

**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> Reach-In Growth Chamber	
<b>Solicitation No. - N° de l'invitation</b> K8A70-139001/A	<b>Date</b> 2013-05-21
<b>Client Reference No. - N° de référence du client</b> K8A70-139001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-938-62789	
<b>File No. - N° de dossier</b> pv938.K8A70-139001	<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 2013-07-02</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Roy, Paul	<b>Buyer Id - Id de l'acheteur</b> pv938
<b>Telephone No. - N° de téléphone</b> (819) 956-6919 ( )	<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> DEPARTMENT OF THE ENVIRONMENT BIOLOGICAL METHODS 335 RIVER RD ATT: Laird Shutt OTTAWA Ontario K1A0H3 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**  
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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Reach-In Growth Chamber	K8A70	K8A70	1	Each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Requirement
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

### PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents

#### List of Annexes:

Annex A Requirement

---

## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Soil Toxicology Laboratory of Environment Canada has a requirement for the removal and disposal of existing reach-in growth chamber, GC-20 Big Foot (Bio chambers) and replacement of a reach-in growth chamber. The requirement includes the need to expand its current capacity.

#### 2.2 Optional Requirement

##### 2.2.1 Extended warranty

The Bidder grants to Canada the irrevocable option to purchase two (2) one (1) year periods of extended warranty, under the same terms and conditions stated in part 9 of the 2010A (2013-04-25), General Conditions - Goods (Medium Complexity) and the prices stated in the Contract. Exercise of this option shall be by written notice from Canada. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise this option at any time after award of a contract and before the expiry date of the original 1 year warranty period.

### 3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 1.1 SACC Manual Clauses

B1000T          Condition of Material          (2007-11-30)

## 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.

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.

## 5. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on June 12, 2013 at 10:00 a.m. At Science and technology Biological Methods laboratory, 335 River Road, Ottawa, Ontario, K1V 1C7. Bidders must communicate with the Contracting Authority no later than five (5) days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

The supplier will have the assistance of Property Management District 1 for questions related to the building in regards to installation of equipment.

## 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) hard copies), consisting of technical brochures/literature to verify compliancy and test data, if applicable.**

---

**Section II: Financial Bid ( one (1) hard copy)****Section III: Certifications (one (1) hard copy)**

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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.

### **1.1 Delivery**

Delivery is required by August 31, 2013.

Although it is expected that the equipment be delivered within this time frame, the earliest date that can be achieved is : \_\_\_\_\_ (State your best delivery possible)

The unit must be delivered to the laboratory at the Science and Technology Laboratories, 335 River Road, Ottawa, ON, K1V 1C7, where it will be installed.

For access to the laboratory: shipping door is 10ft W (with no dock); hallway access is 64"W and door way access in hallways are 66"W x 82"H, laboratory door where unit will be installed is 46"W x 83"H.

### **1.2 Installation**

The equipment must be installed, verified and calibrated by a qualified technician and accepted by the client as meeting all mandatory requirements.

Property Management District 1 will supply roofing requirements for remote condenser

### **1.3 Training**

Basic equipment operating and maintenance training must be provided on-site (EC) to at least two (2) technical staff. The training must take place within fourteen (14) days of system installation (or at the time of installation) and acceptance, the date for the training must be mutually agreeable to both the client and the vendor.

### **1.4 Manuals**

The equipment must be delivered with its own complete and up-to-date operating and maintenance manual(s).

### **1.5. Service and Support**

- a. The response time for a service call must be 36 hrs (three (3) business days) or less and if the instrument fails, a technician, if necessary, must be dispatched on-site in at least four (4) business days.
- b. The supplier must supply qualified technical personnel to provide on-site or over-the-phone service. This service must be performed and be available during working hours, Monday to Friday, 09:00 hrs to 17:00 hrs ET, excluding holidays and weekends.
- c. In the event replacement parts are required and unavailable on-site or thru the dispatched technician, these replacement parts must be available on-site in no less than 36 hrs or three (3) business days post-order date/time.

## 1.6 Contacts

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

### Section II: Financial Bid

The bidder must quote a firm price all inclusive Delivery Duty Paid (DDP), Ottawa, Ontario, Incoterms 2000, 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 Excise taxes must be included.

### 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 Client References

The Bidder must provide two (2) company/organisation names, addresses and contact person(s) (with both telephone numbers and facsimile numbers) where the Bidder has supplied and installed same/similar equipment as the one proposed in this bid in the last five (5) years. All such referenced systems must be fully operational and demonstrate that the bidder has a proven track record of supplying and installing similar equipment. The Crown may contact these references as part of the bid evaluation process. The Bidder agrees that failure to comply with such a request, will lead to disqualification of the Bidders' proposal from further consideration.

