Level 5 seat fabric.			
3.5 (g) vi	Passenger seating <b>must</b> be installed with a center distance of at least 810 mm			
3.5.1 (a) ii	<b>Rear Luggage Storage</b> The luggage storage <b>must</b> be an extension of the vehicle which adds at least 1,250 mm length to the rear of the vehicle or an <b>Equivalent</b> usable volume			
3.6.1	The vehicle <b>must</b> be provided with a limited slip differential or a traction control system			
3.6.2(a)	The vehicle <b>must</b> be provided with a front spring suspension and a rear (highway type) air suspension			
3.7	The vehicle <b>must</b> be provided with a diesel engine			
3.7.2 (a)	The fuel tank(s) <b>must</b> have a total capacity of at least 227 litres			
3.8.1 (a)	The vehicle <b>must</b> be provided with an electronically controlled fully automatic transmission			
3.8.1 (b)	The transmission <b>must</b> have at least five (5) forward speeds (including overdrive) and one reverse speed			
3.11 (b)	The front axle <b>must</b> be provided with highway tires			
3.11 (c)	The rear axle <b>must</b> be provided with tires with a mud and snow tread			
3.14 (a)	The electrical system <b>must</b> be provided with an alternator with an output of at least 300 amperes			
3.14 (b)	The electrical system <b>must</b> be provided with maintenance-free batteries with at least 1,900 cold cranking amperes (CCA)			

**DEFINITION**

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

- a) ***“Equivalent”*** - A standard, means, or component type, which has been accepted by the Technical Authority as meeting the specified requirements for form, fit, 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;

- (d) "**Commercially Equipped**" means that the vehicle is provided in its standard commercial configuration with no additional government-specific requirements; and
- (e) "**5-95<sup>th</sup> percentile person**" means a person with a size between the 5<sup>th</sup> and 95<sup>th</sup> percentile persons. A 5<sup>th</sup> percentile person is 1,520 mm (5 feet) tall and weighs 50 kg (110 pounds). A 95<sup>th</sup> percentile person is 1,880 mm (6 feet 2 inches) tall and weighs 100 kg (220 pounds).

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	227
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)	<b>X</b>
Under Body Luggage Compartments	3.5.1 (b)	<b>X</b>
Beacon	3.15.1 (a)	<b>X</b>
Decals	3.18.2 (a)	<b>X</b>
Digital Maintenance Manual - English	4.1.4 (a)	<b>X</b>
Digital Maintenance Manual - French	4.1.4 (b)	<b>X</b>
Digital Parts Manual	4.1.4 (c)	<b>X</b>
Training - Familiarization - English	4.2 (a)	<b>X</b>
Training - Familiarization - French	4.2 (b)	<b>X</b>

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;
    - 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;

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**

**PURCHASE DESCRIPTION**  
**BUS, SHUTTLE, FORWARD FACING**

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,

**PURCHASE DESCRIPTION**  
**BUS, SHUTTLE, FORWARD FACING**

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 5<sup>th</sup> to 95<sup>th</sup> 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;

**PURCHASE DESCRIPTION**  
**BUS, SHUTTLE, FORWARD FACING**

- 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 with flat section having an area of at least 6,000 mm<sup>2</sup> each;
- ii Each mirror **must** be provided with a convex mirror section, below the flat section, with an area of at least 3,100 mm<sup>2</sup> 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 X-Box Liner; 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; 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 or LED headlights;
- (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 colour.
- 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.

3.21 **Vehicle Delivery Condition**

- (a) The vehicle **must** be delivered to destination in a fully operational condition (serviced and adjusted);
- (b) The vehicle **must** be completely cleaned;
- (c) For shipment verification, items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose, **must** be listed on the shipping certificate or to an attached packing note;
- (d) The vehicle fuel tank(s) **must** be at least half full on delivery; and
- (e) Lubricants in the vehicle at time of delivery **must** be suitable for the destination and the season of delivery.



