



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

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À :

Megan Buchanan, DLP 8-1-4
Megan.Buchanan@forces.gc.ca

Title/Titre Kitchen Trailer	Solicitation No – N° de l'invitation W6399-22LI05/A
Date of Solicitation – Date de l'invitation 03 December 2021	
Address Enquiries to – Adresser toutes questions à Megan.Buchanan@forces.gc.ca	
Telephone No. – N° de téléphone 613-945-2929	FAX No – N° de fax
Destination Specified herein	

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).

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.

Solicitation Closes – L'invitation prend fin

At – à :

On - le :

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 STATEMENT OF WORK.....	4
1.2 DEBRIEFINGS	4
1.3 TRADE AGREEMENTS	4
1.4 CANADIAN CONTENT	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 ELECTRONIC SUBMISSION OF BIDS.....	5
2.3 ENQUIRIES - BID SOLICITATION	6
2.4 APPLICABLE LAWS.....	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE BID	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - RESULTING CONTRACT CLAUSES	12
6.1 SECURITY REQUIREMENTS	12
6.2 STATEMENT OF WORK.....	12
6.3 STANDARD CLAUSES AND CONDITIONS	12
6.4 TERM OF CONTRACT	12
6.5 AUTHORITIES	13
6.6 PAYMENT	14
6.7 INVOICING INSTRUCTIONS	14
6.8 CERTIFICATIONS	15
6.9 APPLICABLE LAWS.....	15
6.10 PRIORITY OF DOCUMENTS	15
6.11 DEFENCE CONTRACT	15
6.12 INSURANCE	15
6.13 PACKAGING REQUIREMENT	15
6.14 QUALITY ASSURANCE.....	16
6.15 POST-CONTRACT AWARD/PRE-PRODUCTION MEETING.....	16
6.16 INSPECTION AND ACCEPTANCE	16
6.17 PROGRESS REPORTS.....	16
ANNEX A	18
PURCHASE DESCRIPTION FOR KITCHEN TRAILER.....	18
ANNEX B	32
PRICING SCHEDULE	32
ANNEX C	33

MANDATORY TECHNICAL INFORMATION QUESTIONNAIRE	33
ANNEX D	38
KITCHEN TRAILER FACTORY ACCEPTANCE MATRIX	38
ANNEX E TO PART 3 OF THE BID SOLICITATION	42
ELECTRONIC PAYMENT INSTRUMENTS	42

PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The requirement is detailed in Annex A – Purchase Description for Kitchen Trailer.

1.2 Debriefings

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

1.3 Trade Agreements

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

1.4 Canadian Content

The requirement is subject to a preference for Canadian goods.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2020-05-28) Standard Instructions – Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.
- c) Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:

Send its bid only to the address specified in the bid solicitation.

- d) Section 06, Late Bids, Is deleted in its entirety;
- e) The text under Section 07, Delayed Bids, is deleted in its entirety and replaced with the following:

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.

- f) Subsection 1 of Section 08, Transmission by Facsimile, is deleted in its entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services –Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).
- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND 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. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

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

2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

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

Bidders may use Annex B to indicate their prices. If Bidders choose to use Annex B to indicate their prices, Bidders must include Annex B in their financial bid.

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

- (a) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid as follows:

Bidders must submit firm prices, Delivered Duty Paid (DDP) at destinations indicated in Annex B Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E Electronic Payment Instruments, to identify which ones are accepted.

If Annex E Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1.1 Mandatory Technical Criteria

Bidders must meet all mandatory technical evaluation criteria detailed in Annex C – Technical Information Questionnaire.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at destinations indicated in Annex B Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless otherwise specified, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 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 with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#)

5.1.2.1.1 SACC *Manual* clause [A3050T](#) (2020-07-01) Canadian Content Definition

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969#afed).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Purchase Description at Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2021-12-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"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.

b. Section 09 entitled Warranty of General Conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

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.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before 01 October 2022.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to acquire the goods described at Annex A of the Contract under the same conditions and at the price stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option within twelve (12) months after contract award by sending a written notification to the Contractor.

6.4.3 Shipping Instructions

Goods must be consigned and delivered to the destination specified in the contract:

1. Incoterms 2010 "DDP Delivered Duty Paid" at destinations indicated in Annex B
2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Technical Authority. The consignee may refuse shipments when prior arrangements have not been made.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Megan Buchanan
Title: Senior Materiel Acquisition and Support Officer
Department of National Defence
Directorate of Land Procurement

Address: 101 Colonel By Drive
Ottawa, Ontario
K1A 0K2

Telephone: 613-945-2929
E-mail: Megan.Buchanan@forces.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is: *(To be completed by DND at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative *(To be completed by the bidder)*

Name: _____
Title: _____
Address: _____
Telephone: _____
Email: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in the Contract for a cost of \$_____. Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.6.4 SACC Manual Clauses

SACC Manual clause A1009C (2008-05-12) Work Site Access

SACC Manual clause A9049C (2011-05-16) Vehicle Safety

SACC Manual clause C2000C (2007-11-30) Taxes – Foreign-based Contractors

6.6.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6.7 Invoicing Instructions

1. 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. Each invoice must be supported by a copy of the release document and any other documents as specified in the Contract.

