



National Defence

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale

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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: National Defence Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

### Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

### Comments - Commentaires

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

By e-mail to: - Par courriel au :  
[DLP53BidsReceiving.DAAT53Receptiondessoumissions@forces.gc.ca](mailto:DLP53BidsReceiving.DAAT53Receptiondessoumissions@forces.gc.ca)

<b>Title - Sujet</b> COMMUTER BUS- AUTOBUS, NAVETTEUR	
<b>Solicitation No. N° de l'invitation</b> W8476-226489/A	<b>Date of Solicitation Date de l'invitation</b> November 30th 2021 – Novembre 30th 2021
<b>Address enquiries to: - Adresser toute demande de renseignements à :</b> Kyle Grundy <b>Telephone No. - N° de telephone</b> <b>E-Mail Address - Courriel</b> Kyle.grundy@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 : January 6th 2022 – Janvier 6th 2022  Time Zone - Fuseau Horaire : Eastern Standard Time (EST) Heure normale de l'Est (HNE)
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

- A. The Department of National Defence (DND) has a requirement to procure 6 Commuter Buses for delivery to various Canadian Forces Bases throughout Canada. The requested delivery date is 270 days from contract award. An option for 6 additional Commuter Buses of the same type is included for delivery within Canada.
- B. The requirement is detailed under the article entitled Requirement of the resulting contract clauses in Part 6.

### **1.2 Security Requirements**

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

### **1.3 Debriefings**

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

### **1.4 Canadian Content**

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

### **1.5 COVID-19 vaccination requirement**

- A. This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

- (i) Set out in the [Standard Acquisition Clauses and Conditions \(SACC\) Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada; or
- (ii) Included as attachments.

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

B. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

C. The [2003](#) (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 05, Submission of bids, subsection 4, is amended as follows:
  - Delete: 60 days
  - Insert: 120 days
- (iv) Section 06, Late bids, is deleted in its entirety;
- (v) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
  - 07 Delayed bids
  - 1. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- (vi) Section 08, Transmission by facsimile or by epost Connect, is deleted in its entirety.
- (vii) 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.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

A. Canada requests that Bidders provide their bid in separate sections as follows:

Section I: Technical Bid: 1 soft copy in PDF format by e-mail;

Section II: Financial Bid: 1 soft copy in PDF format by e-mail;

Section III: Certifications: 1 soft copy in PDF format by e-mail; and

Section IV: Additional Information: 1 soft copy in PDF format by e-mail.

B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

C. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

(i) Use 8.5 x 11 inch (216 mm x 279 mm) format; and

(ii) Use a numbering system that corresponds to the bid solicitation.

### **3.2 Section I: Technical Bid**

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

#### **3.2.1 Substitutes and Alternatives**

A. Bidders may propose substitutes and alternatives where equivalent is indicated in the Annex entitled Requirement.

B. Substitutes and alternatives that are equivalent in form, fit, function, quality and performance as detailed in the Annex entitled Requirement, will be considered for acceptance where the Bidder:

(i) Clearly identifies a substitute and/or an alternative;

(ii) Designates the brand name, model and/or part number of the substitute and/or of the product, where applicable;

(iii) States that the substitute product is fully interchangeable with the item specified in the technical requirement description;

(iv) Provides complete specifications and brochures, where applicable;

(v) Provides compliance statements that include technical details showing the substitute and/or the alternative meet all technical requirements specified in the Annex entitled Requirement; and

(vi) Clearly identifies those areas in the technical requirement description and in the brochures that support the substitute and/or the alternative compliance with the technical requirements.

C. Substitutes and alternatives offered as equivalent in form, fit, function quality and performance will not be considered for acceptance by the Technical Authority if:

(i) The bid fails to provide all of the information requested to allow the Technical Authority to fully evaluate the equivalency; or

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

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

### 3.3 Section II: Financial Bid

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

#### 3.3.1 Electronic Payment of Invoices - Bid

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

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

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

#### 3.3.2 Exchange Rate Fluctuation

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

### 3.4 Section III: Certifications

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

### 3.5 Section IV: Additional Information

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

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

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

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

- (b) Coordinate delivery and follow-up;

- (c) Provide after sales service, maintenance, warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery point and the authorized dealer and/or agent and the delivery point.

#### 3.5.1 Delivery Date(s)

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

##### 3.5.1.1 Firm Goods and/or Services

A. Delivery of the Firm Goods and/or Services is requested on or before **270 days** from date of contract. If a longer delivery period is required, the Bidder must submit the best delivery that could be offered, in the

form of either a fixed date or a period of time from contract award. Failure to submit a date or time period will be taken as acceptance of delivery within the requested timeframe.

### **3.5.1.2 Optional Goods and/or Services**

- A. Should an option be exercised for optional quantities, delivery of the Optional Goods 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.

### **3.5.2 Warranty Period**

#### **3.5.2.1 Manufacturer's Standard Warranty Period**

- A. Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the equipment and components that exceeds the minimum warranty period of 12 months or 2,000 hours of usage, whichever comes first. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for component/subassemblies will form part of the proposed contract.

