

FORM A: BID
(See B7)

1. Contract Title SUPPLY & DELIVERY OF FRONT END WHEEL LOADERS

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 FRONT END WHEEL LOADERS

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	QUANTITY	UNIT PRICE
1.	Front End Wheel Loaders	12004	Each	(3)	
2.	Pallet Forks	12004	Each	(2)	
3.	2 way Snow Blade	12004	Each	(3)	

State fuel consumption in litres per hour under medium load _____

Name of Bidder

FORM N: DETAILED SPECIFICATIONS 12004

1.0 **TYPE-**

- 1.1 The Front End Wheel Loaders shall be the manufacturer's latest model. The equipment shall be new 2012 model year.
- 1.2 The Front End Wheel Loaders shall be furnished complete and ready for use. All parts not specifically mentioned, but which are required to complete and place the Front End Wheel Loaders in successful operation, shall be furnished as though specifically mentioned in these specifications. The complete Front End Wheel Loaders, and all parts thereof, shall conform in strength and quality of material and workmanship, to the best standards and engineering practice of the industry.
- 1.3 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 unit.
- 1.4 The ratings specified herein merely state the minimum values acceptable to the City. There is no intent of implying that these values are sufficient for the design of the unit being bid.

2.0 **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 **Front End Wheel Loaders** and all its components 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

3.0 QUALIFICATIONS OF MANUFACTURER / CONTRACTOR-

3.1 The Contractor shall be an authorized distributor/supplier of the Front End Wheel Loaders being bid.

3.2 The Contractor 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 front end wheel loader 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 on front end wheel loader equipment, and general service capabilities. A description of the service facility shall be provided within 3-Calendar Days upon request of the Contract Administrator.

4.0 INSTRUCTIONS FOR COMPLETION OF SPECIFICATIONS

4.1 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.

4.2 Each bidder is required to fill in every blank. Failure to do so may be used as a basis for rejection of bid.

5.0 PERFORMANCE- The complete equipment shall be capable of top performance for the following applications.

- On-street winter maintenance plowing, clearing driveways, approaches, intersections, bus stops, crosswalks etc.
- Snow removal such as clearing snow from sidewalks and boulevards, loading semi-trailers for snow blowing crew.
- Loading trucks all seasons.
- Using forklift attachment indoors/outdoors at Public Works Streets Maintenance Division garages
- Clearing snow from streets and Winnipeg Active Transportation pathways with two/way blade.
- Based on the City's operational requirements, the front-end wheeled loader must at a minimum meet the mid-to-upper range of the City of Winnipeg J3 loader classification as described in the Bid-opportunity pertaining to the Provision of Hourly Rates for Hired Equipment and Dump Trucks:

6.0 MAKE-

6.1 State make being bid- _____

7.0 MODEL-

7.1 State model being bid- _____

8.0 WEIGHT & DIMENSIONS-

8.1 Operating weight – 25,000 - 29,000 lbs. _____

8.2 Overall width over tires, less bucket, **state-** _____

8.3 Overall height (to top of cab, not including warning beacon), **state-** _____

8.4 Ground clearance, **state-** _____

8.5 Overall length, bucket on ground, **state-** _____

9.0 ENGINE-

- 9.1 **Type** –Must be current Canadian Emission EPA compliances. Diesel, liquid cooled and turbo charged. Engines shall be warranted to use biodiesel at a B10 blend level (10% biodiesel to 90% ultra low sulphur diesel), where the biodiesel will meet product specification ASTM D 6751 to ensure fuel quality, **state tire 3 or tier 4-** _____
- 9.2 Net horsepower as per SAE J1349B – 115hp - 160 hp _____
- 9.3 Fuel shut-off - electric solenoid type. _____
- 9.4 Fuel filter - spin-on type. _____
- 9.5 Fuel system water separator - required. _____
- 9.6 Oil filter - full flow, spin-on type. _____
- 9.7 Air cleaner - dry two-stage with restriction indicator and pre-cleaner. _____
- 9.8 Exhaust vertical pipe complete with muffler vertical discharge with bend and 40° cut-off. _____
- 9.9 Coolant Ethylene glycol based, protected to –35°F (-37°C). _____
- 9.10 Extended lifelong coolant. _____
- 9.11 Engine block heater - immersion type 1,000 watts, with covered recessed male plug. _____
- 9.12 Automatic De-rating or equivalent for exceeding system parameters - Shall provide visual and audible warning of principal machine systems including engine oil pressure and coolant temperature. Shall provide the ability for the operator to move the machine to a safe location where the machine will not pose a threat to the operator or the public. _____
- 9.13 Automatic De-rating or equivalent for exceeding system parameters - low oil pressure and high water temperature, low fuel pressure shutdown. OEM approved only. _____
- 9.14 Programmable anti-idling system or equivalent required for carbon emission Reduction/fuel consumptions. _____

