



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**11 Laurier St./ 11 rue, Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government**  
**Services Canada**

We hereby offer 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 goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services**  
**Gouvernementaux 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 biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Purchase of 450 actimeters	
<b>Solicitation No. - N° de l'invitation</b> HT381-122832/A	<b>Date</b> 2012-10-17
<b>Client Reference No. - N° de référence du client</b> HT381-122832	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-916-61401	
<b>File No. - N° de dossier</b> pv916.HT381-122832	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Emond, Linda A.	<b>Buyer Id - Id de l'acheteur</b> pv916
<b>Telephone No. - N° de téléphone</b> (819) 956-4014 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3814
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
11 Laurier St./ 11 rue, Laurier  
6B1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Solicitation No. - N° de l'invitation

HT381-122832/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pv916

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

HT381-122832

pv916HT381-122832

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**List of Annexes:**

- Annex A Statement of Work/Basis of Payment
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- Annex C Actimeter Evaluation Criteria/Requirements for Evaluation

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

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

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **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>) 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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has 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 provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all

individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
 Insert: ninety (90) days

#### 1.1 SACC Manual Clauses

B1000T	Condition of Material	2007-11-30
B3000T	Equivalent Products	2006-06-16

#### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

#### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### 4. Applicable Laws

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

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.

### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

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

Section I: Technical Bid (two (2) copies)  
Section II: Financial Bid (one (1) copy)  
Section III: Certifications (one (1) copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement.

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**1.1 Section I: Technical Bid**

The following applies to the Requirement and bidders must provide the following information in the bid where applicable:

**1.1.1 Training**

On-site user training must be provided for up to 10 (ten) users. All costs associated with the on-site training must be included in the price.

On-site training will be completed within \_\_\_\_\_ calendar days of installation. Provide complete details of training e.g. duration, scope, etc.,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.1.2 A Service Agreement**

Purchase of the system must include: A service agreement of one (1) year on all parts and labour including replacement units within 72 hours.

**1.1.3 Product(s) Offered**

The Bidder must indicate the make and model number of the products offered (identify specific components which make up the system):

Name of Manufacturer: \_\_\_\_\_

Model/Part Number: \_\_\_\_\_

Literature attached: Yes (\_\_\_\_\_) No (\_\_\_\_\_)

**1.1.4 Point of Manufacture/Shipping**

The Bidder must state the point of manufacture/shipping of goods or where service is to be performed:

Location: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**1.1.5 Delivery**

While delivery must be no later than March 1, 2013, the best delivery that could be offered by the Bidder is \_\_\_\_\_.

**1.1.6 Contacts**

Bidders are requested to provide the following: Information pertaining to Article 5.3 Contractor Representatives under Part 6, Resulting Contract Clauses.

## 1.2 Section II: Financial Bid

The bidder must quote a firm lot price all inclusive of supply, service agreement, training and manuals, DDP (Ottawa, Ontario), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Customs duties and taxes must be included.

### 1.2.1 Exchange Rate Fluctuation

C3011T Exchange Rate Fluctuation 2010-01-11

## 1.3 Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 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.
- (c) Actimeter Evaluation Criteria (as per annex C)

### 1.1 Technical Evaluation

All proposals submitted must be completed in full and provide all of the information requested in the Request for Proposal (RFP) package to enable a full and complete evaluation. If the requirement is not addressed in the bidder's proposal, the proposal will be considered incomplete or non-responsive and will be rejected. The onus is on the bidder to provide all the information necessary to ensure a complete and accurate assessment.

#### Factors for Evaluation

1. PRICING BASIS (MANDATORY): Prices must be firm, DDP Delivered Duty Paid.
2. ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):
  - a) For Items Defined by Specifications:
 

The bidder is requested to cross reference the mandatory technical criteria contained herein to their supporting technical documentation.
  - b) Provision of Supporting Technical Documentation:

Supporting technical documentation for the stores offered must be provided with the bid at time of bid closing.

Technical brochures or technical data **MUST** be provided to verify compliancy to the technical mandatory specifications.

3. Requirements for Evaluation as per Annex "C"
4. COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)
5. FOR CANADIAN SUPPLIERS ONLY: Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - see herein. (MANDATORY if applicable)

#### 1.1.1 Mandatory Technical Criteria

See Annex "B"

### 1.2 Financial Evaluation

The lowest evaluated price will be established using the following criteria:

- a) prices will be evaluated in Canadian Funds including any applicable Taxes and Canadian Customs Duty (if applicable) and excluding the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). For evaluation purposes, bids received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.
- b) prices will be evaluated on a DDP Ottawa, Ontario

### 2. Basis of Selection

A0031T

Basis of Selection -  
Mandatory Technical Criteria Only

2010-08-16

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The

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Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award**

- 1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

## **2. Certifications Required with the Bid**

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

### **2.1 Federal Contractors Program for Employment Equity - Certification**

#### **2.1.1 Federal Contractors Program - \$200,000 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3. (a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_  
(e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site:  
<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

#### **2.1 Statement of Work**

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

#### **2.2 Manuals**

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manuals or other reference documents required to use the equipment and software. Three of each relevant document in both languages (French and English) must be supplied.

### 2.3 Training

On-site user training must be provided for up to ten (10) users.

## 3. 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>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010A (2012-07-16) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

The text under Subsection 4 of Section 29 - Code of Conduct and Certifications of 2010A referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

## 4. Term of Contract

### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (to be filled in only at contract award).

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Linda Emond  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial Consumer Products Directorate  
11 Laurier Street, 6A2, Phase III

Place du Portage, Hull, Quebec, K1A 0S5  
 Telephone: (819) 956-4014  
 Facsimile: (819) 956-3814  
 E-mail address: linda.emond@pwgsc.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.

## 5.2 Technical Authority **(to be filled in only at contract award)**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_  
 Facsimile: (\_\_\_\_) \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Technical Authority named above 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.

## 5.3 Contractor's Representative **(fill in)**

The telephone number of the person responsible for:

**General enquiries**  
 Name: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**Delivery Follow-up**  
 Name: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in the Annex A for a cost of \$\_\_\_\_\_ **(to be filled in only at contract award)**. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

## 6.2 SACC Manual Clauses

C2608C	Canadian Customs Documentation	2010-01-11
H1000C	Single Payment	2008-05-12

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - (c) one (1) copy must be forwarded to the consignee.

## 8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

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

## 10. Priority of Documents

If there is a discrepancy between the wordings 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) 2010A (2012-07-16) General Conditions - Goods (Medium Complexity);

- (c) Annex A, Statement of Work
- (d) Annex B Mandatory Specifications
- (e) Annex C Actimeter Evaluation Criteria/Requirements for Evaluation
- (f) the Contractor's bid dated (to be filled in at contract award).

## 11. SACC Manual clause

B1501C	Electrical Equipment	2006-06-16
A9068C	Government Site Regulations	2010-01-11
A2000C	Foreign Nationals	2006-06-16
A2001C	Foreign Nationals	2006-06-16

## 12. Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:  
  
Delivered Duty Paid (DDP) Ottawa, Ontario Incoterms 2000 for shipments from a commercial contractor.
2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

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**ANNEX A**
**STATEMENT OF WORK / BASIS OF PAYMENT**

Health Canada will be conducting a large scale study to examine the health effects of wind turbine noise on Canadian populations

<b>Description</b>	<b>Firm Qty</b>	<b>Firm unit price</b>	<b>Estimated price</b>
Actimeters, actimetry devices, must be worn on the wrist	450	\$_____	\$_____
docking/interface stations (including all required cables) to charge batteries (if rechargeable), download data and configure the units	6	\$_____	\$_____
Actimetry software and licenses to install on the computers to initialize and download the data from the actimeters	6	\$_____	\$_____

## ANNEX B

### MANDATORY SPECIFICATIONS

**Bidder must cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.**

**1.0** Actimeters must be currently certified for sale in Canada i.e. must provide a license number.

**Reference in Contractors Proposal:** \_\_\_\_\_

**2.0** Designed to be worn on the wrist and include a waterproof, adjustable wrist strap

**Reference in Contractors Proposal:** \_\_\_\_\_

**3.0** Light weight (<50 grams, including batteries and wrist band) {< 48 mm (length) X 40 mm (width) X 15 mm (height)}

**Reference in Contractors Proposal:** \_\_\_\_\_

**4.0** Battery operated, either by a rechargeable or disposable battery

**Reference in Contractors Proposal:** \_\_\_\_\_

**5.0** If the device uses a disposable battery that requires replacement the device must be serviceable by the purchaser, where tools required to service the device (i.e., change the disposable battery) are provided by the manufacturer. However, if the device uses a rechargeable battery that requires servicing by the manufacturer when faulty then the supplier must provide a replacement watch within 72 hours of Statistics Canada notifying them of the faulty rechargeable battery.

**Reference in Contractors Proposal:** \_\_\_\_\_

**6.0** Water resistant or waterproof with a rating of minimum 10 ATM or 10 BAR (100 m or 330 ft) allowing the user to shower, bath or swim as well as engage in poolside diving or snorkeling. Water-resistance or waterproofing must be guaranteed even after battery servicing by the purchase.

**Reference in Contractors Proposal:** \_\_\_\_\_

**7.0** Able to record and download data in 30 and 60 second intervals

**Reference in Contractors Proposal:** \_\_\_\_\_

**8.0** Able to collect minimum of 8 continuous days of data in 30 and 60 second intervals

**Reference in Contractors Proposal:** \_\_\_\_\_

**9.0** Able to sample at a minimum frequency of 32 Hz

**Reference in Contractors Proposal:** \_\_\_\_\_

**10.0** Capable of delayed initialization prior to use and must store the date and time of initialization

**Reference in Contractors Proposal:** \_\_\_\_\_

**Actimeters must have:**

**1.0** Non-volatile memory and sufficient memory to record in 30 and 60 second intervals for a minimum of 8 continuous days.

**Reference in Contractors Proposal:** \_\_\_\_\_

**2.0** A light sensor with wavelength range from a minimum of 400 nanometers to maximum of 700 nanometers and an illuminance range to distinguish lights off conditions from low-light conditions (for example, within 0 to 1000 lux)

**Reference in Contractors Proposal:** \_\_\_\_\_

**3.0** An event marker button that can be pressed by the respondent to indicate time in bed and wake time

**Reference in Contractors Proposal:** \_\_\_\_\_

**4.0** Adequate memory to store movement and light data for a minimum of 8 continuous days.

**Reference in Contractors Proposal:** \_\_\_\_\_

**5.0** Adequate memory to store event marker data for a minimum of 8 continuous days.

**Reference in Contractors Proposal:** \_\_\_\_\_

**6.0** Sufficient battery power to measure, record and report movement, light and event marker data for a minimum of 8 continuous days in 30 and 60 second intervals.

**Reference in Contractors Proposal:** \_\_\_\_\_

**7.0** A bandpass filter (i.e., bandwidth) that limits frequency range sufficiently to discriminate human movements from vibrations and other artefacts, range as minimum 0.3 Hz and maximum of 7.5Hz

**Reference in Contractors Proposal:** \_\_\_\_\_

**8.0** An acceleration dynamic range that represents the range of acceleration generated during normal sleep movements minimum range of 0 to maximum 2 G.

**Reference in Contractors Proposal:** \_\_\_\_\_

**Download Device Mandatory Requirements**

**The download/interface device must:**

**1.0** Be powered by a standard 120 volt AC power source.

**Reference in Contractors Proposal:** \_\_\_\_\_

**2.0** Interface with standard PC desktop and laptop computers.

**Reference in Contractors Proposal:** \_\_\_\_\_

**3.0** Communicate with the actimeter using a standard interface.

**Reference in Contractors Proposal:** \_\_\_\_\_

**4.0** Allow data to be written to PC compatible file formats (e.g. ASCII format) for storage and analysis.

**Reference in Contractors Proposal:** \_\_\_\_\_

**Software Mandatory Requirements**

**The software must:**

**1.0** Be PC compatible with standard Windows operating systems (e.g. Microsoft Windows 2000, Windows XP, Vista etc) including the latest service packs

**Reference in Contractors Proposal:** \_\_\_\_\_

2.0 Allow for data to be time stamped by interval/epoch

**Reference in Contractors Proposal:** \_\_\_\_\_

3.0 Show actimeter memory status

**Reference in Contractors Proposal:** \_\_\_\_\_

4.0 Show actimeter battery life

**Reference in Contractors Proposal:** \_\_\_\_\_

5.0 Show date and time of initialization

**Reference in Contractors Proposal:** \_\_\_\_\_

6.0 Show date and time of download

**Reference in Contractors Proposal:** \_\_\_\_\_

7.0 No technical training for downloading the movement data generated by the actimetry algorithm is required. All technical and electronic instruments are in working order such that data can be initialized, transferred/downloaded without complications

**Reference in Contractors Proposal:** \_\_\_\_\_

**Desirable specification:**

Able to withstand normal activities of daily living which may include occasional knocking, jarring, bumping, vibration, compression, temperature fluctuations, humidity fluctuations, water submersion including:

- a. Repetitive sitting, standing, bending, twisting, etc.
- b. Walking, running, sports play, indoor and outdoor recreational activities, etc.
- c. Various occupational physical activities and their accompanying environment (e.g. assembly line work, firefighting, police work, truck driver, mail carrier, farmer and/or heavy equipment operator)
- d. Interior activities such as showering, bathing, and exposure to rain, snow, extreme heat and humidity conditions

**Reference in Contractors Proposal:** \_\_\_\_\_

## Annex C

### Actimeter Evaluation Criteria/Requirements for Evaluation

Each supplier who bids on the proposal will be asked to provide the following for evaluation purposes (at the supplier's expense):

- 6 actimeters
- 6 adjustable, waterproof wrist straps
- 1 docking/interface station with all required cables capable of charging batteries and configuring and initializing actimeters
- 1 software package capable of recording , downloading and storing information
- All listed documentation below, user references and materials:

A detailed quote including all the requested quantities and components as specified under Scope;

A copy of the service agreement detailing all the required service points;

A detailed report on the device reliability and validity including bibliography;

Full disclosure on the bandpass filter (including dynamic range, weighting function, and the ability of the supplier to alter the bandpass);

Report on the quality control and the quality assurance programs followed by the manufacturer and supplier;

Three (3) valid names and numbers of recent North American purchasers of the proposed unit to be contacted by the purchaser to verify some of the key requirements. The references must be in the research or medical field.

### Evaluation Method

The requirements related to the bandpass filter, the dynamic acceleration range, and the instrument reliability ratings will be evaluated through the above requested documentation and user references. The user references and the supplied equipment will be used to verify the other requirements.

Members of the research team will wear the actimeters for 8 continuous days during their daily activities in order to evaluate the units. This will serve as a functional non-scientific evaluation. The other components (docking station, software, cables, batteries, etc) will be used to download the data from the actimeters and the instruments will be evaluated with regards to meeting our mandatory requirements.

Solicitation No. - N° de l'invitation

HT381-122832/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pv916HT381-122832

Buyer ID - Id de l'acheteur

pv916

CCC No./N° CCC - FMS No/ N° VME

HT381-122832

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At completion of the evaluation period, all the supplied evaluation equipment will be returned to the supplier (at the evaluator's expense); the documentation, materials and references will not be returned.

Once the mandatory requirements have been met (including service agreement, delivery timeframe and agreement to after-purchase verification) the actimeter and required components/instruments will be selected based on price.