

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

Bid Receiving/Réception des soumissions  
**NWR General Delivery mailbox:**  
[NWR\\_Procurement\\_Bids@rcmp-grc.gc.ca](mailto:NWR_Procurement_Bids@rcmp-grc.gc.ca)

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted  
Police

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 : Gendarmerie royale du  
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 appendices ci-jointes,  
les biens, services et construction  
énumérés ici sur toute feuille ci-  
annexée, au(x) prix indiqué(s).

Comments: - Commentaires :  
THIS DOCUMENT DOES NOT CONTAIN A  
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE  
PAS UNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ

<b>Title – Sujet</b> Eight Passenger Golf Cart		<b>Date</b> January 12, 2023
<b>Solicitation No. – N° de l'invitation</b> M5000-23-4328 /A		
<b>Client Reference No. - No. De Référence du Client</b> M5000-23-4328 /A		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm / 1400 heure	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	January 30, 2023	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Lianne Hopkie, Email <a href="mailto:lianne.hopkie@rcmp-grc.gc.ca">lianne.hopkie@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 639-625-3630	<b>Facsimile No. – No. de télécopieur</b> N/A	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with the requirement.

### 1.2 Statement of Requirement

The Royal Canadian Mounted Police (RCMP) has a requirement for the supply and delivery of two (2), 8 passenger golf carts for the use of transporting groups of people providing six passengers per unit a forward-facing ride experience within the RCMP Depot Training Grounds. The Carts will be used to transport dignitaries and diplomats within Depot and used in special events such as the RCMP 150 Celebrations taking place spring of 2023.

#### 1.2.1 Condition of Material – Bid

B1000T (2014-06-26), Condition of Material - Bid

### 1.3 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.

### 1.4. Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>



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## 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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](#) (2022-03-29) 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

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by Canada Post Corporation (CPC) Connect service.

Bids transmitted by facsimile to RCMP will not be accepted.

#### 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications contained in the bid solicitation could be improved technically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing by email to the Contracting Authority, at [lianne.hopkie@rcmp-grc.gc.ca](mailto:lianne.hopkie@rcmp-grc.gc.ca) no later than seven (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 Saskatchewan.

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 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submit its complete **email** bid in separately saved and attached sections as follows:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

**Important Note:**

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 Submission of Bids [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

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

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.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements contained in the bid solicitation and explain how they will meet the objective identified in Annex "A".

While delivery is requested by March 28, 2023, the best delivery that could be offered is \_\_\_\_\_ . *(to be completed by the Bidder)*

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 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.





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## **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**

##### **4.1.1.1 Mandatory Technical Criteria**

Bidders must provide with their bid:

- Completed, Appendix 1–Mandatory Technical Criteria Evaluation form with details.
- Pamphlets or supporting product literature to validate meeting all the required specifications and warranty; including delivery details.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price - Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection – Mandatory Technical Criteria**

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 price will be recommended for award of a contract.



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## 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 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 specified will render the bid non-responsive.

#### 5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

#### 5.1.2 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#>).



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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.

### **5.1.3 Additional Certifications Precedent to Contract Award**

#### **5.1.3.1 Independent Bid Determination**

The attached Certificate of Independent Bid Determination (attached Attachment 1) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention is to deter bid-rigging by requiring Bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Bidder has entered into with competitors regarding the call for tenders.



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**Attachment 1 to PART 5**  
**CERTIFICATE OF INDEPENDENT BID DETERMINATION - Certification**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

\_\_\_\_\_

(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_

(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

\_\_\_\_\_

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - a. has been requested to submit a bid in response to this call for bids;
  - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):



- 
- a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
- b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a. prices;
- b. methods, factors or formulas used to calculate prices;
- c. the intention or decision to submit, or not to submit, a bid; or
- d. the submission of a bid which does not meet the specifications of the call for bids;
- except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)



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## 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 Statement of 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 6.3.1 General Conditions

[2010A](#) (2022-12-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of contract to March 28, 2023 inclusive.

#### 6.4.2 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_. (to be determined at contract award).

#### 6.4.3 Delivery and Unloading

SACC Manual clause [D0018C](#) (2007-11-30) Delivery and Unloading

#### 6.4.4 Shipping Instructions – Delivered Duty Paid



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

Incoterms 2010 "DDP Delivered Duty Paid" Regina, Saskatchewan.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lianne Hopkie  
Title: Senior Procurement Officer  
Royal Canadian Mounted Police  
Directorate: Procurement and Contracting Unit  
Address: Regina, Saskatchewan

Telephone: 639-625-6230  
E-mail address: [lianne.hopkie@rcmp-grc.gc.ca](mailto:lianne.hopkie@rcmp-grc.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 Project Authority (to be disclosed at contract award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Royal Canadian Mounted Police  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project 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 Project Authority, however the Project 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: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment – Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$ (*insert at time of 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 Method of Payment - Single Payment

H1000C (2008-05-12), Single Payment

## 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 items identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) One (1) copy must be forwarded electronically to the Project Authority and to the Contracting Authority for certification and payment.

## 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 \_\_\_\_\_. *(to be completed by the Bidder)*

## 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](#) (2022-12-01), General Conditions - Goods (Medium Complexity);
- c. Annex "A", Statement of Requirement;
- d. Annex "B", Basis of Payment;
- e. the Contractor's bid dated \_\_\_\_\_ (insert date of bid).

