

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

**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> CCGC -SOLAR AIR HEATING WALL SYSTEM	
<b>Solicitation No. - N° de l'invitation</b> EB144-150329/A	<b>Date</b> 2014-06-23
<b>Client Reference No. - N° de référence du client</b> EB144-15-0329	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-409-9297	
<b>File No. - N° de dossier</b> HAL-4-73040 (409)	<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 2014-08-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<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> Taylor, Kathie	<b>Buyer Id - Id de l'acheteur</b> hal409
<b>Telephone No. - N° de téléphone</b> (902) 496-5510 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 3RD FL. 1713 BEDFORD ROW P.O.BOX 2247 HALIFAX NOVA SCOTIA B3J3C9 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**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<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. Requirement
2. 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

### **PART 5 - CERTIFICATIONS**

1. 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     |
| Annex C | Cross Reference Data |

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## PART 1 - GENERAL INFORMATION

### 1. Requirement

Department of Fisheries and Oceans, Canadian Coast Guard College, Sydney, NS, has a requirement for the supply, delivery and installation of one (1) solar air heating wall system, as fully detailed in Annex A - Statement of Requirement.

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **July 9, 2014 at 10:00 am. Bidders are requested to communicate with the Contracting Authority** two (2) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### 2. Debriefings

After contract award, 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2014-03-01) 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 Condition of Material (2007-11-30)

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Nova Scotia.

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 - two (2) hard copies

Section II: Financial Bid - one (1) hard copy

Section III: Certifications - one (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>).

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 as specified in Annex "A".

#### Section II: Financial Bid

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Bidders must submit their financial bid in accordance with the Basis of Payment - Annex B. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

### 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**

Mandatory Technical Criteria - as fully detailed in Annex A

#### **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions 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

Solicitation No. - N° de l'invitation

EB144-150329/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73040

Buyer ID - Id de l'acheteur

ha1409

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

EB144-15-0329

CCC No./N° CCC - FMS No/ N° VME

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Limited Eligibility to Bid" 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 Employment and Social Development Canada (ESDC) - 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 associated with the requirement.

**2. Requirement**

The requirement is detailed under Annex A , Statement of Requirement attached.

**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 (2014-03-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

**4. Term of Contract**

**4.1 Delivery**

Supply and installation is requested on or before 2014-09-30.

Please provide best delivery: \_\_\_\_\_

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Kathie Taylor  
Supply Officer  
Public Works and Government Services Canada, Acquisitions Branch  
1713 Bedford Row  
Halifax, Nova Scotia B3J 1T3  
Telephone: (902) 496-5510  
Facsimile: (902) 496-5016  
E-mail address: Kathie.Taylor@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: *(to be identified at contract award)*

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Solicitation No. - N° de l'invitation

EB144-150329/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

ha1409

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

EB144-15-0329

File No. - N° du dossier

HAL-4-73040

CCC No./N° CCC - FMS No/ N° VME

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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 (please complete)

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

Title: \_\_\_\_\_

PBN: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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 indicated in Annex A, for a cost of \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 SACC Manual Clauses

H1000C Single Payment (2008-05-12)

## 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.

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## 8. Certifications

### 8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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 Nova Scotia or as identified in bid.

## 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 (2014-03-01), General Conditions - Goods (Medium Complexity);
- (c) Annex "A", Requirement;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

## 11. SACC Manual Clauses

G1005C - Insurance Requirements (2008-05-12)

B1501C - Electrical Equipment (2006-06-16)

### Delivery:

Delivery is Delivered Duty Paid (DDP) Incoterms 2000. The contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

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## ANNEX "A" REQUIREMENT

### General Description:

Department of Fisheries and Oceans Canada has a requirement for the supply, delivery and installation of one (1) Solar Air Heating Wall System for the Canadian Coast Guard College, located in Sydney, Nova Scotia. Supply and installation requested by September 30, 2014.

### Optional Site Visit:

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **July 9, 2014 at 10:00 am.**

**Bidders are requested to communicate with the Contracting Authority** two (2) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**Site Contact:** Angus MacIsaac, Manager of Buildings and Grounds, DFO, (902) 564-3600 ext. 1156 Cell (902) 371-1550

### Mandatory Specifications:

1. All materials to meet the solar air heating wall system manufacturers requirements.
2. 730 sq ft solar air heating system (wall) (plus wastage), 26 ga galvanized steel, with standard black finish.
3. All required framing, fasteners to assemble framing, perimeter flashing, foam closures (to match wall profile) and color matched fasteners to attach panels and flashing to the manufacturer supplied framing.
4. All flashing to be supplied as flats and cut and bent on site.
5. Single Phase custom fan with gravity dampers and temperature speed control, as per system manufacturers specifications.
6. Three conical de-stratification Fan/Air turbines, designed to deliver columnar laminar flow of air from ceiling to floor capable of covering up to 1200 ft<sup>2</sup> or a 40 ft coverage diameter.
7. Duct transition from wall to single phase custom fan with isolation kit and flex connections.

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8. Mechanical installation of single phase custom fan and 3 conical fans, down center line of building, clear of sprinklers and any existing services or installations.
  9. Supply and install wall switch for all fans.
  10. Supply and install ambient temperature speed control for single phase custom fan.
  11. Wiring to connect specified fans, wall sensor, thermostat, controller and switches. Wiring to same standard as existing in building (in conduit).
  12. Relocation of light above main door to same position on exterior of Solar Air Heating Wall System panels.
  13. All lifts, as required.
  14. Freight to site, unloading of truck(s) to be coordinated with installation crew.
  15. Cutting and removal of existing cladding/framing system as required, to bare block wall, making neat any cut edges, remaining.
  16. BlueSkin (or equivalent) membrane and primer to cover exposed block wall.
  17. Two inch (50mm) rigid insulation (R-10) with insulation fasteners.
  18. 18 gauge galvanized Z bars as per manufacturers specifications, to attach the solar air heating wall system to the structure. (MET Building).
  19. Caulking and sealant as specified.
  20. 26-gauge galvanized liner panel.
  21. 26-gauge flashing to match black wall finish, as required.
  22. Removal of all construction debris from site, including any tipping fees, etc. Site to be clean at the end of each day.
  23. All labour and materials required to complete removals and installation and commissioning of equipment.
  24. Engineered, Stamped Design Drawings and Shop Drawings are to be submitted to PWGSC for review, two (2) weeks after award.
  25. Manufacturers warranties and service must be available in Atlantic Canada, or travel costs from outside Atlantic Canada are to be at the expense of the bidder or service contractor.

Solicitation No. - N° de l'invitation

EB144-150329/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

ha1409

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

EB144-15-0329

File No. - N° du dossier

HAL-4-73040

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "B"**  
**BASIS OF PAYMENT**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP Incoterms 2000, Canadian Customs Duties and Excise Taxes included.

Item	Description	Qty.	Price
1	Supply, delivery and installation of one (1) solar air heating wall system, as fully detailed in Annex A.	1	\$

Make/Model: \_\_\_\_\_

**ANNEX "C"**  
**CROSS-REFERENCE DATA**

Bidders are requested to provide cross-reference below to identify the page(s) where each mandatory minimum specification can be demonstrated in their technical documentation provided with bid. For the few criteria which are not identified in specification sheets/literature/brochures, your firm's indication of "Compliant" will be considered as certification that the requirement is met. Canada reserves the right to verify any and all information relating to mandatory requirements.

	<b>Minimum Mandatory Requirements</b>	<b>Cross Reference Page #</b>
1	All materials to meet the solar air heating wall system manufacturers requirements.	
2	730 sq ft solar air heating system (wall) (plus wastage), 26 ga galvanized steel, with standard black finish.	
3	All required framing, fasteners to assemble framing, perimeter flashing, foam closures (to match wall profile) and color matched fasteners to attach panels and flashing to the manufacturer supplied framing.	
4	All flashing to be supplied as flats and cut and bent on site.	
5	Single Phase custom fan with gravity dampers and temperature speed control, as per system manufacturers specifications.	
6	Three conical de-stratification Fan/Air turbines, designed to deliver columnar laminar flow of air from ceiling to floor capable of covering up to 1200 ft <sup>2</sup> or a 40 ft coverage diameter.	
7	Duct transition from wall to single phase custom fan with isolation kit and flex connections.	
8	Mechanical installation of single phase custom fan and 3 conical fans, down center line of building, clear of sprinklers and any existing services or installations.	
9	Supply and install wall switch for all fans.	
10	Supply and install ambient temperature speed control for single phase custom fan.	
11	Wiring to connect specified fans, wall sensor, thermostat, controller and switches. Wiring to same standard as existing in building (in conduit).	
12	Relocation of light above main door to same position on exterior of Solar Air Heating Wall System panels.	
13	All lifts, as required.	
14	Freight to site, unloading of truck(s) to be coordinated with installation crew.	
15	Cutting and removal of existing cladding/framing system as required, to bare block wall, making neat any cut edges, remaining	
16	BlueSkin (or equivalent) membrane and primer to cover exposed block wall.	
17	Two inch (50mm) rigid insulation (R-10) with insulation fasteners.	

Solicitation No. - N° de l'invitation

EB144-150329/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

ha1409

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

EB144-15-0329

File No. - N° du dossier

HAL-4-73040

CCC No./N° CCC - FMS No/ N° VME

18	18 gauge galvanized Z bars as per manufacturers specifications, to attach the solar air heating wall system to the structure. (MET Building).	
19	Caulking and sealant as specified.	
20	26-gauge galvanized liner panel.	
21	26-gauge flashing to match black wall finish, as required.	
22	Removal of all construction debris from site, including any tipping fees, etc. Site to be clean at the end of each day.	
23	All labour and materials required to complete removals and installation and commissioning of equipment.	
24	Engineered, Stamped Design Drawings and Shop Drawings are to be submitted to PWGSC for review, two (2) weeks after award.	
25	Manufacturers warranties and service must be available in Atlantic Canada, or travel costs from outside Atlantic Canada are to be at the expense of the bidder or service contractor.	