

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**Telus Plaza North/Plaza Telus Nord**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

## 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> Pilot Scale Flaking Mill	
<b>Solicitation No. - N° de l'invitation</b> 01896-140149/A	<b>Date</b> 2013-09-11
<b>Client Reference No. - N° de référence du client</b> AAFC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-069-9937	
<b>File No. - N° de dossier</b> EDM-3-36151 (069)	<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 2013-10-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<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> Glover, Cindy	<b>Buyer Id - Id de l'acheteur</b> edm069
<b>Telephone No. - N° de téléphone</b> (780) 497-3860 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF AGRICULTURE AND AGRI-FOOD CEREAL RESEARCH CENTRE 196 Innovation Drive WINNIPEG Manitoba R3T 2N2 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

Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<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>

## **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
2. Additional Certifications 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
11. SACC Manual Clauses

#### **List of Annexes:**

- Annex A Requirement  
Annex B Basis of Payment

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

### **2. Requirement**

The requirement is detailed under Article 2 of the resulting contract clauses.

### **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.

The 2003 (2013-06-01) 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 (2007-11-30), Condition of Material

### **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 Alberta.

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 (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one 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 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.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **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**

Refer to Annex A.

#### **1.2 Financial Evaluation**

1.2.1 *SACC Manual* Clause A0222T (2013-04-25), Evaluation of Price

### **2. Basis of Selection**

- 2.1** A bid must comply with all 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.

### **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 2004. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **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.

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

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### **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 March 31, 2014.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Cindy Glover**

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Telus Plaza North 5th Floor

10025 Jasper Avenue

Edmonton, AB T5J 1S6

Telephone: (780) 497-3860

Facsimile: (780) 497-3510

E-mail address: cindy.glover@pwgsc-tpsgc.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:

*To be determined*

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: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

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

## **6. Payment**

### **6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the contract for a cost of \$\_\_\_\_\_ (insert the amount at contract award). 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.

### **6.2 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16), Limitation of Price

### **6.3 Single Payment**

*SACC Manual* clause H1000C (2008-05-12), Single Payment

## **7. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:



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

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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 Alberta.

## **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 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

## **11. SACC Manual Clauses**

B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16
G1005C	Insurance	2008-05-12

## ANNEX "A" REQUIREMENT

For the supply, delivery and off-loading of one (1) new and unused laboratory Pilot Scale Flaking Mill to Agriculture and Agri-Food Canada, Richardson Centre for Functional Foods and Nutraceuticals located in Winnipeg, Manitoba. The Pilot Scale Flaking Mill must be able to produce rolled/flaked grains from materials such as whole/cut oat and barley grains. In addition, the Pilot Scale Flaking Mill is a Laboratory Research Scale version of an Industrial Standard Grain Flaking Mill which is used in the cereal grain processing industry. The Pilot Scale Flaking Mill must be in accordance with the specifications detailed herein.

### Evaluation Criteria:

Bidders should include two (2) copies of descriptive literature of the make and model of the Pilot Scale Flaking Mill offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the specifications detailed herein.

It is the responsibility of the bidders to show compliance by checking opposite each of the line specifications below, in the right hand margin, whether or how the Pilot Scale Flaking Mill offered meets or exceeds the requirements. In the Bidders Cross Reference Column, bidders should indicate where compliance is identified in their literature and/or how the equipment offered meets the required specification. Any deviations, deletions or variations from the following specifications are to be noted by the bidder.

Failure to meet any of the following mandatory criteria at bid closing will render your proposal non-compliant and it will not be given further consideration.

### **Line Item 001. Pilot Scale Flaking Mill**

#### **Pilot Scale Flaking Mill Offered:**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

	<b>Mandatory Technical Criteria:</b>	<b>Met</b>	<b>Not Met</b>	<b>Bidder Cross Reference</b>
1.1	Flaker rolls must be solid steel and minimum 18 inches in diameter.			
1.2	Flaker rolls are to be smooth (not knurled).			
1.3	Mechanism to control roll gap to achieve increments of at least 0.04 mm.			
1.4	Vibrating steel feed hopper with nip chute.			
1.5	Removable flake drawer for batch processing of sample sizes ranging from 100 grams to 2 kilograms.			
1.6	Capable of continuous flow processing with a maximum capacity between 500 to 700 lbs of flaks per hour upon removal of batch tray.			
1.7	Roll scraper assemblies to be made of steel to prevent flake buildup on rollers.			

	<b>Mandatory Technical Criteria</b>	<b>Met</b>	<b>Not Met</b>	<b>Bidder Cross Reference</b>
1.8	Unit must have castors capable of supporting the weight of the flaking mill and that allow the unit to be easily moved.			
1.9	Flake rollers to be powered by two separate inverter duty motors to allow for differential speed.			
1.10	Steel covered roller housing with hand accessible section.			
1.11	Unit not to exceed 2 metres in height from bottom of castors to top of hopper, 1.5 metres in total length, and 1.5 metres in width.			
1.12	Unit must possess a safety guard to cover motor-roller belts from operator.			
1.13	Both motors have to be variable speeds to be able to turn specified 18" steel rollers at a speed to produce good flake quality (constancies in the flow through of the raw product).			
1.14	The inverters installed in the flaking units must accommodate 600 Volt receptacles.			
1.15	The wiring assembly must include 600 3-Phase Volt NEMA L17-30 locking plug compatible with a NEMA L17-30R receptacle.			
1.16	The equipment must be approved by the Canadian Standards Association (CSA) or CSA International.			
1.17	The equipment must meet the criteria of a National Certification body for the Country of Manufacture (i.e. Underwriters Laboratories - UL) before being shipped to Agriculture Canada's Richardson Center for Functional Foods and Nutraceuticals (RCFFN).			
1.18	Online and/or phone support available during the suppliers normal business hours Monday to Friday with an alternative number or email address for weekends and or holidays.			
1.19	One year on-site warranty parts and labour.			
1.20	Packaging and shipping must be in accordance with the industry standard for the flaking unit to ensure the unit's safe arrival to destination. Packing slips must accompany the shipment.			
1.21	The Contractor must provide general end-user documentation with the delivered system that includes safety precautions, regular maintenance procedures, and brief operating instructions in the English language.			
1.22	The Bidder must be a manufacturer or authorized reseller of the manufacturer of the unit they are offering to the Crown.			

Solicitation No. - N° de l'invitation

01896-140149/A

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

AAFC

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-3-36151

Buyer ID - Id de l'acheteur

edm069

CCC No./N° CCC - FMS No/ N° VME

---

## ANNEX B

### BASIS OF PAYMENT

**Firm unit price, FOB Destination, including delivery and off-loading, Custom duties included, GST/HST excluded, if applicable**

**Line**

<b>Item</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Price Per Unit</b>
001	Pilot Scale Flaking Mill As per Annex A, Requirement	1	Each	\$_____/EA