10.0 DRIVE TRAIN-

- 10.1 Front Axle- limited slip or hydraulic locking differential. **State-** _____
- 10.2 Shall have the capability of allowing the operator to select either automatic or manual shifting. _____
- 10.3 Shall have the capability of full power shift with torque converter. _____
- 10.4 Shift control - single lever. _____
- 10.5 Forward gears, **state number of speeds-** _____
- 10.6 Reverse gears, **state number of speeds-** _____
- 10.7 Rear Axle- limited slip or hydraulic locking differential, **state-** _____

- 10.8 Semi-floating or oscillating rear axle. _____
- 10.9 Differential drain plugs - magnetic type. _____
- 11.0 BRAKES, STEERING & TIRES-** _____
- 11.1 Service brakes - 4-wheel, hydraulic operated wet disk type. _____
- 11.2 Parking Brake - Spring applied and hydraulically released _____
- 11.3 Two Control Pedals: _____
- 11.4 Accelerator pedal _____
- 11.5 Dual purpose pedal - transmission disconnect with braking _____
- 11.6 Steering - articulated with 35° articulation left and right of center, **state-** _____
- 11.7 Articulation center pin components, **state type-** _____
- 11.8 Operational Steering and Articulating Requirements:
- a) Steering and Articulation of the machine must be smooth, controlled and continuous, fully raised and loaded at engine idle speed. _____
 - b) Steering wheel movement must be smooth, controlled and continuous fully raised and loaded engine speed. There shall be no erratic, pulsating or jerking movement of the steering wheel. _____
 - c) Steering equipped with neutralizer valves or equivalent to prevent frame to frame contact at full articulation _____
- 11.9 Steering frame lock - required. _____
- 11.10 Tires-
- a) Bias Ply Rock Tires required _____
 - b) 20.5 R25 L3, **state-** _____
 - c) Snow style tread, front and rear. _____
 - d) Tires shall have a sure grip design. _____
 - e) Michelin or Bridgestone, **state** make and model being bid- _____
- 11.11 Rims
- a) 3-piece design. _____

12.0 FRONT END LOADER-

- 12.1 Breakout force – 20,000 lbs., **state-** _____
- 12.2 Tipping Loads:
 - a) Static straight – 22,000-24,000 lbs _____
 - b) Full turn – 17,000- 20,000 lbs. _____
- 12.3 Hinge pin height, fully raised – 12-13 ft., **state-** _____
- 12.4 Loader Controls:
 - a) One dual function lever that provides lift and curl of the bucket. _____
 - b) Bucket leveller - automatic with position indicator. _____
 - c) Automatic “Return to carry” option. _____
 - d) Boom height control (kick-out) - automatic, adjustable. _____
- 12.5 Ride control system (accumulator) required to attenuate machine bounce during travel. Shall be OEM system. (Aftermarket system unacceptable) _____
- 12.6 The ride control system shall be of the type that automatically engages or disengages, dependent on the machines ground speed. _____
- 12.7 Loader bucket:
 - a) Bucket general purpose. Bucket capacity, SAE – 3 yd3. struck _____
- 12.8 Bucket width to exceed machine width at tires. _____
- 12.9 Cutting edge - bolt-on, heat treated steel, 1, 2 or 3 piece reversible blade acceptable, full width of bucket x 12 inch deep, Bucyrus or equal, state make and model being bid. State make and model of blade supplied- _____
- 12.10 Bottom wear plates - required to prevent bucket heel from rubbing on ground with bolt-on cutting edge in place. _____
- 12.11 Side wear plates - bolt-on, replaceable, Bucyrus or equal, state make and model being bid- _____
- 12.12 OEM approved Loader safety prop bar - required. _____
- 12.13 Hydraulic fluid level indicator - required. _____
- 12.14 Auxiliary hydraulics for attachment growth. Loader must have a 3rd function valve. _____

