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**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To:** Statistics Canada

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

**Proposition aux:** Statistique Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

**Comments - Commentaires**

**This document contains a Security Requirement**

**Vendor/Firm Name and address**  
**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution**  
Statistics Canada  
150 Tunney's Pasture Driveway,  
Ottawa, ON K1A 0T6

|   |  |
|---|--|
| <b>Title – Sujet</b><br>Maintenance Services for Fleet of Powered Lift Trucks   |  |
| <b>Solicitation No. – N° de l'invitation</b><br>J073333   | <b>Date</b><br>April 24, 2024            |
| <b>Solicitation Closes – L'invitation prend fin</b><br><b>at – à 02 :00 PM</b><br><b>on – le June 07, 2024</b>  |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard Time EST  |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>  |  |
| <b>Address Inquiries to : - Adresser toutes questions à:</b><br>ATTN: Abbas Khokhar<br><a href="mailto:statcan.macs-bids-smcsoumissions.statcan@statcan.gc.ca">statcan.macs-bids-smcsoumissions.statcan@statcan.gc.ca</a>   | <b>Buyer Id – Id de l'acheteur</b><br>AK |
| <b>Telephone No. – N° de téléphone :</b><br>343-548-1422  | <b>FAX No. – N° de FAX</b>               |
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| <b>Delivery required - Livraison exigée</b>  | <b>Delivered Offered – Livraison proposée</b> |
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| <b>Facsimile No. – N° de télécopieur</b><br><b>Telephone No. – N° de téléphone</b>   |   |
| <b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |   |
| <b>Signature</b>   | <b>Date</b>                                   |

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Task Authorization Form, and any other annexes.

### 1.2 Summary

Statistics Canada (StatCan) has a requirement for a Contractor to provide on-site scheduled maintenance services and “as and when requested” services for the fleet of StatCan-owned powered lift-trucks.

The contract will be awarded from approx. November 2024 to March 31, 2026 plus an additional three (3) one (1) year option periods.

This is an open tender. However, it will be **conditionally set-aside** under the Government of Canada’s Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada’s Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

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Further to Article 800 of the [Canadian Free Trade Agreement \(CFTA\)](https://www.cfta-alec.ca/canadianfree-trade-agreement/) (<https://www.cfta-alec.ca/canadianfree-trade-agreement/>), CFTA does not apply to the procurement if the two (2) conditions below are met:

- (i) Bids from two (2) or more Indigenous Businesses are responsive with the mandatory requirements; and
- (ii) Bids from two (2) or more Indigenous Businesses are, in the evaluation team's opinion, not affiliated within the meaning used in the [Competition Act, R.S.C., 1985, c. C-34](https://lawslois.justice.gc.ca/eng/acts/C-34/) (<https://lawslois.justice.gc.ca/eng/acts/C-34/>).

Indigenous Businesses is here defined as an entity which has submitted with its bid a valid Owner/Employee Certification (see the Attachment to Part 5 titled "Set-aside for Indigenous Business").

If the above two (2) conditions are not met, the procurement will remain open for competition among all businesses and the following will apply:

- (i) Canada Free Trade Agreement
- (ii) Canada–Korea Free Trade Agreement
- (iii) Canada–Chile Free Trade Agreement
- (iv) Canada–Colombia Free Trade Agreement
- (v) Canada–Honduras Free Trade Agreement
- (vi) Canada–Panama Free Trade Agreement

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan".

#### Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

#### Completeness of the Bid

*After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.*

*Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:*

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

## 2.2 Submission of Bids

Bids must be submitted only to Statistics Canada (StatCan) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Statistics Canada will not be accepted.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

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### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid: one (1) soft copy by e-mail in a "pdf" format;
- Section II: Financial Bid: one (1) soft copy by e-mail in a "pdf" format;
- Section III: Certifications: one (1) soft copy by e-mail in a "pdf" format.

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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise, and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule in Attachment 3.1.

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.1.3 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **3.1.4 SACC Manual Clauses**

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

**Attachment 3.1 - Pricing Schedule**

The Bidder must complete this pricing schedule and include it in its financial bid.

**Firm All-inclusive Price**

This firm price must include all parts and labor to perform the work within the scope of Initial Fleet Assessment, Quarterly Preventive Maintenance Services, Lift Devices Inspections Services, save and except for any deficiencies and recommended repairs reported by the Contractor to address these deficiencies, in accordance with Annex A – Statement of Work.

**Firm All Inclusive Hourly Labor Rate**

Firm all-inclusive hourly labor rate means a firm all-inclusive hourly rate to be charged for each hour worked and prorated for any period less than an hour. This does not include the removal and return of the vehicle/equipment.

**Laid-Down Cost**

Laid-down cost is the cost incurred by a Contractor to acquire a specific product or service for resale to the government. This includes the Contractor's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, and customs duty and brokerage, but excludes applicable taxes, general administrative overhead, and handling and profit. Acceptable evidence would be a paid invoice or paid receipt from a third party. The actual laid-down cost must include the removal and return of the vehicle/equipment. The Contractor must ensure the reimbursement credit is applied against the replacement cost of the batteries, where applicable.

**Mark-up**

**Initial Period – Nov 2024 to Mar 31, 2026**

The Contractor will be paid at the Contractor's actual laid-down cost plus a firm mark-up 5%, in accordance with Annex B - Basis of payment: Individual task authorizations. This mark-up will apply to all initial and extended periods of the contract.

| Item | Description  | All – Inclusive Price<br>(Taxes Excluded) |
|------|--|---|
| 1    | Initial Fleet Assessment for 13 lifts.   | \$ _____                                  |
| 2    | Quarterly Preventive Maintenance Services for 13 lifts.                                  | \$ _____ per quarter                      |
| 3    | Lift Devices Inspections/ Diagnostic Services required as a result of equipment failure. | \$ _____ per visit                        |
| 4    | Repairs  | \$ _____ per hour                         |

## Option Period 01: April 01, 2026 to March 31, 2027 (Taxes Excluded)

| Item | Description   | All – Inclusive Price<br>(Taxes Excluded) |
|------|---|---|
| 1    | Quarterly Preventive Maintenance Services for 13 lifts.                                     | \$ _____ per quarter                      |
| 2    | Lift Devices Inspections/<br>Diagnostic Services required as a result of equipment failure. | \$ _____ per visit                        |
| 3    | Repairs   | \$ _____ per hour                         |

## Option Period 02: April 01, 2027 to March 31, 2028 (Taxes Excluded)

| Item | Description   | All – Inclusive Price<br>(Taxes Excluded) |
|------|---|---|
| 1    | Quarterly Preventive Maintenance Services for 13 lifts.                                     | \$ _____ per quarter                      |
| 2    | Lift Devices Inspections/<br>Diagnostic Services required as a result of equipment failure. | \$ _____ per visit                        |
| 3    | Repairs   | \$ _____ per hour                         |

Option Period 03: April 01, 2027 to March 31, 2028 (Taxes Excluded)

| Item | Description  | All – Inclusive Price<br>(Taxes Excluded) |
|------|--|---|
| 1    | Quarterly Preventive Maintenance Services for 13 lifts.                                  | \$ _____ per quarter                      |
| 2    | Lift Devices Inspections/ Diagnostic Services required as a result of equipment failure. | \$ _____ per visit                        |
| 3    | Repairs  | \$ _____ per hour                         |

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**4.1.1 Technical Evaluation**

**4.1.1.1. Mandatory Technical Criteria**

| Criteria Number | Mandatory Technical Criteria  | The bidder must identify substantive information in the bid: document title and/or page number in bid. |
|-----------------|---|--|
| M1              | <p>The Bidder must propose one (1) technician and one (1) back-up technician to provide the services described in Annex A – Statement of Work. The proposed technicians must have at least five (5) years of <b>combined</b> verifiable experience working with equivalent STILL, HYSTER, and CROWN forklifts and pallet truck equipment. A resume outlining the proposed technicians experience must be submitted as part of the bid.</p> <p>The Bidder must provide the following information on their resume to demonstrate their experience.</p> <ul style="list-style-type: none"> <li>a) Name of Company where experience was acquired</li> <li>b) Start and End date to show duration including month and year</li> <li>c) Contact Information for Work Reference who can attest to experience cited.</li> </ul> |  |
| M2              | The Bidder must demonstrate its experience in delivering on-site  |  |

|  |  |  |
|--|--|--|
|  | scheduled maintenance and remedial maintenance services by providing two (2) different examples. Each of the two (2) different examples must have been completed within the last three (3) years from bid closing and must meet all elements described in Annex A – Statement of Work. |  |
|--|--|--|

**4.1.2 Financial Evaluation**

**4.1.2.1 Mandatory Financial Criteria**

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

**4.2 Basis of Selection**

**4.2.1 Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48



hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

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

#### **5.2.3.1 Status and Availability of Resources**

*SACC Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

#### **5.2.3.2 Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### 7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

1. The Contracting Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Contracting Authority, within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.2.2 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

##### 7.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.  
The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than five (5) days after the end of the reporting period.

