

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
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

Title - Sujet VapourControlled Retail Proving Sys	
Solicitation No. - N° de l'invitation U6356-152491/A	Date 2014-09-30
Client Reference No. - N° de référence du client U6356-152491	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-009-6673	
File No. - N° de dossier TOR-4-37055 (009)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-11-10	Time Zone Fuseau horaire Eastern Standard Time EST
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: Boulet, Kieta	Buyer Id - Id de l'acheteur tor009
Telephone No. - N° de téléphone (905) 615-2078 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of Industry Canada Measurement Canada See herein for all locations	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée 2015-03-20	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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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SEE ATTACHED

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TITLE: Vapour Retention Prover Units

PART 1 - GENERAL INFORMATION

1. Requirement

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

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>) 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](#) (2014-09-25) 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 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

Item No.	Technical Criteria	Page # in proposal where information can be found
M.1	<p>The Bidder must meet the specifications outlined in Annex "A" Requirement</p> <p>To demonstrate this, the Bidder must provide a statement in their bid, stating that they meet all technical specifications outlined in Annex A.</p>	

1.2 Financial Evaluation

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

2. Basis of Selection

2.1 Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and 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**" 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

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<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 (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

3.2 Supplemental General Conditions

4001 (2013-01-28), Supplemental General Conditions – 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 on or before 31 March 2015.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kieta Boulet
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario
Address: 33 City Centre Drive, Suite 480C
Mississauga, ON L5B 2N5

Telephone: 905-615-2078
Facsimile: 905-615-2060
E-mail address: kieta.boulet@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

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5.2 Project Authority (To be filled in at contract award)

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 (To be filled in by the bidder)

Name: _____
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 a firm price, as specified in Annex B – Basis of Payment for a cost of \$ _____ (*amount to be inserted 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.
 - (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

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 _____.

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 (2014-09-25) Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____.

11. SACC Manual Clauses

A9068 (2010-01-11) Government Site Regulations
B1501C (2006-06-16) Electrical Equipment
B7500C (2006-06-16) Excess Goods
G1005C (2008-05-12) Insurance

ANNEX A

REQUIREMENT

Contractor must provide all labour, material, tools, equipment, supervision and transportation necessary to supply THREE NEW TRAILER MOUNTED VAPOUR RETENTION PROVER UNITS to various Industry Canada sites across Ontario.

1. General Design Specification

- 1.1 mobile unit suitable for inspection & calibration of retail motor fuel dispensers Class 50, 51 (*see Appendix 1, figure 1 for concept drawing*)
- 1.2 design incorporates means of controlling and minimizing vapour loss due to evaporation of product
- 1.3 final configuration must ensure adequate flowrate throughout test runs in accordance with Measurement Canada Standard Test Procedures (STP)
- 1.4 design incorporates a single proving standard (size: 20 Litres) which is capable of draining via a manifold into enclosed containment tanks
- 1.5 vapour control system incorporates closed vapour connection between prover and storage/containment vessel during use
- 1.6 major components include:
 - proving standard & manifold piping
 - storage/containment tanks
 - vapour control & retention components
 - drain piping
 - housing/frame & storage

2. Proving Standard

- 2.1 proving standard must be top-load / bottom drop design incorporating ¼ turn butterfly valve at prover outlet
- 2.2 Seraphin brand 'type J' prover (*see Appendix 1, figure2*)
- 2.3 levelling means to be accomplished via Seraphin brand or equivalent swivel ball joint. Materiel must be stainless steel
- 2.4 proving standard must incorporate single visible drip point
- 2.5 neck diameter 75mm
- 2.6 graduation plate markings every 10 ml from +200ml to - 300ml
- 2.7 prover construction in accordance with Measurement Canada "*Calibration and Certification Procedures for Volumetric Standards*"
- 2.8 prover material must be 304 or 316 Stainless Steel
- 2.9 prover reference calibration temperature of 15 deg. C
- 2.10 prover must incorporate a suitable thermal well for shell temperature correction purposes
- 2.11 proving standard must be grounded to unit, as well as incorporate effective bonding means with dispenser nozzle
- 2.12 prover to incorporate vapour control cap
- 2.13 finished unit must incorporate effective locking provisions to stabilize proving standard during storage and transport

