



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA

Ontario

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services 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, services, and construction listed herein and on any
attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services
Gouvernementaux 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, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Trailers Remorques	
Solicitation No. - N° de l'invitation F2311-200018/C	Date 2022-02-24
Client Reference No. - N° de référence du client F2311-20-0018	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-532-8624	
File No. - N° de dossier KIN-1-56001 (532)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-03-17 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gagnon, Mathieu	Buyer Id - Id de l'acheteur kin532
Telephone No. - N° de téléphone (343) 571-8220 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Fisheries and Oceans Canada Sea Lamprey Control Centre 1219 Queen Street East Sault Ste Marie, ON P6A 2E5	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

This bid solicitation cancels and supersedes previous bid solicitation number F2311-200018/B dated October 8, 2021 with a closing of October 27, 2021 at 14:00 EDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

1.1 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

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 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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 or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids - epost only

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.oreceptiondessomissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hard copy to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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.

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Bids transmitted by facsimile or hard copy will not be accepted.

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

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 in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

If “Annex C: 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

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SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation: 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.

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.

4.1.1 Technical Evaluation

Bidders are requested to provide the necessary documentation to support compliance with this requirement.

To demonstrate proof of compliance, bidders are requested to submit brochures and/or technical literature.

Canada will evaluate only the documentation provided with the bidder's bid. Canada will not evaluate references to Web sites to find additional information not submitted with the bid.

4.1.2 Financial Evaluation

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

The Bidder's Firm Unit Prices will be multiplied by the quantity to calculate the extended Firm Unit Price. The evaluated price is the total of all Extended Firm Unit Price(s).

4.2 Basis of Selection

- 4.2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price 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 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.

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.

5.2 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 section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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](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#>).

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.

5.2.3 Additional Certifications Precedent to Contract Award

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5.2.3.1 Board of Directors Certification

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete "Annex D" Additional Certification Information 1. Board of Directors.

5.2.3.2 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete "Annex D" Additional Certification Information 2. Procurement Business Number (PBN).

Suppliers may register for a PBN online at [Supplier Registration Information \(SRI\)](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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 the Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

SACC Manual Clause 2010A (2021-12-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Subsection 32 of 2010A, General Conditions – Goods (Medium Complexity), is added as follows:

2010A 32 (2021-11-04) Anti-forced labour requirements

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the Customs Tariff – Schedule (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the Customs Tariff – Schedule as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
 - a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US Trade Facilitation and Trade Enforcement Act (TFTEA) of 2015; or

- b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the Criminal Code or the Immigration and Refugee Protection Act:
- Criminal Code*
- i. section 279.01 (Trafficking in persons);
 - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
 - iii. subsection 279.02(1) (Material benefit - trafficking);
 - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
 - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
 - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or
- Immigration and Refugee Protection Act*
- vii. section 118 (Trafficking in persons).
5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
- i. in the case of a conviction, whether the court acted within its jurisdiction;
 - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
 - iii. whether the court's decision was obtained by fraud; or
 - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from award date of Contract to December 31, 2022 inclusive.

6.4.2 Delivery Date

While delivery is requested by October 31, 2022, the best delivery that could be offered is _____.

6.4.3 Shipping Instructions – Delivery Duty Paid

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

Incoterms 2010 "Delivered Duty Paid", Sault Ste Marie ON P6A 2E5

6.4.4 Delivery Points

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Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Mathieu Gagnon**
Title: Intern Supply Officer
Directorate: Kingston Procurement – Ontario Region
Public Services and Procurement Canada
Address: 86 Clarence Street, 2nd Floor
Kingston ON K7L 1X3
Telephone: (343) 571-8220
E-mail: mathieu.gagnon2@tpsgc-pwgsc.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 (To be completed at Contract Award)

The Technical Authority for the Contract is:

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 bidder)

General enquiries:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

Delivery follow-up:

Name: _____

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

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 unit prices, as specified in Annex "B", for a cost of \$ _____ (**insert the amount at contract award**). 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)

6.6.3 Single Payment

SACC Manual Clause H1000C (2008-05-12)

6.6.4 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

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.

6.9 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 wordings 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](#) (2021-12-02), General Conditions – Goods (Medium Complexity);
- (c) Annex A - Requirement;
- (d) Annex B - Basis of Payment;
- (e) The Contractor's bid dated _____

6.11 SACC Manual Clauses

SACC Manual Clause [A9068C](#) (2010-01-11), Government Site Regulation

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

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

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.13 Inspection and Acceptance

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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.