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## Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

### 7.2.1 General Conditions

[2035 \(2022-12-01\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **RELIABILITY**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) *Industrial Security Manual* (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2026 inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at any time before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Abbas Khokhar  
Title: Procurement Coordinator  
Organization: Statistics Canada  
Address: 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6  
Telephone: 343-548-1422  
E-mail address: [abbas.khokhar@statcan.gc.ca](mailto:abbas.khokhar@statcan.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Technical Authority (To be inserted at Contract Award)

The Technical Authority for the Contract is:

Name:  
Title:  
Organization: Statistics Canada  
Address: 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6  
Telephone:  
E-mail address: [@statcan.gc.ca](mailto:@statcan.gc.ca)

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative

Name:  
Title:  
Organization:  
Address:  
Telephone:  
E-mail address:

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7.7 Payment

#### 7.7.1 Basis of Payment

For the Work described in the Scope of Work in the Statement of Work in Annex A.

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm lot price for a cost of \$\_\_\_\_\_ (**To be Inserted at Contract Award**). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.1.2 Basis of Payment - Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the **limitation of expenditure** specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (**To be Inserted at Contract Award**). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Method of Payment

SACC *Manual* clause [C0204C](#) (2017-08-17) Individual Task Authorizations.

### 7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.8 Invoicing Instructions

- i. One (1) copy (electronic) must be forwarded to the address below for certification and payment:

[financecounter@statcan.gc.ca](mailto:financecounter@statcan.gc.ca)

All invoices must be accompanied with a copy of the signed Task Authorization. Invoices must include a breakdown of the work performed.

- ii. One (1) copy (electronic) must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 7.9 Certifications and Additional Information

#### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

## 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated \_\_\_\_\_.

## 7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

Or

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.13 Insurance

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

## 7.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## 7.15 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.



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

## ANNEX “A” - STATEMENT OF WORK

### 1.0 SCOPE

Statistics Canada (StatCan) has a requirement for a Contractor to provide on-site scheduled maintenance services and “as and when requested” services for the fleet of StatCan-owned powered lift-trucks.

### 1.1 Objective

This Statement of Work (SOW) is to outline the work required by StatCan.

### 1.2 Instructions

The following definitions **must** be applied to the interpretation of this Statement of Work:

- a) Mandatory requirements are identified by the word “**must**”. Deviations will not be permitted.
- b) **Original Equipment Manufacturer (OEM):** The manufacturer and /or integrator of the vehicle when new.
- b) **Preventive Maintenance:** Periodic maintenance that is recommended by the OEM to reduce the likelihood of mechanical or electrical failure that would create an unsafe and or abnormal operating condition, due to component degradation and normal wear and usage.
- c) **Remedial (Corrective) Maintenance:** Maintenance necessary to rectify mechanical or electrical failure of vehicle systems, sub-systems and components in order to return the vehicle to operational conditions;
- d) **Inter-changeability:** Following repair, the item must remain fully interchangeable (form, fit and function) with articles catalogued under the same reference number, part number and of the same modification status. This concept of inter-changeability must be extended to include internal characteristics such as wave forms and components layout in order to ensure full compatibility with automatic test equipment software and automatic probing;
- e) **Repair:** The identification and correction of those specific defects which degrade the performance of an item causing it to function below the specifications.

### 1.3 StatCan Fleet

StatCan currently has thirteen (13) powered lift-trucks deployed at the Head office in Ottawa (Ontario) and warehouse in Gatineau (Quebec).

These powered lift-trucks are categorized into the following types; Sit-down Counterbalance forklift, Walk behind pallet truck stackers, Walk behind pallet truck and Pallet Trucks. These four (4) types of powered lift-trucks vary by manufacturer and model as listed below:

**Table 1 – Powerlift Trucks**

**Location: 170 Tunney’s Pasture, Ottawa, Ontario, K1A 0T6**

| MANUFACTURER | MODEL      | SERIAL #     | DESCRIPTION                      | TRUCK # |
|--------------|------------|--------------|----------------------------------|---------|
| Still        | RS0-15     | 515044023505 | Counterbalance Forklift          | 71      |
| Still        | EGV-14     | 710244006874 | Walk behind pallet truck stacker | 7       |
| Crown        | RT 4020-45 | 5A619265     | Pallet Truck                     | 30      |
| Crown        | RT 4020-45 | 5A619366     | Pallet Truck                     | 31      |
| Crown        | RT 4020-45 | 5A619367     | Pallet Truck                     | 32      |
| Crown        | RT 4020-45 | 5A619368     | Pallet Truck                     | 33      |
| Crown        | RT 4020-45 | 5A619369     | Pallet Truck                     | 34      |
| Crown        | RT 4020-45 | 5A622199     | Pallet Truck                     | 36      |

|       |                |              |                          |    |
|-------|----------------|--------------|--------------------------|----|
| Crown | RT 4020-45     | 5A622198     | Pallet Truck             | 35 |
| Still | R20-18         | 512011012718 | Counterbalance Forklift  | 51 |
| Crown | Crown (WP3000) | 10280136     | Walk behind pallet truck | 10 |

**Table 2 – Powerlift Trucks**
**Location: 200 boulevard de la Technologie, Gatineau, Québec J8Z 3H8**

| MANUFACTURER | MODEL   | SERIAL #     | DESCRIPTION             | TRUCK # |
|--------------|---------|--------------|-------------------------|---------|
| Hyster       | BE80ZHD | A244N01984P  | Pallet Truck            | 16-02   |
| Still        | R20-18  | 512011012956 | Counterbalance Forklift | 61      |

## 2.0 REQUIREMENT

### 2.1 General

The Contractor must provide the following services for all powered lift-trucks listed in Section 1.3 StatCan Fleet:

1. Scheduled Maintenance Services:

- a) Quarterly Preventative Maintenance Services (as further described in Section 3.2);
- b) Lift Devices Inspections Service (as further described in Section 3.3).

2. “As and When Requested” Services:

- a) Remedial Services (as further described in Section 4.1);
- b) Replacement Parts (as further described in Section 4.2).

3. In addition to the services listed above, the Contractor must also provide the following services:

- a) Initial Fleet Assessment (as further described in Section 5.1);
- b) Battery Recycling & Disposal Services (as further described in Section 5.2);
- c) Reports (as further described in Section 5.3).

### 2.2 Scope of General Requirements

As part of the maintenance and repair services, the Contractor must provide the following:

2.2.1 The Contractor must conduct a fleet assessment as part of the first annual maintenance service, as defined in Section 5.1.

2.2.2 The Contractor must provide services during the business hours of 07:00 to 15:30 local time.

2.2.3 The Contractor must perform maintenance and repair services in accordance with the OEM's guidelines/instructions.

2.2.4 The Contractor must obtain approval from the Technical Authority prior to work being performed.

2.2.5 The Contractor must sign in with the Technical Authority upon arriving and prior to departing the StatCan site.

2.2.6 The Contractor must secure and pay for all permits and licenses necessary for the execution of the work.

2.2.7 The Contractor must present a summary report of the work performed and obtain the Technical Authority's signature thereon.

2.2.8 The Contractor must provide all product information (including, but not limited to, owner/operator manuals, product packaging and product labelling), in both official languages of Canada (English and French).

2.2.9 The Contractor must provide all reports and all services (including, but not limited to, customer services) in the chosen official language of the Technical Authority, as applicable.

2.2.10 The Contractor must supply all required chemicals, tools, and accessories (including but not limited to Battery Rollers) to perform all services.