3. Storage / Containment

- 3.1 2 (separated & enclosed) fuel storage tanks (*see Appendix 1, fig.3*)
- 3.2 minimum capacity 380L per tank
- 3.3 low pressure / low vacuum vents must be located at highest convenient point on tanks (OPW brand part # 823V-2200 or equivalent)
- 3.4 containment tanks to incorporate vapour line connection into vapour space (*see Appendix 1, figs 3 & 4*)
- 3.5 tank construction must ensure complete single-point gravity drainage when unit is within 3 degrees of level
- 3.6 containment tank drain piping must also be suitably-equipped with supplementary (manual) pump-off (GPI brand part # HP-100 'Dual Flo' or equivalent)
- 3.7 containment tanks to incorporate effective means of capacity indication or overflow protection; located to be visible to operator
- 3.8 containment tanks must be equipped with a reel type ground loop monitoring system, recommended Newson Gale or equivalent
- 3.9 each tank must incorporate a 'gooseneck style' product re-circulation inlet including camlock plug fitting (*see Appendix 1, fig.3*)
- 3.10 each tank must include 'last contained' product identification holders located to be visible to operator

4. Piping

- 4.1 Vapour line connection to storage tank must incorporate minimum 150mm visible section immediately downstream of vapour cap connection
- 4.2 drain piping from storage tanks must permit complete exhausting of all product at a minimum 3 deg slope angle
- 4.3 drain piping must terminate at single point connection
- 4.4 all breakable pipe connections must be standard 2" camlock to accommodate standard drain hose
- 4.5 inlet piping to utilize a manifold equipped with 2" 2-way L-Port liquid valve (TODO brand part #82291107 or equivalent) to direct product to appropriate storage tank to avoid product contamination (*see Appendix 1 fig.2*)
- 4.6 piping must be aluminum construction
- 4.7 drain piping must incorporate one individual shut-off valve per storage tank
- 4.8 drain piping to include visible sight glass section (*see Appendix 1, fig.5*)
- 4.9 drain outlet point must be 2" male camlock equipped with removable cap
- 4.10 drain piping must be appropriate for attachment of manual supplementary pump-off

5. Housing / Frame

- 5.1 finished unit must have maximum footprint of 1200mm (w) x 2440mm (l)
- 5.2 maximum finished height of unit 1500mm
- 5.3 finished unit must be capable of trailer mount or truck mount
- 5.4 unit must incorporate lifting points for hoisting purposes
- 5.5 frame must be constructed to protect proving standard & all piping (*see Appendix 1, fig. 1*)
- 5.6 frame must incorporate step/platform support for safe operation. Step must be hinged to allow access to valves and piping under the step. (*see Appendix 1, fig. 7*)
- 5.7 unit must incorporate retractable 'roll up' style lockable doors for outdoor use to provide protection from elements during storage and transport (*see Appendix 1, figs. 1 and 6*)
- 5.8 welded aluminum construction throughout; all welds ground smooth
- 5.9 finished unit must incorporate lockable storage compartment
- 5.10 access doors to include 'weather tight' seals
- 5.11 frame assembly must incorporate anti-spill 'drip tray' containment means below drain piping disconnect points
- 5.12 drip tray to include 1/4" drain valve
- 5.13 frame to include provisions for standard-width fork truck lift access (maximum 36" fork width)
- 5.14 frame to incorporate appropriate mounting holes for trailer or truck bed mounting
- 5.15 all locks to utilize common key

6. General Notes

- 6.1 any exceptions or equivalent components must be design-approved by Measurement Canada before construction
- 6.2 all welding & weld finishes must be in accordance with established CSA quality standards appropriate for welded aluminum construction
- 6.3 Contractor must arrange for Measurement Canada inspection during construction stage