13.0 OPERATOR COMPARTMENT-

- 13.1 Type -ROPS roll over protective structure complete with pressurized cab. OSHA certified or equal. _____
- 13.2 Insulation - required for sound suppression, rated as per 13.21 _____

- 13.3 Seat – Cushioned, adjustable high back bucket type with cloth upholstery, air suspension, lumbar support, armrests and retractable seat belt. _____
- 13.4 Windows - tinted safety glass with appropriate markings for all panes. _____
- 13.5 Sun visor - fold-down type. _____
- 13.6 Door - lockable with keyed lock. Door/window shall latch in fully opened position. _____
- 13.7 Exterior rear view mirrors - one (1) each side. Heated, remote electric adjusting _____
- 13.8 Interior rear view mirror. _____
- 13.9 Windshield wipers – Winter type, two speed, front and rear. _____
- 13.10 Windshield washers - front and rear. _____
- 13.11 Heater/defroster/pressurizer - heavy duty, hot water type with multi-speed fan and filtered air intake. _____
- 13.12 Must have interior cab heater capable of sustaining cab temperature to 20°C at an outside ambient air temperature of - 40°C. _____
- 13.13 Defroster - capable of keeping all windows clear at – 40°C. _____
- 13.14 Air conditioning - required. _____
- 13.15 Radio - AM/FM/CD. _____
- 13.16 Steering wheel - tilt type. _____
- 13.17 Rubber floor covering - required throughout. _____
- 13.18 OEM installed rear view camera _____
- 13.19 Instrumentation:
Shall be as follows but not limited to:
 - a) Engine coolant temperature gauge and alarm. _____
 - b) Engine oil pressure gauge and alarm. _____
 - c) Transmission oil temperature gauge _____
 - d) Hour-meter- required. Non-resettable. _____
 - e) Ammeter, voltmeter, state- _____
 - f) Fuel gauge- required. _____
 - g) Tachometer- preferred, state- _____
- 13.20 Gauges shall be mounted in the control panel (dashboard), or in a location that is easily observed by the operator from the seat. _____

- 13.21 Noise level, interior - 85 dB (A), measured in accordance with SAE J336, **state noise level-** _____
- 13.22 Rear sun shade required _____
- 13.23 (10) lbs ABC Type Fire Extinguisher, First Aid Kit, Flare Kit mounted as per Manufacture's OEM recommendation, **state location-** _____
- 13.24 Steps and handrails to provide safe cleaning of front windshield _____
- 13.25 Left and right cab doors preferred, complete with a full length ladder to provide safe exit if required. _____
- 13.26 Self cleaning steps for safe entry and exit _____
- 14.0 ELECTRICAL & LIGHTING-**
- 14.1 Type - 24 volt, negative ground electrical system. _____
- 14.2 Electric starter - required. _____
- 14.2.1 Electric starter thermally and over spin protected. _____
- 14.3 Starter switch key type or keyless type with security code, **state-**. _____
- 14.3.1 Three (3) sets of keys required. _____
- 14.4 Batteries - two (2), maintenance free 950-1100 CCA capacities each. _____
- 14.4.1 Battery disconnect switch - required. _____
 - a) Battery disconnect switch, protected from the elements. _____
- 14.5 Alternator – 60-80 amps, **state output-** _____
- 14.6 LED, Combination stop and tail lights - two (2), protected from damage. _____
- 14.7 LED, Signal lights with warning flashers - two (2), visible front and rear. _____
- 14.8 Headlights - two (2), mounted immediately below cab roof. _____
- 14.9 Work lights:
 - a) Heavy Duty work lights required. _____
 - b) Front - two (2), adjustable, mounted near top pivot of loader lift arms. _____
 - c) Rear - two (2). Must be fully adjustable. _____
 - d) Independent on/off switch for each pair of work lights.(front and rear)
Dash mounted, wired through ignition. _____
- 14.10 Full set of Manitoba Highways provincially approved highway lights (wigwag lights). _____
- 14.11 Shall be independently controlled through a separate switch. _____
- 14.12 Highway lights not to extend past cab. _____

