

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

1. Contract Title SUPPLY & DELIVERY OF TRANSIT VANS

2. Bidder

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

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

\_\_\_\_\_  
Street

(Mailing address if different)

\_\_\_\_\_  
City Province Postal Code

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

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

\_\_\_\_\_  
City Province Postal Code

(Choose one)

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

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 days (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 TRANSIT VANS**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1.	Ford Transit Van- replace (Community Services- Replacement Unit # 143- 1378 and Building Services Unit # 125-1636)	11048	(Each)	(2)	\$ _____	\$ _____
<p>TOTAL BID PRICE (GST and MRST extra) (in figures) \$ _____</p> <p>(in words) _____</p> <p>_____</p>						

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

## FORM N: DETAILED SPECIFICATIONS 11048

### 1.0 DESCRIPTION OF EQUIPMENT AND PERFORMANCE-

- 1.1 These specifications describe the Supply and Delivery of Ford Transit Vans and other Equipment and features as specified herein.
- 1.2 The Ford Transit Vans shall be a new 2012 model year.
- 1.3 Shall be capable of consistent top performance for delivery various equipment applicable to the Community Service Department and Building Services Department (towing light trailers, furniture, sports equipment, light art craft and sports supplies, printed publications) activities during the environments, which is normal to the City of Winnipeg.
- 1.4 The Ford Transit Vans and all other items/components shall be the manufacturer's latest models. The Ford Transit Vans shall be furnished complete and ready for operation. Any parts or accessories not specifically mentioned, but which are required to complete and place the Ford Transit Vans in successful operation shall be furnished as though specifically mentioned in these specifications. The complete Ford Transit Vans and attachments, and all parts thereof, shall conform in strength and quality of material and workmanship, to the best standards and engineering practice of the industry.

### 2.0 OTHER SPECIFICATIONS AND STANDARDS-

- 2.1 All applicable SAE standards form an integral part of these specifications and shall have precedence in any conflict concerning minimum acceptable standards.
- 2.2 The **Ford Transit Vans** 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/actsregulations/GENERAL/M/mvsa/regulations/mvsrg/001/mvsr3-5.html>

Manitoba/Winnipeg Safety and Health Act, Parts 12, 22 = <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)

2.3 It will be the responsibility of the Bidder to inform the City of any deficiencies in these specifications, for under this Contract the Contractor shall be held responsible for the design, performance, reliability and satisfactory operational function of the units.

**3.0 SERVICE FACILITY-**

3.1 For the purpose of warranty repairs, the Bidder shall have an authorized service facility located within 10 km 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. 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.

**4.0 ELIGIBLE MAKE & MODEL- FORD TRANSIT CARGO VAN**

**5.0 INSTRUCTIONS FOR COMPLETION OF SPECIFICATIONS-**

5.1 Each bid will be evaluated based on adherence to all terms, conditions and requirements outlined in the Bid Opportunity package.

5.2 All items in these specifications must be answered indicating compliance or non-compliance. **BIDDERS SHALL STATE "YES" FOR COMPLIANCE OR STATE DEVIATION**, or give reply where requested to do so. Deviations shall be clearly stated and fully detailed. Alternatives will be considered subject to evaluation.

5.3 **EACH BIDDER IS REQUIRED TO FILL IN EVERY BLANK. FAILURE TO DO SO MAY BE USED AS A BASIS FOR REJECTION OF BID**

**6.0 SPECIFICATIONS-**

6.1	Wheelbase	114.6-	_____
6.2	Engine	4-cylinder, fuel injection, gasoline, <b>state Displacement-</b>	_____
6.3	Fuel consumption	<b>State city rating, L/100km-</b>	_____
6.4	Block heater	Required with cord <b><u>through grille</u></b>	_____
6.5	Coolant	Extended Life Coolant, -35°C	_____
6.6	Battery CCA	<b>500 CCA-</b>	_____
6.7	Transmission	Automatic	_____
6.8	Steering	Power	_____
6.9	Brakes	Power with ABS	_____
6.10	Wheels	Standard manufacturer's wheels, without locking nuts	_____
6.11	Tires - front & rear	<b>State make model and tire size-</b>	_____
6.12	Spare wheel & tire	Required with carrier	_____
6.13	Floor covering	Rubber with <b><u>front throw-in rubber floor</u></b> mats	_____
6.14	Operator Mirrors	<b>Required with temperature control-</b>	_____
6.15	Windshield	Tinted	_____
6.16	Windshield wipers	Intermittent	_____