4. INTEGRATED LOGISTIC ITEMS

4.1 Contractor Documentation and Integrated Logistic Items

4.1.1 Documents to Technical Authority on Qualification

(a) Qualified Product Configuration Sheets

- i The Contractor **must** supply diagrams showing all dimensions and weights for each Configuration/model; and
- ii List of Components
  - 1. The Contractor **must** supply a list of the make/model number of the base vehicle, components and accessories for each model/configuration;
  - 2. The list **must** relate the Purchase Description paragraph number to the vehicle/component/accessory;
  - 3. It is preferred that the list be an MS Word document; and
  - 4. For the vehicle, the list **must** include all the components added to the manufacturer's basic model to create the specified standard vehicle.

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 for each Configuration/model, 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 format or **Equivalent**;
- 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 for each Configuration/ Make/ Model 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

- x 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 of each Configuration/model;
- 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** an 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 for each Configuration/model, with vehicle data (including accessories and features) and a vehicle picture, for each DND contract;
- 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 4.1.1 (d).
- (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
- (f) **Keys** - The Contractor **must** supply four (4) keys in accordance with paragraph 3.5 (j).

#### 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.



- iii Digital copies **must** be functional without the requirement for a password, an auto-run installation procedure or an Internet connection; and
- iv Digital copies **must** be supplied on a CD or a DVD.

(b) **Digital Maintenance Manual - French**

- i The Contractor **must** supply the approved searchable digital maintenance (shop repair) manuals in French 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;
- iii Digital copies **must** be functional without the requirement for a password, an auto-run installation procedure or an Internet connection; and
- iv Digital copies **must** be supplied on a CD or a DVD.

(c) **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.

4.1.5 **ILS Deliverables**. The following table indicates the ILS elements that the Contractor **must** deliver, including the medium (paper or digital), the expected means of delivery and the reference paragraph.

<b>Deliverables</b>	<b>PD Ref</b>	<b>Delivery Location</b>	<b>Delivery Timing</b>
Operator's Manuals	4.1.3(a)	With Each Vehicle	At Delivery
Warranty Letter	4.1.3(b)	With Each Vehicle	At Delivery
Safety Data Sheets	4.1.3(c)	With Each Vehicle	At Delivery
Rust Protection Warranty	4.1.3(d)	With Each Vehicle	Within 15 Days After Vehicle Delivery
Line Setting Ticket	4.1.3(e)	With Each Vehicle	At Delivery
Manuals for Approval	4.1.2(a)	To Technical Authority	30 Days Prior to Vehicle Delivery
Photographs and Line Drawings	4.1.2(b)	To Technical Authority	15 Days Prior to Vehicle Delivery

Data Summary	4.1.2(c)	To Technical Authority	15 Days Prior to Vehicle Delivery
Warranty Letter	4.1.2(d)	To Technical Authority	15 Days Prior to Vehicle Delivery
Safety Data Sheets	4.1.2(e)	To Technical Authority	15 Days Prior to Vehicle Delivery
Rust Protection Warranty	4.1.2(f)	To Technical Authority	Within 15 Days After Vehicle Delivery
Maintenance and Parts Manuals	4.1.4	To Each Destination	Within 30 Days After Vehicle Delivery
<b>Training</b>			
Familiarization	4.2	At Receiving Base(s)	Draft-30 days Prior to Deliver TA Approval-14 days Updated(if required)-14 days

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;
- 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;

**PURCHASE DESCRIPTION**  
**BUS, SHUTTLE, FORWARD FACING**

- 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**;
  - 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, 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**
    - 11. 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**;
  - vii After completion of the familiarization course, the Contractor **must** have the "PROOF OF FAMILIARIZATION" certificate signed by the senior course attendee; and

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**BUS, SHUTTLE, FORWARD FACING**

viii

The *Technical Authority* will supply the "**PROOF OF FAMILIARIZATION**" document template in a digital format.