

FORM A: BID
(See B7)

1. Contract Title SUPPLY & DELIVERY OF A FORK LIFT

2. Bidder

Name of Bidder

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

Street

City

Province

Postal Code

(Mailing address if different)

Email Address of Bidder

Facsimile Number

Street or P.O. Box

City

Province

Postal Code

(Choose one)

GST Registration Number (if applicable)

The Bidder is:

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

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

Contact Person

Title

Telephone Number

Facsimile Number

Email Address

4. Definitions

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

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

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

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

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

No.	Dated
_____	_____
_____	_____
_____	_____

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

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

Signature of Bidder or
Bidder's Authorized Official or Officials

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

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

FORM B: PRICES
(See B8)

SUPPLY & DELIVERY OF A FORK LIFT

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	QUANTITY	UNIT PRICE
1.	Fork Lift	12016	(Each)	1	

Name of Bidder

FORM N: DETAILED SPECIFICATIONS 12016

1.0 **DESCRIPTION OF EQUIPMENT AND PERFORMANCE-**

- 1.1 These specifications describe the Supply and Delivery of a Fork Lift and other equipment and features as specified herein. The Fork Lift shall be new a 2012 or 2013 model year.
- 1.2 The Fork Lift and all other items/components shall be the manufacturer's latest model. The Fork Lift shall be furnished complete and ready for operation. Any parts or accessories not specifically mentioned, but which are required to complete and place the Fork Lift in successful operation shall be furnished as though specifically mentioned in these specifications. The complete Fork Lift, and all parts thereof, shall conform in strength and quality of material and workmanship, to the best standards and engineering practice of the industry.

2.0 **OTHER SPECIFICATIONS AND STANDARDS-**

- 2.1 All applicable SAE standards form an integral part of these specifications and shall have precedence in any conflict concerning minimum acceptable standards.

- 2.2 The **Fork Lift** shall comply with the applicable regulations:

[Highway Traffic Act = http://web2.gov.mb.ca/laws/statutes/ccsm/h060e.php](http://web2.gov.mb.ca/laws/statutes/ccsm/h060e.php)

[Manitoba Motor Vehicle Act = http://www.tc.gc.ca/acts-regulations/GENERAL/M/mvsa/menu.htm](http://www.tc.gc.ca/acts-regulations/GENERAL/M/mvsa/menu.htm)

[Canadian Motor Vehicle Safety Standards, CMVSS = http://www.gnb.ca/0062/regs/83-163.htm](http://www.gnb.ca/0062/regs/83-163.htm)

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

[National Safety Mark, NSM = http://www.tc.gc.ca/acts-regulations/GENERAL/M/mvsa/regulations/mvsrq/001/mvsr3-5.html](http://www.tc.gc.ca/acts-regulations/GENERAL/M/mvsa/regulations/mvsrq/001/mvsr3-5.html)

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

[Canadian Standards Association, CSA = http://www.csa.ca/about/Default.asp?language=english](http://www.csa.ca/about/Default.asp?language=english)

[Under Writers of Canada, U/L = http://www.ulc.ca/](http://www.ulc.ca/)

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

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

3.0 **QUALIFICATIONS OF MANUFACTURER / BIDDER-**

- 3.1 Manufacturers of the Fork Lift must have a minimum of three (3) continuous years of experience manufacturing the type of Fork Lift being offered.
- 3.2 The Bidder shall be an authorized distributor/supplier of the Fork Lift.

4.0 SERVICE FACILITY-

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

5.0 INSTRUCTIONS FOR COMPLETION OF SPECIFICATIONS-

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

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

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

6.0 ELIGIBLE MODEL- TOYOTA 8FGCU15, CUSHION FORKLIFT OR EQUIVALENT IN ACCORDANCE TO B5. SUBSTITUTES.

6.1 **TIRES-** Cushion Type Tires, 2 front steer 14 x 4-1/2 x8, 2 rear drive 18 x 6 x12-1/8 _____

6.2 **CAPACITY-** 2900-3000 lbs. @ 24" load center _____

6.3 **LOAD-** Load Center 23.6 in 600 mm _____

6.4 **LIFT SPEED-** Lift Speed Full Load: 110 fpm _____

6.5 **TRAVEL SPEED-** Travel Speed Full Load: 10.9 mph _____

6.6 **ENGINE-** Propane, 4 cylinder in line engine, Electronic control system ,approx.. 48 hp @ 2700 rpm with Cooling Fan _____

6.7 **BRAKES-** Self-adjusting Brakes _____

6.8 **ELECTRICAL-** 12 Volt power supply 70 amp alternator _____

6.9 **CARRIAGE-** 38" wide, Class II- with Side shift _____

6.10 **MAST-** Triple or Double stage, 188.5" Lift height, 84"collapsed height, height (no Substitute) 37.5" free lift _____

6.11 **FORKS-** 36" x 4" x 1.5" _____

6.12 **DIMENSIONS-** Length to fork face- 83"
Fork size- 1.5 X 4 X 36
Lowered mast height- 84"
Height to Top of Overhead Guard-6.7 ft in 2035 mm
Width- 37" _____

6.13 **TURNING RADIUS-** Turning Radius 5.6' _____

6.14 **IGNITION-** Anti-restart ignition switch _____

6.15	TRANSMISSION-	Transmission Automatic	_____
6.16	SAFETY-	Horn, back up alarm, LED Flush mounted strobes Whelen 500 or ION series or equivalent guarded, one mounted in each corner of the canopy and operator restraint system w/retractable lap belt and active stability systems	_____
6.17	DRIVER DISPLAY-	Self diagnostic capability, with Multi-function display to allow the operator to view all required information that relates to the forklift and its functions. Display to include transmission oil temperature, travel distance, speed meters, and warning lamps	_____
6.18	DRIVER CONTROL-	Third function hydraulic valve, handle	_____
6.19	STEERING-	Fully hydrostatic power steering (FHPS) Tilting steering console, spinner knob.	_____
6.20	SEAT-	Swivel Seat	_____
6.21	LIGHTING-	Headlights	_____
6.22	SIDESHIFT-	Integral Side Shift required	_____
6.23	TWO WAY PEDAL-	To allow operators to quickly and easily change travel direction without removing hands from steering wheel or hydraulic controls.	_____
6.24	REAR HANDLE-	Rear assist grip handle with horn button to improve the seating position of the operator during reverse travel.	_____
6.25	TANK BRACKET-	Swing down tank bracket	_____
6.26	CNG-	State optional price for natural gas CNG powered unit-	_____

7.0 WARRANTY-

7.1 The warranty for the **Fork Lift** shall cover the complete equipment, and all parts thereof against any defects of workmanship, construction and materials, for a period. Any article that has become defective during said warranty period and has not proven to have been caused by negligence on the part of the user shall be repaired or replaced at no cost to the City. The warranty shall be effective from the date the equipment is put into service by the City of Winnipeg. Please provide complete warranty details with the bid submission

7.2 **State optional extended warranty options and pricing-**

8.0 TRAINING-

8.1 The Contractor shall be required to provide training (at the Contractor's expense) for the City of Winnipeg maintenance and operating personnel. The training shall be divided into two separate sessions, one for

maintenance personnel and one for operating personnel. The training shall be conducted in separate or combined sessions for each group of personnel.

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

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

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

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

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

- 8.3 Training Aides:

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

What is the recommended minimum training duration for:

Primary unit-

For major attachments (if applicable):

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

For the primary unit-

For major attachments (if applicable):

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

**Public Works Department, Human Resources Division
Equipment Operator Training Branch**

**102-1155 Pacific Avenue
Winnipeg, MB
R3E 3P1**

**Leanne Chetyrbok
Equipment Operator Training Consultant**

Cell: (204) 451-3793

Contact e-mail: Ichetyrbok@winnipeg.ca

9.0 TECHNICAL SERVICE/PARTS MANUALS & OWNERS MANUALS-

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

10.0 DELIVERY-

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

10.2 **Delivery Time-** Within **sixteen (16) calendar weeks or earlier** from the date of official notification of award of contract. Equipment shall be delivered between 8:00 am and 3:00 pm on Business Days.