6.17	Wiper blades	<b>Winter blades</b> with heavy duty rubber boot	_____
6.18	Ignition keys	Three (3) sets required, with (3) key fobs	_____
6.19	Air conditioning	Required	_____
6.20	Tilt steering	Required	_____
6.21	Cruise control	Required	_____
6.22	Door locks	Power	_____
6.23	Remote keyless entry	<b>Three (3)</b> required	_____
6.24	Windows	Power	_____
6.25	Seats - Front	Two (2) bucket seats, cloth	_____
6.26	Side & Rear windows w/defroster	<b>Windows required side and rear</b>	_____
6.27	Radio	AM/FM with CD player	_____
6.28	Air bags	Required, front driver's and passenger	_____
6.29	Volt power point	<b>(2) Required</b>	_____
6.30	Bluetooth® technology	Required for use with cellular phones, "hands-free" capable, voice command activated through vehicle's radio circuit	_____
6.31	Fuel tank	<b>Fully fuelled</b> upon delivery	_____
6.32	Colour - Interior	Grey or Blue	_____
	- Exterior	White	_____
6.33	Fire Extinguisher	(5) lbs. ABC Type, <b>state location-</b>	_____
6.34	First Aid Kit-	Required, <b>state location-</b>	_____
6.35	Trailer Hitch-	Trailer Hitch Receiver required	_____
6.36	Rear Doors-	Rear cargo 255-degree hinged opening	_____
6.37	Battery-	Heavy duty 12V 60-amps/hour battery	_____
6.38	Windshield Defroster-	Electric Heated Windshield defroster	_____
6.39	Stability Control-	Advance-Trac with roll stability required.	_____
6.40	Harness-	Spare accessory harnesses	_____
6.41	Splash Guards-	Factory Moulded	_____
6.42	Window Grill-	Side & Rear Window Grille	_____
6.43	Cargo Organizers-	<b>State optional price and locations-</b>	_____
6.44	Back up sensors-	Factory OEM back up sensors.	_____

**7.0 TRAINING-**

7.1 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 ½ business days for maintenance personnel and ½ 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.

7.2 Training Aides:

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

7.3 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 Safety and Operator Training Division  
Operator Training Branch  
2nd Floor, Building "B", 1500 Plessis Road  
R2C 5G6**

**[E-mail: pwd-opertrain@winnipeg.ca](mailto:pwd-opertrain@winnipeg.ca)**

**Attn: Equipment Training Coordinator - Pending Equipment Delivery**

**8.0 WARRANTY-**

8.1 The warranty for the **Transit Vans** 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





alterations or modifications in order to guarantee reliability of performance.

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**12.0 LITERATURE-**

12.1 Bidders shall submit within twenty-four (24) hours upon request of the Contract Administrator, current descriptive, detailed literature on the equipment being bid.

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**13.0 DELIVERY-**

13.1 **Delivery Point-** The complete unit 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 185 Tecumseh Avenue Winnipeg Manitoba.

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13.2 **Delivery Time-** Within twenty (20) 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.

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

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13.4 **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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**14.0 MANUALS-**

14.1 Manuals supplied under this contract. The manuals shall cover the complete equipment including all components thereof, CD is preferred where available.

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14.2 The following manuals shall be supplied with the units when delivered:

i) Operator's manual – Two (2) per unit (one operators manual shall be sent to the Equipment Operator Training Branch

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ii) Parts and service manuals – one (1) complete sets including preventative maintenance schedules. CDs are preferred.

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### FORM O-PREVENTATIVE MAINTENANCE SCHEDULE

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Service/Parts Contact info: \_\_\_\_\_

#### **PM Checklist and Adjustments**

Please fill in all applicable areas and add any missing service intervals or component part numbers that are applicable to the supplied unit.