**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);

## **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 and/or Services**

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

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

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

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

See attached document entitled: "ANNEX C TECHNICAL EVALUATION MATRIX" 2021-03-01

**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.

**2. Firm Goods and/or Services**

**2.1 Commuter Bus**

- 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)
1	CFB Edmonton ASU Major Equipment Section 195 Ave and Rhine RD Building 236 Room 108 Edmonton, AB T5J 4J5	4	\$	\$
2	CFB/ASU Shilo Major Equipment Section Base Supply C-101 Shilo, MB R0K 2A0	1	\$	\$
3	CFB Cold Lake 4 Wing Cold Lake Major Equipment Section SUP FLT Bldg 171 Cold Lake Alberta T9M 2C6	1	\$	\$
<b>Total (D = sum C)</b>				\$

**3. Optional Goods and/or Services**

**3.1 Commuter Bus**

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

Item	Quantity of Optional Items (I)	Firm Unit Price (J)	Total (K = I x J)
4	6	\$	\$

**3.2 Operator Instruction and Training**

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

<b>Item</b>	<b>Language</b>	<b>Quantity of Optional Items (L)</b>	<b>Firm Unit Price (M)</b>	<b>Sub-Total (N = L x M)</b>
5	English, French	6	\$	\$

<b>Total (O = sum N)</b>	\$
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**4. Price of the Bid**

<b>Grand Total (P = D + K + O)</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.

### 5.1.2 Certifications - Contract

- A. Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 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 COVID-19 vaccination requirement certification

- A. In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

COVID-19 Vaccination Requirement Certification:

I, \_\_\_\_\_ (first and last name), as the representative of \_\_\_\_\_ (name of business) pursuant to \_\_\_\_\_ (insert solicitation number), warrant and certify that all personnel that \_\_\_\_\_ (name of business) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

(a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or

(b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (name of business) has certified to their compliance with this requirement. I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ .

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

### 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.3.2 Federal Contractors Program for Employment Equity - Bid Certification

- A. By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).
- B. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

#### 5.3.3 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]

#### 5.3.4 Product Conformance

- A. The Bidder certifies that all vehicles/equipment proposed conform, and will continue to conform throughout the duration of the contract, to all technical specifications of Annex A, Requirement. This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Attachment 1 to Part 4.

\_\_\_\_\_  
Signature of Bidder's Authorized Representative      Date

#### 5.3.5 ISO 9001:2015 Quality Management Systems (Quality Assurance Code Q)

- A. The Bidder certifies that it complies, and will continue to comply throughout the duration of the contract, with all of the requirements of the article in Part 6 entitled ISO 9001:2015 Quality Management Systems (Quality Assurance Code Q).

\_\_\_\_\_  
Signature of Bidder's Authorized Representative      Date

#### 5.3.6 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids for items with a certification that the items offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

- A. Bidders must clearly identify below which items meet the definition of Canadian good and complete the certification below.

The Bidder certifies that:

( ) the items offered and identified as Canadian goods are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

- B. Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive

## ATTACHMENT 1 to Part 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

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

### **6.2 Requirement**

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

#### **6.2.1 Technical Changes, Substitutes, and Alternatives**

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

### **6.3 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>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

- A. **2010A** (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modification:
- (i) Article 01, Interpretation, definition of "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:
- "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.
- (ii) Article 09, Warranty, subsections 1 and 2 are deleted in their entirety and replaced with the following:
1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the

requirements of the Contract, where applicable. The warranty period will be [time period to be detailed in the resulting contract], or [operation period to be detailed in the resulting contract] of usage, whichever comes first, after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

### **6.3.2 Use and Translation of Written Material**

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

### **6.3.3 Compliance with on-site measures, standing orders, policies and rules**

- A. The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

### **6.3.4 Suspension of the work**

- A.
  1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) [insert section entitled "Default by the Contractor"] or [insert section entitled "Termination for convenience"] of general conditions .
  2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
  3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

## 6.4 Term of Contract

### 6.4.1 Delivery Dates

- 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:

Name: Kyle Grundy  
Title: Materiel Acquisition and Support Specialist  
Position: DLP 5-3-6  
Address: Department of National Defence Headquarters  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
E-mail: kyle.grundy@forces.gc.ca

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

### 6.5.2 Technical Authority

- A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

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

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

### 6.5.3 Quality Assurance Authority

- A. The Quality Assurance 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. Director Quality Assurance (DQA) is the Quality Assurance Authority of the Department of National Defence. DQA is responsible to monitor the Contractor Quality Management System to provide assurance that the Contractor has the ability to fulfill the quality requirements in the Contract.

**6.5.4 Contractor's Representative**

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**6.5.5 After Sales Service**

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

(i) CFB Edmonton

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

(ii) CFB Shilo

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

(iii) CFB Cold Lake

[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 prices 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.

### 6.6.2 Limitation of Price

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

### 6.6.3 Method of Payment

#### 6.6.3.1 Multiple Payments

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

### 6.6.4 Electronic Payment of Invoices

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

[List to be updated in the resulting contract]

- (i) Direct Deposit (Domestic and International);
- (ii) Electronic Data Interchange (EDI) (International only);;

## 6.7 Invoicing

### 6.7.1 Invoicing Instructions

- A. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- B. Each invoice must contain or be supported by the applicable documents:
- (i) The serial number(s), or a copy of the New Vehicle Information Statement (NVIS) containing the Vehicle Identification Number(s) (VIN);

- (ii) A copy of proof(s) of training

C. Invoices must be distributed as follows:

- (i) The invoice along with any required supporting documentation must be forwarded to the Contracting Authority for certification and payment at:

Email: [email to be detailed in the resulting contract]

- (ii) By submitting a .pdf copy, the Contractor certifies that the .pdf copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Contracting Authority in its covering e-mail.