ANNEX A: REQUIREMENT

1. Objective

Fisheries and Oceans Canada is the lead federal agency responsible for ensuring we meet our commitment to the Convention on Great Lakes Fisheries. We do this by delivering the Sea Lamprey Control Program (SLCP). In fulfillment of this legislated mandate, the SLCP has operational requirements for travel and maintaining remote work sites near streams tributary to Lake Ontario and the Canadian side of Lakes Erie, Huron and Superior. The object of this project is to modernize existing and aging equipment that are becoming more costly and difficult to maintain in order to satisfy Ontario Motor Vehicle Inspection requirements for commercial trailers.

2. Background

Office Trailers

The office trailers are used by two crews each having 16-20 people. We travel about 80 nights per year and work on rivers around the Great Lakes. We need to have an office with each crew to deliver schedules, administrative tasks, coordinate among supervisors and staff, etc. We are a mobile work crew. We install counters and shelving in each trailer along the man-door and rear walls to support office work. The supervisors and staff need a central location at each work area.

Utility Trailer

The utility trailer is a mobile workshop and equipment carrying trailer. It has all of our tools, PPE supplies, boat motors, 40 pumps, 80 batteries, gas cans and everything from paper towels to nuts and bolts. It has work counter tops so we can maintain our own equipment including our large fleet of about 11 vehicles, 1-2 ATVs, 1 UTVs and several boats per crew.

3. Scope

Any requirements, specifications, and other indications in this Statement of Requirement pertaining to the utility and office trailers also pertain to each individual component of the trailers, whether they are acquired together as a complete package, individually or in any other combination.

4. Applicable Standards and Regulations

The office and utility trailers must conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture. International equivalent laws, regulations and industrial standards will be accepted only if certified for equivalency by a Professional Engineer.

The following standards and specifications apply to the office and utility trailers:

- I. ASTM A123/A123M-09, Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products;
- II. ASTM A143/A143M-07 (2014) Standard Practice for Safeguarding Against Embrittlement of Hot-Dip Galvanized Structural Steel Products and Procedure for Detecting Embrittlement;
- III. ASTM A153/153M-16a, Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel hardware;
- IV. ASTM A384/A384M-07 (2019) Standard Practice for Safeguarding Against Warpage and Distortion During Hot-Dip Galvanizing of steel Assemblies;

- V. ASTM A385/A385M-17 Standard Practice for Providing High-Quality Zinc Coatings (Hot-Dip);
- VI. ASTM A413/A413M-07 (2012), Standard Specification for Carbon Steel Chain;
- VII. ASTM A653/A653M-19a, Standard Specification for Steel sheet, zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process;
- VIII. ASM A780/A780M-09 (2015) Standard Practice for Repair of Damaged and Uncoated Areas of Hot-Dip Galvanized Coatings;
- IX. C.R.C., c. 1038, Motor Vehicle Safety Regulations;
- X. CSA C22.1, Canadian Electrical Code;
- XI. CSA W47.1-09, Certification of Companies for Fusion Welding of Steel;
- XII. CSA W47.2-11, Certification of Companies for Fusion Welding of Aluminum;
- XIII. CSA W59.2-18, Welded Steel Construction;
- XIV. ISO 3834-2:2005 Quality requirements for fusion welding of metallic materials – Part 2: Comprehensive quality requirements;
- XV. R.S.C., 1985, c.H-3, Hazardous Products Act;
- XVI. SAE J534 – Lubrication Fittings;
- XVII. S.C. 1993, C. 16, Motor Vehicle Safety Act;
- XVIII. SOR/86-304, Canada Occupational Health and Safety Regulations;
- XIX. TP 14117, Trailers: Federal Lighting Equipment Location Requirements; and

Supersedence

Unless otherwise specified by Canada, any amendment issued to the documents specified in Section 4 must reflect the version in effect on the date of Contract Award.

5. Requirement

1. The contractor must provide one utility trailer as per attached specification.
2. The contract must provide two office trailers as per attached specification.
3. Delivery Address:
 - Fisheries and Oceans Canada
 - Sea Lamprey Control Centre
 - 1219 Queen Street East
 - Sault Ste Marie ON P6A 2E5

Requirement: One Utility Trailer Specifications

General Considerations

The utility trailer must be able to be registered and pass a Motor Vehicle Safety (MVS) inspection in any Province or Territory in Canada as delivered without any additional costs to Canada.