All items required to maintain warranties must be listed.

Description:	Capacity:	Type:	Description:	Capacity:	Type:
Engine Oil	Litres		Transmission	Litres	
Cooling System	Litres		Transfer Case	Litres	
Hydraulic Tank	Litres		Hydraulic System	Litres	
A/C Refrigerant	Lbs	R-134a	Brake Reservoir	Litres	
Fuel System	Litres		Differential (Front)	Litres	
Final Drives	Litres		Differential (Rear)	Litres	

Type of Filter:	OEM:	Wix:	Purolator:	Fram:	Baldwin:	Fleetguard:
Engine Oil						
Air Primary						
Air Secondary						
Primary Fuel						
Secondary Fuel Filter						
Cab Air Filter						
Hydraulic (pressure)						
Hydraulic (return)						
Transmission						
A/C Belt						
Alt Belt						
Water Pump Belt						
Serpentine Belt						

Make \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Item	Recommended Service Intervals. Kms/Hours	Comments
List any one time services		
List any one time adjustments		
List regular Adjustments		
Initial Oil and Filter Change		
Engine Valve Lash and Fuel Injector, Timing Check.		
Engine Oil and Filter Changes and/or Oil Sample Intervals		
Lubrication Points and Intervals		
Transmission Filter/Screens- Replace/Clean and/or Obtain Oil Sample		
Primary Fuel Filter (Replace)		
Secondary Fuel Filter (Replace)		
Differential Oil Sample (Front)		
Final Drive Oil Sample (front)		
Hydraulic Filter (Replace and Obtain Oil Sample)		
Front Differential Fluid (Change)		
Rear Differential Fluid (Change)		
Differential Vents		
Transmission Oil (Change)		
Clean Transmission Magnetic Screen		

Make \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Year: \_\_\_\_\_

Item	Recommended Service Intervals Kms/Hours	Comments
Change Final Drive Oil (Front)		
Clean Engine Crankcase Breather		
Hydraulic System Oil (Change)		
Engine Valve Lash and Fuel Inj. Timing (Check)		
Cooling system Water Temperature Regulator (Replace)		
Cooling System Coolant Extender (ELC)-Add		
Cooling System		
Wheel nut Torque and Intervals		
Check wheel Nut torque At Every service interval		
Refrigerant dryer (Replace)		

**FORM P-DATA COLLECTION SHEET FOR W.F.M.A**

<b>UNIT NUMBER</b>		
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<b>ITEMS</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	(e.g. Truck, snow blower, mower, tractor)	
FUEL TYPE	(e.g. gas, diesel, hybrid, propane)	
RATED FUEL CONSUMPTION	(L/100 km, L/hr, etc.)	
GVWR	(In pounds [lbs.] and kilograms)	
GAWR FRONT		
GAWR REAR		
GCWR		
DIMENSION HEIGHT	(Overall height m)	
DIMENSION LENGTH	(Overall length m)	
DIMENSION WIDTH	(Overall width m)	
WHEELBASE		
DELIVERY DATE	(Confirmed date)	
SUPPLIER/DEALER	(Name, phone number, and contact person)	
ODOMETER/HOUR METER	(Upon delivery)	
V.I.N. NUMBER		
SERIAL NUMBER (if applicable)		
CAB CONFIGURATION	(Regular, Extended, Crew)	
M.G.I NUMBER (if applicable)		
KEY DOOR NUM		
KEY IGNITION NUM		
PAINT CODE	(Exterior colour)	
PAINT COLOUR	(Exterior colour)	
PAINT TRIM CODE	(Interior code #/colour)	
<b>ITEMS</b>	<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 DISPLACEMENT	(In cubic inches and litres)	
CPL NUMBER		
ENGINE CYLINDERS	(Number of cylinders)	
ENGINE OIL CAPACITY	(Capacity with filter, in litres)	
ENGINE OIL FILTER PART NUMBER	(Number of filters and part numbers)	
ENGINE OIL TYPE	(e.g. 15W40, regular or synthetic)	
ENGINE AIR FILTER (PRI)	(Make, part number, quantity)	
ENGINE AIR FILTER (SEC)	(Make, part number, quantity)	
CAB FILTER	(Part number and location)	
FUEL TANK CAPACITY	(In litres)	
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 litres)	
COOLANT FILTER NUMBER	(Part number)	
<b>TRANSMISSION</b>		<b>DETAILS FROM VENDOR</b>
TRANSMISSION MAKE	(Enter make & model)	
TRANSMISSION SERIAL NUMBER		
TRANSMISSION TYPE	(Hydrostatic, standard, automatic)	
TRANSMISSION FLUID CAPACITY	(in litres)	
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)	
<b>FRONT DIFFERENTIAL</b>		<b>DETAILS FROM VENDOR</b>
DIFFERENTIAL MAKE		
DIFFERENTIAL MODEL		
DIFFERENTIAL SERIAL #		
DIFFERENTIAL OIL TYPE	(e.g. 80W90, synthetic)	
DIFFERENTIAL CAPACITY	(In litres)	
<b>REAR DIFFERENTIAL</b>		<b>DETAILS FROM VENDOR</b>