### 6.7.2 Holdback

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

- (i) Items 1 through 4 as per Annex B

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

C. Release of the 10% holdback is conditional upon receipt and certified acceptance of all Work under this Contract.

D. Invoicing instructions for the holdback are as detailed in the clause entitled "Invoicing Instructions".

### 6.8 Certifications and Additional Information

#### 6.8.1 Compliance

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

### 6.9 Applicable Laws

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

### 6.10 Priority of Documents

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

- (i) The Articles of Agreement;
- (ii) The General Conditions 2010A (2020-05-28), General Conditions - Goods (Medium Complexity);
- (iii) Annex A, Requirement;
- (iv) Annex B, Basis of Payment;
- (v) the Contractor's bid dated [date to be specified in the resulting contract].

#### **6.11 Defence Contract**

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

#### **6.12 Insurance - No Specific Requirement**

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

#### **6.13 Inspection and Acceptance**

- A. The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

#### **6.14 Post-Contract Award Meeting**

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

#### **6.15 ISO 9001:2015 Quality Management Systems - Requirements (Quality Assurance Code Q)**

- A. In the performance of the Work described in the Contract, the Contractor must comply with the requirements of *ISO 9001:2015 - Quality management systems - Requirements*, published by the International Organization for Standardization (ISO), current edition at date of submission of Contractor's bid.
- B. It is not intended that the Contractor be registered to ISO 9001; however, the Contractor's quality management system must address all requirements appropriate to the scope of the Work. Only exclusions in accordance with clause 1.2 of ISO 9001 are acceptable.

#### **6.16 Material**

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

#### **6.17 Interchangeability**

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

#### **6.18 Vehicle Safety**

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

#### **6.19 Recall Notices**

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

#### **6.20 Preparation for Delivery**

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

#### **6.21 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 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).

#### **6.23 Quality assurance authority (Department of National Defence): Canadian-based contractor**

- A. All work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or it's designated Quality Assurance Representative (QAR):

Director of Quality Assurance (DQA)  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)

- B. Within 48 hours of contract award, the Contractor must contact the QAR. The name, location and phone number of the QAR can be obtained from the nearest National Defence Quality Assurance Region (NDQAR) listed below:

Atlantic - Halifax: 902-427-7224 or 902-427-7150  
Quebec - Montreal: 514-732-4401 or 514-732-4477  
Quebec - Quebec City: 418-694-5996  
National Capital Region - Ottawa: 819-939-8605 or 819-939-8608  
Ontario - Toronto: 416-635-4404, ext. 6081 or 2754  
Ontario - London: 519-964-5757  
Manitoba/Saskatchewan - Winnipeg: 204-833-2500, ext. 6574  
Alberta - Calgary: 403-410-2320, ext. 3830  
Alberta - Edmonton: 780-973-4011, ext. 2276  
British Columbia - Vancouver: 604-225-2520, ext. 2460  
British Columbia - Victoria: 250-363-5662

- C. The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.
- D. The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.
- E. Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

**6.24 Quality Assurance Authority (Department of National Defence): Foreign-based and United States Contractor**

- A. All work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or it's designated Quality Assurance Representative (QAR).  
  
Director of Quality Assurance  
National Defence Headquarters  
Major-General George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)
- B. If the Contractor has not been contacted by the QAR performing GQA in the Contractor's facility or area within 45 working days of award of the Contract, the Contractor must notify the Contracting Authority.
- C. Where no official arrangements for mutual GQA have been concluded, the Department of National Defence will arrange for the GQA services to be conducted by a National Quality Assurance Authority acceptable to the Director of Quality Assurance. If the GQA services must be provided on a cost-recovery basis, the costs for the services must be accrued against the Contract and be discharged through separate invoicing.
- D. 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 requirements of the Contract.
- E. The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.
- F. Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for 3 years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

**6.25 Release documents (Department of National Defence): Canadian-based contractor**

- A. Unless otherwise directed by the Department of National Defence (DND) Quality Assurance Authority, the signature of the DND Quality Assurance Representative on the release document is not required.
- B. Material must be released for shipment using either DND form CF 1280, Certificate of Release, Inspection and Acceptance, or a release document containing the same information. The Contractor must prepare the release document(s).
- C. For return of repair and overhaul material to the Defence Supply Chain, use forms DND 2227/DND 2228 in lieu of DND form CF 1280

**6.26 Release Documents (Department of National Defence): United States-based Contractor**

- A. Material must be released for shipment using a DD Form 250, Material Inspection and Receiving Report, or a release document containing the same information and acceptable to the Quality Assurance Representative. The Contractor must prepare the release document(s).

**6.27 Release Documents (Department of National Defence): Foreign-based Contractor**

- A. Material must be released for shipment using a Certificate of Conformity in accordance with NATO STANAG 4107 which must be prepared by the Contractor.

**6.28 Release Documents - Distribution**

- A. The Contractor must prepare the release documents in a current electronic format and distribute them as follows:
  - (i) 1 copy mailed to consignee marked: "Attention: Receipts Officer";
  - (ii) 2 copies with shipment (in a waterproof envelope) to the consignee;
  - (iii) 1 copy to the Contracting Authority;
  - (iv) 1 copy to:  
  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Attention: **[Contact information to be detailed in the resulting contract]**
  - (v) 1 copy to the Quality Assurance Representative;
  - (vi) 1 copy to the Contractor; and

## **ANNEX A - REQUIREMENT**

See attached document(s) entitled:

“PURCHASE DESCRIPTION BUS, COMMUTER”. 2021-03-01

**ANNEX B - BASIS OF PAYMENT**

**1. General**

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

**2. Firm Goods and/or Services**

**2.1 Commuter Bus**

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

Item	Delivery Point	Delivery Date	Quantity Required	Make/Model	Firm Unit Price
1	CFB Edmonton ASU Major Equipment Section 195 Ave and Rhine RD Building 236 Room 108 Edmonton, AB T5J 4J5	[Date to be detailed in the resulting contract]	4	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)
2	CFB/ASU Shilo Major Equipment Section Base Supply C-101 Shilo, MB R0K 2A0	[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	CFB Cold Lake 4 Wing Cold Lake Major Equipment Section SUP FLT Bldg 171 Cold Lake Alberta T9M 2C6	[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 and/or Services**

**3.1 Commuter Bus**

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

Item	Delivery Date	Quantity of Optional Items	Make/Model	Firm Unit Price
4	[Date to be detailed in the resulting contract]	6	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)

**3.2 Shipping Costs for optional goods**

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

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

**3.3 Operator Instruction and Training**

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

Item	Language	Quantity of Optional Items	Firm Unit Price
5	[English, French, or Bilingual, to be specified at the time of amendment]	6	[\$Cost to be detailed in the resulting contract]

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

- A. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive \(http://www.njc-cnm.gc.ca/directive/d10/en\)](http://www.njc-cnm.gc.ca/directive/d10/en), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- B. All travel must have the prior authorization of the Technical Authority.
- C. All payments are subject to government audit.
- D. Estimated Cost: \$[cost to be detailed at the time of amendment].



**NOTICE**

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

**AVIS**

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

**ANNEX C**  
**TECHNICAL EVALUATION MATRIX**

**COMMUTER BUS**

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



COMMUTER BUS				
PD Reference	Requirement	Substantial Information required	Value	Location of Substantial Information in Bid Proposal
3.4.1 (a)	The vehicle <b>must</b> have a road speed of at least 110 km/h when operating fully loaded on a flat level road			
3.4.1 (b)	The vehicle <b>must</b> have gradability at 90 km/h of at least 1.2 % when operating fully loaded			
3.4.1(c)	The vehicle <b>must</b> be provided with an engine with a horsepower of at least 260 HP	<b>Substantial Information</b>		
3.4.2 (a)	The vehicle <b>must</b> transport at least forty (40) 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>40 Passenger Cabin</b> - The vehicle <b>must</b> be provided with a cabin for forty (40) seated adult passengers in forward facing seats; <b>Technical Authority</b> requires a detailed dimensioned line drawing of the interior of the vehicle			
3.5 e viii.	The front heater system must provide at least 20,173 kilocalories (80,000 BTU) of heating capacity	<b>Substantial Information</b>		
3.5 e x.	The entry step must be electrically heated or <b>Equivalent</b> in order to prevent the accumulation of ice and snow			
3.5 e xii.	The under-seat heaters or Equivalent must provide a total of at least 30,303 kilocalories (140,000 BTU) of heating capacity	<b>Substantial Information</b>		
3.5.e xiv	The air conditioning system <b>must</b> provide a cooling capacity of at least 18,875 kilocalories (75,000 BTU) in the passenger compartment	<b>Substantial Information</b>		
3.5 e xv	The air conditioning system <b>must</b> provide a cooling capacity of at least 3,775 kilocalories (15,000 BTU) in the	<b>Substantial Information</b>		

COMMUTER BUS				
	driver's area			
3.5 (f) (i)	The vehicle <b>must</b> be provided with a six way high-back medium to dark coloured upholstered driver seat with lumbar support	<b>Substantial Information</b>  Make: Model:		
3.5 (g) iv	A row of passenger seats <b>must</b> have a width of at least 900 mm			
3.5 (i) i	The vehicle <b>must</b> be provided with a backup camera			
3.5.1 (b) i	The vehicle <b>must</b> be provided with a DVD/Blu-ray player			
3.5.1 (c) ii	<b>Rear Luggage Compartment</b>  <b>Technical Authority</b> requires a line drawing of the rear luggage compartment, which shows the sizes.			
3.6.1 (a)	The vehicle <b>must</b> be provided with a (highway type) air suspensions. A front suspension that is a leaf spring suspension with air assist will be acceptable;			
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 340 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 and one reverse speed			
3.8.2	The vehicle <b>must</b> be provided with a limited slip differential on driven axles or a traction control system			

COMMUTER BUS				
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 270 amperes			
3.14 (b)	The electrical system <b>must</b> be provided with maintenance-free batteries with at least 2,300 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 commuter buses 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; and
- (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.

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) "**Curb Weight**" (**CW**) means the weight of the fully equipped vehicle. The curb weight includes the cab and chassis, all attached accessories, equipment, fuel, lubricant and coolants. The **Curb Weight** does not include the **Payload**, the weight of the driver/passenger(s) or their personal kit and equipment.

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

CHARACTERISTIC	PARAGRAPH	UNITS	CONFIGURATION
			A
HP	3.4.1 (c)	-	260
FUEL CAPACITY	3.7.2 (a)	litres	340
ALTERNATOR	3.14 (a)	ampere	270
CCA	3.14 (b)	ampere	2,300

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
		A
Insulation Upgrade	3.5.1 (a)	X
DVD Player and Monitors	3.5.1 (b)	X
Rear Luggage Compartment (applicable only for a front engine bus)	3.5.1 (c)	X
Aluminum Wheels	3.11.1 (a)	X
Decals	3.18.2 (a)	X



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

SAE Standards

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

Motor Vehicle Safety Regulations (MVSR)

Government of Canada / Transport Canada,  
<https://www.tc.gc.ca/eng/acts-regulations/regulations-crc-c1038.htm>

Canada Motor Vehicle Safety Standards

<http://www.tc.gc.ca/eng/motorvehiclesafety/safety-standards-vehicles.html>



**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** be operate in all-weather conditions on highways, secondary roads, gravel roads, and off-road (e.g. construction sites, open fields and dirt tracks).