The Contractor must standardize the equipment, fittings, fasteners, hardware, attachments and fabrication methods used in the utility trailer to minimize the number of unique spares. Identical components must be used in the utility trailer following Canada's design acceptance.

All equipment must be installed per the OEM installation recommendations.

A. Operational Requirements

The utility trailer must meet the following operational requirements:

A.1	The utility trailer must be fully operational in air temperatures ranging from -40°C to +40°C and subjected to rain, sleet, snow and ocean spray during transportation, operational deployment and storage.
A.2	The utility trailer must be deployable by road anywhere in Canada in support of Fisheries and Oceans operations, including on highways, secondary roads, gravel, dirt roads and grass field terrain in year-round conditions (snow, rain, ice).
A.3	The utility trailer must operate with a full payload on highways and secondary roads at speeds of at least 100 km/h, on gravel roads a speeds of at least 40 km/h, and moderate cross-country speeds of up to 5 km/h.
A.4	The utility trailer must be able to follow the towing vehicle without weaving or side sway.
A.5	The utility trailer must provide horizontal articulation up to 60° without interference with the towing vehicle.
A.6	The utility trailer must have a permanently affixed National Safety Mark (NSM) label.

Trailer Construction Requirements

B. Trailer Construction and Exterior Construction

The utility trailer must meet the following exterior and layout requirements:

B.1 Trailer

B.1.1	The utility trailer must be designed to carry a maximum payload of 3175 kg.
B.1.2	The Gross Vehicle Weight Rating (GVWR) must be between 4082 and 4535 kg.
B.1.3	The utility trailer must be constructed with a tandem torsion axles to support the GVWR of the trailer.
B.1.4	The dimensions of the utility trailer must be such that it will be towable anywhere in Canada without any need for oversize or overweight permits.
B.1.5	The utility trailer must be equipped with conventional trailer hitch styles and meet CMVSS standards. The standard hitch coupler must be designed to attach to a 2 5/16-inch trailer ball for the conventional trailer.
B.1.6	When loaded with the minimum payload defined in B.1.1, in a manner where the load is distributed evenly throughout the length of the trailer, the tongue weight produced on the tow vehicle must be: limited to a minimum of 10% and maximum of 15% of the trailer GVW for the conventional hitch trailer.

B.1.7	The utility trailer must have a protective undercoating to protect against corrosion.
B.1.8	The utility trailer must be designed and constructed to support the full GVWR of the trailer and all live loads that could apply during storage, deployment, or when operating at highway speeds in Canada.
B.1.9	The utility trailer must be equipped with 5 tires with a total combined weight capacity greater than the GVWR. Tire selection and marking are subject to Canada's acceptance.
B.1.10	The utility trailer must be equipped with galvanized steel trailer rims that are powder coated and rated for payload.
B.1.11	The utility trailer must be equipped with heavy-duty, flexible and replaceable rear mud flaps.
B.1.12	A spare tire assembly must be mounted in the floor of the utility trailer and ready for service identical to the other tire assemblies furnished with the utility trailer.
B.1.13	A wheel lug nut wrench that fits the utility trailer's lug nuts must be provided.
B.1.14	The utility trailer must be equipped with an electric brake system with capacity to handle the GVWR of the trailer.
B.1.15	The utility trailer must be equipped with a breakaway kit with the capacity to handle the GVWR of the trailer and interact with the brake system.
B.1.16	The utility trailer must be fitted with a permanently affixed and weatherproof documentation holder on the tongue.
B.1.17	The utility trailer must be fitted with at least two steel Grade 70 chains to attach to each side of the tow vehicle hitch, complete with clevis hooks and latch connectors on their free ends. The safety chains and connectors must be sized and rated for the GVWR of the utility trailer. They must be at least 30 inches in length and adjustable.
B.1.18	The conventional hitch trailer must be fitted with an electric tongue jack to lift and support the tongue with a full payload. The tongue jack must: <ul style="list-style-type: none"> • Be suitable for the GVWR of the trailer. • Be able to lift and lower the trailer drawbar for the hitch coupler to rise a minimum of 4 inches above its height level. The jack must be installed in a manner such that its movement is not impeded by any part of the utility trailer. • Have a 12 inch extended tongue (from front wall to front of couple). • Be fitted with a footplate or sandpad.
B.1.19	The utility trailer must be fitted with adjustable drop legs in the front and back corners of the trailer frame.
B. 1.20	The utility trailer must have a bed liner applied to the A-frame.

