

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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> Modular SolidPhaseExtraction System	
<b>Solicitation No. - N° de l'invitation</b> KM040-131222/A	<b>Date</b> 2013-11-07
<b>Client Reference No. - N° de référence du client</b> KM040-131222	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-031-6419	
<b>File No. - N° de dossier</b> TOR-3-36167 (031)	<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 2013-12-18</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<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> Schmidt, Jeff	<b>Buyer Id - Id de l'acheteur</b> tor031
<b>Telephone No. - N° de téléphone</b> (905) 615-2058 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT 4905 Dufferin Street Downsview Ontario M3H5T4 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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<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>

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## **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.

While delivery is requested within 6 weeks of contract award, the best delivery that could be offered is

\_\_\_\_\_.

### **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.

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

### **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 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.

## **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 (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 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.

#### **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.

#### **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**

Bidder's must meet all mandatory criteria. Failure to meet each and every mandatory requirement will result in your bid being considered non-compliant and it will receive no further consideration.

- 1. The proposed equipment must meet the Mandatory Technical Specifications in Section 2, and the Mandatory System Specifications in Section 3, as outlined in Annex A, Requirement.
- 2. Bidder's must provide the make and model of the proposed equipment and evidence (system specifications, publications, documented data or discussion points) to support the fact their system meets the specification at the time of bid closing. The Bidder must provide such evidence for each of the Mandatory Technical Specifications and Mandatory System specifications detailed in Section 2 and 3 of Annex A, Requirement.

#### **1.1.2 Financial Evaluation**

- 1. Bidder's must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing.
- 2. The evaluated price is the aggregate of the extended prices, calculated by multiplying the Quantity by the Firm Unit Prices of the Firm and Optional Requirements at Annex B, Basis of Payment.
- 3. SACC Manual Clause A0220T (2013-04-25) Evaluation of Price

### **2. Basis of Selection - Mandatory Technical Criteria**

- 2.1 SACC Manual Clause A0031T (2010-08-16) Mandatory Technical Criteria

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## **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 2003. 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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

### **1. Security Requirement**

### **2. Requirement**

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

#### **2.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A, Requirement, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. 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 the option at any time before 31 March 2015 by sending a written notice to the Contractor.

### **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.

#### **3.2 Supplemental General Conditions**

4001 (2013-01-28) Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Delivery Date**

All the deliverables must be received within 6 weeks of contract award.

#### **4.2 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_. (*dates to be inserted at Contract award*)

#### **4.3 Delivery Date of Optional Requirement**

All the deliverables must be received within 6 weeks of Contract award.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Jeff Schmidt  
Title: Supply Officer  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Dr.,  
Mississauga, ON L5B 2N5

Telephone : 905-615-2058  
Facsimile: 905-615-2060  
E-mail address: jeff.schmidt@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: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_  
Facsimile: \_\_\_\_ \_  
E-mail address: \_\_\_\_\_

## **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 firm unit prices, as specified in Annex B, Basis of Payment for a cost of \$ \_\_\_\_\_. 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 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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **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 \_\_\_\_\_.

## **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 supplemental general conditions 4001 (2013-01-28) Hardware Purchase, Lease and Maintenance;
- (c) the general conditions 2010A (2013-04-25), Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment
- (f) the Contractor's bid dated \_\_\_\_\_.

## **11. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract

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## **ANNEX A REQUIREMENT**

### **Modular Solid Phase Extraction System**

#### **1. Background**

Environment Canada (EC), Air Quality Research Division, Toronto, ON, requires the supply, delivery, installation, technical support and training of a modular solid phase extraction system consisting of five (5) modules for the cleanup of atmospheric samples. The system must incorporate components and designs reflecting current state-of-the-art technology in newly manufactured commercial instruments for the cleanup of environmental samples.

#### **2. Mandatory Technical Specifications**

- 2.1 The solid phase extraction system must be a modular;
- 2.2 Each module must hold at least 9 samples;
- 2.3 Each module must not exceed the following dimensions: 55 cm X 12 cm X 60 cm.
- 2.4 The system must consist of a closed platform. The samples and eluents must be within the module (not in the open) for better sample security;
- 2.5 The system must consist of chilled sample tube racks for enhanced analyte stability and prevent sample and eluent evaporation;
- 2.6 The system must not require the use of an inert gas or air to control the flow rate of solvents through the column. It must operate by positive pressure syringe displacement to allow the operator to set a specific flow rate much more accurately than vacuum or gas pressures. This will improve repeatability since the methods are flow rate sensitive;
- 2.7 The system must handle 1 mL to 3 mL syringe type columns;
- 2.8 The system must handle at least 13 x 100 mm or 16 x 100 mm test tubes;
- 2.9 The system must contain a liquid level sensor to shut down the system if it runs out of reagents;
- 2.10 The system must have at least eight reagent lines;
- 2.11 The system must have a minimum of 3 waste lines;
- 2.12 The system must contain a mixing chamber to allow for a mixing of the various solvents;
- 2.13 The system must not use a seal head to form an air tight seal with the solid phase extraction column;
- 2.14 Power requirements must be 120VAC, 60Hz;
- 2.15 The system must allow for the simultaneous extraction of samples using the same method, greatly increasing the sample throughput;

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2.16 The system must allow for the simultaneous extraction of samples using different methods, drastically reducing the time to extract samples for different analytes.

### **3. Mandatory System Specifications**

3.1 Software must be included and must operate using Microsoft windows based software. It must operate on a simple point and click software allowing for easy, fast method setup and edit. The system must not involve any software programming;

3.2 The system must not require re-programming of the system elements (racks, cartridges etc.) The units must only require an initial programming and setup with the system up and running within an hour after installation;

3.3 Solid phase extraction racks must have the capability to be encoded with the extraction methods;

3.4 The extraction software must be able to print methods;

3.5 The system hardware must include a PC, monitor, keyboard and mouse or laptop.

### **4. Additional Requirements**

4.1 The Contractor must include system set-up, manual, on-site training on use, operation. Training must be provided to five (5) Environment Canada employees at the Toronto, ON location.

4.2 One-year of technical support must be included by telephone or in-person.

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**ANNEX B  
BASIS OF PAYMENT**

Prices are firm, all inclusive in Canadian dollars, FOB destination. Transportation charges, customs duties and Excise taxes are included, and Applicable Taxes are extra.

<b>1. Firm Requirement</b>	<b>Qty</b>	<b>Firm Unit Price</b>	<b>Extended Price</b>
Supply, delivery, installation, technical support and training of a modular solid phase extraction system consisting of five (5) modules in accordance with all the Mandatory Technical Specifications and Mandatory System Specifications in Annex A, Requirement.	5	\$ _____	\$ _____

Make and Model number: \_\_\_\_\_

**2. Optional Requirement**

This includes the option for Canada to purchase additional modules on a per unit basis up to a maximum of 3 modules at the Firm Unit Price.

	<b>Qty</b>	<b>Firm Unit Price</b>	<b>Extended Price</b>
Supply, delivery, installation and technical support of 3 additional modules for the modular solid phase extraction system in accordance with all the Mandatory Technical Specifications and Mandatory System Specifications in Annex A, Requirement.	3	\$ _____	\$ _____