- 14.13 Cab interior (dome) light. _____
- 14.14 Horn. _____
- 14.15 Warning Beacons: **(Whelen Products Class I only)**
- a) Blue/Amber located on all four corners of the cab roof flush mounted. _____
 - b) Both Blue and Amber lights to be independently switched. _____
- 14.16 Complete with dash mounted on/off switch wired through ignition. _____
- 14.17 (97 dba) Back-up alarm - mounted at rear of unit, located to be protected from damage. _____
- 14.18 Radio installation provision - 12 volt, 20-amp circuit available at a spare circuit breaker, suitable for installation of a 2-way mobile radio. _____
- 14.19 Radio to be wired on an independent circuit. _____
- 14.20 Wiring:
- a) All electrical functions (except warning flashers, and 2-way radio circuit) shall be wired through the ignition. _____
 - b) Wiring for all locally installed equipment shall be colour coded, loomed and properly secured. _____
 - c) All joining of wires and electrical connectors shall be soldered and sealed with heat shrink tubing or with sealed weather tight connectors _____
 - d) No splices shall be made into OEM or after market wiring harnesses. _____
 - e) All additional circuits are to be run from a power distribution box. _____
 - f) All fuses, relay's and circuit breakers to be made easily accessible. _____
- 15.0 MISCELLANEOUS-**
- 15.1 Fenders – Full width, required front and rear with anti-skid tape on step surfaces where applicable. _____
- 15.2 Engine side covers - hinged (if lockable, all locks must be keyed alike). _____
- 15.3 Drawbar hitch with pin. _____
- 15.4 Access ladder with non-skid step surfaces. _____
- 15.5 Grab handles - supplied as required at all appropriate locations. _____
- 15.6 Toolbox - lockable, **state** location. _____
- 15.7 Slow moving vehicle emblem. _____
- 15.8. Groeneveld Twin Automatic Greasing System or Lubcore. , **state quantity of grease points-** _____
- 15.9 Reservoir capacity – The reservoir capacity shall be sufficient as to allow the machine to run for 250 hours before being refilled _____

- 15.10 Welco Beales Quick Coupler (**no substitutes**) required for attachment(s), _____
- 15.11 OEM Anti-theft security safety system required, **state type-** _____
- 15.12 Oil sampling valves for engine, transmission and hydraulic system _____
- 15.13 Electric fuel priming pump to eliminate fuel contamination _____
- 16.0 ELECTRICAL AND LIGHTING-**
- 16.1 **Type** – 12-Volt, negative ground electrical system. _____
- 16.2 **Electric starter** – required with keyed starter switch, if not key operator, provide starting details- _____
- 16.3 **Batteries** – dual 1000-1500 CCA combined capacity. _____
- 16.4 **Alternator** – 65 -75Amp, **state** capacity- _____
- 16.5 **Combination stop and tail lights** – two (2). _____
- 16.6 **Signal lights with warning flashers** – two (2) front and two (2) rear. _____
- 16.7 **Warning flashers**-Warning flashers shall be operable with the key removed. _____
- 16.8 **Headlights** – two (2). _____
- 16.9 **Work lights-**
- i) **Front** – four (4) front mounted, adjustable, located immediately below cab roof line. _____
- ii) **Rear** – four (4) rear mounted, adjustable, located immediately below cab roof line. _____
- iii) **Side** – **State optional price** for two (2) side mounted, located immediately below cab roof line. _____
- 16.10 **Independent on/off switch** for each pair of work lights, dash mounted, wired through ignition, labelled with permanent type, engraved style labels. _____
- 16.11 **Cab interior light** – required. _____
- 16.12 **Radio** – AM/FM/CD, factory installed. _____
- 16.13 **Radio installation provision** – 12 Volt, 20 Amp separate/independent circuit available at a spare circuit breaker, suitable for installation of a 2-way mobile radio. _____
- 16.14 **Horn** – operable from driving position and from backhoe position. _____
- 16.15 **Mini light bar guard** – ramped, heavy duty bolt-on metal guard, designed to permit servicing of the light bar without being removed. _____
- 16.16 **Back-up alarm** – 97 dB(A), factory installed, mounted to be protected from damage. _____