2.2.11 The Contractor must hold and maintain proper certifications for all technicians as stated in CSA B335-04 Safety Standard for Lift Trucks Section 9, and the Transportation of Dangerous Goods Act.

2.2.12 Any repair(s) involving hazardous material(s) must be made off site.

### 3.0 SCHEDULED MAINTENANCE SERVICES

#### 3.1 QUARTERLY PREVENTIVE MAINTENANCE SERVICES

Table 3 and Table 4 below detail the minimum quarterly preventive maintenance services, including but not limited to a full inspection of the powered lift-truck and the battery that the Contractor must perform for the StatCan fleet specified in Section 1.3. The attached Appendix B – Planned Regular Maintenance Check Points List (PMCPPL) format is used as an example to demonstrate the various inspections and adjustments required. Contractor's own PMCPPL approved by StatCan may form part of the resulting contract and be included as Appendix B1.

The Contractor must schedule with the StatCan Technical Authority the first preventative maintenance service of all powered lift-trucks and must be conducted within 120 days of the contract award date. As part of the first preventive maintenance service, the Contractor must provide the StatCan with a fleet assessment report following the Initial Fleet Assessment as detailed in Section 5.1.

**Table 3 – Quarterly Preventive Maintenance Services – Powered Lift-Trucks**

|                      |   |
|----------------------|---|
| Accelerator Pedal(s) | The Contractor must inspect and, where necessary, adjust the accelerator pedal(s) to ensure that travel function is smooth and responsive through full range of acceleration.   |
| Brakes               | The Contractor must check the brakes for fluid leaks.<br>The Contractor must report any deficiencies in stopping distance and any fluid leaks to StatCan, along with any recommended repairs to address the deficiencies and any fluid leaks.   |
| Contactors           | The Contractor must inspect the contactor tips and replace any burnt or pitted contactor tips.<br>With the key switch OFF and the battery disconnected, the Contractor must inspect and, where necessary, adjust the plunger to ensure smooth operation with no binding.  |
| Drive Units          | The Contractor must inspect the Drive Unit to ensure no leaks exist. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies. The Contractor must change the Drive Unit fluid. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies. |

|                     |  |
|---------------------|--|
|                     |  |
| Electrical Cables   | The Contractor must inspect all power cables to ensure they are free of nicks or cuts.<br>The Contractor must report any cable damages or deficiencies to StatCan, along with any recommended repairs to address the deficiencies.   |
| Forks               | The Contractor must examine the forks for excessive wear, bends, cracks, welding arcs, excessive heat, or unauthorized modifications and note any concerns.<br>The Contractor must report damages or deficiencies to StatCan, along with any recommended repairs to address the deficiencies.  |
| Chassis             | The Contractor must perform a general visual inspection of structural members for cracks. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.  |
| Hardware            | The Contractor must inspect bolt torque of major components (including motors, pumps, brakes, drive units, manifolds, and mast-to-chassis mounting bolts). The Contractor must tighten any loose hardware and replace any broken or missing hardware.  |
| Horn                | The Contractor must inspect the horn to ensure that it sounds correctly when activated. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.  |
| Hydraulic Hoses     | The Contractor must inspect all hydraulic hoses for leaks, nicks, cuts, chafing, and bulges.<br>The Contractor must report any hoses that have deficiencies or damages to StatCan, along with any recommended repairs to address the deficiencies.<br>The Contractor must inspect all fittings for leaks and repair any leaks immediately.<br>The Contractor must inspect over-the-mast hoses for correct tension and must ensure that over-the-mast pulleys spin freely and shows no signs of wear. |
| Hydraulic Reservoir | The Contractor must change the Hydraulic Reservoir fluid and filter.<br>The Contractor must ensure the Hydraulic Reservoir fluid level is sufficient, and refill if required.  |
| Lift Chains         | The Contractor must inspect the Lift Chains adjustment for excessive stretch or wear. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.<br>The Contractor must lubricate the Lift Chains.  |
| Lift Pump           | The Contractor must separate the lift pump and motor and apply anti-seize compound to the splines.   |
| Lights              | The Contractor must inspect the lights to ensure they are operating correctly.<br>The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.  |
| Lubrication         | The Contractor must apply grease to all fittings and coat all chains with film of spray lubricant.   |

|                    |   |
|--------------------|---|
| Mast               | <p>The Contractor must wipe old grease off mast uprights and apply new grease. The Contractor must examine mast bearings and inspect rails for abnormal wear, metal flakes, or shavings.</p> <p>The Contractor must repair any grooves worn in the mast deeper than 3 mm. The Contractor must report any damages or deficiencies to the StatCan along with any recommended repairs to address the deficiencies.</p>                         |
| Motors             | <p>The Contractor must inspect and adjust cable lugs where necessary to ensure that they are tight to the terminal studs.</p> <p>The Contractor must replace any cable that shows signs of excessive heat. The Contractor must inspect and adjust sensor wires to ensure sound connection and condition.</p> <p>The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.</p> |
| Power Amplifier(s) | <p>The Contractor must inspect and adjust cable lugs where necessary to make sure they are tight.</p> <p>The Contractor must replace any cable that shows signs of excessive heat. The Contractor must inspect the cooling fan to ensure it works correctly. The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.</p>  |
| Seat Safety Switch | <p>The Contractor must inspect and adjust the Seat Safety Switch to ensure correct activation and deactivation of the seat switch.</p>  |
| Steering           | <p>The Contractor must inspect hoses and cylinder for leaks.</p> <p>The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.</p>   |
| Switches           | <p>The Contractor must inspect and verify all switches for correct operation and adjust as needed.</p>  |
| Ventilation Slots  | <p>The Contractor must inspect the ventilation slots in the chassis to ensure they are clear of obstructions and debris. The contractor must clean the fan filter.</p>  |
| Warning Decals     | <p>The Contractor must replace missing, illegible, or damaged warning decals.</p>   |
| Wheels/Tires       | <p>The Contractor must examine for bond failure, chunking, and excessive or uneven wear.</p> <p>The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.</p>   |
| Battery            | <p>The Contractor must inspect for any damage and ensure the batteries and cables, connectors, and contacts are in working order.</p>   |
| Battery Charger    | <p>The Contractor must inspect for any damage and ensure the battery chargers are in working order.</p>   |

**Table 4 - Quarterly Preventive Maintenance Services - Sit-down Counterbalance Forklift as applicable**

|                |  |
|----------------|--|
| Overhead Guard | <p>The Contractor must inspect the Overhead Guard for physical damage. If structurally damaged, the Contractor must replace the guard.</p> |
|----------------|--|

|                 |  |
|-----------------|--|
|                 | The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies.  |
| Shorts to Frame | The Contractor must inspect for electrical shorts to frame.<br>The Contractor must report any deficiencies to StatCan, along with any recommended repairs to address the deficiencies. |

The maintenance services must proactively identify any problems or issues as soon as possible. The maintenance services must be performed in accordance with the OEM instructions/guidelines for each make and model of lift-truck and must ensure that each lift-truck is restored to fully functional operation.

Contractor's own PMCPPL approved by the Technical Authority must be used to identify any deficiencies and recommend repairs. A copy of the PMCPPL must be completed and forwarded by the Contractor and signed off by Statistics Canada's Technical Authority. These remedial maintenance services and all vehicle/equipment repairs that falls outside the scope of Section 3.0 must be only performed through the issuance of Task Authorization.

The quarterly preventative maintenance cycle will be determined, in writing, with the Contractor and will be based on the Government of Canada's fiscal year. The four (4) quarters in the fiscal year are:

- Q1 – April 1 to June 30
- Q2 – July 1 to September 30
- Q3 – October 1 to December 31
- Q4 – January 1 to March 31

Please note, the list and locations of vehicles/equipment may be updated from time to time and will be evidenced through an amendment to the contract. The number of vehicles remains unchanged.

### 3.3 Lift Devices Inspections Service

Lift device inspections (LDI) must be completed on all vehicles/equipment listed in Section 1.3 of this Statement of Work and must be scheduled for completion with the quarterly preventative maintenance service taking place in Q4 (between January and March).

### 4.0 "AS AND WHEN REQUESTED" SERVICES

All vehicle/equipment repairs that fall outside the scope of work mentioned in Section 3.0 must be identified by the Contractor and a repair report identifying the costs for the parts and labor must submitted to the Statistic Canada Technical Authority for approval. Repairs outside the scope of work mentioned above will be requested via a Task Authorization.

