

**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**

<b>Title - Sujet</b> Mobile X-Ray Unit	
<b>Solicitation No. - N° de l'invitation</b> 21401-146159/A	<b>Date</b> 2014-11-24
<b>Client Reference No. - N° de référence du client</b> 21401-14-6159	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-620-6489	
<b>File No. - N° de dossier</b> KIN-4-42146 (620)	<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 2015-01-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Porter, Marta M.	<b>Buyer Id - Id de l'acheteur</b> kin620
<b>Telephone No. - N° de téléphone</b> (613) 547-7587 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA 1455 Collins Bay Road P.O. BOX 190 KINGSTON Ontario K7L4V9 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

<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>

Solicitation No. - N° de l'invitation

21401-146159/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-4-42146

Buyer ID - Id de l'acheteur

kin620

CCC No./N° CCC - FMS No/ N° VME

21401-14-6159

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**See Attached**

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 REQUIREMENT .....	2
1.2 DEBRIEFINGS .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 ENQUIRIES - BID SOLICITATION.....	3
2.4 APPLICABLE LAWS.....	3
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>4</b>
3.1 BID PREPARATION INSTRUCTIONS .....	4
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>5</b>
4.1 EVALUATION PROCEDURES.....	5
4.2 BASIS OF SELECTION.....	5
<b>PART 5 - CERTIFICATIONS.....</b>	<b>6</b>
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD .....	6
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>7</b>
6.1 SECURITY REQUIREMENTS .....	7
6.2 REQUIREMENT .....	7
6.3 STANDARD CLAUSES AND CONDITIONS.....	7
6.4 TERM OF CONTRACT .....	7
6.5 AUTHORITIES .....	7
6.6 PAYMENT .....	8
6.7 INVOICING INSTRUCTIONS .....	9
6.8 CERTIFICATIONS .....	9
6.9 APPLICABLE LAWS.....	9
6.10 PRIORITY OF DOCUMENTS .....	9
6.11 SACC MANUAL CLAUSES .....	10
<b>ANNEX "A".....</b>	<b>13</b>
REQUIREMENT.....	11
<b>ANNEX "B".....</b>	<b>13</b>
BASIS OF PAYMENT .....	13

Solicitation No. - N° de l'invitation  
21401-146159/A  
Client Ref. No. - N° de réf. du client  
21401-14-6159

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42146

Buyer ID - Id de l'acheteur  
KIN620  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

Correctional Services Canada requires the supply and delivery of three (3) Mobile X-Ray Machines as per the Minimum Mandatory Specifications found in Annex "A" – Requirement to be delivered to the following Institutions:

- Collins Bay Institution
- Joyceville Institution
- Warkworth Institution

### **1.2 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 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: 60 days  
Insert: 90 days

### **2.2 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.

### **2.3 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.

### **2.4 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**

### **3.1 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.

#### **3.1.1 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**

### **4.1 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.

#### **4.1.2 Mandatory Financial Criteria**

To be responsive the Bidder must:

- 1) Provide Firm Unit prices for **all** items listed in Annex A – Basis of Payment.
- 2) Not alter the format of the Basis of Payment in Annex A.

#### **4.1.3 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Harmonized Sales Tax excluded, Delivered Duty Paid, Canadian Customs Duties and Excise Taxes included.

The Bidder's Firm Unit Price will be multiplied by the quantity to calculate the extended Firm Lot Pricing.

### **4.2 Basis of Selection**

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.

### **5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **5.1.1 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.

#### **5.1.2 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](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**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to this Contract.

### **6.2 Requirement**

Correctional Services Canada requires the supply and delivery of three (3) Mobile X-Ray Machines as per the Minimum Mandatory Specifications found in Annex "A" – Requirement to be delivered to the following Institutions:

- Collins Bay Institution
- Joyceville Institution
- Warkworth Institution

### **6.3 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.

#### **6.3.1 General Conditions**

2010A (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### **6.3.2 Supplemental General Conditions**

4003 (2010-08-16), Licensed Software, apply to and form part of the Contract

4004 (2013-04-25), Maintenance and Support Services for Licensed Software, apply to and form part of the Contract

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date**

All the deliverables must be received on or before March 31, 2015.

#### **6.4.2 Shipping Instructions - FOB Destination and DDP**

Incoterms 2000 "DDP Delivered Duty Paid" Correctional Services Canada, Collins Bay Institution, Joyceville Institution and Warkworth Institution.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

Solicitation No. - N° de l'invitation  
21401-146159/A  
Client Ref. No. - N° de réf. du client  
21401-14-6159

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42146

Buyer ID - Id de l'acheteur  
KIN620  
CCC No./N° CCC - FMS No./N° VME

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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, 2<sup>nd</sup> Floor  
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.

