

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

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

Title - Sujet Équipement de distribution d'eau	
Solicitation No. - N° de l'invitation EF928-131204/A	Date 2012-10-29
Client Reference No. - N° de référence du client EF928-13-1204	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-375-12188	
File No. - N° de dossier MTA-2-35162 (375)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-10	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Joseph, Marc	Buyer Id - Id de l'acheteur mta375
Telephone No. - N° de téléphone (514) 496-3666 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TPSGC/PWGSC 800 RUE DE LA GAUCHETIERE O., 7300 MONTREAL Québec H5A1L6 Canada	

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	<p>Équipement de distribution d'eau Service de location et d'entretien d'équipement de purification et de distribution d'eau potable. Modif # 1 pour ajouter ce texte: Service nécessaire à partir du 4 septembre 2012 pour une période de cinq ans (jusqu'au 4 septembre 2017) NIBS: WR4610 Responsable du projet: Nancy Dyke 514-496-3534 Amendments: Item text was changed</p>	EF928	EF928	1	LOT	\$	XXXXXXXXXXXX			

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

PWGSC wishes to lease drinking water distribution systems (refrigerated fountains) to ensure that the water quality is in compliance with the Guidelines for Canadian Drinking Water Quality (Health Canada) at all times. **Twenty-three (23) devices** must be installed within **two (2) weeks** of the contract award. **Four (4) additional devices** will be installed in the **summer of 2013**. **Ten (10) more devices** may need to be installed during the term of the contract. The required devices will supply refrigerated water only (no hot or lukewarm water); the drinking water must be treated sufficiently to meet the applicable standards.

The term of the contract will be three (3) years plus two (2) option years

3. Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be 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 - Bid 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*)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) 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 - Bid 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

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.

2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **5 days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **(5)** 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 **Quebec**.

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 (2 hard copies)
Section II: Financial Bid (2 hard copies)
Section III: Certifications (1 hard 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.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11) , Exchange Rate Fluctuation,

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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- Provide technical literature related to the product with your submission.
- A list of similar leasing and maintenance contracts comprising ten (10) buildings and including the following for each contract: contract amount, term, number of leased devices, number of buildings and clients' names and addresses (Annex A);
- Monthly leasing cost per device showing all costs, including installation, maintenance and replacement of purification elements (Annex B).

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Submissions must include all costs for labor, materials, equipment and all other relevant costs to the company or according to what is stipulated in the contract.

Public Works and Government Services Canada will pay the expenses actually incurred.

All costs incurred to meet the requirements of this mandate and are not specifically covered by an item in the proposal must be prorated on each item of the proposal.

2. Basis of Selection

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

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 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 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, 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) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) 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 Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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

() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/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;

() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

Further information on the FCP is available on the HRSDC Web site.

2.2 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16)

2.3 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

PWGSC wishes to lease drinking water distribution systems (refrigerated fountains) to ensure that the water quality is in compliance with the Guidelines for Canadian Drinking Water Quality (Health Canada) at all times. **Twenty-three (23) devices** must be installed within **two (2) weeks** of the contract award. **Four (4) additional devices** will be installed in the **summer of 2013**. **Ten (10) more devices** may need to be installed during the term of the contract. The required devices will supply refrigerated water only (no hot or lukewarm water); the drinking water must be treated sufficiently to meet the applicable standards.

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

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

The text under Subsection (4) of Section 27 - Code of Conduct and Certifications - Contract of 2010B 27 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

The term of the contract will be three (3) years plus two (2) option years.

4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the contract for up to **2 year (s) Extra (s) 1 year (s) each, under the same conditions**. The Contractor agrees that during the extended period of the contract will be paid in accordance with the provisions set out in the Basis of Payment.

Canada may exercise this option at any time by sending written notice to the Contractor at least **(15) calendar days before the date of expiry of the contract**. This option may be exercised by the Contracting Authority and will be evidenced for administrative purposes only, through a contract amendment.