**3.3 Vehicle Safety Regulations**

- (a) The vehicle **must** meet the provisions of the Canada Motor Vehicle Safety Regulations; and
- (b) The vehicle **must** be certified as compliant with all applicable Canadian Motor Vehicle Safety Regulations and Canadian Motor Vehicle Safety Standards.

3.4 **Vehicle** - The vehicle **must** be a flat nose commuter bus.

**3.4.1 Vehicle Performance**

- (a) The vehicle **must** have a road speed of at least 110 km/h when operating fully loaded on a flat level road;
- (b) The vehicle **must** have gradability at 90 km/h of at least 1.2 % when operating fully loaded; and
- (c) In order to provide the performance specified in paragraphs 3.4.1 (a) and (b), the vehicle **must** be provided with an engine with a horsepower of at least that stated as "HP" in the Data Table (paragraph 1.4).

**3.4.2 Payload**

- (a) The vehicle **must** transport at least forty (40) seated adult passengers;
- (b) The vehicle **must** have a payload capacity of at least 97 kg for the vehicle driver;



- (c) The vehicle **must** have a payload capacity of at least 97 kg per passenger; and
- (d) The vehicle payload **must** include a capacity of 15 kg per passenger for luggage.

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 no more than 2,590 mm;
- (c) The vehicle **must** have a front axle setback of at least 1,905 mm and no more than 2,035 mm; and
- (d) The vehicle **must** have a height of no more than 4,150 mm.

3.5 Standard Vehicle

- (a) 40 Passenger Cabin - The vehicle **must** be provided with a cabin for forty (40) seated adult passengers 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 windows **must** be tinted thermo-pane safety glass (AS);
    - 4. The passenger area **must** be provided with lower fixed glass windows and upper T-slider windows;
    - 5. At least three (3) windows per side **must** be emergency exit window; and
    - 6. The emergency windows **must** be clearly labelled.

- 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 located 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 Sun Visors

- 1. The vehicle **must** be provided with two rotating and pivoting interior sun visors or **Equivalent**; and



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2. The vehicle **must** be provided with a fold-down transparent tinted sun visor or **Equivalent**, for the driver.

v

**Passenger Doors**

1. The vehicle **must** be provided with a passenger access door on the right hand side;
2. The passenger access door **must** be a lockable door;
3. The passenger access door **must** be at least 2,125 mm high and at least 750 mm wide;
4. The door **must** include a side window and a curb window;
5. Each of the door leaves **must** be provided with thermal pane AS safety glass windows;
6. The door **must** be manually or electrically actuated with the control to the right of the driver and accessible by a seated driver;
7. The door control **must** not interfere with the removal of the engine access cover;
8. An entrance door header pad **must** be provided;
9. The entrance door **must** be provided with a means to secure it;
10. The entry step **must** be electrically heated or **Equivalent** in order to prevent the accumulation of ice and snow under the extreme weather condition found in Canada of minus 40°C. The door will remain open for at least 10 minutes at a time; and
11. The rear emergency door **must** have a warning system with warnings visible to a seated driver that show when the rear emergency door is ajar.

vi

**Escape Hatches**

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 510 mm square.

vii

**Parcel Racks**

1. The passenger area **must** be provided with overhead parcel racks;
2. The parcel rack **must** be provided with mesh netting for retention of parcels;
3. The parcel rack **must** be provided with a vinyl extrusion over aluminum handrail extending the full length of both parcel racks; and
4. The front corners of the racks **must** be rounded or an **Equivalent** feature for passenger safety.



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- viii **Floors**
1. The passenger area **must** be provided with non-slip rubber floors and toe boards; and
  2. The floor covering for the floor and steps **must** be **Equivalent** to Altro - Storm Grey.
- ix The driver's area **must** be provided with an interior light with a control switch;
- x The driver's area **must** be provided with a coat hook;
- xi The vehicle **must** be provided with a handrail located on the right side of the passenger access door to assist passengers entering and exiting the bus;
- xii **Divider**
1. The vehicle **must** be provided with a full height clear divider located behind the driver's seat;
  2. The divider **must** be translucent. The preferred colour for the divider is charcoal; and
  3. The divider **must** not interfere with the front passenger seat clearance.
- xiii The vehicle **must** be provided with side wall carpeting on both sides; and
- xiv The vehicle **must** be provided with air horn(s) protected from snow clogging.

(c) **Vehicle Body Structure**

- i The vehicle body **must** be built in compliance with all commercial standards;
- ii The vehicle **must** be provided with a light-weight engine compartment door equipped with acoustical panels or **Equivalent** to reduce engine noise;
- iii The passenger area **must** be provided with a removable inner panels to allow access to the roof cap area;
- iv The passenger area **must** have a water resistant plywood flooring at least 12.7 mm thick; and
- v The vehicle **must** be provided with left and right removable mouldings to allow access to body wiring harnesses.

(d) **Vehicle Insulation**

- i The vehicle **must** be provided with insulation with an insulation value of at least R5 for all the vehicle body (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; and



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iv The vehicle **must** be provided with an insulated bulkhead separating the engine and interior passenger compartment in order to minimize vibration and noise.

