

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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 Gymnasium Equipment	
Solicitation No. - N° de l'invitation W0125-155095/A	Date 2014-08-12
Client Reference No. - N° de référence du client W0125-15-5095	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-620-6400	
File No. - N° de dossier KIN-4-42054 (620)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-22	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Porter, Marta M.	Buyer Id - Id de l'acheteur kin620
Telephone No. - N° de téléphone (613) 547-7587 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 8 Wing Supply M.D.C 30 East North Star Dr. Building 66 Trenton Ontario K0K3W0 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 / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

Solicitation No. - N° de l'invitation

W0125-155095/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-4-42054

Buyer ID - Id de l'acheteur

kin620

CCC No./N° CCC - FMS No/ N° VME

W0125-15-5095

See Attached

TABLE OF CONTENTS

TITLE: Gymnasium Equipment

PART 1 - GENERAL INFORMATION

1. Requirement
2. Debriefings
3. Trade Agreements

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. 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. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents

List of Annexes:

- | | |
|---------|------------------|
| Annex A | Requirement |
| Annex B | Basis of Payment |

Solicitation No. - N° de l'invitation
W0125-155095/A
Client Ref. No. - N° de réf. du client
W0125-15-5095

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42054

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

TITLE: Gymnasium Equipment

PART 1 - GENERAL INFORMATION

1. Requirement

Canadian Forces Base Trenton, Astra Ontario, has a requirement for the supply and delivery of a variety of Gymnasium Equipment, as per the minimum mandatory technical specifications listed in Annex A - Requirement.

2. 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.

3. Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

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) (<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](#) (2014-06-26) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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

Solicitation No. - N° de l'invitation
W0125-155095/A
Client Ref. No. - N° de réf. du client
W0125-15-5095

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42054

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

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: Financial Bid (1 hard copy)

Section II: 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: 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 II: 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 Financial Evaluation

1.1.1 Mandatory Financial Criteria

The Bidder must provide firm pricing in Canadian currency for all items in Annex B entitled "Basis of Payment". The Bidder's pricing must not be indexed to any currency exchange rates or commercial index. The format of the Pricing Basis must not be altered.

1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

2. Basis of Selection

- 2.1** A bid must comply with all requirements of the bid solicitation 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 associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

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 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) 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 applicable to this Contract.

2. Requirement

Canadian Forces Base Trenton, Astra Ontario, has a requirement for the supply and delivery of a variety of Gymnasium Equipment, as per the minimum mandatory technical specifications listed in Annex A - Requirement.

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 (2014-06-26), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Delete: 2010A (2014-06-26) 09 – Warranty
Insert: 2010A (2014-06-26) 09 – Warranty

Treadmill – Warranty to be minimum 5 years for parts and minimum 1 year for labour after delivery and acceptance of the work.

Elliptical – Warranty to be minimum 2 years for parts and minimum 7 years for frame after delivery and acceptance of the work.

Warranty for all remaining equipment to be twelve (12) months after delivery and acceptance of the work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before January 6, 2015.

4.2 Shipping Instructions - FOB Destination and DDP

Incoterms 2000 "DDP Delivered Duty Paid" CFB Trenton, Astra ON.

5. Authorities

5.1 Contracting Authority

Solicitation No. - N° de l'invitation
W0125-155095/A
Client Ref. No. - N° de réf. du client
W0125-15-5095

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42054

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

The Contracting Authority for the Contract is:

Name: Marta Porter
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street
Kingston ON., K7L 1X3
Telephone: 613-547-7587
Facsimile: 613-545-8067
E-mail address: marta.porter@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 Technical Authority

The Technical Authority for the Contract is: **(To be entered at time of Contract Award)**

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (To be entered by the Bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6. Payment

6.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B – Basis of Payment 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

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 Ontario.

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;

Solicitation No. - N° de l'invitation
W0125-155095/A
Client Ref. No. - N° de réf. du client
W0125-15-5095

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42054

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

-
- (b) the general conditions 2010A (2014-06-26) - Goods (Medium Complexity);
 - (c) Annex A, Requirement;
 - (d) Annex B, Basis of Payment;
 - (e) the Contractor's bid dated _____ .

ANNEX "A"
REQUIREMENT

CFB Trenton has a requirement for the supply and delivery of various gymnasium equipment, as follows:

Minimum Mandatory Technical Specifications:

Dumb bells

Must be a minimum, but not limited to: 5 lbs to 120 lbs in 5lb increments
1 pair of each
Chrome handle, straight round with knurling
Welded steel with urethane coating
Weight engraved on surface
Anti-roll design

Treadmill

Quick start
Speed: 0 to a minimum 15 kph
Max user weight: minimum 400 lbs
Display to read: time, pace, calories, distance, heart rate, incline
Heart rate monitor compatible
Incline: minimum 0-15%
Rollers: minimum 2.5" crowned with sealed bearings
Running Surface Length: minimum width of 20", minimum length of 60"
Minimum 4HP AC motor
Reversible Deck (silicone impregnated or equivalent)
Heavy commercial grade
Warranty: minimum 5 years parts, 1 year labour

Elliptical

Must be capable of self-power
User weight capacity: minimum 350 lbs
Display to include calories, time, resistance level, strides/min, distance
Moving handlebars
Integrated wheels
Resistance levels: minimum 20
Warranty: parts minimum 2 years, frame minimum 7 years
Heavy commercial grade

4 Station Universal Gym

11 gauge steel, powder coated frame
Station 1: lat pull down, minimum weight stack 260 lbs
Station 2: seated row, minimum weight stack 260 lbs
Station 3: tricep pull down, minimum weight stack 160 lbs
Station 4: adjustable pulley, minimum weight stack 160 lbs
Heavy commercial grade

Solicitation No. - N° de l'invitation
W0125-155095/A
Client Ref. No. - N° de réf. du client
W0125-15-5095

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42054

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

Stair Mill

Revolving fixed step with step height minimum 8-9 inches
Ergonomically designed handrails
Display to include: time, speed, floors climbed, calories
Minimum 20 resistance levels
Max user weight: minimum 350 lbs
Warranty: minimum 2 years parts

Spin Bikes

Non-wear magnetic resistance
Rear flywheel
Adjustable Shimano combo pedals
Integrated wheels for transport
Computer with readout to include distance, speed, watts, RPM, gear, time
4-way adjustable seat
Handlebars to adjust up/down, forward/aft
Max width: 27"
Max unit weight: 90 lbs

Solicitation No. - N° de l'invitation
W0125-155095/A
Client Ref. No. - N° de réf. du client
W0125-15-5095

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42054

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

Pricing Instructions:

Bidders will provide firm, all-inclusive unit prices (exclusive of HST). H.S.T., if applicable, is extra to the prices herein and shall be shown on any invoice as a separate item. Customs duties are included.

Incoterms 2000 "DDP Delivered Duty Paid" to CFB Trenton, Astra Ontario.

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Elliptical Trainers	6	\$ _____	\$ _____
Treadmills	3	\$ _____	\$ _____
Spin Bikes	10	\$ _____	\$ _____
4 Station Universal Gym	1	\$ _____	\$ _____
Set dumbbells 5-120 lbs	1	\$ _____	\$ _____
Step Trainers	3	\$ _____	\$ _____