DIFFERENTIAL MAKE		
DIFFERENTIAL MODEL		
DIFFERENTIAL SERIAL #		
DIFFERENTIAL OIL TYPE	(e.g. 80W90, synthetic)	
DIFFERENTIAL CAPACITY	(In litres)	
<b>TIRES/WHEELS/ETC.</b>		<b>DETAILS FROM VENDOR</b>
TIRE MANUFACTURER & BRAND		
TIRE SIZE FRONT		
TIRE SIZE REAR		
WHEEL NUT TORQUE	(lb-ft)	
WHEEL NUT RE-TORQUE INTERVAL		
FINAL DRIVE/HUB	(Oil type and capacity)	
WHEEL SPINDLES OIL CAPACITY	(In litres)	
WHEEL SPINDLES FLUID TYPE	(e.g. 80w90, Dextron, synthetic)	
POWER STEERING CAPACITY	(In litres)	
POWER STEERING FLUID TYPE	(e.g. ATF or synthetic)	
POWER STEERING FILTER #	(Make, part number, quantity)	
BRAKE FLUID	(Type)	
BRAKE TYPE	(Hydraulic/air)	
<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		
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 #		

BELTS OTHER		
COMPRESSOR CFM	(e.g. 13.2, 15, 18)	
COMPRESSOR MODEL	(Enter make and model)	
COMPRESSOR PART #		
AIR DRYER	(Enter make and model)	
AIR DRYER PART/SERIAL #		
AIR DRYER DESCRIANT		
AIR DRYER FILTER	(part number)	
AUX. HEATER TYPE	(Diesel, electric, etc.)	
AUX. HEATER MAKE		
AUX. HEATER MODEL		
AIR CONDITIONING	(Type, 113 etc.)	
AIR CONDITIONING CAPACITY	(lbs)	
A/C RECEIVER DRYER PART #	(part, number)	
<b>ATTACHMENT ITEMS</b>	(Construction equipment)	<b>DETAILS FROM VENDOR</b>
SKID SHOE	(part number)	
STINGER BLADES	(part number)	
STINGER TEETH	(Quantity and part number)	
BUCKET TEETH	(Quantity and part number)	
CUTTING TOOTH		
CLAM BUCKET BLADE	(Dimensions and part number)	
UTILITY BUCKET BLADE	(Dimensions and part number)	
BOX SCRAPER BLADE	(Dimensions and part number)	
BUCKET CAPACITY		
BUCKET BLADES AND SIDES	(Quantity and part number)	
GRADER BLADES	(part number)	
GRADER ICE BLADES	(Part number)	
WING BLADES	(Part number)	
<b>BODY UNIT ITEMS</b>		<b>DETAILS FROM VENDOR</b>
BODY SUPPLIER	(Name and contact number)	
BODY TYPE		
BODY MAKE		
BODY MODEL		
BODY SERIAL NUMBER		