B.2 Exterior

B.2.1	The utility trailer exterior sides must be constructed from 0.030 smooth aluminum sheet metal (white).
B.2.2	The utility trailer must have a roof that is: <ul style="list-style-type: none"> • Made of a single piece aluminum top wrap and; • Of a type that may be dictated by payload and trailer rating (i.e. flat or dome).
B.2.2	The utility trailer exterior must be designed to prevent any water seepage into the trailer.
B.2.3	The roof must be designed with frame members to accommodate all loads that would be expected in conditions year-round while stored outside in Canada (i.e. snow and wind loads).
B.2.4	The roof must be able to shed water and ice.
B.2.5	The utility trailer must have one curbside door near the front that measures 32" x 78" with no window. The door must have a means to be permanently locked from the outside (i.e. lock or key).
B.2.6	The forward door must have retractable or pull out steps, and a grab handle near the door. The door must open from the outside and inside with the use of a fitted latch or handle.
B.2.7	The trailer must have double swing rear doors (barn doors) that maximizes the use of the rear of the trailer's dimensions. The rear double doors must have a cam lock appropriate for the width of the trailer and the

	height of the door.
B.2.8	All doors must be fitted with hold open devices that secure them in the fully open position.
B.2.9	All access points (i.e. ramp and door) and vents must form a water-tight seal when closed.
B.2.10	Any steps must support 400 lbs. and meet the OHS requirements.
B.2.11	The utility trailer must have two 14-inch roof vents that can be manually opened and closed from the inside and that are located along the center line of the roof and approximately equal spaced (example at 1/3 and 2/3 of the trailers length) . These vents should be covered to prevent precipitation from coming in when they are open and protect them while in motion. There should be at least two passive side vents on opposite upper corners of the trailer.
B.2.12	All vents must be fitted with screens on the inside of the trailer to inhibit ingress of any insects or animals.

B.3 Identification and Markings

B.3.1	The utility trailer must be provided with a rear mounted and recessed (and protected from damage) license plate holder.
B.3.2	<p>The trailer must have the following permanently affixed labels located in a conspicuous and protected location:</p> <ul style="list-style-type: none"> • Manufacturer's name, model and serial number; • Manufacturer's VIN; • The trailer's capacity rating on the drawbar; • The product identifier. <p>All warning and instruction labels must be in bilingual format or ISO 3864-1 and ISO 3864-2 symbol format.</p>
B.3.3	Any equipment or part of the utility trailer that has a safe working load limit, maximum capacity or load rating must have that number labeled with an engraved aluminum plate unless otherwise specified by Canada.
B.3.4	<p>The product identifier must comply with the following format:</p> <ul style="list-style-type: none"> • ABCD-DD-MM-YYYY-Manufacturer's Serial # • ABCD represents four letters to be chosen by the manufacturer to represent their company name. • DD-MM-YYYY represents the date of manufacture. • All text must be a Sans Serif typeface of at least 1 cm in height.

C. Trailer Interior and Layout

The utility trailer must meet the following interior and layout requirements:

C.1	The utility trailer storage space must have a maximum width of 8.5 ft.
C.2	The utility trailer storage space must have a maximum length of 24 ft., excluding the length of a wedge nose (if that is the type of trailer proposed).
C.3	The utility trailer storage space must have a height between 78 inches and 84 inches.
C.4	The utility trailer body floor must be at the lowest level permitted by the chassis/body, and must be level throughout, not including wheel well protrusions.
C.5	The floor must have protective trim to prevent dirt or fluid seepage under the floor and walls.
C.6	The floor must be fitted with pressure-treated plywood 3/8 to 3/4-inch thickness, and designed to be easy to clean and not absorb water or recovered oil products.
C.7	All wall surfaces must be easy to clean and reinforced to withstand loads that occur during transportation or working operations (i.e. shifting of heavy metal and wood objects). At a minimum the walls must be reinforced with ½-inch pressure-treated plywood, with an aluminum layer above. Wall construction will be subject to review and approval of Canada prior to fabrication.
C.8	The utility trailer must have insulated sidewalls and ceiling throughout the interior.