### 6.5.2 Technical Authority *(To be filled in at time of Contract Award)*

The Technical Authority for the Contract is:

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.

### 6.5.3 Contractor's Representative *(To be filled in by the Bidder)*

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

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, 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.

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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.

### **6.6.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

### **6.6.3 Single Payment**

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

## **6.7 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.

## **6.8 Certifications**

### **6.8.1 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.

## **6.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **6.10 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 4003 (2010-08-16), Licensed Software;
- (c) the supplemental general conditions 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;
- (d) the general conditions 2010A (2014-09-25), Goods (Medium Complexity);
- (e) Annex A, Requirement;
- (f) Annex B, Basis of Payment;
- (g) the Contractor's bid dated \_\_\_\_\_ .

Solicitation No. - N° de l'invitation  
21401-146159/A  
Client Ref. No. - N° de réf. du client  
21401-14-6159

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42146

Buyer ID - Id de l'acheteur  
KIN620  
CCC No./N° CCC - FMS No./N° VME

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## **6.11 SACC Manual Clauses**

B1501C (2006-06-16), Electrical Equipment

**ANNEX "A"**  
**REQUIREMENT**

**Minimum Mandatory Technical Specifications for Mobile X-RAY Machine**

**1) Mobile X-Ray Unit:**

- a) High Frequency x-ray generator
- b) Constant potential kW ratings minimum 20 kW
- c) Kilovolts peak (kVp) range in 1 kVp steps minimum range of 40 to 125 kVp
- d) Milliamp (mA) Stations minimum range of 10 to 320 mA
- e) Exposure Time Range 0.0001 - 8 seconds. Must not be longer than 8 seconds exposure time range
- f) Milliampere second (mAs) Range minimum range of 0.1 to 500 mAs
- g) Battery capacity up to 180 exposures
- h) Collimator standard
- i) Anatomical programmer minimum 400 views
- j) Line voltage 110-230 VAC single phase
- k) Xray tubing (rotating anode) Focal spots .3/1.0kVp 140/150 Target angle 12 degrees

**2) Captured Radiographic (CR) System:**

**A) Imaging station:**

- a) PC Intel 2.13 Ghz processor, 2 GB RAM, 500GB X2 hard drives with RAID 1 kit
- b) 21" Colour monitor
- c) Built in CD/DVD burner
- d) Storage capacity - 17,000 images
- e) Image input - CR Reader, import DICOM or JPEG images from media (CD, DVD, USB drive)
- f) Image output - Dicom print on paper Export JPEG images to media (CD, DVD, USB drive)
- g) Image Processing - autopilot with body-site independent algorithms

Solicitation No. - N° de l'invitation  
21401-146159/A  
Client Ref. No. - N° de réf. du client  
21401-14-6159

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42146

Buyer ID - Id de l'acheteur  
KIN620  
CCC No./N° CCC - FMS No./N° VME

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h) Onsite disaster recovery - backup storage for up to 17,000 images

i) Software program to burn images to a DVD (read)

**B) CR Reader**

a) Exposure Size 14X17, 14X14, 11X14, 9.5 or 10X12, 8X10"

b) Processing capacity 60 plates/hour

c) Digital gradation level 4,096 levels (12 bit greyscale output)

d) Cycle time 60 seconds

e) Include two (2) - 14 x 17 and two (2) - 9.5 or 10 x 12 cassettes.

**Delivery of Mobile X-Ray Machines:**

One (1) Mobile X-Ray Machine to be delivered to each of the following locations:

Delivery Address 1: Collins Bay Institution  
1455 Collins Bay Road  
P.O. Box 190  
Kingston ON., K7L 4V9  
CBI Stores Building

Delivery Address 2: Joyceville Institution  
Highway 15, P.O. Box 880  
Kingston ON., K7L 4X9  
JI Stores Building

Delivery Address 3: Warkworth Institution  
P.O. Box 760  
Campbellford ON., K0L 1L0  
WI Stores Building

Solicitation No. - N° de l'invitation  
21401-146159/A  
Client Ref. No. - N° de réf. du client  
21401-14-6159

Amd. No. - N° de la modif.  
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KIN-4-42146

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 a firm, all-inclusive lot price in Canadian dollars (exclusive of HST). H.S.T., if applicable, is extra to the price herein and shall be shown on any invoice as a separate item. Customs duties are included.

**Incoterms 2000 "DDP Delivered Duty Paid" Correctional Services Canada, Collins Bay Institution, Joyceville Institution and Warkworth Institution.**

<u>Item</u>	<u>Quantity</u>	<u>Firm Unit Price</u>	<u>Extended Lot Price</u>
<b>Mobile X-Ray Unit</b> <i>(As per the Minimum Mandatory Technical Specifications in Annex A - Requirement)</i>	<b>3</b>	<b>\$ _____</b>	<b>\$ _____</b>