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

i The vehicle **must** be provided with a forced air heating, ventilation and air conditioning system;

ii The heating system **must** use the vehicle engine coolant to provide heating;

iii The passenger heating system **must** leave the aisle clear of obstructions;

iv The passenger heating system **must** allow the use of the area under the seat in front of them as space for their feet;

v The passenger heating system **must** be provided with an auxiliary fuel-fired forced-air heating system, which can operate when the engine is shut-down;

vi The system **must** include a control switch and temperature control;

vii The heating system **must** be provided with a front heater system complete with defrosting ducts;

viii The front heater system must provide at least 20,173 kilocalories (80,000 BTU) of heating capacity;

ix The heating system **must** be provided with a stepwell heater;

X The entry step must be electrically heated or **Equivalent** in order to prevent the accumulation of ice and snow;

xi The heating system **must** be provided with at least two (2) under seat heaters or **Equivalent**;

xii The under-seat heaters or Equivalent must provide a total of at least 30,303 kilocalories (140,000 BTU) of heating capacity;

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

xiv The air conditioning system **must** provide a cooling capacity of at least 18,875 kilocalories (75,000 BTU) in the passenger compartment;

xv The air conditioning system **must** provide a cooling capacity of at least 3,775 kilocalories (15,000 BTU) in the driver's area; and

xvi The air conditioning system **must** distribute cooling throughout the passenger compartment and driver's area.

(f) **Driver's Seat**

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



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ii The seat **must** be provided with pivoting arm rests;

iii **Seat Suspension**

1. The seat **must** be 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.

(g) **Passenger Seating**

- i Passengers **must** be provided with upholstered forward facing seats;
- ii Passenger seats **must** be provided with aisle and centre armrests;
- iii Passenger seats **must** be provided with adjustable headrests or **Equivalent**;
- iv A row of passenger seats **must** have a width of at least 900 mm;
- 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 distance from the back of one row to the back of the row in front of at least 810 mm on the road side and at least 760 mm on the curb side;
- vii Passenger seats **must** recline with the exception of the rear row;
- viii The passenger seating **must** be provided with aisle side grab rails;
- ix Seats **must** be provided with a shoulder/lap belt assembly ; 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 60,000 mm<sup>2</sup> each;
- ii Each mirror **must** be provided with a convex mirror section, that has an area of at least 15,000 mm<sup>2</sup>;
- iii Mirror glass **must** be replaceable.
- iv Both mirrors **must** be motorized and adjustable from within the cab; and
- 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.

vi Cross-view mirror

1. The vehicle **must** be provided with a cross-view mirror;
2. The vehicle **must** be provided with a stainless steel mount for the cross-view mirror; and
3. The cross-view mirror **must** be mounted on the right front corner of the vehicle.

vii One interior, adjustable, rear view mirror mounted in the driver's compartment and positioned to allow the driver full view of the interior of the coach **must** be provided.

(i) Backup Camera

- i The vehicle **must** be provided with a backup camera;
- ii The camera **must** be mounted at the rear of the vehicle to allow visibility when the vehicle is being backed up;
- iii The camera **must** be positioned to provide optimal visibility; and
- iv The vehicle **must** be provided with a coloured monitor in the driver's area and positioned within easy view of the driver.

(j) Destination Sign

- i The vehicle **must** be provided with a front mounted digital display;
- ii The destination sign **must** be illuminated, if required, and glass enclosed;
- iii The destination sign **must** be programmed on delivery to display the name of the delivery destination (in English and in French); and
- iv The destination sign **must** be programmable to display up to at least 6 additional locations.

(k) Luggage Compartment(s)

- i The vehicle **must** be provided with luggage compartment(s) with a total volume of at least 7.90 cu m (279 cu ft);
- ii The luggage compartment(s) **must** be accessible from the outside of the bus;

iii Compartment Doors

1. The under body compartment **must** be provided with fully opening door(s), either swinging door(s) opening at least 135° or a pantograph style door(s);
2. The doors **must** be provided with weatherproof seals;



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3. The doors **must** be provided with flush mounted, lockable, slam latches; and
4. The doors **must** be provided with gas struts or an **Equivalent** to hold the doors in the fully open position.

iv Compartment Lining

1. The under body compartment **must** have the interior walls and floor sprayed with a Line -X or **Equivalent** protective coating; and
2. The floors of the under body compartments **must** be lined with tough perforated vinyl matting **Equivalent** to a Dry-Dek® vinyl flooring mat.

(1) Audio System

- i The vehicle **must** be provided with a pre-wired radio compartment including a conduit, wiring harness to support a Motorola XTL 1500 VHF M28KSSPW1 N dash mount 2-way radio system or the **Equivalent**;
- ii The vehicle **must** be provided with an AM/FM radio with a Bluetooth system with USB and auxiliary port;
- iii All controls **must** be in the driver's area;
- iv The radio **must** be equipped with a volume and fader control for the speakers in the passenger area;
- v The radio **must** turn off automatically when the vehicle is turned off;
- vi The radio system **must** be wired to allow it to be used as a public address system;
- vii The passenger area **must** be provided with eight (8) speakers; and
- viii The vehicle **must** be provided with the **Equivalent** to a Linebacker VHF Omni-directional transit antenna.

(m) 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 Accessories

- (a) Insulation Upgrade - In lieu of the insulation with a value of at least R5 as specified in paragraph 3.5 (d), the vehicle **must** be provided with an insulation package with a insulation value of at least R7;



(b) DVD Player and Monitors

- i The vehicle **must** be provided with a DVD/Blu-ray player; and
- ii The passenger area **must** be provided with at least six (6) 380 mm colour LCD wide-screen TV monitors (three on each side), suitably located below the parcel rack.