C.9	The utility trailer must have deluxe interior white walls and white vinyl ceiling.
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D. Electrical / Lighting Requirements

The utility trailer must meet the following electrical and power system requirements:

D.1 General Requirements

D.1.1	The utility trailer must function with a tow vehicle operating with 12 volt electrical systems.
D.1.2	The utility trailer must be fitted with a 7-way blade electrical connector.
D.1.3	All utility trailer electrical must be designed to be powered by the tow vehicle via the connector specified in D.1.2

D.2 Lighting

D.2.1	All lights must be LED.
D.2.2	All light switches must be configured in the same way (i.e. up is equal to on and down is equal to off).
D.2.3	There must be one light switch for the interior lights and one for each side of exterior lights. They must be grouped in the same location on the inside of the trailer close to the curbside door.
D.2.4	The utility trailer must be fitted with a minimum of three lights on the ceiling to illuminate the trailer storage area.
D.2.5	All interior lighting must be low profile LED type operating on 12 volt DC with fixture(s) that have a removable cover that positively locks in place. They must be secured in place to preclude loosening due to vehicle movement or vibration.
D.2.6	Each office trailer must have flush mounted exterior LED scene lighting, designed to illuminate 20 ft around the back and sides of the trailer. They must be mounted as high as possible on all four corners of the trailer.
D.2.7	The utility trailer must be equipped with rear back-up lights that turn on when the connected tow vehicle is in reverse.
D.2.8	The utility trailer must have lights and reflectors installed in accordance with CMVSS.
D.2.9	All lighting locations, colour, temperature and intensity will be subject to review and approval by Canada prior to manufacturing.

E. Fabrication Requirements

The utility trailer must meet the following fabrication requirements:

E.1	The utility trailer must be constructed and finished with a high degree of workmanship, where surfaces are free from blemishes, burrs, defects, irregularities, sharp edges, and other conditions that would be deleterious to the finished component.
E.2	All parts must be properly aligned to preclude any binding and deformation as a result of assembly or operation.
E.3	All welds and coatings must be uniform, complete and free of cracks, porosity and scratches.
E.4	There must not be open ends of any of the frame members used in the construction of the utility trailer.
E.5	All OEM parts, materials and equipment must be installed or applied as per the manufacturer's complete instructions.
E.6	All surfaces that are intended for personnel to stand on (i.e. interior floor, stairs and ramp) must be non-slip flooring that prevents slippage when wet.
E.7	All parts and equipment must be kept clean and protected against dust, moisture, rapid temperature changes, and foreign matter during manufacture, storage, pre-installation staging, assembly, installation and post installation.

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F2311-200018/C
Client Ref. No. - N° de réf. du client
F2311-20-0018

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56001

Buyer ID - Id de l'acheteur
KIN532
CCC No./N° CCC - FMS No./N° VME

E.8	All fasteners must be easily removable if access is required for maintenance and resist loosening due to shock and vibration loading. Nylon-insert lock nuts or lock washers must be used on all bolted connections.
E.9	All threaded fasteners and associated hardware must conform to the dimensions and tolerances defined in an internationally recognized standard, such as, but not limited to ASME, ASTM, ISO or SAE standards.
E. 10	The utility trailer must be serviced with non-proprietary lubricants and fluids.

F. Material Requirements

The utility trailer must meet the following material requirements:

F.1	All materials used in fabrication must be new, unused and free from defects and imperfections that might affect the serviceability of the finished product, of a marine-grade quality and resist corrosion and wear under the environmental conditions specified; and sized or selected to satisfy all the performance requirements specified. They must conform to the requirement defined in an internationally recognized standard such as ASTM, ISO or SAE standards.
F.2	All carbon steel used for the mainframe in the utility trailer must be painted.
F.3	All elastomeric materials in unassembled components and assemblies (including, but not limited to, gaskets and O-rings) must contain at least 90% of the authorized shelf-life at the date of delivery to Canada, unless otherwise specified by Canada.
F.4	All synthetic polymers subjected to sunlight must be treated to protect against ultraviolet (UV) degradation and embrittlement.

Requirement: Two Office Trailers Specifications

General Considerations

The office trailers must be able to be registered and pass a Motor Vehicle Safety (MVS) inspection in any Province or Territory in Canada as delivered without any additional costs to Canada.

The Contractor must standardize the equipment, fittings, fasteners, hardware, attachments and fabrication methods used in the office trailers to minimize the number of unique spares. Identical components must be used in the office trailers following Canada's design acceptance.

All equipment must be installed per the OEM installation recommendations.