ANNEX A APPENDIX 1

Figure 1: Concept Drawing

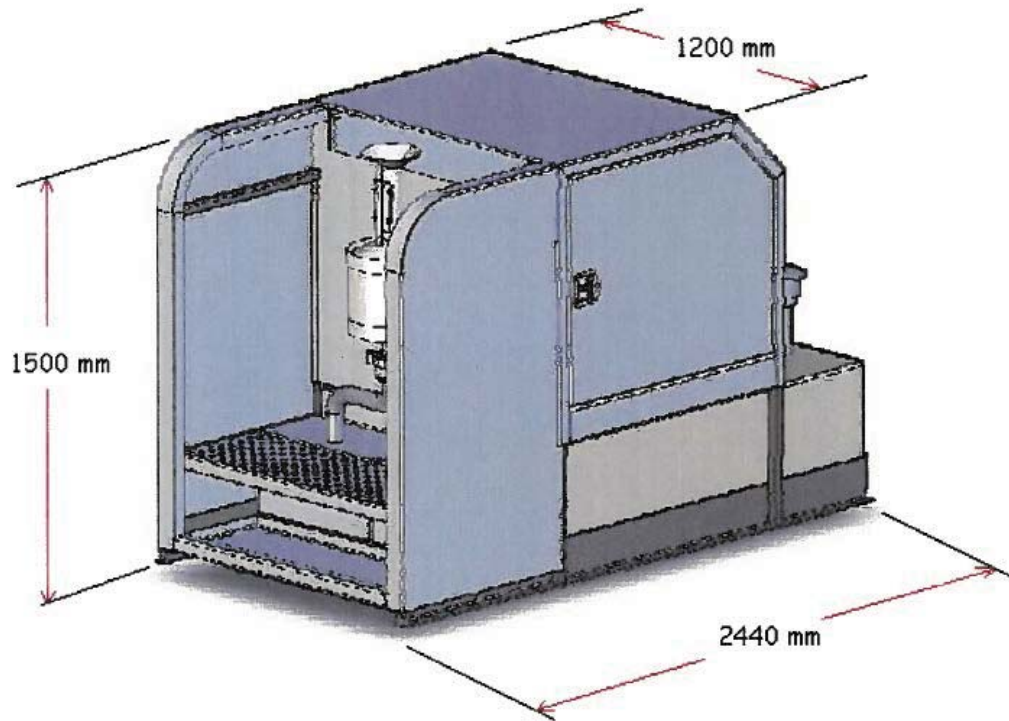


Figure 2: Proving Standard / Manifold Assembly

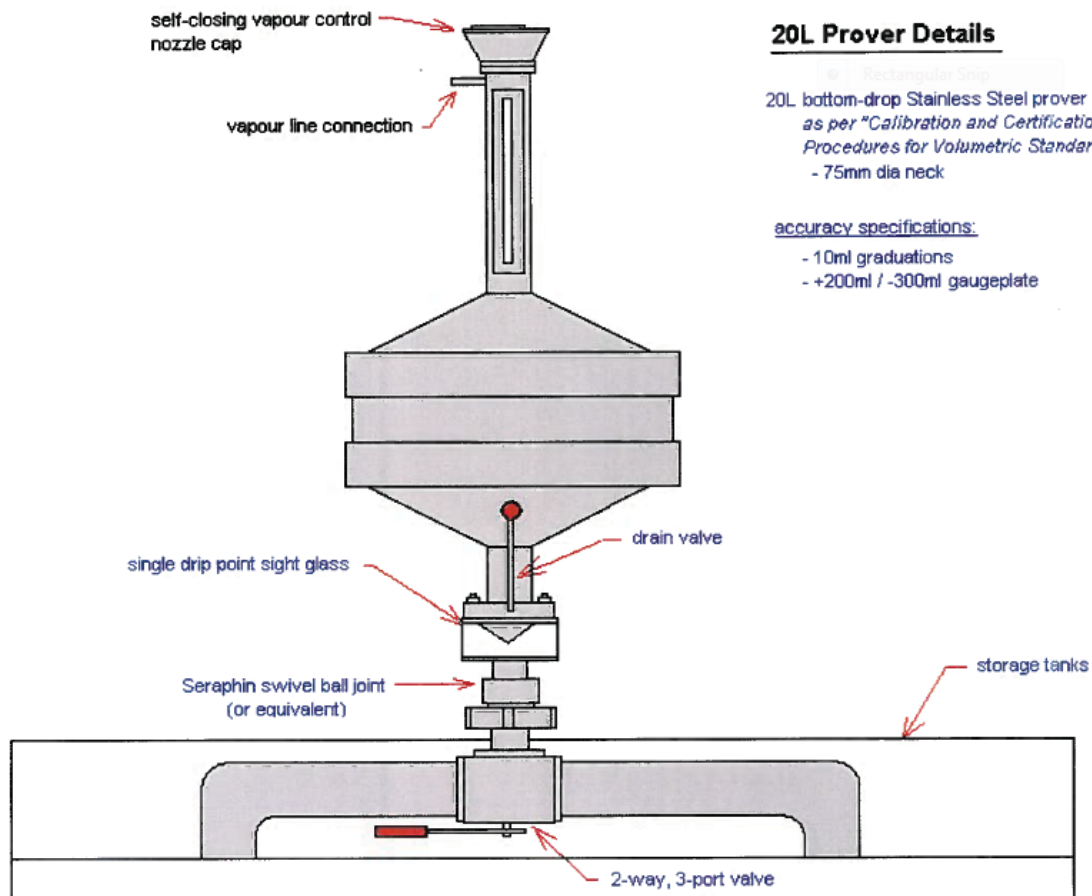


Figure 3: Storage/Containment Tanks

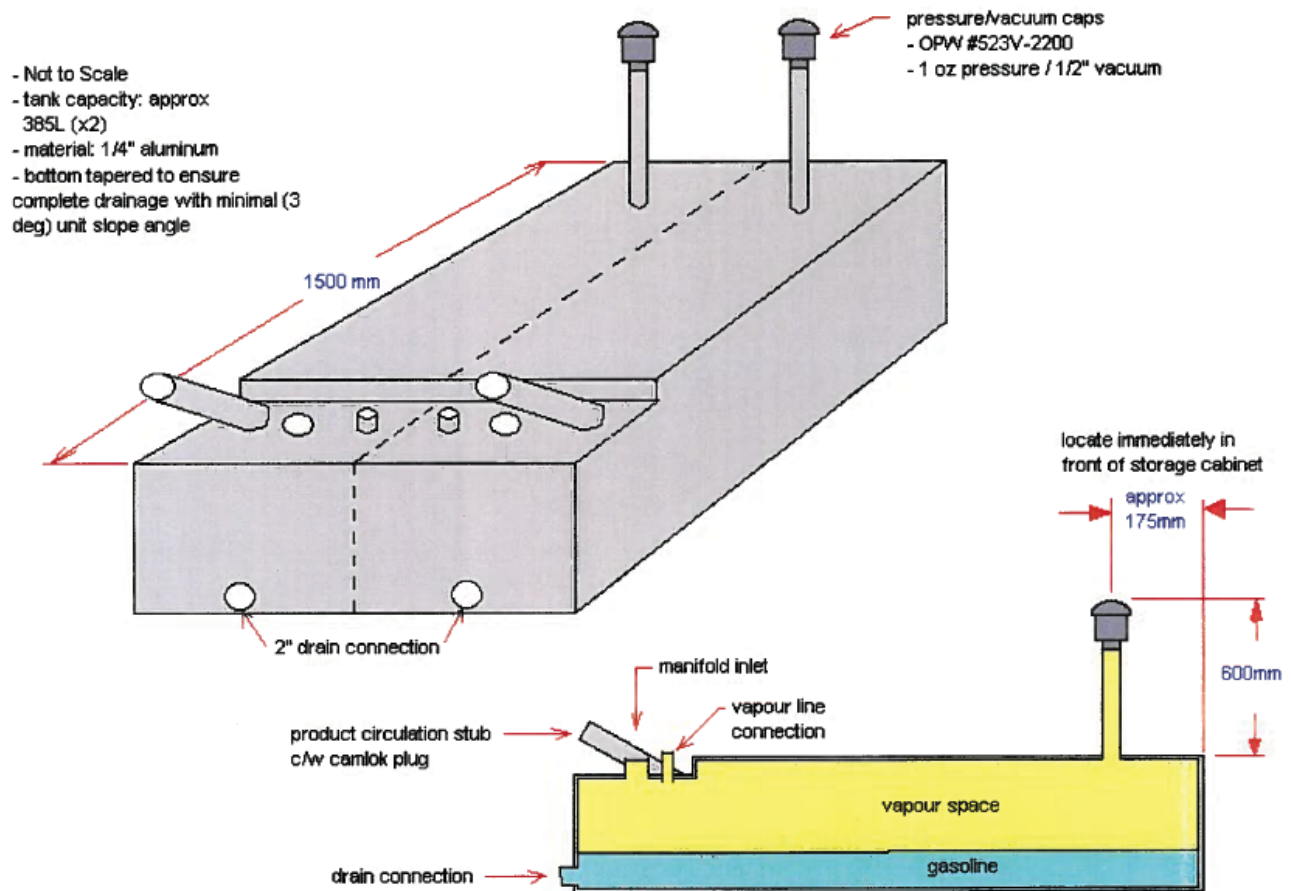


Figure 4: Vapour Control & Retention Components

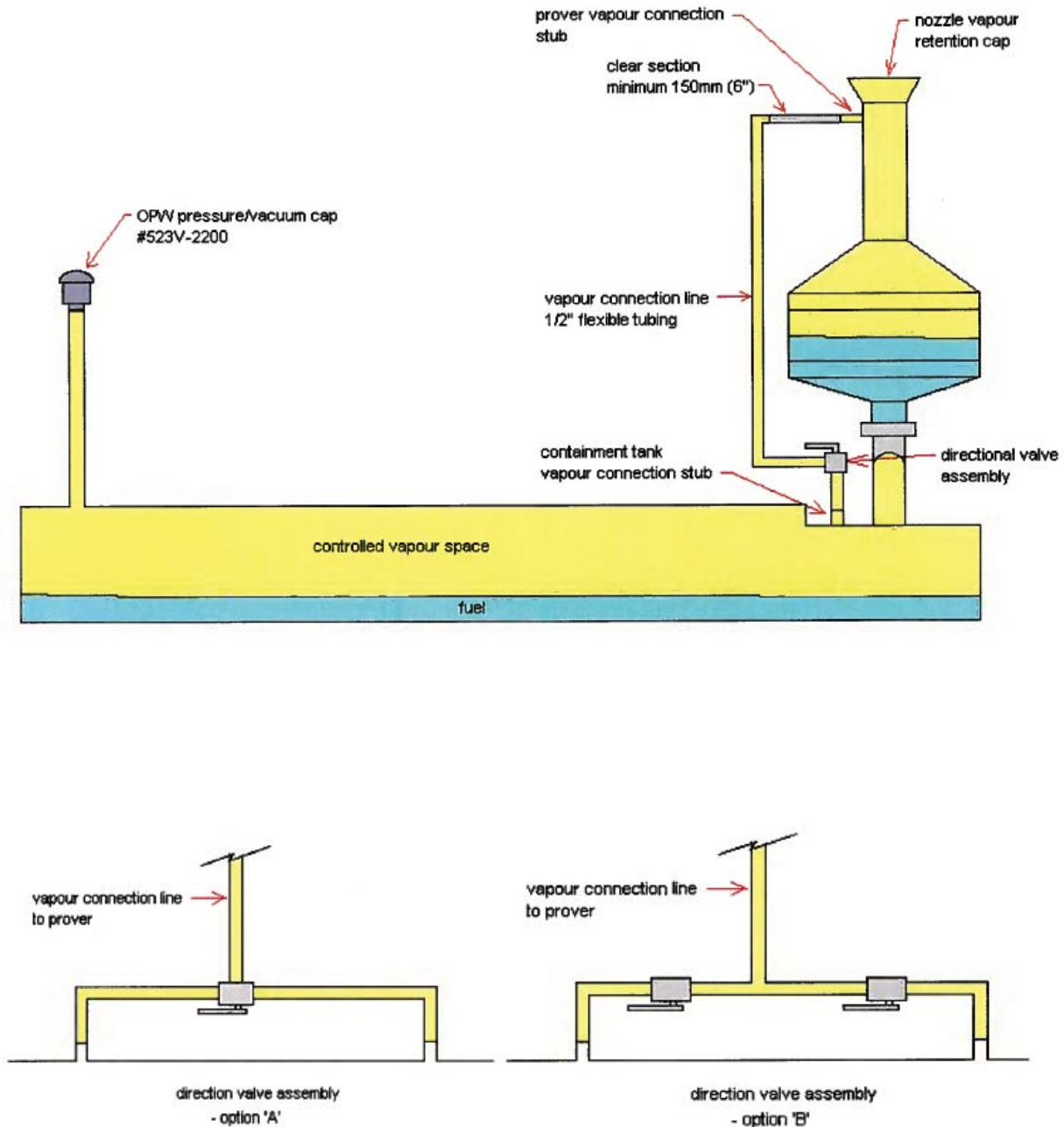
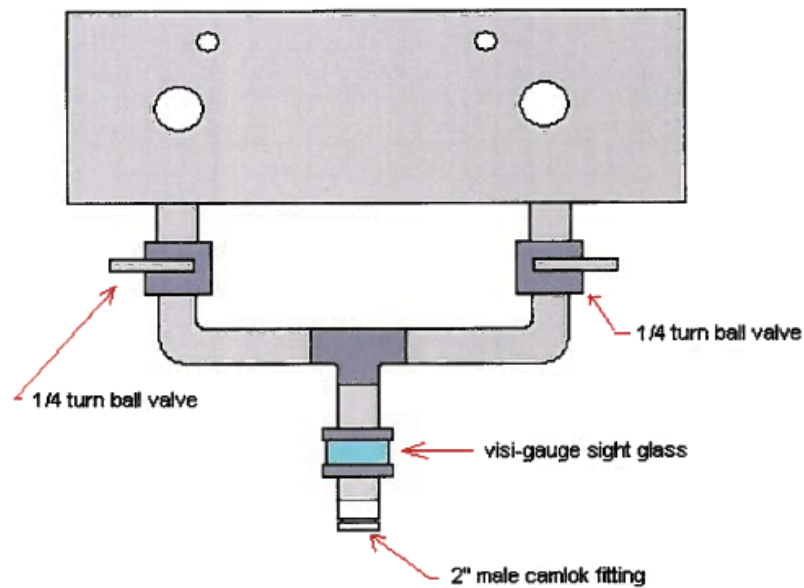
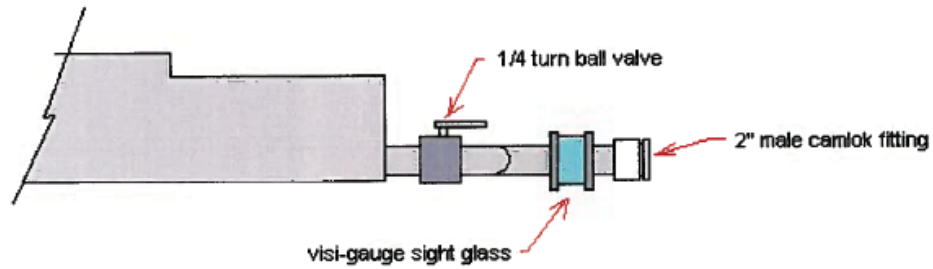


Figure 5: Drain Piping Layout



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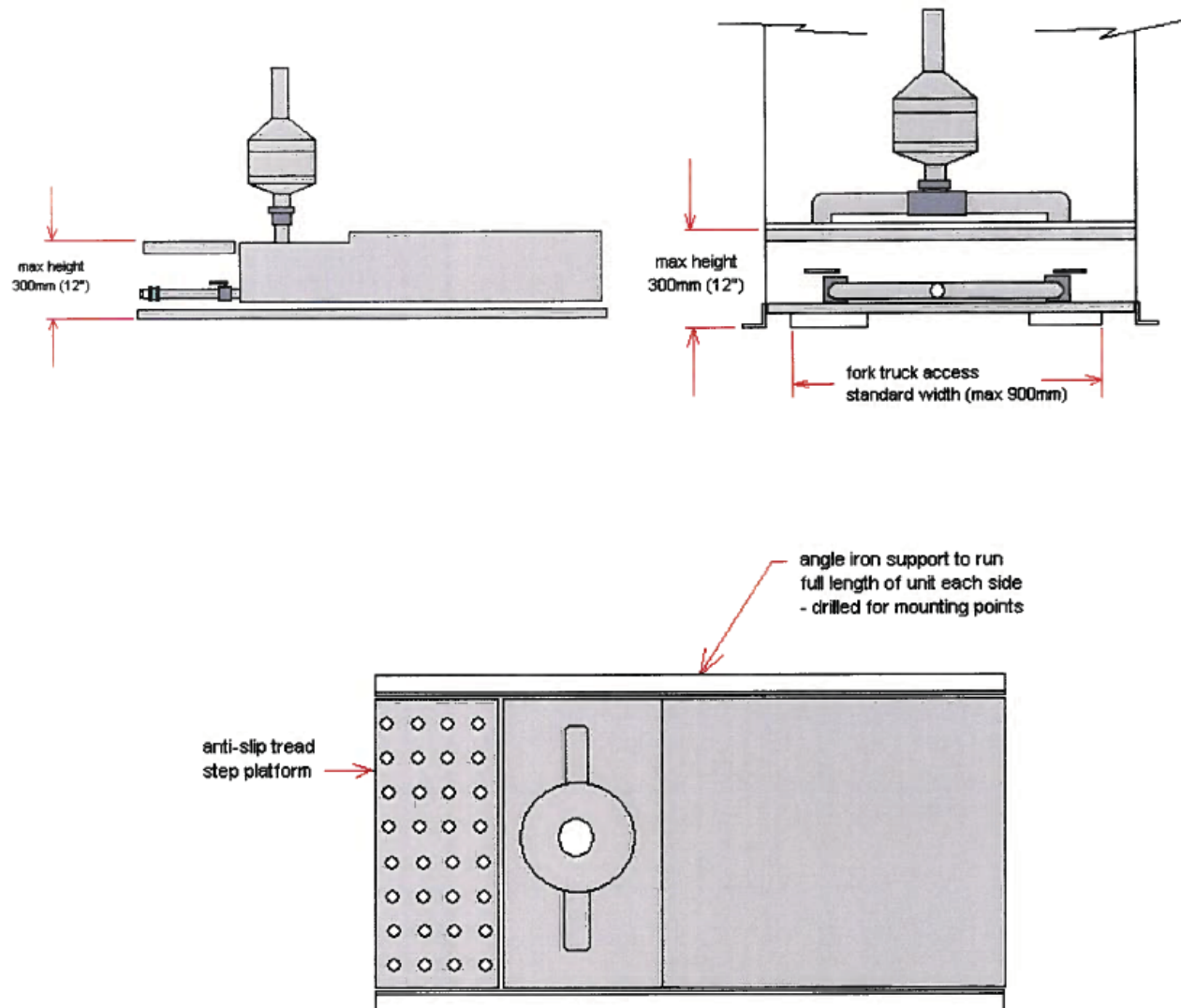
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Figure 6: Roll up door



Figure 7: Rear Platform General Layout



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ANNEX B BASIS OF PAYMENT

Firm unit prices are in Canadian Dollars, including: minimum one year full parts & labour warranty; all shipping and offloading charges and customs duty charges, FOB destination. HST if applicable is extra.

ITEM NO.	QTY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE (CDN \$)	EXTENDED PRICE (CDN \$)
1	3	each	VAPOUR RETENTION PROVERS , including all mandatory technical components for a complete and fully functional prover, as identified in Annex A	\$ _____	\$ _____
2	1	each	DELIVERY CHARGES: (including all charges related to shipping, offloading and customs duties) to: FOB Destination Measurement Canada – Northern and Eastern Ontario 328 Sidney Street Belleville, ON K8P 3Z3		
3	1	each	DELIVERY CHARGES: (including all charges related to shipping, offloading and customs duties) to: FOB Destination Measurement Canada – Southwestern Ontario 78 Meg Drive London, ON N6E 3T6	\$ _____	\$ _____
4	1	each	DELIVERY CHARGES: (including all charges related to shipping, offloading and customs duties) to: FOB Destination Measurement Canada – Central Ontario 232 Yorktech Drive Markham, ON L6G 1A6	\$ _____	\$ _____
1 + 2 + 3 + 4 = Total Evaluated Price				Subtotal:	\$ _____
				HST:	\$ _____
				TOTAL:	\$ _____