

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**1550 D'Estimaerville Avenue  
1550, Avenue d'Estimaerville**

**Québec**

**Québec**

**G1J 0C7**

**FAX pour soumissions: (418) 648-2209**

**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> Large 4-season Vehicle Shelters	
<b>Solicitation No. - N° de l'invitation</b> W0106-13R307/A	<b>Date</b> 2013-09-03
<b>Client Reference No. - N° de référence du client</b> W0106-13R307	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$BAL-001-15581	
<b>File No. - N° de dossier</b> BAP-3-36106 (001)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-15</b>	<b>Time Zone Fuseau horaire</b> Heure Avancée de l'Est HAE
<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> Tremblay, Marial	<b>Buyer Id - Id de l'acheteur</b> bal001
<b>Telephone No. - N° de téléphone</b> (418) 677-4000 (4159)	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  35 Canadian Brigade Group ARCG Building: _____ Valcartier Garrison Courcellette, Quebec, G0A 4Z0	

**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**

TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 71, local 115  
Building 71, Room 115  
Alouette  
Québec  
G0V1A0

<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 (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>	

# LARGE FOUR-SEASON VEHICLE SHELTERS

## GARRISON VALCARTIER

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

There is no security requirement associated with the requirement.

### **1.2 Requirement**

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 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 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 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.

Your proposal can be transmitted by fax to # 418-648-2209 or by mail to the following address:

➔ Bid Receiving Unit  
Public Works and Government Services Canada (PWGSC)  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted 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.

## **2.4 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 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**

### **3.1 Bid Preparation Instructions**

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

Section I : Technical Bid (1 hard copy)

Section II : Financial Bid (1 hard copy)

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 corresponding 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 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 Annex "B" - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Exchange Rate Fluctuation

SACC Manual Clause C3010T (2013-04-25) Exchange Rate Fluctuation.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. Bidders must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria	
(1)	<p>Although bidders must propose shelters meeting all the technical specifications and components outlined in Annex "A"; at the bid closing date, bids will be evaluated on the following performance criteria:</p> <ul style="list-style-type: none"> <li>.1 Once installed, the structure must be able to withstand winds of at least 100 km/h.</li> <li>.2 The resistance to snow weight must be at least 71 lb/square foot.</li> <li>.3 The canvas must meet NFPA Standard 701.</li> </ul> <p>➔ To explain and demonstrate how they propose to meet the requirements of this request, Bidders must submit with their bid, a copy of complete specifications and technical notes of the excavator offered. If the documents submitted with your bid (specifications and technical notes of the product offered) does not show that your products meet the performance criteria above, your bid will be declared non-responsive.</p>

### Mandatory Technical Criteria

	<p>Canada will evaluate only the documentation provided with a bidder's bid. Canada <b>will not evaluate</b> information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid..</p>
(2)	<p><b>Company experience and capability</b></p> <p>Bidders must have completed at least one (1) project of similar size in the same line and with the same requirements as the current project.</p> <p>(a) <u>Similar size means</u>: a project of a minimum value of \$20,000 for one shelter.</p> <p>(b) <u>Same line means</u>: A shelter of minimum dimensions of at least 75% by volume of the dimensions required in this request.</p> <p>➔ In order to demonstrate that the company has the necessary qualifications, bidders must provide a list of relevant projects that they have completed (at least one project) with their bid, including;</p> <p>(1) a short description of the project,</p> <p>(2) the project value,</p> <p>(3) the shelter dimensions,</p> <p>(4) as well as the name of the client for whom the work was performed.</p>
(3)	<p>Bidders must be able to deliver and install the shelters within a maximum period of seven (7) weeks after the award of Contract.</p> <p>Any bid stating a delivery and installation period more than seven (7) weeks after the award of Contract, will be declared non-responsive.</p> <p>➔ Although delivery and installation period is required within a maximum period of seven (7) weeks after contract award, the best delivery and installation period can be offered after the award of the contract is:</p> <p style="text-align: right;">_____ weeks</p>

#### **4.1.2 Financial Evaluation**

The total price of each bid will be established using the following criteria:

- (a) Bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded. 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) Bidders must submit their prices DDP destination; Delivered Duty Paid.

#### **4.2 Basis of Selection - Mandatory Technical Criteria**

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 will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **5.1 Mandatory Certifications Required Precedent to Contract Award**

#### **5.1.1 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.

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\)](#) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

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

Notice: Numbering will be revised at contract award

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirement**

There is no security requirement associated with the requirement.

### **6.2 Requirement**

The Contractor must supply and install three (3) large four-season vehicle shelters, in accordance with the requirement at Annex "A".

### **6.3 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.

#### **6.3.1 General Conditions**

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

##### **6.3.1.1 Warranty Period - Canvas**

Section 09 of general conditions 2010A (2013-04-25) is amended by replacing the period of 12 months by 60 months on the canvas only.

All other provisions of the warranty section remain in effect.

### **6.4 Term of Contract**

#### **6.4.1 Delivery and Installation Period**

All the deliverables must be received and installed within a maximum period of seven (7) weeks after the contract is awarded.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is: Marial Tremblay - Supply Specialist

Telephone: (418) 677-4000, Ext.: 4159

E-mail address: marial.tremblay@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.

### **6.5.2 Technical Authority**

The Technical Authority for Valcartier Garrison is :

(to be completed at contract award by PWGSC)

Name:

Address:

Tel.:

Fax:

E-mail:

The Technical 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 related to 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.

### 6.5.3 Contractor's Representatives

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name:

Title:

Telephone No.:

Facsimile No.:

E-mail Address:

(b) Delivery and Installation follow-up:

Name:

Title:

Telephone No.:

Facsimile No.:

E-mail Address:

## 6.6 Payment

### 6.6.1 Basis of Payment - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices, as specified in Annex " B " for a cost of \$\_\_\_\_\_ (to be completed at contract award by PWGSC). Customs duties are included, and Applicable Taxes are extra.

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.

### 6.6.2 SACC Manual Clauses

Number	Date	Title
C2000C	2007-11-30	Taxes - Foreign-based Contractor
H1001C	2008-05-12	Multiple Payments

## **6.7 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:  
  
The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.8 Certifications**

### **6.8.1 Compliance**

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 entire contract period. 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.

## **6.9 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 Quebec.

## **6.10 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) 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Requirement;
- (d) Annexand - Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_, as amended \_\_\_\_\_ (to be completed at contract award by PWGSC)



## 6.11 SACC Manual Clauses

Number	Date	Title
A9006C	2012-07-16	Defence Contract
A9062C	2011-05-16	Canadian Forces Site Regulations

## 6.12 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP) "Valcartier Garrison, Courcellette, Quebec", Incoterms 2000 for shipments from a commercial contractor.

## 6.13 Unloading

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
2. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.

## ANNEX " A " - REQUIREMENT

### Large Four-Season Vehicule Shelters

#### A.1 Purpose

This document sets out the general and specific requirements for the purchase and installation of three (3) large four-season vehicle shelters required by the 35 Canadian Brigade Group ARCG, Valcartier Garrison, Department of National Defence (DND).

#### A.2 Requirement

The ARCG needs to purchase and install three large four-season shelters. The industrial-type, metal-framed, canvas-covered structures will be used to shelter various types of vehicles behind Building 274 at Valcartier Garrison.

#### A.3 Technical Specifications and Components Required

- (a) The specifications and components listed in the table below are, first and foremost, the minimum requirements and do not constitute an exhaustive list.
- (b) Any specifications and components required for operation of the equipment and not described in the table below are an integral part of this annex and their cost is included in the firm unit price for the shelters.

Technical Specifications and Components Required	
.1	The following dimensions of the shelters are, first and foremost, minimum dimensions to achieve and must not be more than 5% greater: <ul style="list-style-type: none"> <li>• minimum width: 28 feet</li> <li>• minimum length: 50 feet</li> <li>• minimum interior height (clearance): 12 feet</li> </ul>
.2	10-foot × 10-foot double garage door on tracks with rollers on the inside
.3	One-piece roof trusses with full-length welds
.4	Structural arches a minimum of every 48 inches
.5	16-gauge structural arches measuring 1 5/8 inches minimum × 2 3/4 inches minimum
.6	Arches connected by metal beams with a minimum diameter of 1 inch

Technical Specifications and Components Required	
.7	Galvanized metal structure
.8	Double-arched supports at every 48-inch section
.9	Canvas for covering the structure, 12 ounces, minimum thickness of 1/16 inches
.10	Grey, fire-retardant, flame-proof, four-season Fabrene (polyethylene) canvas
.11	Roof canvas with flap that attaches to the arches with Velcro and covers them (no cord required for tying the canvas to the arches)
.12	Sealing liner on the ground with tension devices inside
.13	Permafix-type anchors or equivalent (minimum quantity of 10 anchors per shelter)
.14	Shelter fastened with four (4) exterior steel posts

#### A.4 Performance criteria

- .1 Once installed, the structure must be able to withstand winds of at least 100 km/h.
- .2 The resistance to snow weight must be at least 71 lb/square foot.
- .3 The canvas must meet NFPA Standard 701.

#### A.5 Installation

- .1 The structure will be installed on a flat gravel lot; improved land by the Department of National Defence (DND).
- .2 The structure will be fastened to the ground with anchors.
- .3 A DND representative will be present to indicate the exact location where the shelters are to be installed.
- .4 The equipment must be delivered to and installed behind Building 274 at Valcartier Garrison.

## ANNEX " B " - BASIS OF PAYMENT

### B.1 Pricing

(a) Before submitting prices, please refer to clause 6.6 Payment.

(b) Please complete the last two columns of the following table:

Item	Description	Quantity	Unit	Firm Unit Price	Total Price
<b>1</b>	<b>Shelter and its components</b> • according to sections A.3 and A.4 of Annex " A ".	3	each*	\$	\$
<b>2</b>	<b>Warranty</b> • according to clause 6.3.1.1: ▫ one (1) year for the shelter and its components except the canvas; ▫ five (5) years for the canvas.	3	each*	\$	\$
<b>3</b>	<b>Delivery Charges</b> • according to clause 6.12	3	each*	\$	\$
<b>4</b>	<b>Unloading Charges</b> • according to clause 6.13; and • labour, equipment, travel and living expenses included.	3	each*	\$	\$
<b>5</b>	<b>Installation Charges</b> • according to section A.5 of Annex " A "; and • labour, equipment, travel and living expenses included.	3	each*	\$	\$
Total Value of the Contract:					

\*each: one shelter and its components.

## ANNEX " C " - PRESENTATION OF YOUR BID

Below is a checklist of the contents of your bid. This list is not an exhaustive list, it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Page 1	Bidders should include with their bid, <b>the first page</b> of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions.</b>
Page 5	Bidders must submit their bid only to the address indicated in clause <b>2.2 Submission of Bids.</b>
Pages 9 and 10	Bids of Bidders must meet the mandatory technical criteria described in clause <b>4.1.1.1 Mandatory Technical Criteria.</b>
Page 12	Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Refer to clause <b>5.1.1 Code of Conduct and Certifications - Related documentation.</b>
Page 15	Bidders should submit with their bid, clause <b>6.5.3 Contractor's Representatives</b> properly completed.
Page 20	Bidders must include with their bid, <b>Annex "B" - Basis of Payment</b> duly completed.