2. Invoices must be distributed as follows:

- a. The original must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications

6.8.1 Compliance

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

6.8.2 SACC Manual Clauses

SACC Manual clause [A3060C](#) (2008-05-12) Canadian Content Certification

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2020-05-28) Goods – Medium Complexity;
- (c) Annex A, Purchase Description;
- (d) Annex B, Pricing Schedule;
- (e) the Contractor's bid dated _____

6.11 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

6.13 Packaging Requirement

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

SACC Manual clause [D2000C](#) (2007-11-30), Markings

SACC Manual clause [D2001C](#) (2007-11-30), Labelling

SACC *Manual* clause [D3010C](#) (2016-01-28), Delivery of Dangerous Goods/Hazardous Products

SACC *Manual* clause [D3015C](#) (2014-09-25), Dangerous Goods/Hazardous Products – Labelling and Packaging Compliance

SACC *Manual* clause [D9002C](#) (2007-11-30), Incomplete Assemblies

6.14 Quality Assurance

SACC *Manual* clause [D5545C](#) (2019-05-30), ISO 9001:2008 – Quality Management Systems Requirement (Quality Assurance Code C)

6.15 Post-Contract Award/Pre-Production Meeting

Within ten (10) calendar days from the effective date of the 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 Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at a Government facility or via teleconference, at Canada's discretion and at no additional cost to Canada, with representatives of the Contractor and the Department of National Defence.

6.16 Inspection and Acceptance

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 Statement of Work 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.

6.17 Progress Reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain three parts:
 - a. Part 1: The Contractor must answer the following three questions:
 - i. Is the project on schedule?
 - ii. Is the project within budget?
 - iii. Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- b. Part 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
 - i. A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - ii. An explanation of any variation from the work plan.
 - iii. A description of trips or conferences connected with the Contract during the period of the report.

- iv. A description of any major equipment purchased or constructed during the period of the report.
- c. Part 3: The "Contract Plan and Report Form", [PWGSC-TPSGC 9143](#), (or an equivalent form acceptable to the Contracting Authority) showing the following:
 - i. Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)
 - ii. Progress of the Work against the Contractor's original Contract Plan. The form will provide the basis for planning and estimating the cost of work, and reporting actual progress and cost against the plan during contract performance.

ANNEX A
PURCHASE DESCRIPTION FOR KITCHEN TRAILER

1. SCOPE

1.1 Purpose

This purchase description covers the requirements for a 5.5 - 6.7 m (18-22 ft) towable Kitchen Trailer.

1.2 Instructions

The following instructions apply to this Purchase Description:

- a) Requirements, which are identified by the word “must”, are mandatory. Deviations will not be permitted;
- b) Requirements identified with a “will” define actions to be performed by Canada and require no action/obligation on the Contractor’s part;
- c) Where “must”, or “will” are not used, the information provided is for guidance only;
- d) In this document “provided” means “provided and installed”;
- 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 for the vehicle when requested by the Technical Authority;
- f) Metric measurements are used to define the requirement. Other measurements are for reference only and may not be exact conversions;
- g) Where a standard is specified and the Bidder has offered an equivalent, that equivalent standard must be supplied by the Bidder; and
- h) Dimensions stated as nominal are to be treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.

1.3 Definitions

The following definitions apply to the interpretation of this Purchase Description:

- a) “Equivalent” - Substitutes and alternatives that are equivalent in product, performance or a standard will be considered for acceptance by the Technical Authority where Proof of Compliance for equivalency for the respective requirement is provided for evaluation;
- b) “Vehicle” – The entire vehicle including all systems and sub-systems, in a complete manufactured state in accordance with the requirements in this Purchase Description;
- c) “Technical Authority” - The government official responsible for technical content of this requirement;
- d) “Proof of Compliance” - A document such as a brochure, a third party test report, a report generated by third party software, or a certificate of attestation signed by a senior representative of the Original Equipment Manufacturer (such as a certified engineer) indicating the performance and/or feature specified;
- e) “Gross Vehicle Weight Rating” (GVWR) - Maximum operating weight of the vehicle as stated by the manufacturer;

- f) "Gross Axle Weight Rating" (GAWR) - The value specified by the vehicle manufacturer as the load-carrying capacity of a single axle system, as measured at the tire-ground interfaces;
- g) "Curb Weight" - Empty weight (no payload included) of a fully equipped vehicle. Curb weight includes the Kitchen Trailer, Contractor supplied equipment and full liquid tanks (e.g., water, propane, etc.);
- h) "Payload" - The unencumbered carrying capacity of the vehicle (i.e., GVWR less Curb Weight); and
- i) "GFCI" - Ground Fault Circuit Interrupter.

1.4 Technical Information Questionnaire and Proposed Layout

The Bidder must:

- a) Complete the Technical Information Questionnaire for the vehicle offered at Annex C. Failure to provide specified brochures, performance analysis, drawings, curves or tables may render the proposal non-compliant. A nil response to a Technical Information Questionnaire question may be considered non-compliant. Any deviation from the purchase description must be listed in the Conformance Certificate; and
- b) Provide a proposed layout of the interior of the Kitchen Trailer with the bid. The layout must be logical in that it facilitates the timely preparation, cooking and serving of full meals for one hundred fifty (150) people. The final layout will be agreed between the Bidder and the DND Technical Authority prior to manufacturing the Kitchen Trailer.

1.5 Applicable Documents

The following documents form part of this Purchase Description. Canada will not be supplying any reference documents. Sources are as shown:

Canadian Occupational Health and Safety Regulations

Government of Canada

<http://laws-lois.justice.gc.ca/eng/acts/H-3/>

Hazardous Products Act

Government of Canada

<http://laws-lois.justice.gc.ca/eng/acts/H-3/>

SAE Handbook

www.sae.org

Motor Vehicle Safety Regulations (MVSR)

Government of Canada, Transport Canada,

<http://www.tc.gc.ca/eng/act-regulations/regulations-crc-c1038htm>

2. REQUIREMENTS

2.1 Standard Design

The vehicle must:

- a) 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) Include all components and accessories normally supplied for this application, although they may not be specifically described in this Purchase Description;
- c) Have engineering certification available for this application from the original manufacturers of major equipment, systems and assemblies;
- d) 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) Not have system and component capacities increased above published ratings (i.e., product or component brochures).

