

**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**

|  |   |
|--|---|
| <b>Title - Sujet</b><br>Industrial Shredder  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W3536-150010/A   | <b>Date</b><br>2014-10-28   |
| <b>Client Reference No. - N° de référence du client</b><br>W3536-150010  |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$TOR-202-6688   |   |
| <b>File No. - N° de dossier</b><br>TOR-4-37064 (202)   | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2014-12-08</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard Time<br>EST |
| <b>F.O.B. - F.A.B.</b><br><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><br>Gosse, Wayne  | <b>Buyer Id - Id de l'acheteur</b><br>tor202                              |
| <b>Telephone No. - N° de téléphone</b><br>(905) 615-2077 ( )   | <b>FAX No. - N° de FAX</b><br>(905) 615-2060                              |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>4CDSB Petawawa Technical Services<br>LPO Supply Garrison<br>Toronto<br>Ontario<br>M3K 0A1<br>Canada |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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

Solicitation No. - N° de l'invitation

W3536-150010/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37064

Buyer ID - Id de l'acheteur

tor202

CCC No./N° CCC - FMS No/ N° VME

W3536-150010

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## TABLE OF CONTENTS

**TITLE: Industrial Shredder**

### **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
11. SACC Manual Clauses
12. Insurance

#### **List of Annexes:**

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

**TITLE: Industrial Shredder**

**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 (2014-06-26) 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 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**

Bidders must demonstrate meeting every mandatory criteria below by providing documented specifications as proof in their bids. Simply stating that the mandatory technical criteria is met or complied with is not sufficient. Failure to demonstrate meeting any of the mandatory criteria will result in the bid being deemed non-responsive and will not be considered any further.

|   | Mandatory Technical Criteria   | Identify Section of Proposal where supporting documents may be located (page #) |
|---|--|---|
| 1 | The industrial shredder <b>MUST</b> shred heavy and thick textiles such as gortex up to 1.5" in thickness (including Parka's, Overall's and Boot's) with Zippers (up to 48" in length and hardened plastic buttons, between 1/2" – 1" in diameter) |   |
| 2 | The industrial shredder <b>MUST</b> shred heavy leather boots with rubber soles up to 1 1/2" thickness.  |   |
| 3 | The industrial shredder <b>MUST</b> have a cutting chamber with a minimum of 16 1/2" and has a minimum of three (3) knives or blades made of high-alloy.   |   |
| 4 | The industrial shredder <b>MUST</b> be equipped with a tilting hopper and manual jack.   |   |
| 5 | The industrial shredder <b>MUST</b> be fully sound enclosed with low operating noise levels no greater than 95 dB(A)   |   |
| 6 | The industrial shredder <b>MUST</b> have an automatic oiler.   |   |
| 7 | Shredder <b>MUST</b> be equipped with an emergency shut off (kill) switch  |   |

**1.2 Financial Evaluation**

**1.1.2 Mandatory Financial Criteria**

- 1. Bidders must provide rates in Canadian Currency for all listed items at Annex B – Basis of Payment.

2. SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

## **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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [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**

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

**2.2** The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<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.

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

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

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

#### **4.1 Period of the Contract**

The period of the Contract is from date of Contract award to 1-year from date of delivery acceptance.

#### **4.2 Delivery Date**

All the deliverables must be received on or before December 15, 2014.

#### **4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the warranty terms of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Wayne Gosse  
Title: Supply Specialist  
Public Works and Government Services Canada

Acquisitions Branch  
Directorate: Ontario Region  
Address: 33 City Centre Drive, Suite 480C, Mississauga, Ontario L5B 2N5

Telephone: 905-615-2077  
Facsimile: 905-615-2060  
E-mail address: Wayne.Gosse@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.

## 5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

## 5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
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 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:
  - b. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - c. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - c. one (1) copy must be forwarded to the consignee.

## **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;
- (b) the supplemental general conditions 4001 (2013-01-28) Hardware Purchase, Lease and Maintenance;
- (c) the general conditions 2010A (2014-06-26), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_

## **11. SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations  
B1501C (2006-06-16) Electrical Goods

**12. Insurance**

G1005C (2008-05-12) Insurance

## **ANNEX "A"**

### **REQUIREMENT**

#### **1.0 GENERAL REQUIREMENT DESCRIPTION**

Department of National Defence - 4 Canadian Division Support Base (CDSB) Tech Services, Garrison Toronto, Supply Section in Toronto, Ontario requires the supply and delivery of one (1) industrial shredder. The prime purpose of the unit will be to shred textiles and heavy leather boots with thick rubber soles. It would also be utilized for shredding unclassified paper documents.

#### **2.0 BACKGROUND**

Due to the amount of Non-Serviceable clothing being returned, the current method of cutting the textiles with a small single motorized cutting wheel is very time consuming and costs time in manpower. At present this method is insufficient and we are not able to shred any of the heavier textiles such as jackets and coveralls. An industrial shredder would not only reduce the amount of time required to shred this material, it would also free up manpower to take on other tasks, duties and required operations. The shredder will be manually fed and the shredded out-feed would be collected into Tri-Walls (Gaylords). No conveyer belts will be required.

#### **3.0 Mandatory Technical Specifications:**

Deliverable: The complete Industrial Shredder system must meet each of the specifications outlined below:

1. The industrial shredder **MUST** shred heavy and thick textiles such as gortex up to 1.5" in thickness (including Parka's, Overall's and Boot's) with Zippers (up to 48" in length) and hardened plastic buttons, (up to 1" in diameter)
2. The industrial shredder **MUST** shred heavy leather boots with rubber soles up to 1 ½" thickness.
3. The industrial shredder **MUST** have a cutting chamber with a minimum of 16 ½" and has a minimum of three (3) knives or blades made of high-alloy.
4. The industrial shredder **MUST** be equipped with a tilting hopper and manual jack.
5. The industrial shredder **MUST** be fully sound enclosed with low operating noise levels no greater than 95 dB(A)
6. The industrial shredder **MUST** have an automatic oiler.
7. Contractor **MUST** provide a one (1) year parts and labour warranty on the shredder with (2) additional one (1) year warranty extension options
8. Shredder **MUST** be equipped with an emergency shut off (kill) switch

#### **4.0 SCOPE OF THE WORK**

The Contractor must deliver and install the shredder and perform a test run at the Client's work site to make sure it is in complete working order. The Contractor must also provide training on the machine's operation and instruct any safety guidelines that must be utilized with the machine.

#### **5.0 DELIVERY AND ON-SITE ACCEPTANCE AT THE PROJECT AUTHORITY SITE**

The overall system must be delivered to CDSB where it will undergo a full acceptance test carried out by the contractor under the supervision of the Project Authority. It must also include a demonstration of the shredding procedures and ability. Acceptance of the systems will only occur once all specifications have been met. The warranty period will commence upon final acceptance by DND.

## **6.0 TRAINING**

The Contractor must provide a one-time training for CDSB staff (for maximum of ten (10) people and approximately one (1) day at 4 CDSB facility in Toronto, Ontario within fourteen (14) days after delivery of the Industrial Shredder). This training must include a demonstration of the hardware and software, including calibration. Travel and accommodation for contractor personnel will be covered by the contractor at no charge to Canada.

## **7.0 DELIVERABLES AND TIMELINES**

The shredder must be delivered, set up and operational on or before December 15<sup>th</sup> 2014.

## **8.0 DELIVERY LOCATION**

The Shredder must be delivered and installed at:  
4 Canadian Division Support Base Petawawa,  
Technical Services Company, Garrison Toronto.  
1 Yukon Lane  
Toronto Ontario  
M3K 0A1

## ANNEX "B"

### BASIS OF PAYMENT

Firm all inclusive unit prices, in Canadian funds, Applicable Taxes excluded, FOB Destination, including all delivery charges to Department of National Defence Garrison Toronto, Ontario, Canadian customs duties and excise taxes included.

#### Section A. Firm Requirement

##### A.1

| Item No. | Description of Item  | Unit of Measure | Qty. | All-inclusive Firm Unit Price in Cdn. funds | Extension |
|----------|--|-----------------|------|---|-----------|
| 1        | For the supply and delivery of an Industrial Shredder in accordance with the specifications detailed in Annex A, including training and 1-year parts and labour warranty, maintenance and calibration services.<br><br>Manufacturer: _____<br><br>Model: _____ | each            | 1    | \$  | \$        |

##### A.2 Delivery Date

The Industrial Shredder must be delivered, set up and operational on or before December 15<sup>th</sup> 2014.

#### Section B. Options

B.1 The option for two (2) additional one (1) year warranty extensions for one (1) Industrial Shredder.

| Item No. | Description of Item                            | Unit of Measure | Qty. | All-inclusive Firm Unit Price in Cdn. funds | Extension |
|----------|--|-----------------|------|---|-----------|
| 1        | Option one (1) year parts and labour warranty. | each            | 1    | \$  | \$        |
| 2        | Option one (1) year parts and labour warranty. | each            | 1    | \$  | \$        |