

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet AUTOCLAVE	
Solicitation No. - N° de l'invitation 39903-140401/A	Date 2013-12-10
Client Reference No. - N° de référence du client 39903-140401	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-211-6380	
File No. - N° de dossier VIC-3-36174 (211)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-20	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Park, Isabell	Buyer Id - Id de l'acheteur vic211
Telephone No. - N° de téléphone (250) 363-3981 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	CFIA ATTN: KRISTINA COLOMBE 8801 EAST SAANICH ROAD NORTH SAANICH, BC V8L 1H3 250-363-6650 X212	I - 1	CFIA ATTN: KRISTINA COLOMBE 8801 EAST SAANICH ROAD NORTH SAANICH, BC V8L 1H3 250-363-6650 X212



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Del. Offered Liv. offerte
1	AUTOCLAVE	D - 1	I - 1	1	Each	Destination Plant/Usine XXXXXXXXXXXXX	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
5. Maximum Funding

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. Proactive Disclosure of Contracts with Former Public Servants (*if applicable*)
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Insurance

List of Annexes:

Annex A Requirement

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

The requirement is detailed under the "Line Item Detail".

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

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 15 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 British Columbia.

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. Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$47,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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 copies)
Section III: Certifications (1 hard copies)

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.

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), 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 & Rated Technical Criteria

Refer to Annex A

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection - Highest Rated Within Budget

- 1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;
 - b) meet all mandatory technical evaluation criteria; and
 - c) obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 28 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

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.

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 "Line Item Detail".

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:

Name: Ji Yon Isabell Park
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
401 - 1240 Government Street
Victoria, B.C. V8W 3X4
Telephone: 250-363-3981
E-mail address: ji-yonisabell.park@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: **TBA**

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: _____

Company: _____

Address: _____
Telephone: _____
Facsimile: _____
Email: _____

6. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 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 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.

7.2 Single Payment

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

7.3 T1204 - Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

8. 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.

9. Certifications

9.1 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.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*.

11. 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) the Contractor's bid dated _____ *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))*

12. 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.

ANNEX "A" REQUIREMENT

The Canadian Food Inspection Agency has a requirement for the supply, delivery and installation of a Steam Sterilizer System (Autoclave) at the Sidney Laboratory – Centre for Plant Health in North Saanich, BC.

Mandatory Technical Criteria

Bidders must demonstrate their compliance to each Mandatory Requirement listed below.

1.0	Mandatory Technical Specification	
1.1	Steam Sterilizer/Autoclave - Mandatory	
	The System must:	MEETS
1.1.1	Be approved by the American Society of Mechanical Engineers (AMSE), the Canadian Standards Association (CSA) and the Underwriters Laboratories (UL)	Yes _____ No _____
1.1.2	Be ISO 9001 certified	Yes _____ No _____
1.1.3	Be appropriate for life sciences application	Yes _____ No _____
1.1.4	Have a size of 21" x 21" x 38" (532mm x 532mm x 965mm)	Yes _____ No _____
1.1.5	Have a gravity sterilization configuration	Yes _____ No _____
1.1.6	Have a built-in Electric steam generator, with auto-flush feature (30kW, 208V 3Ph 50/60 Hz)	Yes _____ No _____
1.1.7	Have control to have a RTD load probe and drain line reference probe	Yes _____ No _____
1.1.8	Have automatic utility shutdown	Yes _____ No _____
1.1.9	Have a minimum of 9 programmable cycles	Yes _____ No _____
1.1.10	Have a printer to print cycles	Yes _____ No _____
1.1.11	Be capable of sterilizing up to and including 135°C	Yes _____ No _____
1.1.12	Have touch pad control	Yes _____ No _____
1.1.13	Allow only authorized personnel to modify set points	Yes _____ No _____
2.0	Mandatory Physical Specifications	
2.1	Support Frame/Door Specifications - Mandatory	
	The support frame/door must:	MEETS
2.1.1	Be a single door that operates vertically	Yes _____ No _____
2.1.2	Have cabinet mounting	Yes _____ No _____
2.1.3	Must fit 30"W x 76"H space	Yes _____ No _____
2.1.4	Have a seismic tie-down kit included	Yes _____ No _____
2.2	Jacket and Chamber Assembly Specifications - Mandatory	
	The jacket and chamber assembly must:	MEETS
2.2.1	Be welded according to ASME section VIII code specifications	Yes _____ No _____
2.2.2	Have a vessel that bears the ASME code stamp	Yes _____ No _____
2.2.3	Have a chamber track assembly for single door applications with a minimum of 2 shelves	Yes _____ No _____
2.3	Piping Specifications - Mandatory	
	The piping must:	MEETS
2.3.1	Be made of copper, brass or bronze (applies to piping for chamber steam, jacket steam, water and drain lines)	Yes _____ No _____
2.3.2	Have pipe connections that are thread, flanged, welded, brazed or sweat soldered	Yes _____ No _____
2.3.3	Be non-proprietary	Yes _____ No _____
3.0	Process Specifications	
3.1	Gravity Pulse Vacuum Specifications – Mandatory	

	The gravity pulse vacuum must:	MEETS
3.1.1	Use water pressure to create a vacuum and remove air from the chamber and load. The vacuum level must vary according to the supplied water pressure.	Yes ____ No ____
3.1.2	Use no more than 15GPM (gallons per minute) of water during the vacuum and drying phases.	Yes ____ No ____
3.2	Applications - Mandatory	
	The process must be applicable to:	MEETS
3.2.1	Instruments	Yes ____ No ____
3.2.2	Glassware	Yes ____ No ____
3.2.3	Media	Yes ____ No ____
3.2.4	Liquid	Yes ____ No ____
3.2.5	Hoses	Yes ____ No ____
3.2.6	Laboratory Apparatus	Yes ____ No ____
4.0	Warranty Requirements	
4.1	Mandatory Warranty Requirements	MEETS
4.1.1	The Contractor must provide a minimum of one (1) full year parts and labour on the entire system.	Yes ____ No ____ Indicate if more than one year: _____
4.1.2	The Contractor must provide a minimum of 15 years warranty on the chamber assembly.	Yes ____ No ____ Indicate if more than 15 years: _____
4.1.3	The warranty period will begin on the date of acceptance of the system by the Project Authority. The date of acceptance will be determined after installation by the Contractor demonstrating that the system meets all the user's requirements.	
5.0	Service Requirements	
5.1	Mandatory Service Requirements	MEETS
5.1.1	The Contractor must provide customer support by telephone for hardware, software and technical support. This customer support must be provided during normal business hours from 8:00am to 4:00pm Pacific Time from Monday to Friday (excluding statutory holidays). Customer support must be available for the duration of the warranty period and at no additional cost to Canada.	Yes ____ No ____ Telephone number for customer support: _____
5.1.2	All replacement parts supplied in performing on-site services must be new. Software items must be the latest version released, unless otherwise specified, and must be provided with the normal manufacturer's warranty and customer support.	Yes ____ No ____
5.1.3	On-site unit commissioning must be included	Yes ____ No ____
5.1.4	The contractor must supply a minimum of 1 Operation and 1 Service Manual in English – 2 of each is preferred	Yes ____ No ____
6.0	Delivery Requirement	
6.1	Mandatory Delivery Requirement	MEETS
6.1.1	The entire system must be delivered on or before March 31, 2014.	Yes ____ No ____
6.1.2	Site is not equipped with loading dock or forklift. Contractor must ensure delivery is landed at door.	Yes ____ No ____

Point Rated Technical Criteria

1.0 Point Rated Technical Specifications			
1.1	Steam/Sterilizer/Autoclave – point rated criterion	MEETS	POINTS
1.1.1	Typical Sterilizer Control: 120 Volt (L,N,G), 1PH, 15 amp service, with on/off switch. If yes, then 2 points	Yes ____ No ____ Proposed unit at:	2 pts
1.1.2	The Sterilizer Control must have a minimum of 9 programmable cycles. Points are awarded for extra programmable cycles up to 20 cycles.	Specify # of programmable cycles: _____	# of cycles 10-13: 1 pt 14-16: 2 pts 17-19: 3 pts 20: 4 pts
2.0 Point Rated Physical Specifications			
2.1	Support Frame/Door Specifications – point rated criterion	MEETS	POINTS
2.1.1	1-1/2" stainless steel square tubing. Typical – if yes then 2 points.	Yes ____ No ____ Proposed tubing:	2 pts
2.1.2	1" levelling frame legs	Yes ____ No ____	2 pts
2.1.3	Constructed of 316L stainless steel	Yes ____ No ____	2 pts
2.1.4	Vertical sliding door	Yes ____ No ____	2 pts
2.2 Jacket and Chamber Assembly – point rated criterion			
	Jacket and Chamber assembly:	MEETS	POINTS
2.2.1	Chamber with smooth finish	Yes ____ No ____ Proposed: _____	2 pts
2.2.2	Chamber has 316 stainless steel walls rated at 55PSI gauge and full vacuum	Yes ____ No ____ Proposed: _____	2 pts
2.2.3	Jacket has 316 stainless steel rated at 40PSI gauge and full vacuum	Yes ____ No ____ Proposed: _____	2 pts
2.2.4	Has air duct board insulation or equivalent, with R-value of 4.3 or better installed around the jacket and chamber assembly	Yes ____ No ____ Proposed: _____	2 pts
3.0 Point Rated Process Specification			
3.1	Gravity Pulse Vacuum – point rated criterion	MEETS	POINTS
	50 – 80 PSI gauge minimum water requirement (typical). If yes, then 2 points.	Yes ____ No ____ Proposed: _____	2 pts
4.0 Point Rated Service Requirements			
4.1	Point Rated Service Criteria	MEETS	POINTS
4.1.1	The service response time should not exceed 48 hours from the time the Contractor has been notified by the Project Authority or its delegate. Service response time does not include weekends and statutory holidays.	Indicate service response time: _____ hrs	Over 48 hrs: 0pts 48 hrs or less: 2 pts 24 hrs or less: 4 pts