A1. Operational Requirements

The office trailers must meet the following operational requirements:

A1.1	Each office trailer must be fully operational in air temperatures ranging from -40°C to +40°C and subjected to rain, sleet, snow and ocean spray during transportation, operational deployment and storage.
A1.2	Each office trailer must be deployable by road anywhere in Canada in support of Fisheries and Oceans operations, including on highways, secondary roads, gravel, dirt roads and grass field terrain in year-round conditions (snow, rain, ice).
A1.3	Each office trailer must operate with a full payload on highways and secondary roads at speeds of at least 100 km/h, on gravel roads at speeds of at least 40 km/h, and moderate cross-country speeds of up to 5 km/h.
A1.4	Each office trailer must be able to follow the towing vehicle without weaving or side sway.
A1.5	Each office trailer must provide horizontal articulation up to 60° without interference with the towing vehicle.
A1.6	Each office trailer must have a permanently affixed National Safety Mark (NSM) label.

Trailer Construction Requirements

B1. Trailer Construction and Exterior Construction

The office trailers must meet the following exterior and layout requirements:

B1.1 Trailer Construction

B1.1.1	Each office trailer must be designed to carry a minimum payload of 1630 kg.
B1.1.2	The Gross Vehicle Weight Rating (GVWR) must be between 3175 kg and 4535 kg.
B1.1.3	Each office trailer must be constructed with a tandem torsion axles to support the GVWR of the trailer.
B1.1.4	The dimensions of each office trailer must be such that it will be towable anywhere in Canada without any need for oversize or overweight permits.
B1.1.5	Each office trailer must be equipped with conventional trailer hitch styles and meet CMVSS standards. The standard hitch coupler must be designed to attach to a 2 5/16-inch trailer ball for the conventional trailer.
B1.1.6	When loaded with the minimum payload defined in B.1.1, in a manner where the load is distributed evenly throughout the length of the trailer, the tongue weight produced on the tow vehicle must be: limited to a minimum of 10% and maximum of 15% of the trailer GVW for the conventional hitch trailer.

B1.1.7	Each office trailer must have a protective undercoating to protect against corrosion.
B1.1.8	Each office trailer must be designed and constructed to support the full GVWR of the trailer and all live roads that could apply during storage, deployment, or when operating at highway speeds in Canada.
B1.1.9	Each office trailer must be equipped with 5 tires with a total combined weight capacity greater than the GVWR. Tire selection and marking are subject to Canada's acceptance.
B1.1.10	Each office trailer must be equipped with galvanized steel trailer rims that are powder coated and rated for payload.
B1.1.11	Each office trailer must be equipped with heavy-duty, flexible and replaceable rear mud flaps.
B1.1.12	A spare tire assembly must be mounted in the floor of each office trailer and ready for service identical to the other tire assemblies furnished with the utility trailer. Canada must approve the spare tire mounting location.
B1.1.13	A wheel lug nut wrench that fits each of the office trailer's lug nuts must be provided.
B1.1.14	Each office trailer must be equipped with an electric brake system with capacity to handle the GVWR of the trailer.
B1.1.15	Each office trailer must be equipped with a breakaway kit with the capacity to handle the GVWR of the trailer and interact with the brake system.
B1.1.16	Each office trailer must be fitted with a permanently affixed and weatherproof documentation holder on the tongue.
B1.1.17	Each office trailer must be fitted with at least two steel Grade 70 chains to attach to each side of the tow vehicle hitch, complete with clevis hooks and latch connectors on their free ends. The safety chains and connectors must be sized and rated for the GVWR of the office trailer. They must be at least 30 inches in length and adjustable.
B1.1.18	The conventional hitch trailer must be fitted with an electric tongue jack to lift and support the tongue with a full payload. The tongue jack must: <ul style="list-style-type: none"> • Be suitable for the GVWR of the trailer. • Be able to lift and lower the trailer drawbar for the hitch coupler to rise a minimum of 4 inches above its height level. The jack must be installed in a manner such that its movement is not impeded by any part of the utility trailer. • Have a 12 inch extended tongue (from front wall to front of couple). • Be fitted with a footplate or sandpad.
B1.1.19	Each office trailer must be fitted with adjustable drop legs in the front and back corners of the trailer.
B1.1.20	Each office trailer must have a bed liner applied to the A-frame.

