

**FORM A: BID**  
(See B8)

1. Contract Title SUPPLY AND DELIVERY OF ELECTRIC FORK LIFTS

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 B9)

SUPPLY AND DELIVERY OF ELECTRIC FORK LIFTS

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	QUANTITY	UNIT PRICE
1.	6000 lbs. Capacity Electric Fork Lift	14010	(Each)	1	
2.	8000 lbs. Capacity Electric Fork Lift with Cab	14012	(Each)	2	

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

## FORM N: DETAILED SPECIFICATIONS 14010

### 1.0 **DESCRIPTION OF EQUIPMENT AND PERFORMANCE**

- 1.1 These specifications describe the Supply and Delivery of a **6000 lbs. Capacity Electric Fork Lift** and other equipment and features as specified herein. The Fork Lift shall be new 2014 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.
- 1.3 It will be the responsibility of the Bidder to inform the City of any errors or omissions in these specifications, for under this Contract the Contractor shall be held responsible for the satisfactory operational function of the equipment.

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

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

[Manitoba Workplace Safety & 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://www.sae.org/](http://www.sae.org/)

[City of Winnipeg Lighting Visibility Standard=  
http://winnipeg.ca/matmgt/pdfs/PublicWorksEquipLightingVisibility.pdf](http://winnipeg.ca/matmgt/pdfs/PublicWorksEquipLightingVisibility.pdf)

- 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 SPECIFICATIONS**

6.1	<b>TYPE</b>	Electric, minimum 6000 lbs. lift forklift, state make and model being bid.	_____
6.2	<b>TIRES</b>	Cushion Type Indoor/outdoor, <b>state</b> size	_____
6.3	<b>CAPACITY</b>	6000 lbs. at 24" load center	_____
6.4	<b>FORKS</b>	Approximately 2" x 6" x42" <b>state</b> size	_____
6.5	<b>MAST</b>	2 or 3-stage mast with free lift (total height 187 in.) <b>Must be with Integral Fork Positioners and Side Shift (Cascade Fork Positioner or Equivalent)</b>	_____
6.6	<b>STABILITY</b>	According to ANSI.	_____
6.7	<b>SIDE SHIFT</b>	Integral Side Shift required	_____
6.8	<b>ROPS</b>	Roll Over Protection Structure required.	_____
6.9	<b>DIMENSIONS</b>	Length to fork face 90 in. or less, <b>state</b> . Width 44 in. approx., <b>state</b> . Height, upright lowered 88 in. approx., <b>state</b> . Wheelbase 53 in. approx., <b>state</b> .	_____ _____ _____ _____

6.10	<b>SERVICE WEIGHT</b>	11,000 lbs. approx., <b>state.</b>	_____
6.11	<b>AXLE LOADING</b>	Front, 15,000 lbs. with load.	_____
6.12	<b>TRAVEL SPEED</b>	13 km/h loaded, <b>state.</b>	_____
6.13	<b>STEERING</b>	Fully hydrostatic power steering (FHPS) Tilting steering console, spinner knob.	_____
6.14	<b>GRAB HANDLES</b>	Both sides.	_____
6.15	<b>DRIVER DISPLAY</b>	With operating and diagnostic information Including battery status.	_____
6.16	<b>PARKING BRAKE</b>	Foot applied, hand released parking brake with reminder.	_____
6.17	<b>BATTERY WEIGHT</b>	2600 lbs. approx. including battery storage compartment, <b>state</b> weight <b>Unit shall include a new battery and charger.</b>	_____
6.18	<b>TRANSMISSION</b>	Transmission Automatic	_____
6.19	<b>SAFETY</b>	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. Fire extinguisher – 5 lb. ABC type, securely mounted and secured, quick release.	_____
6.20	<b>STEERING</b>	Fully hydrostatic power steering (FHPS) Tilting steering console, spinner knob.	_____
6.21	<b>SEAT</b>	Swivel Seat	_____
6.22	<b>LIGHTING</b>	Headlights, and work lights	_____
6.23	<b>SIDESHIFT</b>	Integral power controlled Side Shift required	_____
6.24	<b>REAR HANDLE</b>	Rear assist grip handle with horn button to improve the seating position of the operator during reverse travel.	_____

## **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 minimum period of 1 year or 2000 hours. 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.

\_\_\_\_\_

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

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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.

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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.

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

8.3 Training Aides:

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

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What is the recommended minimum training duration for:

Primary unit:

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For major attachments (if applicable):

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

For the primary unit:

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For major attachments (if applicable):

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Training Materials and applicable manuals or on-line training material information must be provided to the Operator Training Branch of 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: Equipment Operator Training Branch

960 Thomas Avenue  
Winnipeg, MB  
R2L 2E1

Leanne Guertin  
Equipment Operator Training Consultant

Cell: 204-451-3793  
Contact e-mail: [lguertin@winnipeg.ca](mailto:lguertin@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 **three to four (3-4) calendar weeks or earlier** from the date of official notification of award of Contract. Equipment shall be delivered between 8:00 am and 2:00 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 \_\_\_\_\_

## FORM N: DETAILED SPECIFICATIONS 14012

### 1.0 DESCRIPTION OF EQUIPMENT AND PERFORMANCE

- 1.1 These specifications describe the Supply and Delivery of a **8000 lbs. Capacity Electric Fork Lift with Cab** and other equipment and features as specified herein. The Fork Lift shall be new 2014 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.
- 1.3 It will be the responsibility of the Bidder to inform the City of any errors or omissions in these specifications, for under this Contract the Contractor shall be held responsible for the satisfactory operational function of the equipment.

### 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.

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[Manitoba Workplace Safety & 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://www.sae.org/](http://www.sae.org/)

[City of Winnipeg Lighting Visibility Standard=  
http://winnipeg.ca/matmgt/pdfs/PublicWorksEquipLightingVisibility.pdf](http://winnipeg.ca/matmgt/pdfs/PublicWorksEquipLightingVisibility.pdf)

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

### **6.0 SPECIFICATIONS**

- |      |                       |  |                         |
|------|-----------------------|--|-------------------------|
| 6.1  | <b>TYPE</b>           | Electric, minimum 8000 lbs. lift forklift,<br><b>state</b> make and model being bid.   | _____                   |
| 6.2  | <b>TIRES</b>          | Cushion Type Indoor/outdoor, <b>state</b> size   | _____                   |
| 6.3  | <b>CAPACITY</b>       | 8000 lbs. at 24" load center   | _____                   |
| 6.4  | <b>FORKS</b>          | Approximately 2" x 6" x 42" <b>state</b> size  | _____                   |
| 6.5  | <b>MAST</b>           | 2 or 3-stage mast with free lift (total height 187 in.)<br><b>Must be with Integral Fork Positioners and<br/>Side Shift (Cascade Fork Positioner or<br/>Equivalent)</b>                          | _____                   |
| 6.6  | <b>STABILITY</b>      | According to ANSI.   | _____                   |
| 6.7  | <b>SIDE SHIFT</b>     | Integral Side Shift required   | _____                   |
| 6.8  | <b>ROPS</b>           | Roll Over Protection Structure required.   | _____                   |
| 6.9  | <b>DIMENSIONS</b>     | Length to fork face 90 in. or less, <b>state</b> .<br>Width 44 in. approx., <b>state</b> .<br>Height, upright lowered 88 in. approx., <b>state</b> .<br>Wheelbase 53 in. approx., <b>state</b> . | _____<br>_____<br>_____ |
| 6.10 | <b>SERVICE WEIGHT</b> | 14,000 lbs. approx., <b>state</b> .  | _____                   |

6.11	<b>AXLE LOADING</b>	Front, 21,000 lbs. with load.	_____
6.12	<b>TRAVEL SPEED</b>	13 km/h loaded, <b>state</b> .	_____
6.13	<b>STEERING</b>	Fully hydrostatic power steering (FHPS) Tilting steering console, spinner knob.	_____
6.14	<b>GRAB HANDLES</b>	Both sides.	_____
6.15	<b>DRIVER DISPLAY</b>	With operating and diagnostic information Including battery status.	_____
6.16	<b>PARKING BRAKE</b>	Foot applied, hand released parking brake with reminder.	_____
6.17	<b>BATTERY WEIGHT</b>	3900 lbs. approx. including battery storage compartment, <b>state</b> weight Unit shall include a new battery and charger.	_____
6.18	<b>TRANSMISSION</b>	Transmission Automatic	_____
6.19	<b>SAFETY</b>	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. Fire extinguisher – 5 lb. ABC type, securely mounted and secured, quick release.	_____
6.20	<b>STEERING</b>	Fully hydrostatic power steering (FHPS) Tilting steering console, spinner knob.	_____
6.21	<b>SEAT</b>	Swivel Seat	_____
6.22	<b>LIGHTING</b>	Headlights, and work lights	_____
6.23	<b>SIDESHIFT</b>	Integral power controlled Side Shift required	_____
6.24	<b>REAR HANDLE</b>	Rear assist grip handle with horn button to improve the seating position of the operator during reverse travel.	_____
	<b><u>CAB</u></b>		
6.25	Heat and Defrost	Required	_____
6.26	Wipers	Front & rear	_____
6.27	ROPS	ROPS built in and meets current safety Standards (OSHA 1928 and CSA B352 ROPS)	_____
6.28	Doors	Left and Right doors with slider windows	_____
6.29	Grab Handle	Exterior Grab Handle required	_____
6.30	Work Lights	Front & Rear work lights	_____

6.31 Interior Fan One defrost air circulation fan required \_\_\_\_\_

**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 minimum period of 1 year or 2000 hours. 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.

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 of the contract on the equipment will not be issued until successful completion of training has been conducted to the satisfaction of the Contract Administrator.***

8.3 Training Aides:

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): \_\_\_\_\_

Training Materials and applicable manuals or on-line training material information must be provided to the Operator Training Branch of 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: Equipment Operator Training Branch

Training Materials and applicable manuals or on-line training material information must be provided to the Operator Training Branch of 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: Equipment Operator Training Branch

960 Thomas Avenue  
Winnipeg, MB  
R2L 2E1

Leanne Guertin  
Equipment Operator Training Consultant

Cell: 204-451-3793  
Contact e-mail: [lguertin@winnipeg.ca](mailto:lguertin@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 **three to four (3-4) calendar weeks or earlier** from the date of official notification of award of Contract. Equipment shall be delivered between 8:00 am and 2:00 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 \_\_\_\_\_