- 16.17 **Wiring-** for all locally installed accessories shall be colour coded, loomed and properly secured. _____
- 16.18 **Splicing** in any factory harnesses is unacceptable. All electrical power for locally supplied electrical components shall be supplied from an OEM power distribution box. _____
- 16.19 **Wiring Joining-** All joining of wires and electrical connectors shall be soldered and sealed with heat shrink tubing. _____
- 16.20 **Wiring-** All wiring for work lights and warning lights shall be supplied with no exposed wiring. _____
- 16.21 **Lighting-**All lighting shall be LED, **state-** _____
- 16.22 **Slow moving vehicle emblem** – Grote 71152 or equal c/w bracket, mounted to rear of backhoe. _____
- 16.23 **Fuel tank** – fully fuelled upon delivery, **state capacity-** _____
- 16.24 **Safety Equipment-** (10) ABC type fire extinguishers and first aid kit required.
State location- _____
- 17.0 PERFORMANCE RELIABILITY-**
- 17.1 The responsibility for the design of the **Front End Wheel Loader**, its performance and reliability shall rest upon the Contractor. _____
- 17.2 Where the **Front End Wheel Loader** develops “repeated failures” in service, the Contractor shall make any necessary engineering changes, repairs, alterations or modifications in order to guarantee reliability of performance. _____
- 18.0 TRAINING-**
- 18.1 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. _____

18.2 Training Aides:

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

18.3 What is the recommended minimum training duration for:

Primary unit- _____

For major attachments (if applicable): _____

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

For the primary unit- _____

For major attachments (if applicable): _____

18.5 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 _____

19.0 WARRANTY-

19.1 The successful bidder shall provide all detailed warranty information on the product being bid and associated attachments. _____

19.2 **Please provide optional price \$\$ for extended warranty options-** _____

19.3 **State optional price for Full Maintenance Package-** _____

20.0 LITERATURE-

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

21.0 DELIVERY-

21.1 **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 the WFMA 185 Tecumseh Street, Winnipeg MB. _____

21.2 **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. **State delivery time-**

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

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

22.0 MANUALS-

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

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

i) **Operator's manual – Two (2) per unit (one operator manual shall be sent to the Equipment Operator Training Branch reference item 18.5)**

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

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

UNIT NUMBER		
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ITEMS		DETAILS FROM VENDOR
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)	
ITEMS	SERVICE ITEMS	DETAILS FROM VENDOR
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)	
TRANSMISSION		DETAILS FROM VENDOR
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)	
FRONT DIFFERENTIAL		DETAILS FROM VENDOR
DIFFERENTIAL MAKE		
DIFFERENTIAL MODEL		
DIFFERENTIAL SERIAL #		
DIFFERENTIAL OIL TYPE	(e.g. 80W90, synthetic)	
DIFFERENTIAL CAPACITY	(In litres)	
REAR DIFFERENTIAL		DETAILS FROM VENDOR
DIFFERENTIAL MAKE		

DIFFERENTIAL MODEL		
DIFFERENTIAL SERIAL #		
DIFFERENTIAL OIL TYPE	(e.g. 80W90, synthetic)	
DIFFERENTIAL CAPACITY	(In litres)	
TIRES/WHEELS/ETC.		DETAILS FROM VENDOR
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)	
MISC. ITEMS		DETAILS FROM VENDOR
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)	
ATTACHMENT ITEMS	(Construction equipment)	DETAILS FROM VENDOR
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)	
BODY UNIT ITEMS		DETAILS FROM VENDOR
BODY SUPPLIER	(Name and contact number)	
BODY TYPE		
BODY MAKE		
BODY MODEL		
BODY SERIAL NUMBER		
BOX SIZE	(Length and/or capacity)	

HYDRAULICS		DETAILS FROM VENDOR
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		
SANDER/DUMP CONTROLS:		DETAILS FROM VENDOR
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		
UNIT ITEMS	ATTACHMENT(S)	DETAILS FROM VENDOR
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)	
HYDRAULICS	ATTACHMENT(S)	DETAILS FROM VENDOR
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)	
SWEEPER		DETAILS FROM VENDOR
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:

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

Describe:

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

Describe:

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:

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:

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

Describe:

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:
