

PART A

BID SUBMISSION

FORM A: BID
(See B7)

1. Project Title

SUPPLY & DELIVERY OF (7) PASSENGER MINI-VANS

2. Bidder

Name of Bidder

Street

City

Province

Postal Code

(Mailing address if different)

Street or P.O. Box

City

Province

Postal Code

The Bidder is:

(Choose one)

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

e-mail address

4. Definitions

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

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 Purchase Order authorizing the commencement of the Work.

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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 Submission.

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

In witness whereof 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 (7) PASSENGER MINI-VANS

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1	Supply & Delivery of (7) Passenger Mini-Vans	07004	Each	(4)	\$ _____	\$ _____
2	Parts Manuals, CD preferred	07004	Each	(1) Set	\$ _____	\$ _____
3	Technical service manuals, CD preferred	07004	Each	(1) Set	\$ _____	\$ _____
TOTAL BID PRICE (GST and PST extra) (in figures) \$ _____ (in words) _____ _____						

 Name of Bidder

FORM N: DETAILED SPECIFICATIONS 07004

SUPPLY & DELIVERY OF (7) PASSENGER MINI VANS

(Public Works Departments)

1.0 INSTRUCTIONS FOR COMPLETION OF SPECIFICATIONS

- 1.1 The **(7) Passenger Mini-Vans shall be a 2007 or 2008 model year**. The vehicles 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 vehicle 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 vehicle.
- 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 completed unit and all its components shall comply with all C.M.V.S.S. and Manitoba Highway Traffic Act regulations and requirements including, but not limited to a Manitoba Government Inspection with Safety Sticker on the driver's side window.

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.
- 2.2 If a suitable warranty facility is not available within 10 km of the boundaries of the City of Winnipeg, the Bidder may propose that the City of Winnipeg Repair Facility perform warranty work. Any Work performed by the City of Winnipeg Repair Facility shall be charged to the Contractor at the Facility's shop rate in effect at the time the work is performed (**for example, shop rate for 2007: \$80.00/hour and \$105.00/hour for overtime and callout**).
- 2.3 Location of the service facility located within 10 km of the boundaries of the City of Winnipeg.

The Bidder shall choose and fill in **one** of the Clauses listed below. --- **2.3.1) OR 2.3.2)**

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2.3.1 Bidder's own facility location. State the location of the service facility below.

2.3.2 Bidder elects to have warranty work be performed by the City of Winnipeg Repair Facility.

3.0 SPECIFICATIONS-

3.1	Wheelbase	110 – 122 in.	_____
3.2	Engine	6-cylinder, EFI, gasoline, state size	_____
3.3	Block heater	Required with cord through grille	_____
3.4	Coolant	Antifreeze to -35°C	_____
3.5	Battery	600 CCA minimum	_____
3.6	Transmission	Automatic	_____
3.7	Steering	Power	_____
3.8	Brakes	Power with ABS	_____
3.9	Tires - Front & rear	BSW all season radials, state size	_____
3.10	Spare wheel & tire	Required with carrier	_____
3.11	Floor covering	Carpeting throughout with throw-in rubber floor mats, front and rear	_____
3.12	Mirrors	Interior rear-view & dual exterior	_____
3.13	Windshield	Tinted	_____
3.14	Windshield wipers	Intermittent	_____
3.15	Wiper blades	Winter blades with heavy duty rubber boot	_____
3.16	Ignition keys	Three (3) sets required	_____
3.17	Air conditioning	Required	_____
3.18	Tilt steering	Required	_____
3.19	Cruise control	Required	_____
3.20	Door locks	Power	_____
3.21	Remote keyless entry	Two (2) required	_____
3.22	Windows	Power	_____
3.23	Seats - Front	Two (2) bucket seats, cloth or cloth and vinyl	_____
	- Middle	Two (2) removable buckets or folding bench, cloth or cloth with vinyl trim	_____
	- Rear	3-passenger, removable bench, split-bench, or fold-away, cloth or cloth with vinyl trim	_____
3.24	Rear window defroster	Electric	_____

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3.25	Rear window wiper	Required with washer	_____
3.26	Doors - Rear	Lift gate with window	_____
	- Side	Single or dual sliding with window(s)	_____
3.27	Interior lights	Dome with door switches on front, side and rear doors	_____
3.28	Radio	AM-FM with CD player	_____
3.29	Air bags	Required, front driver's and passenger	_____
3.30	12-Volt power point	Required	_____
3.31	Fuel tank	Fully fuelled upon delivery	_____
3.32	Bumpers	Standard front and rear	_____
3.33	Colour - Interior	Blue or grey	_____
	- Exterior	White	_____

3.0 MANUALS

4.1 The Contractor shall supply the following manuals (in English) upon delivery of the vehicles:

3.1.1 Operator's manual – one (1) per vehicle. _____

4.1.2 Parts and Technical Service Manual- one (1) set. _____

4.2 Data Collections Sheets- Data collections sheets to be completely fill out. See clause D.6 (PMDCS) _____

4.0 WARRANTY-

5.1 The Contractor shall warrant the vehicle and all parts thereof, against any defects of workmanship, construction and materials, and agrees to repair or replace without cost to the City any article that has become defective and not proven to have been caused by negligence on the part of the user for a period of **(3) years, 60,000 kilometres , "bumper to bumper", no deductible.** _____

5.2 In the event of a failure on the part of the Contractor to repair or replace any article during the warranty period within five (5) business days from the date of notification, the City may have the work performed by others and offset the cost against any money due, or that may become due to the Contractor, or if there is money due, the Contractor agrees to pay the City such cost. _____

5.3 The responsibility for the design of the complete equipment, its performance and reliability shall rest upon the Contractor. _____

5.4 The term "*repeated failures*" as determined by the Contract Administrator, as used herein is defined to mean that the same component, subassembly, or assembly develops repeated defects, breakdowns and/or malfunctions rendering the apparatus inoperative, or requiring repeated shop correction, service and/or replacement during the warranty period applicable for said component, subassembly, or assembly. Minor items or ordinary service

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adjustments are not included, or considered under the scope of "repeated failures", as well as other factors, such as operational damage due to accidents, misuse or lack of proper maintenance, service and lubrication attention by not following the manufacturer's preventative maintenance schedule.

- 5.5 Where the vehicle develops "repeated failures" in service, the Contractor shall make any necessary engineering changes, repairs, alterations or modifications in order to guarantee reliability of performance, at no cost to the City, including all incidental costs, with a reapplied, full warranty as described in clause 5.4.
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6.0 TRAINING

- 6.1 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 two (2) business days for maintenance personnel and two (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.

- 6.2 Training Aides to be included are as follows:

- 6.2.1 On the type of equipment being offered, state if VHS video tape or CD-Rom training aides are available. _____

- 6.2.2 State if other training aides are available and state type _____

7.0 DELIVERY

- 7.1 The equipment shall be serviced, ready for operation and delivered F.O.B. with the freight prepaid to the City of Winnipeg, Winnipeg Fleet Management Agency, 185 Tecumseh Street Winnipeg, Manitoba within **twelve (12) calendar weeks** from the date of official notification of award of Contract. The Contractor shall contact the Contract Administrator prior to delivery of the equipment.
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- 7.2 The Contractor shall fax all vehicle serial numbers, hours/mileage to the Contract Administrator one (1) calendar week prior to delivery.
- 7.3 A pre-delivery inspection shall be performed by the Contractor on all equipment.