2.2 Operating Conditions

The vehicle must operate safely and efficiently on secondary roads, gravel roads, and off-road (e.g. construction sites, open fields and dirt tracks) in year round operations on snow, mud, sand and ice in temperatures ranging from -35°C to +40°C.

2.3 Safety Standards

2.3.1 Vehicle Safety Regulation

The vehicle must:

- a) Meet the provisions of the Motor Vehicle Safety Regulations (MVSR); and
- b) Have a Safety Compliance Certification Label with a National Safety Mark (NSM) as a seal of compliance or be accompanied by a Vehicle Import Form containing proof of inspection by the Registrar of Imported Vehicles.

2.3.2 Hazardous Materials

The Contractor must minimize or eliminate the use of hazardous materials, ozone depleting substances, polychlorinated biphenyls, asbestos and heavy metals (as described in the Hazardous Products Act of Canada) on the vehicle at time of delivery.

2.3.3 Human Engineering and Safety

The vehicle systems and components must:

- a) Comply with the relevant sections of the Canadian Occupational Health and Safety Regulations;
- b) Be safe and easy to use by a 95th percentile male or 5th percentile female under all operating conditions;
- c) Be equipped, where required for operator safety, with safety features such as warning and instruction plates, heat shields and protective covers over rotating/moving parts; and
- d) Be equipped with non-slip walking surfaces.

2.4 Maintainability

All maintenance and repair tasks, especially routine operator maintenance, must:

- a) Be designed for easy performance of all tasks utilizing standard tools (i.e., no special tools); and
- b) Be designed to permit a 95th percentile male or 5th percentile female (as per SAE Rule B3.9.3) to perform tasks including:
 - i. Easy access to all items that require service or maintenance; and
 - ii. Not have access panels permanently attached (i.e., no riveted plates);

2.5 Dimensions and Performance

2.5.1 Dimensions

The vehicle must have the following nominal dimensions:

- a) Body Length - 5.5 - 6.7 m (18 - 22 ft);
- b) Maximum Front Tongue Length - 1.5 m (4.9 ft);
- c) Maximum Overall Height - 388 cm (153 in) (ground to highest point);
- d) Minimum Interior Body Width - 229 cm (90 in);
- e) Minimum Interior Body Height - 244 cm (96 in);
- f) Maximum Exterior Body Width (including wheels and fender flare) - 274 cm (108 in); and
- g) Interior Floor Height (above ground) - 62.5 ± 5 cm (25 ± 2 in).

2.5.2 Performance

The Kitchen Trailer, at GVWR, must be capable of being towed at a speed of at least 105 km/h (65 mph) on a hard packed road surface.

2.6 Weight Ratings

The vehicle must have the following minimum weight ratings:

- a) Payload (food, consumables. etc.) of at least 300 kg (660 lbs);
- b) GVWR of at least 6000 kg (13,200 lbs) and no more than 9000 kg (19,800 lbs); and
- c) GAWR for each axle that comply with all provincial weight restrictions across Canada.

2.7 Construction

The Kitchen Trailer must have the following features:

- a) A fully enclosed design with insulated floors, walls and ceiling;
- b) Structural steel main frame rails and cross-members capable of supporting the Kitchen Trailer up to its maximum GVWR;
- c) Large aerodynamic radius steel corner posts, front and rear;
- d) Side wall posts of at least 25 mm (1-1/8 in) steel sections on 410 mm (16 in) centres with wide flanges for attaching the skin and interior lining;

-
- e) Exterior side skin constructed of smooth aluminum sheet, at least 0.76 mm (0.030 inch) thick, bonded or riveted to wall posts and under-structure;
 - f) Front wall posts of minimum 10-gauge steel on 410 mm (16 in) centres;
 - g) All panel joints designed to prevent the ingress of moisture;
 - h) A stone guard across the exterior front of the Kitchen Trailer that extends from the bottom of the wall to a height of at least 60 cm (24 in) made of stainless steel or aluminum checker plate; and
 - i) Aluminum fenders and mud guards as appropriate to prevent damage to the Kitchen Trailer from flying road debris.

2.8 Floor

The Kitchen Trailer floor must:

- a) Be strong enough to support the evenly distributed fitted equipment and up to four (4) personnel; and
- b) Have an internal protective floor coating or covering (e.g., non-skid spray, rubber flooring, etc.) that provides anti-slip properties in both dry and wet conditions.

2.9 Roof

The following must be provided:

- a) Pre-cambered anti-slag aluminum roof bows;
- b) A one-piece roof of aluminum or galvanized steel riveted around the perimeter to roof rails and bonded to the roof bows; and
- c) An extruded anodized aluminum or galvanized steel radius roof cove around the perimeter of the roof with an integral drip rail.

2.10 Doors/Windows

The Kitchen Trailer must have doors and windows as follows:

- a) Minimum two (2) entrance/exit doors with the following features:
 - i. Permit access to the Kitchen Trailer by personnel as follows:
 - a. Be 91-122 cm (36-48 in) wide by 183 cm (72 in) high;
 - b. Constructed of aluminum or galvanized steel with interior/exterior skins to match the walls of the Kitchen Trailer;
 - c. Stainless steel and aluminum door lock hardware with provision for locking with a padlock;
 - d. Molded rubber door seals on sides of the door; and
 - e. Device to secure the door in the full open position;
 - ii. Include a secondary screen door on the inside of the openings; and
 - iii. Include fire exit lights over the doors on the interior of the Kitchen Trailer;
- b) A serving window as follows:
 - i. Minimum 183 cm (72 in) wide by 91 cm (36 in) high;
 - ii. Include a sliding glass opening;
 - iii. Include a secondary sliding screen on the inside of the opening; and
 - iv. Include a hinged shelf on the exterior lower side of the opening as follows:
 - a. Length of the opening;
 - b. Minimum 61 cm (24 in) wide;

-
- c. Include a mechanism to secure the shelf to the side of the Kitchen Trailer when folded down for transport.