B1.2 Exterior Construction

B1.2.1	Each office trailer exterior sides must be constructed from 0.030 smooth aluminum sheet metal (white).
B1.2.2	Each office trailer must have a roof that is: <ul style="list-style-type: none"> • Made of a single piece aluminum top wrap and; • Of a type that may be dictated by payload and trailer rating (i.e. flat or dome).
B1.2.2	Each office trailer exterior must be designed to prevent any water seepage into the trailer.
B1.2.3	The roof must be designed with frame members to accommodate all loads that would be expected in conditions year-round while stored outside in Canada (i.e. snow and wind loads).
B1.2.4	The roof of each office trailer must be able to shed water and ice.
B1.2.5	Each office trailer must have one curbside door with a frosted window, located near the front that measures 32" x 78". The door must have a means to be permanently locked from the outside (i.e. lock or key).
B1.2.6	The forward door must have retractable or pull out steps, and a grab handle near the door. The door must open from the outside and inside with the use of a fitted latch or handle.
B1.2.7	The rear wall of the office trailers should be solid and not have doors and meet the

	requirements in C1.8, 1.9 and 1.10. (Note: Canada will install cabinetry and counters to the rear wall).
B1.2.8	All doors must be fitted with hold open devices that secure them in the fully open position.
B1.2.9	All access points (i.e. ramp, windows and door) and vents must form a water-tight seal when closed.
B1.2.10	Any step must support 400 lbs. and meet the OHS requirements.
B1.2.11	Each office trailer must have two 14-inch roof vents that can be manually opened and closed from the inside and that are located along the center line of the roof and approximately equal spaced (example at 1/3 and 2/3 of the trailers length) . These vents should be covered to prevent precipitation from coming in when they are open and protect them while in motion. There should be at least two passive side vents on opposite upper corners of the trailer.
B1.2.12	All vents must be fitted with screens on the inside of the trailer to inhibit ingress of any insects or animals.
B1.2.13	Each office trailer must be fitted with a total of four slider windows: <ul style="list-style-type: none"> • Two windows per side wall and; • Each window's dimensions must be 30-inch wide by 15-inch high

B1.3 Identification and Markings

B1.3.1	Each office trailer must be provided with a rear mounted and recessed (and protected from damage) license plate holder.
B1.3.2	Each office trailer must have the following permanently affixed labels located in a conspicuous and protected location: <ul style="list-style-type: none"> • Manufacturer's name, model and serial number; • Manufacturer's VIN; • The trailer's capacity rating on the drawbar; • The product identifier. All warning and instruction labels must be in bilingual format or ISO 3864-1 and ISO 3864-2 symbol format.
B1.3.3	Any equipment or part of each office trailer that has a safe working load limit, maximum capacity or load rating must have that number labeled with an engraved aluminum plate unless otherwise specified by Canada.
B1.3.4	The product identifier must comply with the following format: <ul style="list-style-type: none"> • ABCD-DD-MM-YYYY-Manufacturer's Serial # • ABCD represents four letters to be chosen by the manufacturer to represent their company name. • DD-MM-YYYY represents the date of manufacture. • All text must be a Sans Serif typeface of at least 1 cm in height.

C1. Trailer Interior and Layout

The office trailers must meet the following interior and layout requirements:

C1.1	Each office trailer storage space must have a maximum width of 8.5 ft.
C1.2	Each office trailer storage space must have a length between 21 and 24 ft., excluding the length of a wedge nose if that is the type of trailer proposed
C1.3	Each office trailer storage space must have a height of 84 inches.
C1.4	Each office trailer body floor must be at the lowest level permitted by the chassis/body, and must be level throughout, not including wheel well protrusions.
C1.5	The floor must have protective trim to prevent dirt or fluid seepage under the floor and walls.
C1.6	The floor must be fitted with pressure-treated plywood 3/8 to 3/4-inch thickness, and designed to be easy to clean and not absorb water or recovered oil products.
C1.7	Each office trailer's interior must be fitted with factory installed non-slip flooring.
C1.8	All wall surfaces must be easy to clean and reinforced to withstand loads that occur during transportation or working operations (i.e. shifting of heavy metal and wood objects). At a minimum the walls must be reinforced with ½-inch pressure-treated plywood, with an aluminum layer above. Wall construction will be subject to review and approval of Canada prior to fabrication.
C1.3	Each office trailer must have insulated sidewalls and ceiling throughout the interior.
C1.10	Each office trailer must have interior white walls and ceiling with white vinyl liners.