(c) Rear Luggage Compartment (applicable only for a front engine bus)

- i The vehicle **must** be provided with a fully enclosed luggage compartment separate from the passenger area at the rear of the vehicle
- ii Where the rear luggage compartment is installed, the rear emergency exit **must** not be installed;
- iii The rear luggage compartment **must** have inside dimensions of at least 1,955 mm high, 1,143 mm deep and 2,280 mm wide;
- iv Any window in the rear luggage compartment **must** be protected from luggage damage with a protective screen or bars;
- v Any shelf **must** have a net covering to prevent luggage movement;
- vi The rear luggage compartment **must** be provided with a rear access door with a weather protected locking mechanism;
- vii Stairs
  - 1. The rear luggage compartment **must** be provided with hinged fold down stairs with handrails for access or an **Equivalent**;
  - 2. The stairs **must** be designed to support up to 136 kg; and
  - 3. The stairs **must** be fabricated from a lightweight material with a non-slip surface.
- viii The rear tow hooks (paragraph 3.20(c)) **must** not be installed where the rear luggage compartment is provided.

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

3.6.1 Suspension

- (a) The vehicle **must** be provided with a (highway type) air suspensions. A front suspension that is a leaf spring suspension with air assist will be acceptable;
- (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; and



(d) Dump Valve

1. The rear suspension system **must** be provided with a manual control dump valve or **Equivalent**;
2. The dump valve **must** evacuate air from the suspension system;
3. The dump valve **must** be mounted in the cab; and
4. 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.
- (b) The engine **must** be provided with an engine coolant suitable for temperatures down to -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 system

- (a) The fuel system **must** have a total capacity of at least the capacity stated under "FUEL CAPACITY" 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;
- (d) The engine **must** be provided with a heated fuel filter/water separator to preheat diesel fuel prior to starting; and
- (e) Fuel-Fired Heater
- i The vehicle **must** be provided with a fuel-fired heater;



- ii The fuel-fired heater **must** have an output of at least 11.5 kW;
- iii The fuel-fired heater **must** draw its fuel from the engine fuel reservoir;
- iv The fuel-fired heater **must** be provided with a controller that is programmable for seven (7) days or more; and
- v The exhaust from the fuel-fired coolant heater **must** be directed away from the vehicle.

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 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 oil cooler.

3.8.2 Axles - The vehicle **must** be provided with a limited slip differential on driven axles or a traction control system.

3.9 Brake System

- (a) The vehicle **must** be provided with full air actuated service brakes and spring actuated parking brakes;
- (b) The brake system **must** be provided with a 4-channel anti-lock brake system (ABS);
- (c) The brake system **must** be provided with S-cam type air brakes with automatic slack adjusters. Air disc brakes will be acceptable;
- (d) All wheels **must** be provided with visual brake stroke indicators or **Equivalent**;
- (e) The brake system **must** be provided with an air compressor with a capacity of at least 0.367 cubic metres per minute;
- (f) The brake system **must** be provided with a wet air reservoir that is rechargeable using a quick connect fitting (glad hand);
- (g) The air reservoir **must** be provided with a pull type drain that is accessible from beside the vehicle;
- (h) The brake system **must** be provided with an automatic air dryer with a heated dump valve;
- (i) The brake system **must** be provided with dust shields on each wheel station; and
- (j) The brake system **must** be provided with emergency brake chambers on the rear axle.



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 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 identical to those on the front axle; and
  - ii A dedicated and secure storage location for the spare wheel assembly **must** be provided on the vehicle.

3.11.1 **Tire and Wheel Accessories**

- (a) **Aluminum Wheels** - The vehicle **must** be provided with polished aluminum wheels, in lieu of the standard wheels (paragraph 3.11(d)).

3.12 **Controls**

- (a) The vehicle **must** be provided with cruise control system, which includes a fast idle system;
- (b) The fast idle system **must** be provided with an on/off switch; and
- (c) The fast idle system **must** be disengaged automatically when the brakes are applied or the transmission is engaged.

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 (paragraph 1.4);
- (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 three (3) knockouts for additional switches on the dashboard;
- (g) The electrical system **must** be provided with a backup alarm to alert personnel that the vehicle is in backup mode;
- (h) The electrical system **must** be provided with an audible warning to indicate that a door is unlatched or an emergency exit is ajar;
- (i) Audible alarms **must** be disengaged when the parking brake is applied;
- (j) The vehicle **must** be provided with a 12-VDC power outlet at the driver's station; and
- (k) Slave Receptacle
  - i The vehicle **must** be provided with a slave receptacle as close as possible to the battery compartment; and
  - ii The slave receptacle **must** be **Equivalent** to Grot Part number 84-9279.

3.15 Lighting

- (a) The vehicle **must** include integral LED body lighting;
- (b) The lighting system **must** be provided with halogen headlights;
- (c) The lighting system **must** be provided with clearance lights, stoplights, left and right turn signal lights (rear and mid-body), taillights and reverse movement lights;
- (d) Stop Lights
  - 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 Lighting

- i The vehicle **must** be provided with a protected stepwell 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 Lights

- i The passenger area **must** be provided with 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 reading map light switch installed on dash and within an easy reach of the driver;

(j) Passenger Reading Lights

- i The vehicle **must** be provided with individual passenger reading lights for each seat location; and
- ii Each individual passenger reading light **must** be provided with an on/off push button switch.