2.11 Awning

The Kitchen Trailer must have a manual operated awning as follows:

- a) Installed on the exterior of the Kitchen Trailer above the serving area;
- b) Sized to cover the entire serving window and shelf;
- c) Does not interfere with the side door; and
- d) Be a solid colour (grey, black or dark blue).

2.12 Stabilization

The Kitchen Trailer must have the following stabilization and levelling system:

- a) Simple to operate such that it permits a single trained individual to uncouple the Kitchen Trailer from the towing vehicle, level the Kitchen Trailer and prepare for use in no more than one (1) hour;
- b) A front "electric" jack with a minimum capacity of 1360 kg (3000 lbs) as follows:
 - i. Include a removable displacement pad for use on soft surfaces (such as sand) that mounts on the tongue of the Kitchen Trailer when not in use and is attached to the Kitchen Trailer with a tether cable; and
 - ii. Removable or have a feature that protects it from damage due to road contact when the Kitchen Trailer is being towed;
- c) Stabilizer levelling jacks on each corner of the Kitchen Trailer to provide a stable work environment when users are in the Kitchen Trailer (prevents tilting and rolling) as follows:
 - i. Sufficient capacity to support the GVWR of the Kitchen Trailer plus 50%;
 - ii. Include a removable displacement pad for use on soft surfaces (such as sand) that mounts on the Kitchen Trailer when not in use and is attached to the Kitchen Trailer with a tether cable;
 - iii. Removable or retractable or have a feature that protects them from damage due to road contact when the Kitchen Trailer is being towed; and
 - iv. Include a level indicator (both fore/aft and side-to-side) on each corner of the Kitchen Trailer to aid in levelling the Kitchen Trailer.

2.13 Suspension

The Kitchen Trailer must have a tandem or tridem suspension as follows:

- a) Durable independent suspension system to accommodate off-road usage;
- b) Double or triple axles with a combined rated capacity of no less than the GVWR of the Kitchen Trailer;
- c) Ground clearance at GVWR, measured from the lowest component on the frame (not including the axles), of no less than 48 cm (16 in);
- d) Capable of maintaining level ride height at GVWR with no more than 2.5 cm (1 in) of variation in height from side to side measured at the tire centreline; and
- e) Include four (4) tie-down D-rings for recovery and/or air transport, one (1) on each corner of the frame, that each have a rating of no less than 50% of the GVWR.

2.14 Brakes

The Kitchen Trailer must:

- a) Be equipped with self-adjusting electric brakes on all wheels appropriate to the GVWR of the Kitchen Trailer;
- b) Have applicable wiring for connection to the tow vehicle with a 7-pin spade connector;
- c) Have a break-away switch to engage the Kitchen Trailer brakes in case of dislocation from the towing vehicle;
- d) Have brakes powered from a dedicated battery mounted on the tongue of the Kitchen Trailer in a weather protective rigid plastic case; and
- e) Include a parking brake system that is rated to maximum GVWR of the Kitchen Trailer and is capable of holding the Kitchen Trailer in place when it is parked on a fifteen-degree slope and at its maximum GVWR.

2.15 Wheels and Tires

The Kitchen Trailer must:

- a) Be equipped with all-season radial tires that are sized and rated for the load capacity for the GVWR of the Kitchen Trailer;
- b) Not have any interference with any component of the suspension or other part of the Kitchen Trailer when loaded to GVWR and the Kitchen Trailer is being towed over uneven ground;
- c) Have each wheel equipped with a hub with external grease fitting;
- d) Have one axle equipped with an instrument to measure cumulative distance travelled in kilometers (such as an axle hub meter); and
- e) Have an external spare tire carrier on the front exterior wall above the tongue that does not interfere with normal operation of the tongue jack and the ladder, with a full-size spare tire, a locking device to secure the tire to the carrier, and all equipment required to change a tire.

2.16 Hitch

The Kitchen Trailer must:

- a) Have a tongue weight not to exceed 1950 kg (4300 lbs);
- b) Have a positive locking ball coupler hitch compatible with a 59 mm (2 5/16 in) vehicle ball hitch;
- c) One (1) seven (7) pole Recreational Vehicle style trailer to towing vehicle electrical connector;
- d) Have two (2) galvanized safety chains complete with shackles of suitable size and rating to secure the Kitchen Trailer to towing vehicle in case of hitch failure in accordance with CMVSS requirements; and
- e) Be equipped with an appropriate weight distribution and anti-sway system.

2.17 Fitted Equipment

The Kitchen Trailer must include fitted equipment to support feeding up to one hundred fifty (150) people at each meal, including the following as a minimum:

-
- a) Cooking equipment as follows:
- i. One (1) full size double stack convection oven that accepts 45.7 x 66 cm (18 x 26 in) standard baking pans;
 - ii. One (1) six (6) burner full-size gas range with oven as follows:
 - a. Nominal 91 x 69 cm (36 x 27 in) work top;
 - b. Minimum 18,000 BTU burners; and
 - c. Minimum 39,000 BTU gas oven;
 - iii. One (1) gas griddle as follows:
 - a. Minimum 60 cm (24 in) wide by full range depth;
 - b. Thermostatically controlled;
 - c. Minimum 60,000 BTU; and
 - d. Include a full spatula width front grease trough;
 - iv. One (1) electric steam table as follows:
 - a. Fits minimum five (5) standard 30 x 50 x 6 cm (12 x 20 x 2.5 in) cafeteria pans; and
 - b. Thermostatically controlled;
- b) Food preparation and cleaning equipment as follows:
- i. Stainless steel work table(s) as follows:
 - a. Combined minimum 300 cm x 60 cm (120 in x 24 in) work area; and
 - b. Stainless steel shelves above tables;
 - ii. One (1) 3-compartment stainless steel food preparation sink with each compartment minimum 46 x 46 x 30 cm (18 x 18 x 12 in); and
 - iii. One (1) stainless steel hand sink with a towel rack and soap dispenser;
- c) Ventilation hood and fire suppression:
- i. Stainless Steel (18GA) ventilation/extraction hood(s) over open cooking equipment (e.g., gas range and griddle) as follows:
 - a. Stainless steel filters;
 - b. Include an upblast ventilator as follows:
 1. Minimum 48 x 48 cm (19 x 19 in); and
 2. 1/4 HP with a 28 cm (11 in) diameter impeller;
 - ii. A fitted fire suppression system approved by the National Fire Protection Association (NFPA), Underwriters Laboratories (UL), NSF International (NSF), Transport Canada (TC) Canadian Motor Vehicle Safety Standards (CMVSS) and United States (US) Department of Transportation (DOT) or equivalent standards organizations; and
 - iii. Minimum one (1) hand-held K-12 extinguisher.

2.18 Heating, Ventilation and Air Conditioning (HVAC)

The Kitchen Trailer must have an HVAC system that is capable of maintaining a comfortable interior working environment (20±5 °C) for operations in exterior operating temperatures of -30 °C to +40 °C.

2.19 Propane System

The Kitchen Trailer must have a propane system as follows:

- a) Dual 13.6 kg (30 lb) propane tanks mounted in a protective enclosure on the tongue of the Kitchen Trailer;
- b) Include all piping and associated equipment (e.g., tank pigtail to system piping, regulator, etc.) to provide propane to all interior fitted equipment as required;
- c) Two (2) external propane hook-ups as follows:
 - i. 3/8 in quick-connect fitting;
 - ii. Safety shut-off valve suitable for LP propane; and

-
- iii. Protected from damage within an enclosure with a lockable access cover.

2.20 Water System

The Kitchen Trailer must have a water system as follows:

- a) Minimum 60 litre (13.5 Imperial Gallon) potable water holding tank;
- b) All fittings and pump(s) required to supply water to fitted equipment and sinks as required;
- c) External hook-up for a 1.9 cm (0.75 in) food-grade fresh water hose to connect to an external water source as follows:
 - i. Heated to prevent freezing; and
 - ii. Protected from damage within an enclosure with a lockable access cover;
- d) Tank-less propane "on demand" hot water heater with a capacity of at least five (5) gallons per minute; and
- e) Grey water storage tank as follows:
 - i. Minimum 267 litres (60 imperial gallon) capacity;
 - ii. External hook-up for disposal as follows:
 - a. Nominal 5 cm (2 in) PVC connection protected from damage within an enclosure with a lockable access cover;
 - b. Quantity one (1) 5 cm (2 in) flexible disposal hose, minimum 3 m (10 ft) long.

2.21 Electrical and Lighting

The Kitchen Trailer must have an electrical and lighting system as detailed in the following sections.

2.21.1 Power Sources

The Kitchen Trailer must be capable of receiving power from the following sources:

- a) The towing vehicle (12 VDC) for charging the battery for the brake system;
- b) An external 120 VAC 60 Hz 50 Amp source (electrical power grid or generator); and
- c) An external 240 VAC 60 Hz 50 Amp source (electrical power grid or generator) via a fitted 240 VAC to 120 VAC converter.

2.21.2 Power Management

The Kitchen Trailer power management system must be capable of:

- a) Switching automatically between the sources of supply, with the external 120/240 VAC source being the preferred source of supply;
- b) Operating the Kitchen Trailer equipment and lighting systems whenever a source of power is available; and
- c) Charging the Kitchen Trailer battery system whenever an external source of supply is available;

2.21.3 Interior Electrical

The Kitchen Trailer must have an internal electrical system as follows:

- a) System breakers and miscellaneous components located in a weather protected "sub-panel" box as follows:
 - i. Located on interior of the Kitchen Trailer at least 122 cm (48 in) above the floor;
 - ii. Rated at 125 Amp (minimum);

-
- iii. Flush mounted with an access door; and
 - iv. Include at least 6 empty slots to permit expansion;
- b) Include six (6) 120 VAC (GFCI) double receptacles as follows:
- i. Distributed around the perimeter of the work area as agreed with the DND Technical Authority;
 - ii. Each receptacle to have a dedicated 15 Amp breaker;
 - iii. Each receptacle capable of providing 1800 watts of power; and
 - iv. 15 Amp receptacle breakers connected to a one (1) main 30 Amp breaker in the sub-panel.

2.21.4 Interior Lighting

The Kitchen Trailer must have the following internal lights:

- a) Lighting in accordance with Canadian Food Inspection Agency as follows:
 - i. Does not alter the color of food;
 - ii. Light bulbs and fixtures are of a safety type and/or protected to prevent contamination of food in case of breakage; and
 - iii. Minimum 220 lux (20 foot candle) illumination measured at the work surfaces;
- b) Controlled by a single switch as follows:
 - i. Connected to 15 Amp (minimum) GFCI breaker; and
 - ii. Located on the interior by the door 122 cm (4 ft) above the floor.

2.21.5 Exterior Lighting

The Kitchen Trailer must:

- a) Utilize LED external lights for all body lighting including warning lights, clearance lights, backup, turn-signal and brake lights in compliance with Transport Canada requirements;
- b) Include two (2) exterior 500 Watt quartz halogen (or equivalent LED) flood lights as follows:
 - i. One (1) located forward of the serving area and the other located on the rear side of the serving area;
 - ii. Only be operational when the Kitchen Trailer is connected to an external power source;
 - iii. Controlled by a single switch as follows:
 - a. Connected to 15 Amp breaker; and
 - b. Located on the interior by the door 122 cm (4 ft) above the floor.

2.21.6 Generator

The Kitchen Trailer must include a generator as follows:

- a) Gas-powered generator as follows:
 - i. Output: Minimum 7000 Watts (running) 9000 Watts (surge for starting); and
 - ii. Noise Level Rating: Maximum 72 dB;
- b) Installed in accordance with the OEM instructions for the generator;
- c) Include a dedicated external 30 litre (6.6 Imperial gallon) fuel tank mounted higher than the intake of the fuel pump in order to gravity feed the pump, and include a filler neck and a filler cap to allow filling of the tank with removal of the filler cap only;
- d) Include the appropriate exhaust pipe for the installation;
- e) Mounted in the Kitchen Trailer in such a way as to provide access for routine preventive maintenance without removing it from the Kitchen Trailer;

- f) Be located as far to the front of the Kitchen Trailer as possible;
- g) Be accessible from the side of the Kitchen Trailer through a lockable access panel with a mechanism to lock the door in the fully open position;
- h) Include a bottom cover to protect the generator from road debris that is removable to permit maintenance; and
- i) Have main and backup attachment systems to prevent the generator from falling while being towed.

2.21.7 Miscellaneous Electrical

The Kitchen Trailer must be provided with the following:

- a) A 12 VDC trickle charger/battery maintainer capable of charging an Absorbed Glass Material (AGM) type battery;
- b) A 240 VAC to 120 VAC converter;
- c) A 120/240 VAC Recreational Vehicle style Hubbell 50 Amp twist lock weather protected power source connection on the exterior of the Kitchen Trailer;
- d) A 15 m (50 ft) SOOW cable that is 10 gauge, 5 wire with 120/240 VAC Hubbell twist-lock (or equivalent) 30 Amp twist lock male and female ends;
- e) A 1 m (3 ft) SOOW extension cable that is 10 gauge, 3 wire with a female Hubbell twist-lock (or equivalent) 120/240 VAC, 50 Amp connector on one end and a 120 VAC 50 Amp male Hubbell twist-lock (or equivalent) connector for connecting to an external 120 VAC outlet. (Note: Only L1, neutral and ground will be utilized on the female twist lock connector; and
- f) A secure dedicated storage location for the above that is protected from the elements.

2.22 Special Tools and Test Equipment (STTE)

The Kitchen Trailer must be equipped with all STTE required to perform routine maintenance and emergency repairs. Standard mechanic's hand tools are not considered STTE.

2.23 Paint

The following paint procedure must be followed for the Kitchen Trailer:

- a) The exterior painted in accordance with the paint manufacturer's recommendations, rendering a durable finish and a smooth appearance free from runs, sag and orange peel;
- b) The standard range of available paint colours for the type of trailer being offered. The final paint color(s) will be determined at Contract Award;
- c) Non-ferrous metals (e.g., aluminum) anodized where exposed to the environment; and
- d) A phosphate treatment plus primer or an E-coat system on all ferrous metals, followed by a minimum of one coat of paint and a clear coat.

2.24 Corrosion Protection System

The following must be provided for the Kitchen Trailer:

-
- a) Aftermarket rust proofing provided in addition to standard factory rust proofing. The treatment date will be directed by the Technical Authority to optimize seasonal rust prevention benefits. If not demanded prior to delivery, a pre-paid certificate authorizing treatment at an aftermarket outlet must be provided with the Kitchen Trailer;
 - b) Metal surfaces treated with a rust preventive oily film product having the following properties;
 - i. Moisture displacing;
 - ii. Creeping (capillary action);
 - iii. Low solvent content;
 - iv. Compatibility with rubbers, plastics and all other materials used in automotive construction;
 - v. Nontoxic; and
 - vi. Minimal dripping;
 - c) The application includes, but is not limited to, enclosed and boxed-in sections, seams, mouldings, crevices, weld points, underbody and exposed exterior brackets.

2.25 Corrosion Resistant Materials

The Kitchen Trailer must:

- a) Be provided with stainless steel, zinc plated, hot dipped galvanized or aluminium rivets; and
- b) Be designed to prevent galvanic corrosion.

2.26 Identification

The following information must be permanently affixed on an attached plaque in a conspicuous and protected location on the tongue of the Kitchen Trailer:

- a) The manufacturer's name, model number, serial number and model year; and
- b) The GVWR and GAWR ratings (as applicable).

2.27 Vehicle Delivery Condition

The Kitchen Trailer must be delivered to destination in a fully operational condition (serviced and adjusted) and both the interior and exterior must be cleaned. If the Kitchen Trailer requires assembly at destination, the Contractor is responsible for all manpower and equipment to perform assembly. The consignee will provide the area required for assembly. For shipment verification, all items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose with the Kitchen Trailer, must be listed on the shipping certificate or to an attached packing note.

2.28 Manual Storage

The following must be provided:

- a) A dedicated weather protected storage location within the Kitchen Trailer for the operator and maintainer manuals; and
- b) A plastic document holder for the Kitchen Trailer registration document.

3. DELIVERABLE INFORMATION

The Contractor must provide the following Deliverable Information:

Element	Format	TA	Each vehicle
Manuals	Digital	X	X
	Paper		X
Warranty Letter	Digital	X	X
Data Summary	Digital	X	
Photographs	Digital	X	
Dimensioned Drawing	Digital	X	X
Special Tool List	Digital	X	
Preventive Maintenance Replacement Parts Kit List	Digital	X	
Recommended Spare parts List	Digital	X	

- a) Manuals – The following manuals in both hard copy and electronic (MS Word or PDF) bilingual (English and French) format must be provided:
 - i. Operator's Manual – Kitchen Trailer operator's manual including the following information:
 - a. General overview of the Kitchen Trailer including features;
 - b. Instructions for the safe operation of the Kitchen Trailer including electrical systems and braking systems;
 - c. Safe towing practices and Kitchen Trailer towing specifications;
 - d. Safe tire changing procedures;
 - e. Daily operator maintenance instructions/checks (including lubrication);
 - f. Safety Warnings; and
 - g. Any other operator familiarity items required;
 - ii. Maintenance (Shop Repair) Manual - Maintenance (Shop Repair) Manual including the following information:
 - a. Overview and illustrations showing all components of the Kitchen Trailer including fitted equipment, suspension system and accessories from other manufacturers that are supplied against the requirements of the Contract. The illustrations must have numbers for the itemization of the parts;
 - b. A listing for all itemized parts showing the manufacturer's part numbers (including Original Equipment Manufacturer's) of the illustration, the part name and a brief description of the item;
 - c. Cross reference relating all part numbers (including Original Equipment Manufacturer's) to the correct figure and item number;
 - d. Scheduled preventive maintenance requirements;
 - e. A trouble shooting guide, showing the steps and tests required to determine the exact cause of a problem and an explanation of what steps would be required to correct a problem; and
 - f. A listing of the necessary tolerances, torque levels, fluid volumes required;
 - iii. Fitted Equipment Manuals - OEM user manuals for all fitted equipment (e.g., cooking equipment, ventilation hood and fire suppression system, HVAC systems, etc.);
- b) Warranty Letter – The Kitchen Trailer must be warranted against manufacturer's defects for a period of at least five (5) years on major components. The Warranty Letter in electronic (PDF) bilingual format must include the following:
 - i. A list of all Canadian designated warranty service providers that will honour the warranty for the equipment and attachments (if applicable) including the contact person and phone number at each warranty service provider;
 - ii. Additional warranty coverage of sub-systems and a copy of the warranty letter from each sub-system's Original Equipment Manufacturer (OEM);
 - iii. Warranty period as negotiated in the contract; and

-
- iv. Contractor contact information, name and phone number, for warranty support;
- c) Data Summary - Data Summary for each vehicle by completing the Technical Authority's template;
- d) Photographs - Photographs of each vehicle delivered to include:
- i. Photographs in colour, taken against a plain background, and in digital JPEG format with a minimum 10-megapixel resolution;
 - ii. One left front three-quarter view;
 - iii. One right rear three-quarter view; and
 - iv. Interior pictures that provide an overview of the installed equipment;
- e) Dimensioned Drawing - One side and front view dimensioned drawing showing the overall dimensions of the vehicle;
- f) Special Tools List - An itemized list of specific special tools required for the servicing and repair of the vehicle including:
- i. Item name;
 - ii. Contractor's part number;
 - iii. Manufacturer's part number (OEM);
 - iv. Quantity recommended per vehicle;
 - v. Unit price; and
 - vi. Unit of issue;
- g) Preventive Maintenance Replacement Parts Kit List - A list detailing the parts that are required to perform preventive maintenance on the vehicle for a period of twelve (12) months including:
- i. Item name;
 - ii. Contractor's part number;
 - iii. Manufacturer's part number (OEM);
 - iv. Manufacturer's NATO Supply code (NCAGE) or name and address;
 - v. NSN (NATO Stock Number) (if known);
 - vi. Quantity per vehicle;
 - vii. Unit price; and
 - viii. Unit of issue;
- h) Recommended Spare Parts List - A list detailing the spare parts deemed necessary to maintain the vehicle for a period of twelve (12) months, exclusive of any warranty period, including:
- i. Item name;
 - ii. Contractor's part number;
 - iii. Manufacturer's part number (OEM);
 - iv. Manufacturer's NATO Supply code (NCAGE) or name and address;
 - v. NSN (NATO Stock Number) (if known);
 - vi. Quantity per vehicle;
 - vii. Unit price; and
 - viii. Unit of issue;
- i) Safety Recalls and Servicing Data - The following information must be provided to the Customer location, on a continuing basis, throughout the life expectancy of the vehicle (10 years):
- i. Safety recalls;
 - ii. Manufacturer's technical service bulletins; and
 - iii. This service can be made available as an Internet Service.

**ANNEX B
PRICING SCHEDULE**

Item No.	Description	Quantity	Delivery Address	Delivery Date	Firm Unit Price	Extended Price
01	Kitchen Trailer	4	Within 250km of the National Capital Region (<i>complete address to be provided at contract award</i>)	_____ DD/MM/YYYY		
Optional Quantity – Can be exercised within twelve (12) months after contract award						
02	Kitchen Trailer	1	Within 300km of the National Capital Region (<i>complete address to be provided at contract award</i>)	_____ DD/MM/YYYY		
						Sub-total
						Applicable tax (%)
						TOTAL

ANNEX C
MANDATORY TECHNICAL INFORMATION QUESTIONNAIRE

Purpose

This Annex covers technical information to be supplied by each Bidder. This information is required by the Technical Authority for technical assessment of equipment offered.