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5. Authorities

5.1 Contracting Authority

The contracting authority is:

Marc Joseph

Procurement Officer

Public Works and Government Services Canada

Directorate: Acquisitions Branch

Public Works and Government Services Canada

800 de la Gauchetière West, Suite 7300, Montreal (Québec) Canada, H5A 1L6

T: 514.496.3666 | F: 514.496.3822 |

email: marc.joseph@tpsgc-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 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

The Project 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 Project Authority, however the Project 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

Name: _____

Organization: _____

Telephone : ____ _

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 price" of _____\$ 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 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the maintenance report described in "the Statement of Work" of the Contract.

2. Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

3. Her Majesty shall pay the Contractor upon receipt and acceptance of the invoice that the Contractor shall submit at the end of each visit;

- a) Fixed part (maintenance contract): according to the schedule of inspections provided by the Contractor and shall not exceed the annual amount provided in Schedule "B" (Basis of payment);
- b) Variable component (service call): the hourly rate prescribed in Schedule "B" (Basis of Payment)

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 Quebec.

10. 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 2010C (2012-07-16);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;

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(f) the Contractor's bid dated _____ (), as clarified on _____” or “, as amended on_____”

11. Requirements for insurance

The contractor is responsible for deciding whether to make to fulfill its obligations under the contract and to comply with applicable laws. Any insurance maintained by the Contractor or is its expense and for its own benefit and protection. It does not relieve the contractor of his responsibility under the contract, nor decreases.

ANNEX A

REQUIREMENT

1.0 BACKGROUND

Public Works and Government Services Canada (PWGSC) wishes to obtain services for the leasing and maintenance of water purification systems for the Defence Research and Development Canada buildings located at 2459 Pie-XI Boulevard North in Quebec City. Defence Research and Development – Valcartier (DRDC Valcartier) has internationally recognized expertise in optronic systems, information systems and combat systems. DRDC Valcartier brings together multidisciplinary teams to provide the Canadian Forces with leading-edge scientific expertise, world-class facilities and turnkey project management.

DRDC Valcartier receives its drinking water from the water distribution system of the Valcartier Garrison, which is located nearby. The part of the system that supplies the DRDC Valcartier facilities is outdated and corrosion is present in many sectors.

Water quality is generally satisfactory but exceedances of iron, lead and colour occur in some sectors.

PWGSC is therefore looking for drinking water systems of the “refrigerated fountain” type that will reduce the iron, lead and colour concentrations to levels below the maximum acceptable concentrations (MAC) set out in the Guidelines for Canadian Drinking Water Quality (Health Canada) in order to provide users with high-quality water at all times.

The term of the contract will be three (3) years plus two (2) option years

2.0 SITE DESCRIPTION

The Defence Research and Development Canada (DRDC) facilities are located southeast of the Valcartier Garrison and on either side of Highway 369. The facilities are divided into two parts, north and south, each comprising about sixty (60) buildings.

Four hundred (400) indeterminate and term employees, along with two hundred (200) residents, use the buildings that are supplied with drinking water from the DRDC Valcartier distribution system. The building occupancy level varies widely. Some operational buildings are visited only from time to time by employees who need to work there for short periods.

There are thirty-seven (37) refrigerated drinking fountains in twenty-one of the thirty-four (34) buildings in which staff are present on a daily basis.

3.0 SERVICES REQUESTED

3.1 Device leasing services

PWGSC wishes to lease drinking water distribution systems (refrigerated fountains) to ensure that the water quality is in compliance with the Guidelines for Canadian Drinking Water Quality (Health Canada) at all times. Twenty-three (23) devices must be installed within two (2) weeks of the contract award. Four

(4) additional devices will be installed in the summer of 2013. Ten (10) more devices may need to be installed during the term of the contract.

The required devices will supply refrigerated water only (no hot or lukewarm water); the drinking water must be treated sufficiently to meet the applicable standards.

The devices will reduce the iron, lead and colour currently present in the water at DRDC Valcartier to levels below the maximum acceptable concentrations set out in the Health Canada guidelines.