### 4.1 Remedial Maintenance Services

The Contractor must provide remedial services for all StatCan owned powered lifts on an "as and when requested" basis.

The Contractor must respond to service calls with an Initial Response, followed by an On-Site Response. The Initial Response will serve as an acknowledgement and acceptance of the problem.

Upon arrival on-site, the Technician must continue the diagnostic and repair activities and remain working on-site until the problem is resolved and the service restored, unless the problem cannot be resolved by the Technician due to the availability of Replacement Parts. In the event that Replacement Parts are not available, the Contractor must develop a problem resolution plan clearly identifying any actions required to be performed by StatCan. The Contractor must present the problem resolution plan to the Technical Authority for approval.

## 4.2 Replacements Parts

In the event that a part, including but not limited to batteries, is deemed defective the Contractor will use the StatCan provided Replacement Parts to restore service to the lift-truck. If a Replacement Part is not available, StatCan will then purchase new or refurbished parts, either from the Contractor or from another source to replenish the spares, at StatCan's sole discretion.

It is anticipated that some of the existing lift-trucks may be retired during the contract period and any parts from these retired machines will be reused as Replacement Parts for the remaining sites. Additionally StatCan may move Replacement Parts between sites.

Prior to the Contractor installing Replacement Parts provided by StatCan, the Contractor must inspect the Replacement Parts and identify any compatibility issues or problems which would prohibit the powered lift-truck from operating correctly. These replacement parts must be able to serve with respect to fit, form, and function.

StatCan reserves the right to purchase Replacement Parts (which may include either new or refurbished equipment) from vendors other than the Contractor, and to have the Contractor install, maintain, and support these Replacement Parts.

All Replacement Parts purchased by StatCan from the Contractor, either new or refurbished, to repair any StatCan lift-truck, must provide a minimum of the same functionality and interchangeability as the original part.

## 5.0 ADDITIONAL SERVICES

The Contractor must provide the following services:

### 5.1 Initial Fleet Assessment

The Contractor must conduct a fleet assessment of StatCan's powered lift-truck. As part of the fleet assessment, the Contractor must visit each StatCan site and provide a report which includes, at a minimum:

- a) A complete inventory of StatCan's powered lift-trucks by make, model, year, type, location, serial number, current usage hours, battery type and associated charger;
- b) A list of deficiencies and recommended repairs for each lift-truck (NIL report if that is the assessment); and
- c) A recommended maintenance plan for each powered lift-truck. Each plan is subject to the approval of the StatCan Technical Authority. Each plan must meet all requirements of the OEM's recommended maintenance instructions.

The Initial Fleet Assessment Report must be completed and delivered to the Technical Authority within 90 days of Contract Award.

### 5.2 Battery Recycling Disposal Services

All batteries must be disposed by the Contractor and must be recycled and disposed of in an environmentally safe manner and in accordance with Transportation of Dangerous Goods (TDG) regulations. The battery recycling and disposal services to be provided must include transportation, handling, recycling and disposal of batteries.



### 5.3 REPORTING

The Contractor must provide StatCan with ad-hoc reports as requested by StatCan, in addition to the scheduled reports listed below. The following reports must be provided by the Contractor:

#### 5.3.1 Inspection Report

An Inspection Report must be provided to the Technical Authority after each inspection and quarterly maintenance, and the "as and when requested" maintenance services.

Each Inspection Report must include, at a minimum:

- a) A complete listing of the work performed, by lift-truck and by date;
- b) The reason for the work being performed;
- c) The time required to complete the work, along with a listing of any noted deficiencies and the Contractor's recommended repairs to correct the deficiencies;
- d) Clear indication if machine remains safely operable, or needs to be removed from service. If the Contractor deems the machine to be unsafe to operate or should be removed from service contractor must indicate on the report.

Inspection Reports must be provided to the Technical Authority within two (2) days of the work being completed.

#### 5.3.2 Maintenance Service History Report

The Contractor must maintain a Maintenance Service History Report for each piece of equipment covered under this agreement. The Maintenance Service History Report is to identify each piece of equipment, including serial number, location of equipment, and the date of each maintenance or repair completed - including a detailed description of the problem, the parts replaced (if any) and cost of the repair.

The Maintenance Service History Report must be provided to the Technical Authority annually and at any time a request is made by StatCan.

### 6.0 OTHER TERMS AND CONDITIONS OF THE STATEMENT OF WORK

#### 6.1 Statistics Canada Obligations

Statistics Canada will ensure the following:

- a) Access to facilities and equipment;
- b) Access to a staff member who will be available to coordinate activities.

#### 6.2 Locations of Work

The work location will be at the locations of the StatCan fleet vehicles indicated in Section 1.3 of the Statement of Work.

#### 6.3 Language of Work

All written documentation/correspondence must be provided in English. The client reserves the right to request certain documentation in both official languages as required.

## ANNEX “B” - BASIS OF PAYMENT

### Attachment 3.1 - Pricing Schedule

The Bidder must complete this pricing schedule and include it in its financial bid.

#### Firm All-inclusive Price

This firm price must include all parts and labor to perform the work within the scope of Initial Fleet Assessment, Quarterly Preventive Maintenance Services, Lift Devices Inspections Services, save and except for any deficiencies and recommended repairs reported by the Contractor to address these deficiencies, in accordance with Annex A – Statement of Work.

#### Firm All Inclusive Hourly Labor Rate

Firm all-inclusive hourly labor rate means a firm all-inclusive hourly rate to be charged for each hour worked and prorated for any period less than an hour. This does not include the removal and return of the vehicle/equipment.

#### Laid-Down Cost

Laid-down cost is the cost incurred by a Contractor to acquire a specific product or service for resale to the government. This includes the Contractor's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, and customs duty and brokerage, but excludes applicable taxes, general administrative overhead, and handling and profit. Acceptable evidence would be a paid invoice or paid receipt from a third party. The actual laid-down cost must include the removal and return of the vehicle/equipment. The Contractor must ensure the reimbursement credit is applied against the replacement cost of the batteries, where applicable.

#### Mark-up

#### Initial Period – Nov 2024 to Mar 31, 2026

The Contractor will be paid at the Contractor's actual laid-down cost plus a firm mark-up 5%, in accordance with Annex B - Basis of payment: Individual task authorizations. This mark-up will apply to all initial and extended periods of the contract.

| Item | Description  | All – Inclusive Price<br>(Taxes Excluded) |
|------|--|---|
| 1    | Initial Fleet Assessment for 13 lifts.   | \$ _____                                  |
| 2    | Quarterly Preventive Maintenance Services for 13 lifts.                                  | \$ _____ per quarter                      |
| 3    | Lift Devices Inspections/ Diagnostic Services required as a result of equipment failure. | \$ _____ per visit                        |
| 4    | Repairs  | \$ _____ per hour                         |

**Option Period 01: April 01, 2026 to March 31, 2027 (Taxes Excluded)**

| Item | Description  | All – Inclusive Price<br>(Taxes Excluded) |
|------|--|---|
| 1    | Quarterly Preventive Maintenance Services for 13 lifts.                                  | \$ _____ per quarter                      |
| 2    | Lift Devices Inspections/ Diagnostic Services required as a result of equipment failure. | \$ _____ per visit                        |
| 3    | Repairs  | \$ _____ per hour                         |

**Option Period 02: April 01, 2027 to March 31, 2028 (Taxes Excluded)**

| Item | Description  | All – Inclusive Price<br>(Taxes Excluded) |
|------|--|---|
| 1    | Quarterly Preventive Maintenance Services for 13 lifts.                                  | \$ _____ per quarter                      |
| 2    | Lift Devices Inspections/ Diagnostic Services required as a result of equipment failure. | \$ _____ per visit                        |
| 3    | Repairs  | \$ _____ per hour                         |

Option Period 03: April 01, 2027 to March 31, 2028 (Taxes Excluded)

| Item | Description  | All – Inclusive Price<br>(Taxes Excluded) |
|------|--|---|
| 1    | Quarterly Preventive Maintenance Services for 13 lifts.                                  | \$ _____ per quarter                      |
| 2    | Lift Devices Inspections/ Diagnostic Services required as a result of equipment failure. | \$ _____ per visit                        |
| 3    | Repairs  | \$ _____ per hour                         |

**ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST**



|   |
|---|
| Contract Number / Numéro du contrat<br><b>J073333</b>                       |
| Security Classification / Classification de sécurité<br><b>UNCLASSIFIED</b> |

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE  |   |   |
|---|---|---|
| 1. Originating Government Department or Organization /<br>Ministère ou organisme gouvernemental d'origine<br><b>STATISTICS Canada</b>   | 2. Branch or Directorate / Direction générale ou Direction<br><b>PSCD</b> |   |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance  | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant |   |
| 4. Brief Description of Work / Brève description du travail<br><b>Forklift Maintenance</b>  |   |   |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui               |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  |   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui               |
| 6. Indicate the type of access required / Indiquer le type d'accès requis   |   |   |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c.)<br>(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)                              |   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui               |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.<br>Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. |   | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui               |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?   |   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui               |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès  |   |   |
| Canada <input type="checkbox"/>   | NATO / OTAN <input type="checkbox"/>                                      | Foreign / Étranger <input type="checkbox"/>   |
| 7. b) Release restrictions / Restrictions relatives à la diffusion  |   |   |
| No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>   | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>     | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable / À ne pas diffuser <input type="checkbox"/>   |   |   |
| Restricted to: / Limité à: <input type="checkbox"/>   | Restricted to: / Limité à: <input type="checkbox"/>                       | Restricted to: / Limité à: <input type="checkbox"/>   |
| Specify country(ies): / Préciser le(s) pays:  | Specify country(ies): / Préciser le(s) pays:                              | Specify country(ies): / Préciser le(s) pays:  |
| 7. c) Level of information / Niveau d'information   |   |   |
| PROTECTED A / PROTÉGÉ A <input type="checkbox"/>  | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>           | PROTECTED A / PROTÉGÉ A <input type="checkbox"/>  |
| PROTECTED B / PROTÉGÉ B <input type="checkbox"/>  | NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>      | PROTECTED B / PROTÉGÉ B <input type="checkbox"/>  |
| PROTECTED C / PROTÉGÉ C <input type="checkbox"/>  | NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>            | PROTECTED C / PROTÉGÉ C <input type="checkbox"/>  |
| CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>  | NATO SECRET / NATO SECRET <input type="checkbox"/>                        | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>  |
| SECRET / SECRET <input type="checkbox"/>  | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>           | SECRET / SECRET <input type="checkbox"/>  |
| TOP SECRET / TRÈS SECRET <input type="checkbox"/>   |   | TOP SECRET / TRÈS SECRET <input type="checkbox"/>   |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>   |   | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>                           |

|   |
|---|
| Contract Number / Numéro du contrat<br><b>J073333</b>                       |
| Security Classification / Classification de sécurité<br><b>Unclassified</b> |

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity: / Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

|  |  |  |   |
|--|--|--|---|
| <input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL           | <input type="checkbox"/> SECRET / SECRET           | <input type="checkbox"/> TOP SECRET / TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET / NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMBLEMES                  |  |  |   |

Special comments: / Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



|   |
|---|
| Contract Number / Numéro du contrat<br><b>J073333</b> |
| Security Classification / Classification de sécurité  |

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category<br>Catégorie  | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ      |        |                           | NATO   |                   |             |   | COMSEC               |   |   |                              |        |                           |  |
|--|----------------------|---|---|------------------------------|--------|---------------------------|--|-------------------|-------------|---|----------------------|---|---|------------------------------|--------|---------------------------|--|
|  | A                    | B | C | CONFIDENTIAL<br>CONFIDENTIEL | SECRET | TOP SECRET<br>TRÈS SECRET | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL<br>CONFIDENTIEL | SECRET | TOP SECRET<br>TRÈS SECRET |  |
|  |                      |   |   |                              |        |                           |  |                   |             |   | A                    | B | C |                              |        |                           |  |
| Information / Assets<br>Renseignements / Biens<br>Production |                      |   |   |                              |        |                           |  |                   |             |   |                      |   |   |                              |        |                           |  |
| IT Media /<br>Support TI                                     |                      |   |   |                              |        |                           |  |                   |             |   |                      |   |   |                              |        |                           |  |
| IT Link /<br>Lien électronique                               |                      |   |   |                              |        |                           |  |                   |             |   |                      |   |   |                              |        |                           |  |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

**ANNEX "D" TASK AUTHORIZATION FORM**

| TASK AUTHORIZATION (TA) FORM   |                           |                       |            |
|--|---------------------------|-----------------------|------------|
| Contractor:  |                           | Contract Number:      |            |
| Commitment #:  |                           | Financial Coding:     |            |
| Task Number:   |                           | Issue Date:           |            |
| Amendment Number:  |                           | Response Required by: |            |
| Statement of Work (Work Activities, Tasks and Deliverables)  |                           |                       |            |
| Description of Services Required:  |                           |                       |            |
| Period of Services:  | From (Date):              | To (Date):            |            |
| Work Location & Address:   |                           |                       |            |
| Contractor's Response for Services:  |                           |                       |            |
| Service to be provided   | All-Inclusive hourly rate | Level of Effort       | Total Cost |
|  | \$                        |                       | \$         |
| Applicable Taxes   |                           |                       | \$         |
| Total Estimated Cost   |                           |                       | \$         |
| Contractor's Response for Parts:   |                           |                       |            |
| Material and Replacement Parts   | Laid Down Price           | Mark-Up %             |            |
|  | \$                        | %                     | \$         |
| Applicable Taxes   |                           |                       | \$         |
| Total Estimated Cost   |                           |                       | \$         |
| Contractor's Signature   |                           |                       |            |
| Name, Title and Signature of Individual Authorized to Sign on behalf of Contractor (type or print)   |                           | Signature             |            |
| Name:<br>Title:  |                           | Date                  |            |
| <b>10. Approval – Contracting Authority</b>  |                           |                       |            |
| Name, Title and Signature of Individual Authorized to Sign on behalf of Statistics Canada (type or print)  |                           | Signature             |            |
| Name:<br>Title:  |                           | Date                  |            |
| You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out thereof. |                           |                       |            |