BOX SIZE	(Length and/or capacity)	
<b>HYDRAULICS</b>		<b>DETAILS FROM VENDOR</b>
HYDRAULIC PUMP	(Make, model and capacity)	
PTO	(Make, model and shift type)	
HYDRAULIC TANK CAPACITY	(In litres)	
HYDRAULIC FILTER NUMBER	(Filter number and screen numbers)	
HYDRAULIC FLUID TYPE	(e.g. N22, synthetic)	
HYDRAULIC FILTER	(Make, quantity and part number)	
HYDRAULIC SCREEN	(Make, quantity and part number)	
HYDRAULIC BREATHER	(Make, quantity and part number)	
HYDRAULIC SPINNER		
HYDRAULIC SPINNER MAKE		
HYDRAULIC SPINNER MODEL		
HYDRAULIC SPINNER SERIAL #		
CONVEYOR MOTOR MAKE		
CONVEYOR MOTOR MODEL		
CONVEYOR MOTOR SERIAL #		
CYCLE TIME DOWN		
CYCLE TIME UP		
<b>SANDER/DUMP CONTROLS:</b>		<b>DETAILS FROM VENDOR</b>
CONTROL SYSTEM MAKE		
CONTROL SYSTEM MODEL		
CONTROL SYSTEM SERIAL #		
CONTROL SYSTEM PART #		
CONVEYOR CHAIN	(Length and part #)	
SENSORS	(Part #s)	
CALCIUM PUMP MAKE		
CALCIUM PUMP MODEL		
CALCIUM PUMP SERIAL #		
CALCIUM PUMP CAPACITY		
<b>UNIT ITEMS</b>	<b>ATTACHMENT(S)</b>	<b>DETAILS FROM VENDOR</b>
TYPE	(e.g. snow blower, mower, spreader, etc.)	
MAKE/ MANUFACTURER	(e.g. John Deere, Colpron, etc.)	

MODEL		
YEAR	(Enter year manufactured)	
AUX. ENGINE	(Make and model)	
AUX. ENGINE DISPLACEMENT	(In cubic inches and litres)	
AUX. ENGINE SERIAL #		
SUPPLIER/DEALER	(Name, phone number, and contact person)	
FUEL TYPE	(e.g. gas, diesel, propane)	
ODOMETER/HOUR METER		
AUX. ENGINE HORSE POWER	(Enter as xxx H.P. @ xxxx RPM)	
AUX. ENGINE CYLINDERS	(Number of cylinders)	
AUX. ENGINE OIL CAPACITY	(Capacity with filter, in litres)	
AUX. ENGINE OIL FILTER PART #	(Number of filters and part number)	
AUX. ENGINE OIL TYPE	(e.g. 15W40, regular or synthetic)	
AUX. ENGINE AIR FILTER (PRI)	(Make, part number, quantity)	
AUX. ENGINE AIR FILTER (SEC)	(Make, part number, quantity)	
<b>HYDRAULICS</b>	<b>ATTACHMENT(S)</b>	<b>DETAILS FROM VENDOR</b>
HYDRAULIC DRIVE MAKE	(Enter make & model)	
HYDRAULIC DRIVE MODEL		
HYDRAULIC DRIVE SERIAL #		
HYDRAULIC DRIVE TYPE	(Hydrostatic, standard, automatic)	
HYDRAULIC DRIVE FLUID CAPACITY	(in litres)	
HYDRAULIC DRIVE FLUID TYPE	(Dextron III, synthetic, etc.)	
HYDRAULIC DRIVE FILTER(S)	(# of filters and part numbers; internal and external filters where applicable)	
HYDRAULIC DRIVE COOLER	(Part number if applicable)	
HYDRAULIC BREATHER CAP	(Part number if applicable)	
<b>SWEEPER</b>		<b>DETAILS FROM VENDOR</b>
BROOM SEGMENTS	(part #)	
WATER FILTER	(part #)	
WEAR PLATES	(part #)	
ROLLERS	(part #)	
SKID SHOES	(part #)	



## 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?

Describe:

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

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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