	HIGHEST CONCENTRATION MEASURED IN THE WATER AT DRDC VALCARTIER ¹	MAXIMUM ACCEPTABLE CONCENTRATION (HEALTH CANADA GUIDELINES)
Iron	1.6 mg/litre	0.3 mg/litre
Lead	0.0218 mg/litre	0.01 mg/litre
Colour	38 TCU	15 TCU

Water quality samples will be taken from the devices on a monthly basis to ensure that the quality of the drinking water provided for users meets the standards set out in the Guidelines for Canadian Drinking Water Quality. In the event that an exceedance of a microbiological parameter is noted, the supplier will be required to take the necessary steps to remedy the exceedance within forty-eight (48) hours. If an exceedance of lead, iron or colour is noted, the supplier must remedy the situation within five (5) working days. In both cases, sampling will be done to confirm that the remedial action has restored the water quality and brought it into line with Health Canada standards. Failure to take action within the prescribed time constitutes grounds for termination of the contract for "default by the contractor." If the devices fail to meet the standards related to the microbiological parameters and lead, iron or colour and if the actions taken do not restore the water quality, this will be grounds for termination of the contract for "default by the contractor."

The drinking water treatment elements incorporated in the devices must be NSF (National Sanitation Foundation) certified. The installed devices may not contain chlorofluorocarbons (CFCs) and they must comply with the requirements and constraints imposed by the Refrigerant Management Canada (RMC) program.

Each device must be connected to the building's piping by means of dielectric fittings. The drainage pipes must be made of plastic. It is recommended that the devices be connected to the piping with quick-connect fittings.

Water supply piping, drainage pipes and a 120-V outlet will be available for each device. If any of these components are not available, DRDC Valcartier will make the necessary arrangements to provide them.

In the event that a device malfunctions, the supplier agrees to repair or replace it within five (5) working days after the service call is received. It should be noted that no repairs involving the refrigeration circuit can be done on site and that, in such a case, the device must be replaced within the prescribed time.

¹ Based on the monthly samples taken since December 2011

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The supplier is required to prepare an equipment log giving the identification number (serial number) for each device, its location, the type of refrigerant and the quantity used. The supplier must submit this log to the DRDC Valcartier representative before installing the devices or at the time of installation. The supplier must forward an electronic copy to PWGSC's technical authority and the DRDC Valcartier representative within a week after the devices are installed. The supplier is responsible for keeping this log up to date. In the event of a change to the log (addition or replacement of devices), the supplier agrees to forward an up-to-date copy to PWGSC's technical authority as well as to the DRDC Valcartier representative within a week after the installation or replacement of the devices.

3.2 Maintenance of leased equipment

The supplier must service the leased equipment in accordance with the manufacturer's recommendations and according to the maintenance schedule proposed by the supplier and approved by PWGSC within two (2) weeks after the contract award. The supplier must send PWGSC a detailed maintenance protocol and a copy of the manufacturer's maintenance recommendations with the maintenance schedule. When establishing this schedule (frequency of maintenance visits) for the units, the supplier must take into account the specific characteristics of the water. The supplier is responsible for performing all the maintenance that is required to ensure that the microbiological parameters and the lead, iron and colour remain below the maximum allowable concentrations at all times.

The supplier undertakes to provide a qualified person to service the leased devices at DRDC Valcartier, including but not limited to the following: complete cleaning of the devices and verification and replacement, if necessary, of components, according to the proposed maintenance schedule.

The supplier must keep a maintenance log for each device, in which the date of the visit, the elements checked and components replaced are recorded, along with the technician's name and signature. A copy of the log must be affixed to the wall near each device. The supplier shall keep the original and make it available to PWGSC or DRDC Valcartier for perusal whenever they so request. The format of the log must be approved by PWGSC before the start of the maintenance visits.

4.0 CONDUCT OF WORK

4.1 Compliance

The supplier must perform the work in accordance with the applicable federal, provincial and municipal acts, regulations, codes, guides and standards, which include, but are not limited to, the following:

- * National Plumbing Code
- * Maintenance guide for the devices provided by the manufacturer

In the event of omissions or contradictions between these requirements, the most stringent will apply.

4.2 Site Access

During the installation and maintenance work, a security guard will remain with the supplier at all times. The supplier must arrange each visit at least 48 hours in advance so that a guard can be reserved for the visit. Personal vehicles are not allowed. Only commercial vehicles bearing lettering advertising the company are authorized to drive around the DRDC Valcartier site.

The successful supplier agrees to provide the PWGSC representative with the list of employees who will be assigned to this contract (including subcontractors' employees), within a week of the contract award and before installing the devices.

5.0 OCCUPATIONAL HEALTH AND SAFETY

To protect users and workers using the site, safety measures such as signs, tape and fences must be used to delineate the sector undergoing work.

The supplier is responsible for ensuring compliance with the Quebec *Act Respecting Occupational Health and Safety* and the Quebec Safety Code for the Construction Industry at all times.

In the event of an unforeseen incident, the supplier must take all necessary measures, including cessation of work, to safeguard the health and safety of workers and the public and contact the PWGSC representative without delay.

6.0 OPTIONAL SITE VISIT

It is recommended that the Bidder or a representative of the Bidder visit the worksite. Arrangements have been made for a tour of the worksite. The site visit will be held on XXXXXXXXXXXXXXXXXXXXXXXXXX, at the DRDC Valcartier facilities.

Bidders must communicate with the Contracting Authority no later than XXXXXXXX 2012 before the scheduled visit to confirm their plans to attend and provide the name(s) of the person(s) who will attend. Bidders who do not confirm their plans to attend and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be asked to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment, but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be issued as an amendment to the bid solicitation.

7.0 SCHEDULE

CONTRACT AWARD	X
INSTALLATION	X + 2 weeks
EQUIPMENT LOG	Before or at time of installation
LIST OF EMPLOYEES ASSIGNED TO THE CONTRACT	Before installation
MAINTENANCE PROTOCOL AND MANUFACTURER'S MAINTENANCE RECOMMENDATIONS	Installation + 2 weeks
VISIT SCHEDULE	Installation + 2 weeks
SAMPLE MAINTENANCE LOG	Installation + 2 weeks

8.0 REFERENCES

National Plumbing Code

Guidance for Providing Safe Drinking Water in Areas of Federal Jurisdiction - Version 1

NSF Standard: Drinking Water Treatment Units

Refrigerant Management Canada (RMC) program

Guidelines for Canadian Drinking Water Quality (Health Canada)

9.0 CONFIDENTIALITY OF INFORMATION

Any information received and documents produced in connection with this mandate remain the sole property of PWGSC and DRDC Valcartier. The service provider may not divulge, reproduce or refer to the documents consulted or produced in connection with this mandate without the explicit prior written consent of PWGSC or DRDC Valcartier. This condition applies to all document formats, including electronic versions.

EVALUATION CRITERIA

Mandatory Technical Evaluation

- Furnish the technical literature for the deliverables with your bid;
- A list of similar leasing and maintenance contracts comprising ten (10) buildings and including the following for each contract: contract amount, term, number of leased devices, number of buildings and clients' names and addresses (Annex A);
- Monthly leasing cost per device showing all costs, including installation, maintenance and replacement of purification elements (Annex B).

10.0 LIST OF SIMILAR CONTRACTS

The list of leasing and maintenance contracts for water purification systems must include at least ten (10) buildings.

	Name of Client Organization	Number of Buildings Serviced	Number of Leased Devices	Maintenance Service Included ²	Contract Amount (\$)	Duration (from year x to year y)
1.						
2						
3						
etc						

² Tick if contract included maintenance services.

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MTA-2-35162

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mta375

CCC No./N° CCC - FMS No/ N° VME

ANNEX B

BASIS OF PAYMENT

Solicitation No. - N° de l'invitation

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Monthly Unit Price per Device

Provide the monthly unit price for each leased device. The unit price must include all costs, with equipment and labour, including but not limited to the following:

- * Installation costs
- * Maintenance costs
- * Replacement costs for internal components, including purification elements
- * All other relevant costs

The undersigned agrees to provide the aforementioned services for a total cost of \$_____ per device/month.

Company Name

Title

Signature

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MONTHLY UNIT PRICE PER UNIT

Provide monthly unit price per unit rented. The unit price shall include all costs, materials and labor, including but not limited to:

- * Installation costs
- * Maintenance costs
- * The cost of replacement of internal components whose elements scrubbers
- * Any other relevant costs

The undersigned undertakes to provide such services for a total cost of \$ _____ per unit / month.

Company Name

Title

Signature