## **ANNEX "E" - ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

**Appendix A – Planned Regular Maintenance Check Point List (PMCPL)**


**WP 2000/WP 2300/WP 3000 Series Planned Maintenance Inspection Report**

Customer \_\_\_\_\_ Dealer \_\_\_\_\_

| Date  | Hr. Meter Reading(s)  | Make   | Serial No. | Customer P.O. No. |   |   |  |
|---|---|--|------------|-------------------|---|---|--|
| <table border="1"> <tr> <td style="vertical-align: top;"> <b>I. VISUAL INSPECTION</b><br/>                     1. Oil Leaks<br/>                     2. Load Backrest (Optional)<br/>                     3. Forks<br/>                     4. Limit Switch<br/>                     5. Control Arm &amp; Handle<br/>                     6. Tire &amp; Wheel Condition<br/>                       • Drive Tire &amp; Lug Bolts<br/>                       • RH Load Wheel<br/>                       • LH Load Wheel<br/>                       • RH Caster (Optional)<br/>                       • LH Caster (Optional)<br/>                     7. RH Skid Plate<br/>                     8. LH Skid Plate<br/>                     9. Safety Decals &amp; Capacity Plates in Place<br/>                     10. Battery Cable Condition (Truck Side)<br/>                     11. Battery Connector Condition (Truck Side)<br/>                     12. Battery Disconnect Handle Condition (Truck Side)<br/>                     13. Battery Retainers<br/> <b>II. CLEAN &amp; LUBRICATE</b><br/>                     1. Blow Off Truck<br/>                     2. Lubricate<br/>                       • Load Wheel Bearings<br/>                       • Lift Linkage<br/>                       • Risers<br/>                       • Caster Wheels<br/>                       • Control Handle Coil Springs<br/>                       • Lift Cylinder Top &amp; Base<br/>                       • Battery Pack Hinge<br/>                       • Steer Bearing<br/>                     3. Apply Armorall or Clear Guard to Hoses                 </td> <td style="vertical-align: top;"> <b>III. HYDRAULIC SYSTEM</b><br/>                     1. Pump &amp; Motor Mounting Secure<br/>                     2. Oil Level &amp; Condition<br/>                     3. Hoses &amp; Fitting Condition<br/>                     4. Leaks-Cylinder, etc.<br/>                     5. Breather Cap<br/>                     6. Suction &amp; Return Filters<br/>                     7. Brush &amp; Armature Condition<br/>                     8. Blow Brush Dust From Motor<br/> <b>IV. DRIVE UNIT</b><br/>                     1. Fluid Level<br/>                     2. Leaks<br/>                     3. Motor Mounting Secure<br/>                     4. Brush &amp; Armature Condition (where applicable)<br/>                     5. Mounting to Power Unit Secure<br/>                     6. Blow Brush Dust From Motor (where applicable)<br/>                     7. Steer Bearings<br/>                     8. Remove Tape, String, etc. from Around Axle<br/>                     9. Drive Wheel Lug Bolts<br/> <b>V. POWER CABLES &amp; CONTROL WIRING</b><br/>                     1. Power Cable Condition<br/>                     2. Power Cable Connections Secure<br/>                     3. Wiring Conditions<br/>                     4. Wiring Connections Secure<br/>                     5. Wiring Harness Condition<br/> <b>VI. CONTACTOR PANEL &amp; POWER CONTACTORS</b><br/>                     1. Line Contactor Lip Condition<br/>                     2. Pump Contactor Lip Condition<br/> <b>VII. TRACTION CONTROLLER</b><br/>                     1. Creep Speed (a)<br/>                     2. Plugging (a)<br/>                     3. Blow Dust Off Panel                 </td> <td style="vertical-align: top;"> <b>VIII. CONTROL HANDLE</b><br/>                     1. Switch Condition<br/>                     2. Switch Adjustment<br/>                     3. Potentiometer<br/>                     4. Linkage Adjustment<br/>                     5. Spring Return<br/> <b>IX. BRAKES</b><br/>                     1. Linkage<br/>                     2. Adjustment (b)<br/>                     3. Friction Plate<br/>                     4. Rotor<br/>                     5. Hub Key<br/>                     6. Mounting Screws<br/>                     7. Electrical Connection<br/>                     8. Switch<br/> <b>X. FREEZER CONDITION (Optional)</b><br/>                     1. Heater Operation<br/>                     2. Wiring Condition<br/> <b>XI. OPERATIONAL CHECK &amp; TEST DRIVE</b><br/>                     1. BDI or Hour Meter (Optional)<br/>                     2. Horn<br/>                     3. Safety Reversing Switch<br/>                     4. Lift - Lower Operation<br/>                     5. Power Disconnect<br/>                     6. Verify Brake Operation<br/>                     7. Stopping Distance (b)<br/>                     8. Brake Switch<br/>                     9. Limit Switch Cut-Out<br/>                     10. Travel Speeds<br/>                     11. Rated Capacity<br/>                     12. Charger<br/> <b>XII. CUSTOMER CARE</b><br/>                     1. Wipe Off Truck<br/>                     2. Clean Area                 </td> </tr> </table> |   |  |            |                   | <b>I. VISUAL INSPECTION</b><br>1. Oil Leaks<br>2. Load Backrest (Optional)<br>3. Forks<br>4. Limit Switch<br>5. Control Arm & Handle<br>6. Tire & Wheel Condition<br>• Drive Tire & Lug Bolts<br>• RH Load Wheel<br>• LH Load Wheel<br>• RH Caster (Optional)<br>• LH Caster (Optional)<br>7. RH Skid Plate<br>8. LH Skid Plate<br>9. Safety Decals & Capacity Plates in Place<br>10. Battery Cable Condition (Truck Side)<br>11. Battery Connector Condition (Truck Side)<br>12. Battery Disconnect Handle Condition (Truck Side)<br>13. Battery Retainers<br><b>II. CLEAN &amp; LUBRICATE</b><br>1. Blow Off Truck<br>2. Lubricate<br>• Load Wheel Bearings<br>• Lift Linkage<br>• Risers<br>• Caster Wheels<br>• Control Handle Coil Springs<br>• Lift Cylinder Top & Base<br>• Battery Pack Hinge<br>• Steer Bearing<br>3. Apply Armorall or Clear Guard to Hoses | <b>III. HYDRAULIC SYSTEM</b><br>1. Pump & Motor Mounting Secure<br>2. Oil Level & Condition<br>3. Hoses & Fitting Condition<br>4. Leaks-Cylinder, etc.<br>5. Breather Cap<br>6. Suction & Return Filters<br>7. Brush & Armature Condition<br>8. Blow Brush Dust From Motor<br><b>IV. DRIVE UNIT</b><br>1. Fluid Level<br>2. Leaks<br>3. Motor Mounting Secure<br>4. Brush & Armature Condition (where applicable)<br>5. Mounting to Power Unit Secure<br>6. Blow Brush Dust From Motor (where applicable)<br>7. Steer Bearings<br>8. Remove Tape, String, etc. from Around Axle<br>9. Drive Wheel Lug Bolts<br><b>V. POWER CABLES &amp; CONTROL WIRING</b><br>1. Power Cable Condition<br>2. Power Cable Connections Secure<br>3. Wiring Conditions<br>4. Wiring Connections Secure<br>5. Wiring Harness Condition<br><b>VI. CONTACTOR PANEL &amp; POWER CONTACTORS</b><br>1. Line Contactor Lip Condition<br>2. Pump Contactor Lip Condition<br><b>VII. TRACTION CONTROLLER</b><br>1. Creep Speed (a)<br>2. Plugging (a)<br>3. Blow Dust Off Panel | <b>VIII. CONTROL HANDLE</b><br>1. Switch Condition<br>2. Switch Adjustment<br>3. Potentiometer<br>4. Linkage Adjustment<br>5. Spring Return<br><b>IX. BRAKES</b><br>1. Linkage<br>2. Adjustment (b)<br>3. Friction Plate<br>4. Rotor<br>5. Hub Key<br>6. Mounting Screws<br>7. Electrical Connection<br>8. Switch<br><b>X. FREEZER CONDITION (Optional)</b><br>1. Heater Operation<br>2. Wiring Condition<br><b>XI. OPERATIONAL CHECK &amp; TEST DRIVE</b><br>1. BDI or Hour Meter (Optional)<br>2. Horn<br>3. Safety Reversing Switch<br>4. Lift - Lower Operation<br>5. Power Disconnect<br>6. Verify Brake Operation<br>7. Stopping Distance (b)<br>8. Brake Switch<br>9. Limit Switch Cut-Out<br>10. Travel Speeds<br>11. Rated Capacity<br>12. Charger<br><b>XII. CUSTOMER CARE</b><br>1. Wipe Off Truck<br>2. Clean Area |
| <b>I. VISUAL INSPECTION</b><br>1. Oil Leaks<br>2. Load Backrest (Optional)<br>3. Forks<br>4. Limit Switch<br>5. Control Arm & Handle<br>6. Tire & Wheel Condition<br>• Drive Tire & Lug Bolts<br>• RH Load Wheel<br>• LH Load Wheel<br>• RH Caster (Optional)<br>• LH Caster (Optional)<br>7. RH Skid Plate<br>8. LH Skid Plate<br>9. Safety Decals & Capacity Plates in Place<br>10. Battery Cable Condition (Truck Side)<br>11. Battery Connector Condition (Truck Side)<br>12. Battery Disconnect Handle Condition (Truck Side)<br>13. Battery Retainers<br><b>II. CLEAN &amp; LUBRICATE</b><br>1. Blow Off Truck<br>2. Lubricate<br>• Load Wheel Bearings<br>• Lift Linkage<br>• Risers<br>• Caster Wheels<br>• Control Handle Coil Springs<br>• Lift Cylinder Top & Base<br>• Battery Pack Hinge<br>• Steer Bearing<br>3. Apply Armorall or Clear Guard to Hoses   | <b>III. HYDRAULIC SYSTEM</b><br>1. Pump & Motor Mounting Secure<br>2. Oil Level & Condition<br>3. Hoses & Fitting Condition<br>4. Leaks-Cylinder, etc.<br>5. Breather Cap<br>6. Suction & Return Filters<br>7. Brush & Armature Condition<br>8. Blow Brush Dust From Motor<br><b>IV. DRIVE UNIT</b><br>1. Fluid Level<br>2. Leaks<br>3. Motor Mounting Secure<br>4. Brush & Armature Condition (where applicable)<br>5. Mounting to Power Unit Secure<br>6. Blow Brush Dust From Motor (where applicable)<br>7. Steer Bearings<br>8. Remove Tape, String, etc. from Around Axle<br>9. Drive Wheel Lug Bolts<br><b>V. POWER CABLES &amp; CONTROL WIRING</b><br>1. Power Cable Condition<br>2. Power Cable Connections Secure<br>3. Wiring Conditions<br>4. Wiring Connections Secure<br>5. Wiring Harness Condition<br><b>VI. CONTACTOR PANEL &amp; POWER CONTACTORS</b><br>1. Line Contactor Lip Condition<br>2. Pump Contactor Lip Condition<br><b>VII. TRACTION CONTROLLER</b><br>1. Creep Speed (a)<br>2. Plugging (a)<br>3. Blow Dust Off Panel | <b>VIII. CONTROL HANDLE</b><br>1. Switch Condition<br>2. Switch Adjustment<br>3. Potentiometer<br>4. Linkage Adjustment<br>5. Spring Return<br><b>IX. BRAKES</b><br>1. Linkage<br>2. Adjustment (b)<br>3. Friction Plate<br>4. Rotor<br>5. Hub Key<br>6. Mounting Screws<br>7. Electrical Connection<br>8. Switch<br><b>X. FREEZER CONDITION (Optional)</b><br>1. Heater Operation<br>2. Wiring Condition<br><b>XI. OPERATIONAL CHECK &amp; TEST DRIVE</b><br>1. BDI or Hour Meter (Optional)<br>2. Horn<br>3. Safety Reversing Switch<br>4. Lift - Lower Operation<br>5. Power Disconnect<br>6. Verify Brake Operation<br>7. Stopping Distance (b)<br>8. Brake Switch<br>9. Limit Switch Cut-Out<br>10. Travel Speeds<br>11. Rated Capacity<br>12. Charger<br><b>XII. CUSTOMER CARE</b><br>1. Wipe Off Truck<br>2. Clean Area |            |                   |   |   |  |