D1. Electrical / Lighting Requirements

The office trailers must meet the following electrical and power system requirements:

D1.1 General Requirements

D1.1.1	Each office trailer must function with a tow vehicle operating with 12 volt electrical systems.
D1.1.2	Each office trailer must be fitted with a 7-way blade electrical connector.
D1.1.3	All office trailer electrical must be designed to be powered by the tow vehicle via the connector specified in D.1.2

D1.2 Lighting

D1.2.1	All lights must be LED.
D1.2.2	All light switches must be configured in the same way (i.e. up is equal to on and down is equal to off).
D1.2.3	There must be one light switch for the interior lights and one for each side of exterior lights. They must be grouped in the same location on the inside of the trailer close to the curbside door.
D1.2.4	Each office trailer must be fitted with a minimum of three lights on the ceiling to illuminate the trailer storage area.
D1.2.5	All interior lighting must be low profile LED type operating on 12 volt DC with fixture(s) that have a removable cover that positively locks in place. They must be secured in place to preclude loosening due to vehicle movement or vibration.
D1.2.6	Each office trailer must have flush mounted exterior LED scene lighting, designed to illuminate 20 ft around the back and sides of the trailer. They must be mounted as high as possible on all four corners of the trailer.
D1.2.7	Each office trailer must be equipped with rear back-up lights that turn on when the connected tow vehicle is in reverse.
D1.2.8	Each office trailer must have lights and reflectors installed in accordance with CMVSS.
D1.2.9	All lighting locations, colour, temperature and intensity will be subject to review and approval by Canada prior to manufacturing.

E1. Fabrication Requirements

The office trailers must meet the following fabrication requirements:

E1.1	Each office trailer must be constructed and finished with a high degree of workmanship, where surfaces are free from blemishes, burrs, defects, irregularities, sharp edges, and other conditions that would be deleterious to the finished component.
E1.2	All parts must be properly aligned to preclude any binding and deformation as a result of assembly or operation.
E1.3	All welds and coatings must be uniform, complete and free of cracks, porosity and scratches.
E1.4	There must not be open ends of any of the frame members used in the construction of each office trailer.
E1.5	All OEM parts, materials and equipment must be installed or applied as per the manufacturer's complete instructions.
E1.6	All surfaces that are intended for personnel to stand on (i.e. interior floor, stairs and ramp) must be non-slip flooring that prevents slippage when wet.
E1.7	All parts and equipment must be kept clean and protected against dust, moisture, rapid temperature changes, and foreign matter during manufacture, storage, pre-installation staging, assembly, installation and post installation.
E1.8	All fasteners must be easily removable if access is required for maintenance and resist loosening due to shock and vibration loading. Nylon-insert lock nuts or lock washers must be used on all bolted connections.
E1.9	All threaded fasteners and associated hardware must conform to the dimensions and tolerances defined in an internationally recognized standard, such as, but not limited to ASME, ASTM, ISO or SAE standards.
E1.10	Each office trailer must be serviced with non-proprietary lubricants and fluids.

F1. Material Requirements

The office trailers must meet the following material requirements:

F1.1	All materials used in fabrication must be new, unused and free from defects and imperfections that might affect the serviceability of the finished product, of a marine-grade quality and resist corrosion and wear under the environmental conditions specified; and sized or selected to satisfy all the performance requirements specified. They must conform to the requirement defined in an internationally recognized standard such as ASTM, ISO or SAE standards.
F1.2	All carbon steel used in the utility trailer must be painted.
F1.3	All elastomeric materials in unassembled components and assemblies (including, but not limited to, gaskets and O-rings) must contain at least 90% of the authorized shelf-life at the date of delivery to Canada, unless otherwise specified by Canada.
F1.4	All synthetic polymers subjected to sunlight must be treated to protect against ultraviolet (UV) degradation and embrittlement.

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ANNEX B: BASIS OF PAYMENT

All prices are firm, all-inclusive, unit prices in Canadian dollars, DDP, Sault Ste Marie, Ontario Canadian customs and excise taxes included and Applicable Taxes extra. Applicable Taxes are not included in the pricing and are to be shown separately on invoices.

Item	Description	Unit of Issue	Quantity	Firm Unit Price	Extended Unit Price
1	Utility Trailer in accordance with specifications listed in Annex A	EA	1	\$	\$
2	Office Trailer in accordance with specifications listed in Annex A	EA	2	\$	\$
Extended Total (Item 1 + Item 2):					\$

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ANNEX C: 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);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

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ANNEX D: ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information \(SRI\)](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.