## 6.11. Procurement Ombudsman

### 6.11.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

### 6.11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and*



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*Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

**6.12 Insurance**

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

**6.13 SACC Manual Clauses**

**6.13.1 Vehicle Safety**

[A9049C](#) (2011-05-16), Vehicle Safety

**6.13.2 Electrical Equipment**

SACC *Manual* clause [B1501C](#) (2018-06-21) Electrical Equipment

**6.13.3 Inspection and Acceptance**

The Project 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 - STATEMENT OF REQUIREMENT

**1. TITLE**

8 PASSENGER ELECTRIC GOLF CART WITH ENCLOSURE COVER

**2. OBJECTIVE**

The Royal Canadian Mounted Police (RCMP) has a requirement for the supply and delivery of two (2), 8 passenger golf carts for the use of transporting groups of people providing six passengers per unit a forward-facing ride experience within the RCMP Depot Training Grounds. The Carts will be used to transport dignitaries and diplomats within Depot and used in special events such as the RCMP 150 Celebrations taking place spring of 2023.

**3. ACRONYMS**

RCMP            Royal Canadian Mounted Police  
SOR            Statement of Requirement  
TA              Technical Authority  
DOT            Department of Transportation windshield certification

**4. APPLICABLE DOCUMENTS & REFERENCES**

DOT AS4/AS5 is a Low speed vehicle certification for windshields.

**5. REQUIREMENTS/SPECIFICATIONS:**

**5.1 8 Passenger Golf Cart**

**Required quantity: 2**

The Contractor must provide the requirement with the following specifications:

Item No.	Minimum Specifications
001	Seating: 6 Forward Facing and 2 Rear Facing
002	Dimensions: Length 175 inches +/- 5% Width 55 inches +/- 5% Height 75 inches +/- 5%
003	Seats: Minimum 3 inches thick seat cushions provided in a two-tone color, black and grey seating cover
004	Minimum 48 Volt Electric Alternating Current (AC) drive motor system
005	Onboard Charging System
006	Lithium high capacity battery (maintenance free)
007	Aluminum Wheels 14 inches or larger
008	Roof Canopy – Black or White
009	Exterior Colors: Unit 1 – Dark Blue; Unit 2 – Gray/Silver
010	Cup holders at seating area
011	Rear view mirrors
012	Grab handles at each seating area
013	DOT approved folding windshield
014	Minimum, one (1) under seat storage compartment
015	Reverse and Forward gears with Reverse backup alarm
016	Headlights, Turn signals and brake lights



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017	Back-up camera
018	Minimum, two (2) ignition keys
019	120 Voltage Alternating Current (VAC), 15-amp power cord with ground pin

## 5.2 Accessories

The Contractor must provide the following accessories for requirement 5.1:

Description (with minimum required specifications)	Required quantity
Full 8 passenger weather resistant vinyl enclosure cover	<b>1 per golf cart</b>

## 6. DELIVERY LOCATION

Delivery of the requirement will be made to the following location:

Royal Canadian Mounted Police - RCMP  
F Division Post Garage  
6101 Dewdney Avenue  
Regina, Saskatchewan S4P 3K7  
Canada

## 7. LANGUAGE OF WORK

The language of all work and deliverables must be in English.

## 8. WARRANTY AND AFTER WARRANTY REPAIR FACILITY

At minimum, the golf carts are required to have a minimum of two (2) years on chassis, and five (5) years on the lithium battery.



**ANNEX B - 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 price as specified below for a cost of \$ (insert at time of contract award). Customs duties are included and Applicable Taxes are extra.

**FOR EVALUATION PURPOSES ONLY**

The Bidder must insert their firm unit price in Column B and complete the extended price in Column C.

**FINANCIAL EVALUATION CALCULATION = Sum total of Column C**

Item #	Description	Qty (A)	Unit Price (\$) (B)	Extended Price (\$) (C = A x B)
1	Supply and deliver, two (2) – 8 passenger golf carts, per requirement in Annex "A".	2		
2	Weather resistance vinyl enclosure cover	2		
<b>TOTAL FOR EVALUATION PURPOSES:</b>				



**APPENDIX 1 – MANDATORY TECHNICAL EVALUATION**

In their proposals, bidders must demonstrate in writing (by providing pamphlets, brochures, schematics, factory specs and any other documentation) that they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed a “NOT MET” rating.

	<b>CRITERIA</b>	<b>SUBSTANTIATION</b> Please Cross Reference to Specific pages in your proposal <b>[Completed by Bidder]</b>	<b>ASSESSMENT</b> <b>MET/ NOT MET</b> <b>[Completed by</b> <b>RCMP</b> <b>Evaluator]</b>
<b>M1</b>	The Bidder must demonstrate that their proposed golf carts meet all of the specifications described in the Statement of Requirement at Section 5.		
<b>M2</b>	The Bidder must demonstrate that they have a factory authorized repair facility located within 100kms of Edmonton, Alberta; Regina, Saskatchewan or Winnipeg, Manitoba to have fleet on-site visual overview. These locations are where the RCMP has Post Garage locations		

<b>Delivery</b>	
State the earliest possible delivery date in calendar days after receipt of contract for delivery location.	_____ calendar days
*Preferred delivery on or before March 28, 2023.	
<b>Warranty</b>	
State applicable warranty coverage for each and provide details or pamphlet validating coverage.	_____ Chassis, (Min. 2 years)
	_____ Lithium Battery (Min. 5 years)