#### 1.2 Technical Evaluation

All proposals submitted shall be completed in full and provide all of the information requested in the Request for Proposal (RFP) detailed in the line item details 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 must cross reference the mandatory technical criteria contained herein to their supporting technical documentation.

b) Provision of Supporting Technical Documentation:

Supporting technical documentation 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. **COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)**

4. **FOR CANADIAN SUPPLIERS ONLY:** Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - see herein. (MANDATORY if applicable)

**1.3 Financial evaluation**

A0220T Evaluation of Price 2010-01-11

**2. Basis of Selection**

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

---

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 2. Additional 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

1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers 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 is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract 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-EE for a reason other than the reduction of their workforce to less than 100 employees. Any bid from ineligible contractors will be declared non-responsive.

2. 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-EE, 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 certifies its status with the FCP-EE, as follows:

---

**The Bidder**

- (a) ( ) is not subject to the FCP-EE, having a workforce of less than 100 permanent full time, part-time or temporary employees in Canada,
- (b) ( ) is not subject to the FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c.44;
- (c) ( ) is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full time, part- time or temporary employees 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-EE, and has a valid certificate number as follows: \_\_\_\_\_  
(e.g. has not been declared ineligible contractor by HRSDC).

Further information on the FCP-EE is available on the following HRSDC Web site:

---

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Requirement

The Soil Toxicology Laboratory of Environment Canada has a requirement for the removal and disposal of existing reach-in growth chamber, GC-20 Big Foot (Bio chambers) and replacement of a reach-in growth chamber. The requirement includes the need to expand its current capacity.

### 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 (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 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***).

#### 4.2 Software Upgrades

The contractor must provide all software updates and new releases to the purchaser for a period of five (5) years following the acceptance, at no additional cost.

Note: The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function in conjunction with the software, that represent the next generation of software, and which the Contractor has decided to make available to its customers usually for an additional charge.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Paul Roy  
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) 956-6919  
Facsimile: (819) 956-3814  
E-mail address: paul.roy@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 Technical Authority (to be filled in only at contract award)**

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 (to be filled in by the Bidder)**

The telephone number of the person responsible for :

**General enquiries**

**Delivery Follow-up**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

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 shall be paid a firm price of \$ to be filled in at contract award, Goods and Services Tax or Harmonize Sales Tax extra, if applicable.



**ANNEX "A"**  
**REQUIREMENT**  
**For a Reach-In Growth Chamber**

**1.1. Technical Specifications**

The following table describes the minimum specifications required:

<b>Features</b>	<b>Mandatory Specifications</b>
Exterior Dimensions	102" width, 96" height, 35" depth
Interior Dimensions	98" Length 30" width
Tiers	Multiple tiers 3 adjustable and removable
Growth Area per tier	20 ft <sup>2</sup>
Growth Height per tier	min 18"
Service Area	From front of chamber only, because of limited space, doors cannot open from side or back of chamber
Door	two-reach in doors min size 33"Wx67"H, Door swing max 38½"
Lighting	fluorescent/incandescent , min of 300µmoles per tier
Light Sensor per tier	provide dimmable lighting system per tier
Refrigeration System	remote condenser
Temperature range/control	+5 to 40° C (lights off) and 10 to 40 °C (lights on), precise to 0.5 °C of schedule, automatic setting of high, low and safety temperature limits when schedules are changed
Humidity control system	additive humidity up to 90% RH, with a control accuracy at 20°C of ± 2%, provided by an ultrasonic system generating a mist of small droplets
Computer system	<ul style="list-style-type: none"> <li>· Equipped with a Windows based operating system</li> <li>· storage capability minimum 5gb</li> <li>· ability to export data to a spreadsheet program (excel)</li> <li>· graphical interface</li> <li>· password protection</li> <li>· astronomical clock feature</li> <li>· multi-day programming without schedule linking to simulate different environment conditions</li> <li>· display of chamber performance in terms of control parameters (light, humidity, temperature, and fan speed)</li> <li>· built in industrial modem 14.4 KBPS for remote diagnostics</li> <li>· Controller must operate on included UPS (uninterrupted power supply) during power interruptions with a min capacity of 9 AH</li> <li>· Capable of remote access via lan (monitoring and setting control points).</li> </ul>

Solicitation No. - N° de l'invitation

K8A70-139001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pv938K8A70-139001

Buyer ID - Id de l'acheteur

pv938

CCC No./N° CCC - FMS No/ N° VME

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

K8A70-139001

---

	· Must minimally have a 12" colour touch screen
Electrical	120/208V/3-phase/60Hz
Product certification	Proof of CSA inspection