

**FORM A: BID**  
(See B7)

1. Contract Title SUPPLY & DELIVERY OF SPORT UTILITY VEHICLES

2. Bidder

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Usual Business Name of Bidder as it appears on Invoice (if different from above)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

(Mailing address if different)

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
GST Registration Number (if applicable)

(Choose one)

The Bidder is:

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder hereby authorizes the following contact person to represent the Bidder for purposes of the Bid.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Email Address

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D3.

5. Offer The Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out on Form B: Prices, appended hereto.

6. Commencement of the Work The Bidder agrees that no Work shall commence until he is in receipt of a notice of award from the Award Authority authorizing the commencement of the Work.

7. Contract The Bidder agrees that the Bid Opportunity in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid.

8. Addenda The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:

No.	Dated
_____	_____
_____	_____
_____	_____

9. Time This offer shall be open for acceptance, binding and irrevocable for a period of sixty (60) Calendar Days following the Submission Deadline.

10. Signatures The Bidder or the Bidder's authorized official or officials have signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Bidder or  
Bidder's Authorized Official or Officials

\_\_\_\_\_  
\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_  
\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

**FORM B: PRICES**  
(See B8)

SUPPLY & DELIVERY OF SPORT UTILITY VEHICLES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	QUANTITY	UNIT PRICE
1.	Sport Utility Vehicles	12029	(Each)	(2)	

\_\_\_\_\_  
Name of Bidder

## FORM N: DETAILED SPECIFICATIONS 12029

- 1.1 The Supply & Delivery of the **Sport Utility Vehicles** shall be a new 2012 or 2013 model year. The equipment shall be furnished complete and ready for use by the Contractor. All parts not specifically mentioned but which are required to complete and place the equipment into successful operation shall be furnished as though specifically mentioned in these specifications.
- 1.2 It will be the responsibility of the Bidder to inform the City of any errors or omissions in these specifications, for under this Contract the Contractor shall be held responsible for the satisfactory operational function of the equipment.
- 1.3 All items in these specifications must be answered indicating compliance or non-compliance. **Bidders shall state "yes" for compliance or state deviation**, or give a reply where requested to do so. Deviations shall be clearly stated and fully detailed. Alternatives will be considered subject to evaluation.
- 1.4 Each bidder is required to fill in every blank. Failure to do so may be used as a basis for rejection of bid.
- 1.5 All applicable SAE standards form an integral part of these specifications and shall have precedence in any conflict concerning minimum acceptable standards.
- 1.6 The **Sport Utility Vehicles** and all its components and attachments shall comply with the **applicable** regulations:

Highway Traffic Act = <http://web2.gov.mb.ca/laws/statutes/ccsm/h060e.php>

Manitoba Motor Vehicle Act = <http://www.tc.gc.ca/acts-regulations/GENERAL/M/mvsa/menu.htm>

Canadian Motor Vehicle Safety Standards, CMVSS = <http://www.gnb.ca/0062/regs/83-163.htm>

Transport Canada = <http://laws.justice.gc.ca/en/notice/index.html?redirect=%2Fen%2FM-10.01%2F250448.html>

National Safety Mark, NSM = <http://www.tc.gc.ca/acts-regulations/GENERAL/M/mvsa/regulations/mvsrg/001/mvsr3-5.html>

Manitoba/Winnipeg Safety and Health Act = <http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php> and <http://www.gov.mb.ca/labour/safety/>

Canadian Standards Association, CSA = <http://www.csa.ca/about/Default.asp?language=english>

Under Writers of Canada, U/L = <http://www.ulc.ca/>

Society of Automotive Engineers, SAE = [http://en.wikipedia.org/wiki/Society\\_of\\_Automotive\\_Engineers](http://en.wikipedia.org/wiki/Society_of_Automotive_Engineers)

## 2.0 **SERVICE FACILITY-**

- 2.1 For the purpose of warranty repairs, the supplier shall have an authorized service facility located within 10 kilometres of the boundaries of the City of Winnipeg. The facility, or a portion thereof, shall be dedicated to the service and maintenance of the type equipment being offered. Further to B9.1, Bidders shall provide a description of the service facility including, but not limited to, number of qualified service staff, years of service experience, and general service capabilities within three (3) Business Days upon request of the Contract Administrator.

**3.0 GENERAL SPECIFICATIONS-**

- |      |                     |  |       |
|------|---------------------|--|-------|
| 3.1  | Engine-             | Four or Six cylinder gasoline engine with block heater required. | _____ |
| 3.2  | Transmission-       | Automatic transmission with 4 Wheel Drive or All-Wheel Drive     | _____ |
| 3.3  | Seating Quantity-   | Seven (7) passenger seating                                      | _____ |
| 3.4  | Brakes-             | ABS brake system   | _____ |
| 3.5  | Safety-             | Driver and passenger air bag system                              | _____ |
| 3.6  | Power conveniences- | Power door locks, windows, mirrors and keyless Entry system      | _____ |
| 3.7  | Seating-            | Cloth material   | _____ |
| 3.8  | Steering-           | Tilt steering  | _____ |
| 3.9  | Speed control-      | Electronic cruise control  | _____ |
| 3.10 | Climate Control-    | Heating and air conditioning required                            | _____ |
| 3.11 | Tires/Wheels-       | Aluminium wheels with all-season tires                           | _____ |
| 3.12 | Spare-              | Spare wheel and tire   | _____ |
| 3.13 | Radio-              | AM/FM/CD radio with Hand Free Blue Tooth                         | _____ |
| 3.14 | Floor Mats-         | Front, Rear and Cargo floor mats required                        | _____ |
| 3.15 | Exterior Colour-    | White  | _____ |
| 3.16 | Interior Colour-    | Grey   | _____ |
| 3.17 | Mud Flaps-          | (4) mud flaps required.  | _____ |

**4.0 WARRANTY-**

- 4.1 The warranty for the **Sport Utility Vehicles** shall cover the complete equipment, and all parts thereof against any defects of workmanship, construction and materials, for a period of not less than **three (3) years 60, 000 km's on the entire unit "bumper to bumper"**. Any article that has become defective during said warranty period and has not proven to have been caused by negligence on the part of the user shall be repaired or replaced at no cost to the City. The warranty shall be effective from the date the equipment is put into service by the City of Winnipeg.
- 4.2 **State optional extended warranty options and pricing-** \_\_\_\_\_

## 5.0 TRAINING-

- 5.1 The Contractor shall be required to provide training (at the Contractor's expense) for the City of Winnipeg maintenance and operating personnel. The training shall be divided into two separate sessions, one for maintenance personnel and one for operating personnel. The training shall be conducted in separate or combined sessions for each group of personnel.

The duration of the sessions shall be as long as required for adequate familiarization and orientation of the equipment to the satisfaction of the Contract Administrator.

The training shall be conducted within two (2) calendar weeks from the date of delivery and shall be coordinated through the Contract Administrator.

The training shall be conducted in Winnipeg at a time and location designated by the Contract Administrator.

Pricing should be based on half (1/2) business days for maintenance personnel and half (1/2) business days for operating personnel.

Note: The first payment of the contract on the equipment will not be issued until successful completion of training has been conducted to the satisfaction of the Contract Administrator.

- 5.2 Training Aides:

a) On the type of equipment being offered, **state if CD Rom training aides or on-line training are available-**

What is the recommended minimum training duration for:

Primary unit-

For major attachments (if applicable):

State what other training aids are available (videos, CDs).

For the primary unit-

For major attachments (if applicable):

- 5.3 Training Materials and applicable manuals or on-line training material information must be provided to the Operator Training Branch of Public Works at the earliest possible opportunity, no later than (4) weeks prior to delivery, when supplying vehicles, equipment and related attachments. Send these materials, preferably in both electronic format and hard copy (training videos are to be supplied on either CD or DVD) to: Public Works Department, Human Resources Division Equipment Operator Training Branch

**102-1155 Pacific Avenue  
Winnipeg, MB**

**R3E 3P1**

**Leanne Chetyrbok  
Equipment Operator Training Consultant**

Cell: (204) 451-3793

Contact e-mail: [lchetyrbok@winnipeg.ca](mailto:lchetyrbok@winnipeg.ca)

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**6.0 TECHNICAL SERVICE/PARTS MANUALS & OWNERS MANUALS-**

6.1 **Two (2) sets** of technical service, parts manuals and owner's manuals are required, CD preferred

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**7.0 DELIVERY-**

7.1 **Delivery Point-** The complete **Sport Utility Vehicles** shall be serviced, ready for operation and delivered F.O.B. with the freight prepaid, including invoice and N.I.V.S. (if applicable) to the WFMA 185 Tecumseh Street, Winnipeg MB.

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7.2 **Delivery Time-** Within (12) calendar weeks from the date of official notification of award of contract. Equipment shall be delivered between 8:00 am and 3:00 pm on Business Days. **State delivery time-**

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7.3 **Delivery Contact-** The Contractor shall contact the Contract Administrator prior to delivery of the equipment.

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7.4 **P.D.I.-** A pre-delivery inspection shall be performed by the Contractor on the equipment. Proof upon inspection including completed check list

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## FORM O-

# DATA COLLECTION SHEET

**Successful Bidder will be required to complete all applicable fields**

<b>EQUIPMENT</b>		<b>DETAILS from VENDOR</b>
MAKE/MANUFACTURER	(e.g. Ford, Volvo, etc.)	
MODEL	Enter model (e.g. F-350)	
YEAR	(Enter model year)	
DISCRIPTION/TYPE		
FUEL TYPE	(e.g. gas, diesel, hybrid, propane)	
DIMENSION HEIGHT	(Overall height m)	
DIMENSION LENGTH	(Overall length m)	
DIMENSION WIDTH	(Overall width m)	
WEIGHT WET		
DELIVERY DATE	(Confirmed date)	
SUPPLIER/DEALER	(Name, phone number, and contact person)	
HOOR METER	(Upon delivery)	
V.I.N./ P.I.N. / SERIAL NUMBER		
ARRANGEMENT NUMBER (if applicable)		
CAB PROFILE	(HIGH OR LOW)	
KEY DOOR NUM		
KEY IGNITION NUM		
PAINT COLOUR	(Exterior colour)	
<b>SERVICE ITEMS</b>		<b>DETAILS from VENDOR</b>
ENGINE MAKE		
ENGINE MODEL		
ENGINE SERIAL NUMBER		
ENGINE HORSE POWER	(Enter as xxx H.P. @ xxxx RPM)	
ENGINE DISPLACMENT	(In cubic inches and liters)	
CPL/FAMILY NUMBER		
ENGINE CYLINDERS	(Number of cylinders)	
ENGINE OIL REFILL CAPACITY	( in liters)	
ENGINE OIL FILTER PART #	(Number of filters and part numbers)	
ENGINE OIL TYPE and WEIGHT	(e.g. 15W40, regular or synthetic)	



ENGINE AIR FILTER (PRI)	(Make, part number, quantity)	
ENGINE AIR FILTER (SEC)	(Make, part number, quantity)	
CAB AIR FILTER	(Part number, location, quantity )	
FUEL TANK CAPACITY/TYPE	(In liters) (CLEAR OR PURPLE)	
FUEL FILTER # PRIMARY	(Make, part number, and quantity)	
FUEL FILTER # SECONDARY	(Make, part number, and quantity)	
FUEL SEPARATOR	(Make, part number, and quantity)	
COOLANT TYPE	(Heavy-duty, extended life, or regular)	
COOLANT CAPACITY	(In liters)	
COOLANT FILTER #	(Part number)	
<b>DRIVE TRAIN</b>		<b>DETAILS from VENDOR</b>
TRANSMISSION MAKE	(Enter make & model)	
TRANSMISSION SERIAL #		
TRANSMISSION TYPE	(Hydrostatic, standard, automatic)	
TRANSMISSION FLUID CAPACITY	(in liters)	
TRANSMISSION FLUID TYPE	(Dextron III, synthetic, weight, etc.)	
TRANSMISSION FILTER(S)	(# of filters and part numbers; internal and external filters)	
TRANSMISSION FILTER KITS	(Gasket, o-ring, secondary filters etc.)	
TRANSMISSION COOLER	(Make and part number if applicable)	
TANDEM FLUID TYPE		
TANDEM FLUID CAPACITY	LEFT AND RIGHT	
FRONT DIFFERENTIAL MAKE		
FRONT DIFFERENTIAL MODEL		
FRONT DIFFERENTIAL SERIAL #		
FRONT DIFFERENTIAL OIL TYPE	(e.g. 80W90, synthetic)	
FRONT DIFFERENTIAL CAPACITY	(In liters)	
REAR DIFFERENTIAL MAKE		
REAR DIFFERENTIAL MODEL		
REAR DIFFERENTIAL SERIAL #		
REAR DIFFERENTIAL OIL TYPE	(e.g. 80W90, synthetic)	
REAR DIFFERENTIAL CAPACITY	(In liters)	
<b>TIRES/WHEELS/ETC.</b>		<b>DETAILS from VENDOR</b>
TIRE BRAND & TYPE	IE GOODYEAR RADIAL GOODYEAR BIAS PLY	

TIRE PLY & LOAD RATING		
TIRE SIZE FRONT		
TIRE SIZE REAR		
WHEEL NUT TORQUE	(lb-ft)	
WHEEL SPINDLE/HUB/ FINAL DRIVE OIL CAPACITY	(In liters)	
WHEEL SPINDLE/HUB/FINAL DRIVE FLUID TYPE	(e.g. 80w90, Dextron, synthetic)	
POWER STEERING CAPACITY	(In liters)	
POWER STEERING FLUID TYPE	(e.g. ATF or synthetic)	
POWER STEERING FILTER #	(Make, part number, quantity)	
BRAKE FLUID	(Type; Dot III, IV, V)	
BRAKE TYPE	(Hydraulic/air)	
<b>HYDRAULICS</b>		<b>DETAILS from VENDOR</b>
HYDRAULIC PUMP	(Make, model and capacity)	
HYDRAULIC MOTOR	(Make, model and capacity)	
HYDRAULIC TANK CAPACITY	(In liters)	
HYDRAULIC FLUID TYPE		
HYDRAULIC FILTER PRESSURE	(Filter number, screen numbers and quantity )	
HYDRAULIC FILTER RETURN	(Make, quantity and part number)	
HYDRAULIC SCREEN	(Make, quantity and part number)	
HYDRAULIC BREATHER	(Make, quantity and part number)	
<b>MISC. ITEMS</b>		<b>DETAILS from VENDOR</b>
ALTERNATOR	(Enter make, model, part #)	
ALTERNATOR AMPS	Integers only (e.g. 105, 125, etc.)	
BATTERY MAKE		
BATTERY MODEL/TYPE/GROUP		
BATTERY CCA		
BATTERY QTY.		
BATTERY VOLTAGE		
BELT A/C PART #	(Enter make and part number)	
BELT COMPRESSOR PART #		
BELT FAN PART #		
BELT ALTERNATOR PART #		
BELT STEERING	(V-belt or serpentine, quantity)	
BELT STEERING PART #		

BELT SERPENTINE		
BELTS OTHER		
AIR COMPRESSOR CFM	(e.g. 13.2, 15, 18)	
AIR COMPRESSOR MODEL	(Enter make and model)	
AIR COMPRESSOR PART #		
AIR DRYER	(Enter make and model)	
AIR DRYER PART/SERIAL #		
AIR DRYER DESCRIANT		
AIR DRYER FILTER	(part number)	
AIR CONDITIONING	(Type, 113 etc.)	
AIR CONDITIONING CAPACITY	(lbs)	
A/C RECEIVER DRYER PART #	(part, number)	
LIGHT BAR/BEACON	MAKE & MODEL	
SEAT STYLE, MAKE AND MODEL	KAB 700 SERIES, AIR, HEATED, HIGH BACK	
MOLDBOARD WIDTH		
FRONT WEIGHT KIT	(AG TRACTOR)	
PTO SPLINE COUNT		
AUTO GREASER MAKE & MODEL		
<b>SERVICE INTERVALS</b>		<b>DETAILS from VENDOR</b>
INITIAL OIL & FILTER CHANGE		
REGULAR ENG. OIL CHANGE		
TRANSMISSION SERVICE	(TRANS FLUID OR FLUSH AND FILTER)	
FUEL FILTER PRIMARY		
FUEL FILTER SECONDARY		
DIFFERENTIAL SERVICE		
FINAL DRIVES SERVICE		
HYDRAULIC SYSTEM SERVICE		
COOLING SYSTEM SERVICE	(FULL CHANGE AND ADDITIVES)	
WHEEL NUT TORQUE	(EVERY SERVICE, ONE A YEAR, EVERY ..... KMS)	
ONE TIME ADJUSTMENTS	(LIST)	
MAJOR ITEM ADJUSTMENTS TO ENGINE, DRIVETRAIN, ETC.)	(TIMING CHAIN, VALVE SET, ETC)	
LUBRICATION POINTS	(HOW OFTEN, WHICH POINTS)	



### FORM Q-SUSTAINABILITY QUESTIONNAIRE

**Product Information**

(Yes/No)

**Product Sustainability: High Quality, Small Ecological Footprint**

1. Have you employed environmentally innovative best practices and/or technologies in the goods you are supplying in this Bid Opportunity as compared to similar goods? If yes, please describe them below.

\_\_\_\_\_

Describe:

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2. Have you obtained 3rd party environmental certifications for any of the products that you are supplying in this Bid Opportunity?

\_\_\_\_\_

Describe:

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3. Have you performed a life cycle assessment of the goods you are supplying in this Bid Opportunity? If yes, please describe below.

\_\_\_\_\_

Describe:

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4. Are there any other environmentally innovative best practices and/or technologies in the goods you are supplying in this Bid Opportunity that we could have specified in this tender, but have not? If yes, please describe them below.

\_\_\_\_\_

Describe:

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**Company Information**

**Energy and Climate: Reducing Energy Costs and Greenhouse Gas Emissions**

1. Have you measured your corporate greenhouse gas emissions? If yes, please report your total annual greenhouse gas emissions reported in the most recent year measured?

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Describe:

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2. Have you set publicly available greenhouse gas reduction targets? If yes, what are those targets?

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Describe:

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**Material Efficiency: Reducing Waste and Enhancing Quality**

1. Do you measure the total amount of solid waste generated from the facilities that produce your product(s) for this Bid Opportunity? If yes, please report for the most recent year measured.

Describe:

2. Have you set publicly available solid waste reduction targets? If yes, what are those targets?

Describe:

3. Do you measure the total water use from facilities that produce your product(s) for this Bid Opportunity? If yes, please report for the most recent year measured.

Describe:

4. Have you set publicly available water use reduction targets? If yes, what are those targets?

Describe:

**Natural Resources: Responsibly Sourced Raw Materials**

1. Have you established publicly available sustainability purchasing guidelines for your direct suppliers that address issues such as environmental compliance, employment practices and product safety?

Describe:

**Social Responsibility: Ensuring Responsible and Ethical Production**

1. Do you have a process for managing social compliance at the manufacturing level?

Describe:

2. Do you work with your supply base to resolve issues found during social compliance evaluations and also document specific corrections and improvements?

Describe:

3. Do you invest in community development activities in the markets you source from and/or operate within? \_\_\_\_\_

Describe:

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