**IMPORTANT: Refer to Service Manual, Service Bulletins & other pertinent technical information for details on inspection, lubrication & adjustment.**

(a) See applicable service manual for proper settings.  
 (b) See applicable service manual for brake adjustment procedures and recommended stopping distances.

Comments: \_\_\_\_\_  
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|--|--|
| <b>Codes</b><br>✓ = O.K.<br>A = Adjust<br>R = Repair<br>U = Urgent | <b>Repair Status</b><br><input type="checkbox"/> Approved<br><input type="checkbox"/> W.O.#<br><input type="checkbox"/> Denied<br><input type="checkbox"/> Quote Repairs<br><input type="checkbox"/> Follow-Up |
|--|--|

Authorized Signature \_\_\_\_\_ Service Technician \_\_\_\_\_



## FC 4500 Series Planned Maintenance Inspection Report

Customer \_\_\_\_\_ Dealer \_\_\_\_\_

| Date | Hr. Meter Reading | Make | Serial No. | Customer P.O. No. |
|------|-------------------|------|------------|-------------------|
|------|-------------------|------|------------|-------------------|

|  |   |   |
|--|---|---|
| <b>I. VISUAL INSPECTION</b><br>1. Oil Leaks<br>2. Overhead Guard<br>3. Mast Assembly<br>4. Tire & Wheel Conditions<br>• Drive Tire, LH & RH<br>• Steer Tire, LH & RH<br>5. Lift Chains & Mounts<br>6. Limit Switch Operation (Tilt Interlock)<br>7. Seat Belt<br>8. Bent or Damaged Parts<br>9. Forks & Latches<br>10. Load Backrest<br>11. Safety Decals & Capacity Plates in Place<br>12. Seat Deck Latch, Gas Struts, Hinges and Mount Condition<br>13. Battery Connector (Truck Side)<br>14. Battery Cable (Truck Side)<br>15. Battery Retainer<br>16. Battery Rollers (Option)<br><b>II. CLEAN &amp; LUBRICATE</b><br>1. Blow Off Truck<br>2. Blow Low Pressure Over All Electrical Panels<br>3. Lubricate All Zerk Fittings<br>4. Blow Off Brake Linkage<br>5. Lubricate Steering Bottom (8 Zerks)<br>6. Lubricate Mast & Roller Assemblies<br>7. Lubricate Lift Chains<br>8. Lubricate Miscellaneous Linkages<br>9. Battery Rollers<br>10. Lubricate Tilt Cylinder Mounts<br>11. Lift/Tilt/Aux. Lever Asm<br><b>III. HYDRAULIC PUMP &amp; MOTOR</b><br>1. Mounting Secure<br>2. Hose & Fitting Conditions<br>3. Leaks<br>4. Brush & Armature Conditions DC Lift (Option)<br>5. Blow Brush Dust From Motor DC Lift (Option)<br>6. Cable Connections<br>7. Pump Operation<br><b>IV. DRIVE UNIT</b><br>1. Fluid Level<br>2. Leaks<br>3. Secure Motor Mountings<br>4. Wheel Lug Bolts | <b>V. POWER CABLES &amp; CONTROL</b><br>1. Power Cable Conditions<br>2. Power Cable Connections Secure<br>3. Wiring Conditions<br>4. Wiring Connections Secure<br><b>VI. CONTACTOR PANEL &amp; POWER</b><br>1. Line Tip Condition<br>2. S Tip Condition<br>3. P Tip Condition DC Lift (Option)<br><b>VII. BRAKES</b><br>1. Service Brake Pedal Operation<br>2. Service Brake Switch Adjustment<br>3. Service Brake Piston Leaks<br>4. Brake Lines<br>5. Brake Pads<br>6. Brake, LH & RH Rotors<br>7. Parking Brake Switch Operation<br>8. Parking Brakes Linkage Adjustment<br>9. Service Brake Valve Leaks<br>10. Accumulator Charge & Warning System Operation<br><b>VIII. STEERING</b><br>1. Power Steering Operation<br>2. Steering Unit<br>3. Pump & Motor Secure<br>4. Brush & Armature Condition<br>5. Steer Cylinder Secure<br>6. Steer Cylinder Condition<br>7. Leaks in Steering Hydraulic Lines<br>8. Steering Links<br>9. Spindle Assemblies & Fasteners<br>10. Steering Column<br>11. Steering Column Position Lock<br><b>IX. ACCELERATOR PEDAL</b><br>1. Pedal Operation<br>2. Switch Adjustment<br><b>X. HYDRAULIC SYSTEM</b><br>1. Oil Level & Condition<br>2. Leaks<br>3. Breather Cap<br>4. Hoses & Fittings<br>5. Filter<br>6. Dip-Stick/Fill Port Cap | <b>XI. MAST ASSEMBLY &amp; MISC.</b><br>1. Roller & Tracking - Wear or Damage<br>2. Lift Chains Condition - Wear<br>3. Lift Chains Adjustment<br>4. Lift & Tilt Cylinder & Mount Condition<br>5. Mounting Bolts to Power Unit Secure<br>6. Control Cables & Hoses<br>7. Limit Switch<br>8. Load Backrest Secure<br>9. Overhead Guard Bolts Tight<br>10. Tilt Cylinder Adjustment<br><b>XII. FREEZER CONDITION TRUCKS</b><br>1. Heater Operation<br>2. Wiring Operation<br><b>XIII. OPERATIONAL CHECKS &amp; TEST DRIVE</b><br>1. Horn<br>2. Manual Emergency Battery Disconnect<br>3. Power Steering Operation<br>4. Verify Service & Parking Brake Operation (a)<br>5. Forward/Reverse Travel<br>6. Plugging<br>7. Creep Speed<br>8. Lift/Tilt & Aux. Operation<br>9. Lift/Tilt & Aux. Switch Operation<br>10. Directional Control Operation<br>11. Directional Switches<br>12. Rated Capacity<br>13. Stopping Distance<br>14. Travel Alarm<br>15. Park Brake Alarm Operation<br>16. Work Lights<br>17. Display<br>18. Operator Fan<br>19. Compartment Fan<br>20. Brake, Strobe & Backup Lights<br>21. Battery Retainer Switches (Opt.)<br><b>XIV. ATTACHMENTS</b><br>1. Operation<br>2. Leaks<br>3. Condition<br><b>XV. CUSTOMER CARE</b><br>1. Wipe Off Truck<br>2. Clean Area |
|--|---|---|