(k) Compartment Lights

- i The vehicle **must** be provided with lights in the under-body luggage and rear baggage compartment; and
- ii The lights **must** be activated through pin switches when the doors are opened, or by an illuminated master light switch located in the driver's compartment.

(l) External lights **must** be shock mounted and recessed or otherwise protected from damage.

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 white.

3.18.1 Corrosion Protection

- (a) An approved aftermarket rust protection system **must** be supplied. Rust protection systems that have been approved include 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** be painted and have decals provided in accordance with those shown in FIGURE 1 - DECALS.



**FIGURE 1 - 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 with 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) Wheel Changing Tools - The vehicle **must** be provided with wheel changing tools including a heavy-duty jack, capable of lifting the vehicle;
- (b) Front Tow Hooks
  - i The vehicle **must** be provided with tow hooks mounted at the front; and
  - ii Tow hooks and mountings **must** have sufficient strength to permit the recovery of the vehicle.



(c) Rear Tow Hooks

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

(d) Mud Flaps and Rubber Splash Guards

- i The vehicle **must** be provided with front and rear mud flaps; and
- ii Rubber splash guards **must** be installed at all wheel stations.

(e) 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.

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

(g) Emergency Equipment

- i The vehicle **must** be provided with an emergency equipment kit;
- ii The emergency equipment kit **must** be supplied with a 10 unit first aid kit;
- iii The emergency equipment kit **must** be supplied with two triangular emergency warning signs with storage containers;
- iv The emergency equipment kit **must** be supplied with 1 (one) glass breaking tool securely mounted near to the driver. A fireman's axe will be acceptable in lieu of a glass breaking tool;
- v Fire Extinguishers
  - 1. The emergency equipment kit **must** be supplied with 2 (two) dry chemical fire extinguishers with a 5BC rating;
  - 2. The fire extinguishers **must** be securely mounted;
  - 3. One fire extinguisher **must** be mounted in a location close to the driver; and
  - 4. One fire extinguisher **must** be mounted in the cargo compartment closest to the engine compartment.

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 **Not Applicable**
- 4.1.2 **Documents to Technical Authority (Designated Contact) on Contract**
- (a) **Manuals for Approval**
- i The Contractor **must** supply access to a set of manuals, in digital format including the operator, parts and maintenance (shop repair) manuals;
  - ii The set of manuals **must** include manuals for all the specified accessories and features for the Configuration. Accessory manuals may be included as supplements to the vehicle manuals;
  - iii Digital copies **must** be supplied as a searchable PDF;
  - iv On-line maintenance manuals may be supplied in lieu of the digital maintenance manuals, however, these **must** be provided without subscription fees;
  - v Digital copies **must** be functional without the requirement for a password, an auto-run installation procedure or an Internet connection;
  - vi Digital copies **must** be supplied on a CD or a DVD;
  - vii A separate CD/DVD **must** be supplied with all accessories;
  - viii The CD or DVD **must** be permanently and legibly marked with a list of contents;
  - ix Manuals will not be returned;
  - x Manual approval or comments will be supplied within 15 working days of receipt; and
  - xi The Contractor **must** supply responses to the **Technical Authority's** comments.
- (b) **Photographs and Line Drawings**
- i The Contractor **must** supply two (2) digital colour photographs, one left-front three-quarter full vehicle view, and one right-rear three-quarter full vehicle view;
  - ii One (1) digital colour photograph of each attachment taken at the three-quarter view that best illustrates the attachment **must** be supplied;
  - iii One front-view and one side-view line drawing showing dimensions of the vehicle **must** be supplied. Brochure line drawings are acceptable;
  - iv Photographs **must** have a plain background;
  - v Photographs **must** be in a JPEG (Joint Photographic Experts Group) format; and
  - vi Photographs **must** have a resolution of at least eight (8) Mega pixels.



(c) Data Summary

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

(d) Warranty Letter

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

(e) Safety Data Sheets

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

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

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

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

4.1.3 Items Supplied with Each Vehicle

(a) Operator's Manual - The Contractor **must** supply an approved bilingual operator's manual in both paper and digital format;



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

4.1.4 Additional Items

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



4.1.5 **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;
- v The familiarization course **must** accommodate up to eight (8) personnel; four (4) operators and four (4) technicians;
- vi For vehicles shipped to DND, the date for the familiarization course **must** be arranged with the **Technical Authority**, or the identified user or designated contact person for vehicles shipped for users other than DND;
- vii After completion of the familiarization course, the Contractor **must** have the "PROOF OF FAMILIARIZATION" certificate signed by the senior course attendee; and
- viii The **Technical Authority** will supply the "PROOF OF FAMILIARIZATION" document template in a digital format.

(b) Training - Familiarization - French

- i The Contractor **must** supply a familiarization course in French when requested by the **Technical Authority**, at the delivery destination, optimized for operators and technicians who are qualified on the vehicle type

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- 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;
  - v The familiarization course **must** accommodate up to eight (8) personnel; four (4) operators and four (4) technicians;
  - vi For vehicles shipped to DND, the date for the familiarization course **must** be arranged with the **Technical Authority**, or the identified user or designated contact person for vehicles shipped for users other than DND;
  - vii After completion of the familiarization course, the Contractor **must** have the "PROOF OF FAMILIARIZATION" certificate signed by the senior course attendee; and
  - viii The **Technical Authority** will supply the "PROOF OF FAMILIARIZATION" document template in a digital format.