Instructions

Bidders will be assessed in accordance with the criteria detailed in this Annex. In the Compliance Matrix, the Bidder must indicate compliance (Yes/No) for each item and provide a reference (e.g., page number, section, etc.) in the bid where information pertaining to compliance can be found. Note that by circling "No" to any one compliance item may result in the bid being deemed non-compliant and given no further consideration.

PURCHASE DESCRIPTION PARAGRAPHS

The paragraph numbers referenced refer to the paragraphs in the Purchase Description (Annex A) and not to those within this Annex.

Annex A Para	Description	Compliant Circle One	Bid Reference
2.1	Standard Design: Make/Model: Model Year:	Yes / No	
2.2	Operating Conditions	Yes / No	
2.3.1	Vehicle Safety Regulations Origin of Manufacture: (Canada or foreign)	Yes / No	
2.3.2	Hazardous Materials	Yes / No	
2.3.3	Human Engineering and Safety	Yes / No	
2.4	Maintainability	Yes / No	

2.5.1	Dimensions: Body Length: Front Tongue Length: Overall Height: Interior Body Width: Interior Body Height: Exterior Body Width: Interior Floor Height:	Yes / No	
2.5.2	Performance: Hard Packed Road Towing Speed:	Yes / No	
2.6	Weight Ratings: Payload: GVWR: GAWR (each axle):	Yes / No	
2.7	Construction	Yes / No	
2.8	Floor	Yes / No	
2.9	Roof	Yes / No	
2.10	Doors/Windows Access Door Size: Serving Window Size:	Yes / No	

2.11	Awning	Yes / No	
2.12	Stabilization		
	Front Electric Jack Capacity:	Yes / No	
	Stabilizer Levelling Jack Capacity (each):		
2.13	Suspension	Yes / No	
2.14	Brakes	Yes / No	
2.15	Wheels and Tires		
	Tire Size and Load Rating:	Yes / No	
2.16	Hitch	Yes / No	
2.17	Fitted Equipment	Yes / No	
2.18	HVAC	Yes / No	
2.19	Propane System	Yes / No	
2.20	Water System	Yes / No	
2.21.1	Power Sources	Yes / No	
2.21.2	Power Management	Yes / No	
2.21.3	Interior Electrical	Yes / No	
2.21.4	Interior Lighting	Yes / No	
2.21.5	Exterior Lighting	Yes / No	
2.21.6	Generator	Yes / No	

2.21.7	Miscellaneous Electrical	Yes / No	
2.22	Special Tools and Test Equipment	Yes / No	
2.23	Paint	Yes / No	
2.24	Corrosion Protection System	Yes / No	
2.25	Corrosion Resistant Materials	Yes / No	
2.26	Identification	Yes / No	
2.28	Manual Storage	Yes / No	

Conformance Certificate - If the vehicle and equipment offered do not conform exactly to the requirements of the purchase description, any deviation must be listed below.

If there are no deviations, the Bidder must indicate below by checking the box:

☐ **NO DEVIATIONS**

Firm Name:

Address:

Bidder Representative:

Title:

Telephone Number:

Signature and Date:

ANNEX D
KITCHEN TRAILER FACTORY ACCEPTANCE MATRIX

The following matrix will be used by the Technical Authority during the acceptance of the Kitchen Trailer

Contractor Information

Contractor Name: _____

Acceptance Date: _____

Acceptance Location: _____

Technical Authority: _____

PD Reference	PD Requirement	PD Requirement Met	Technical Authority Comments
2.1	Standard Design: Make/Model: Model Year:	Yes / No	
2.2	Operating Conditions	Yes / No	
2.3.1	Vehicle Safety Regulations Origin of Manufacture: (Canada or foreign)	Yes / No	
2.3.2	Hazardous Materials	Yes / No	
2.3.3	Human Engineering and Safety	Yes / No	
2.4	Maintainability	Yes / No	

2.5.1	Dimensions: Body Length: Front Tongue Length: Overall Height: Interior Body Width: Interior Body Height: Exterior Body Width: Interior Floor Height:	Yes / No	
2.5.2	Performance: Hard Packed Road Towing Speed:	Yes / No	
2.6	Weight Ratings: Payload: GVWR: GAWR (each axle):	Yes / No	
2.7	Construction	Yes / No	
2.8	Floor	Yes / No	
2.9	Roof	Yes / No	
2.10	Doors/Windows Access Door Size: Serving Window Size:	Yes / No	

2.11	Awning	Yes / No	
2.12	Stabilization		
	Front Electric Jack Capacity:	Yes / No	
	Stabilizer Levelling Jack Capacity (each):		
2.13	Suspension	Yes / No	
2.14	Brakes	Yes / No	
2.15	Wheels and Tires		
	Tire Size and Load Rating:	Yes / No	
2.16	Hitch	Yes / No	
2.17	Fitted Equipment	Yes / No	
2.18	HVAC	Yes / No	
2.19	Propane System	Yes / No	
2.20	Water System	Yes / No	
2.21.1	Power Sources	Yes / No	
2.21.2	Power Management	Yes / No	
2.21.3	Interior Electrical	Yes / No	
2.21.4	Interior Lighting	Yes / No	
2.21.5	Exterior Lighting	Yes / No	
2.21.6	Generator	Yes / No	

2.21.7	Miscellaneous Electrical	Yes / No	
2.22	Special Tools and Test Equipment	Yes / No	
2.23	Paint	Yes / No	
2.24	Corrosion Protection System	Yes / No	
2.25	Corrosion Resistant Materials	Yes / No	
2.26	Identification	Yes / No	
2.28	Manual Storage	Yes / No	

ANNEX E to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only)