**IMPORTANT: Refer to Service Manual for details on inspection, lubrication & adjustment.**

(a) See applicable service manual for brake adjustment procedures and recommended operation.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
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| Codes      | Repair Status                          |
|------------|--|
| ✓ = O.K.   | <input type="checkbox"/> Approved      |
| A = Adjust | <input type="checkbox"/> W.O.# _____   |
| R = Repair | <input type="checkbox"/> Denied        |
| U = Urgent | <input type="checkbox"/> Quote Repairs |
|            | <input type="checkbox"/> Follow-Up     |

Authorized Signature \_\_\_\_\_ Serviceman \_\_\_\_\_



# SC 4500 Series Planned Maintenance Inspection Report

Customer \_\_\_\_\_

Dealer \_\_\_\_\_

| Date | Hr. Meter Reading(s) |          | Make | Serial No. | Customer P.O. No. |
|------|----------------------|----------|------|------------|-------------------|
|      | H1<br>H2             | H3<br>H4 |      |            |                   |

|  |  |
|--|--|
| <b>I. VISUAL INSPECTION</b>  |  |
| 1. Oil Leaks   |  |
| 2. Overhead Guard  |  |
| 3. Mast Assembly   |  |
| 4. Forks & Latches   |  |
| 5. Load Backrest   |  |
| 6. Tire & Wheel Condition  |  |
| • Drive Tire LH  |  |
| • Drive Tire RH  |  |
| • Steer Tires  |  |
| 7. Parking Brake   |  |
| 8. Lift Chain  |  |
| 9. Battery Retainer  |  |
| 10. Seat Belt  |  |
| 11. Seat Deck Latch, Gas Struts, Hinges and Mount Condition                                |  |
| 12. Cracked, Deformed or Damaged Parts   |  |
| 13. Floorboard Damage & Mount Condition  |  |
| 14. Safety Decals & Capacity Plates in Place   |  |
| 15. Cable Conditions   |  |
| 16. Receptacle Conditions  |  |
| 17. Battery Retainer   |  |
| 18. Battery Retainer Condition   |  |
| 19. Battery Rollers (Clean)  |  |
| <b>II. CLEAN &amp; LUBRICATE</b>   |  |
| 1. Blow Off Truck  |  |
| 2. Blow Low Pressure Air Over All Electrical Panels  |  |
| 3. Blow Out Traction Drive Module & Cowling Fan. Check Fan Operation Using Analyzer (A4.3) |  |
| 4. Lubricate All Zerk Fittings   |  |
| 5. Lubricate Brake Pedal Linkage   |  |
| 6. Lift/Tilt/Aux. Lever Asm.   |  |
| 7. Lubricate Mast & Roller Asm.  |  |
| 8. Lubricate Lift Chains   |  |
| 9. Lubricate Misc. Linkages  |  |
| <b>III. HYDRAULIC PUMP &amp; MOTOR</b>   |  |
| 1. Mounting Secure   |  |
| 2. Hoses & Fitting Conditions  |  |
| 3. Leaks   |  |
| 4. Brush & Armature Condition  |  |
| 5. Blow Brush Dust From Motor  |  |
| 6. Cable Connections   |  |
| 7. Pump Operation  |  |

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| <b>IV. DRIVE UNIT</b>                             |  |
| 1. Fluid Level                                    |  |
| 2. Leaks  |  |
| 3. Secure Motor Mountings                         |  |
| 4. Wheel Lug Bolts                                |  |
| 5. Blow Dust From Motors                          |  |
| <b>V. POWER CABLES &amp; CONTROL WIRING</b>       |  |
| 1. Power Cable Conditions                         |  |
| 2. Power Cable Connections Secure                 |  |
| 3. Wiring Conditions                              |  |
| 4. Wiring Connections Secure                      |  |
| 5. All Wire Harnesses & Connectors                |  |
| <b>VI. CONTACTOR PANEL &amp; POWER CONTACTORS</b> |  |
| 1. Pump Tip Condition                             |  |
| 2. Line Tip Condition                             |  |
| <b>VII. BRAKES</b>                                |  |
| 1. Pedal Operation                                |  |
| 2. Air Sep. (a)                                   |  |
| • Brake RH  |  |
| • Brake LH  |  |
| <b>VIII. STEERING</b>                             |  |
| 1. Power Steering Operation                       |  |
| 2. Steering Control Unit                          |  |
| 3. Pump & Motor Secure                            |  |
| 4. Steering Column                                |  |
| 5. Steering Column Position Lock                  |  |
| 6. Brush & Armature Condition                     |  |
| 7. Blow Brush Dust From Motor                     |  |
| 8. Steer Potentiometer                            |  |
| 9. Steer Wheel Lug Bolts (If Applicable)          |  |
| <b>IX. ACCELERATOR</b>                            |  |
| 1. Pedal Operation                                |  |
| 2. Switch Adjustment                              |  |
| 3. Potentiometer                                  |  |

|   |  |
|---|--|
| <b>X. HYDRAULIC SYSTEM</b>                      |  |
| 1. Oil Level & Condition                        |  |
| 2. Leaks  |  |
| 3. Breather Cap                                 |  |
| 4. Hoses & Fittings                             |  |
| 5. Filters                                      |  |
| <b>XI. MAST ASSEMBLY &amp; MISC.</b>            |  |
| 1. Roller & Tracking - Wear or Damage           |  |
| 2. Lift Chain Condition - Wear                  |  |
| 3. Lift Chain Adjustment                        |  |
| 4. Mast Cables & Hoses                          |  |
| 5. Limit Switch                                 |  |
| 6. Lift & Tilt Cylinder & Mount Condition       |  |
| 7. Mounting Bolt(s) to Power Unit Secure        |  |
| 8. Overhead Guard Bolts Tight                   |  |
| <b>XII. FREEZER CONDITION TRUCKS</b>            |  |
| 1. Heater Operation                             |  |
| 2. Wiring Condition                             |  |
| <b>XIII. OPERATIONAL CHECK &amp; TEST DRIVE</b> |  |
| 1. Dash Display                                 |  |
| 2. Horn   |  |
| 3. Power Steering Operation                     |  |
| 4. Verify Brake Operation                       |  |
| 5. Plugging. (b)                                |  |
| 6. Lift/Tilt/Aux. Operation                     |  |
| 7. Lift/Tilt/Aux. Switches                      |  |
| 8. Creep Speed. (b)                             |  |
| 9. Directional Switches                         |  |
| 10. Rated Capacity                              |  |
| 11. Event Log - Control Module                  |  |
| 12. Directional Control                         |  |
| 13. Travel Alarm                                |  |
| 14. Tail Lights                                 |  |
| 15. Work Lights                                 |  |
| 16. Attachment Operation                        |  |
| <b>XIV. CUSTOMER CARE</b>                       |  |
| 1. Wipe Off Truck                               |  |
| 2. Clean Area                                   |  |

**IMPORTANT: Refer to Service Manual, Service Bulletins & other pertinent technical publications for details on inspection, lubrication & adjustment.**

(a) See applicable instructions for brake inspection procedures.  
(b) See applicable service manual for proper settings.

|              |  |
|--------------|--|
| <b>Codes</b> | <b>Repair Status</b>                             |
| ✓ = O.K.     | <input type="checkbox"/> Approved<br>W.O.# _____ |
| A = Adjust   | <input type="checkbox"/> Denied                  |
| R = Repair   | <input type="checkbox"/> Quote Repairs           |
| U = Urgent   | <input type="checkbox"/> Follow-Up               |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Service Technician \_\_\_\_\_

## Appendix B – Indigenous Business Certification

### A3000T (2022-05-12) Set-Aside for Indigenous Business

1. This procurement is set aside under the federal government Procurement Strategy for Indigenous Business, For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
  - i. ( ) The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii. ( ) The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

5. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

A3001T (2022-05-12) Owner Certification Set-Aside for Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner who is Indigenous:

1. I am an owner of \_\_\_\_\_ (*insert name of business*), and an Indigenous person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date