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

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

<h2 style="margin: 0;">OFF ROAD EQUIPMENT</h2> <h2 style="margin: 0;">FORM O-</h2> <h2 style="margin: 0;">DATA COLLECTION SHEET</h2> <p style="margin: 0;">Successful Bidder will be required to complete all applicable fields</p>		

EQUIPMENT		DETAILS from VENDOR
MAKE/MANUFACTURER	(e.g. Ford, Volvo, etc.)	
MODEL	Enter model (e.g. F-350)	
YEAR	(Enter model year)	
DISCRIPTION/TYPE		
FUEL TYPE	(e.g. gas, diesel, hybrid, propane)	
DIMENSION HEIGHT	(Overall height m)	
DIMENSION LENGTH	(Overall length m)	
DIMENSION WIDTH	(Overall width m)	
WEIGHT WET		
DELIVERY DATE	(Confirmed date)	
SUPPLIER/DEALER	(Name, phone number, and contact person)	
HOUR METER	(Upon delivery)	
V.I.N./ P.I.N. / SERIAL NUMBER		
ARRANGEMENT NUMBER (if applicable)		
CAB PROFILE	(HIGH OR LOW)	
KEY DOOR NUM		
KEY IGNITION NUM		
PAINT COLOUR	(Exterior colour)	
SERVICE ITEMS		DETAILS from VENDOR
ENGINE MAKE		
ENGINE MODEL		

ENGINE SERIAL NUMBER		
ENGINE HORSE POWER	(Enter as xxx H.P. @ xxxx RPM)	
ENGINE DISPLACEMENT	(In cubic inches and liters)	
CPL/FAMILY NUMBER		
ENGINE CYLINDERS	(Number of cylinders)	
ENGINE OIL REFILL CAPACITY	(in liters)	
ENGINE OIL FILTER PART #	(Number of filters and part numbers)	
ENGINE OIL TYPE and WEIGHT	(e.g. 15W40, regular or synthetic)	
ENGINE AIR FILTER (PRI)	(Make, part number, quantity)	
ENGINE AIR FILTER (SEC)	(Make, part number, quantity)	
CAB AIR FILTER	(Part number, location, quantity)	
FUEL TANK CAPACITY/TYPE	(In liters) (CLEAR OR PURPLE)	
FUEL FILTER # PRIMARY	(Make, part number, and quantity)	
FUEL FILTER # SECONDARY	(Make, part number, and quantity)	
FUEL SEPARATOR	(Make, part number, and quantity)	
COOLANT TYPE	(Heavy-duty, extended life, or regular)	
COOLANT CAPACITY	(In liters)	
COOLANT FILTER #	(Part number)	
DRIVE TRAIN		DETAILS from VENDOR
TRANSMISSION MAKE	(Enter make & model)	
TRANSMISSION SERIAL #		
TRANSMISSION TYPE	(Hydrostatic, standard, automatic)	
TRANSMISSION FLUID CAPACITY	(in liters)	
TRANSMISSION FLUID TYPE	(Dextron III, synthetic, weight, etc.)	
TRANSMISSION FILTER(S)	(# of filters and part numbers; internal and external filters)	
TRANSMISSION FILTER KITS	(Gasket, o-ring, secondary filters etc.)	
TRANSMISSION COOLER	(Make and part number if applicable)	
TANDEM FLUID TYPE		
TANDEM FLUID CAPACITY	LEFT AND RIGHT	
FRONT DIFFERENTIAL MAKE		
FRONT DIFFERENTIAL MODEL		
FRONT DIFFERENTIAL SERIAL #		
FRONT DIFFERENTIAL OIL TYPE	(e.g. 80W90, synthetic)	
FRONT DIFFERENTIAL CAPACITY	(In liters)	

REAR DIFFERENTIAL MAKE		
REAR DIFFERENTIAL MODEL		
REAR DIFFERENTIAL SERIAL #		
REAR DIFFERENTIAL OIL TYPE	(e.g. 80W90, synthetic)	
REAR DIFFERENTIAL CAPACITY	(In liters)	
TIRES/WHEELS/ETC.		DETAILS from VENDOR
TIRE BRAND & TYPE	IE GOODYEAR RADIAL GOODYEAR BIAS PLY	
TIRE PLY & LOAD RATING		
TIRE SIZE FRONT		
TIRE SIZE REAR		
WHEEL NUT TORQUE	(lb-ft)	
WHEEL SPINDLE/HUB/ FINAL DRIVE OIL CAPACITY	(In liters)	
WHEEL SPINDLE/HUB/FINAL DRIVE FLUID TYPE	(e.g. 80w90, Dextron, synthetic)	
POWER STEERING CAPACITY	(In liters)	
POWER STEERING FLUID TYPE	(e.g. ATF or synthetic)	
POWER STEERING FILTER #	(Make, part number, quantity)	
BRAKE FLUID	(Type; Dot ill, IV, V)	
BRAKE TYPE	(Hydraulic/air)	
HYDRAULICS		DETAILS from VENDOR
HYDRAULIC PUMP	(Make, model and capacity)	
HYDRAULIC MOTOR	(Make, model and capacity)	
HYDRAULIC TANK CAPACITY	(In liters)	
HYDRAULIC FLUID TYPE		
HYDRAULIC FILTER PRESSURE	(Filter number, screen numbers and quantity)	
HYDRAULIC FILTER RETURN	(Make, quantity and part number)	
HYDRAULIC SCREEN	(Make, quantity and part number)	
HYDRAULIC BREATHER	(Make, quantity and part number)	
MISC. ITEMS		DETAILS from VENDOR
ALTERNATOR	(Enter make, model, part #)	
ALTERNATOR AMPS	Integers only (e.g. 105, 125, etc.)	
BATTERY MAKE		
BATTERY MODEL/TYPE/GROUP		
BATTERY CCA		

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BATTERY QTY.		
BATTERY VOLTAGE		
BELT A/C PART #	(Enter make and part number)	
BELT COMPRESSOR PART #		
BELT FAN PART #		
BELT ALTERNATOR PART #		
BELT STEERING	(V-belt or serpentine, quantity)	
BELT STEERING PART #		
BELT SERPENTINE		
BELTS OTHER		
AIR COMPRESSOR CFM	(e.g. 13.2, 15, 18)	
AIR COMPRESSOR MODEL	(Enter make and model)	
AIR COMPRESSOR PART #		
AIR DRYER	(Enter make and model)	
AIR DRYER PART/SERIAL #		
AIR DRYER DESCRIANT		
AIR DRYER FILTER	(part number)	
AIR CONDITIONING	(Type, 113 etc.)	
AIR CONDITIONING CAPACITY	(lbs)	
A/C RECEIVER DRYER PART #	(part, number)	
LIGHT BAR/BEACON	MAKE & MODEL	
SEAT STYLE, MAKE AND MODEL	KAB 700 SERIES, AIR, HEATED, HIGH BACK	
MOLDBOARD WIDTH		
FRONT WEIGHT KIT	(AG TRACTOR)	
PTO SPLINE COUNT		
AUTO GREASER MAKE & MODEL		
SERVICE INTERVALS		DETAILS from VENDOR
INITIAL OIL & FILTER CHANGE		
REGULAR ENG. OIL CHANGE		
TRANSMISSION SERVICE	(TRANS FLUID OR FLUSH AND FILTER)	
FUEL FILTER PRIMARY		
FUEL FILTER SECONDARY		
DIFFERENTIAL SERVICE		

FORM Q-SUSTAINABILITY QUESTIONNAIRE

Product Information

(Yes/No)

Product Sustainability: High Quality, Small Ecological Footprint

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

Describe:

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

Describe:

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

Describe:

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

Describe:

Company Information

Energy and Climate: Reducing Energy Costs and Greenhouse Gas Emissions

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

Describe:

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

Describe:

Material Efficiency: Reducing Waste and Enhancing Quality

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

Describe:

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

Describe:

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

Describe:

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

Describe:

Natural Resources: Responsibly Sourced Raw Materials

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

Describe:

Social Responsibility: Ensuring Responsible and Ethical Production

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

Describe:

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

Describe:

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

Describe:
