

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Room 1650, 635 8th Ave. S.W.**  
**Calgary**  
**Alberta**  
**T2P 3M3**

## **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> Commercial Laundry Machine	
<b>Solicitation No. - N° de l'invitation</b> 21530-142183/A	<b>Date</b> 2014-11-24
<b>Client Reference No. - N° de référence du client</b> 21530-142183	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-125-6285	
<b>File No. - N° de dossier</b> CAL-4-37051 (125)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-06</b>	<b>Time Zone Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chan, Linda S.	<b>Buyer Id - Id de l'acheteur</b> cal125
<b>Telephone No. - N° de téléphone</b> (403) 292-5306 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> Correctional Service of Canada Drumheller Institution Hi-Way 9 South Drumheller, AB T0J 0Y0	

**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/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<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 (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

21530-142183/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-4-37051

Buyer ID - Id de l'acheteur

cal125

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

21530-142183

CCC No./N° CCC - FMS No/ N° VME

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**See Attached**

Solicitation No. - N° de l'invitation  
21530-142183/A  
Client Ref. No. - N° de réf. du client  
21530-142183

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-4-37051

Buyer ID - Id de l'acheteur  
cal125  
CCC No./N° CCC - FMS No./N° VME

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

## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

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

### **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.

#### **2.1.1 SACC Manual Clauses**

B1000T (2014-06-26), Condition of Material – Bid

### **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.

Due to the nature of the bid solicitation, bids transmitted by electronic mail to PWGSC will not be accepted.

### **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 Alberta.

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: Technical Bid ( 1 hard copy )  
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.

#### 3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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**Section III: 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.

**4.1.1 Technical Evaluation****4.1.1.1 Mandatory Technical Criteria**

Please refer to Annex A - Requirement

**4.1.2 Financial Evaluation**

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian / Foreign Bidders

**4.2 Basis of Selection****4.2.1 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.

**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

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

#### 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>) 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.

#### 6.4 Term of Contract

##### 6.4.1 Delivery Date

All the deliverables must be received on or before February 27, 2015.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Solicitation No. - N° de l'invitation  
21530-142183/A  
Client Ref. No. - N° de réf. du client  
21530-142183

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-4-37051

Buyer ID - Id de l'acheteur  
cal125  
CCC No./N° CCC - FMS No./N° VME

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Facsimile: (403) 292-5786  
E-mail address: linda.chan@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.

#### **6.5.2 Project Authority**

The Project Authority for the Contract is:

Fill in at contract award.

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.

#### **6.5.3 Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### **6.6 Payment**

#### **6.6.1 Basis of Payment – Firm Lot Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot price, as specified in Annex "B" 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.

#### **6.6.2 Limitation of Price**



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

### 6.6.3 Single Payment

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

### 6.6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - Foreign-based Contractor

C2605C (2008-05-12) Canadian Customs Duties and Sales Tax - Foreign-based Contractor

### 6.7 Invoicing Instructions

**6.7.1** 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.

**6.7.2** 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 Alberta.

### 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 general conditions 2010A (2014-09-25), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

### 6.11 SACC Manual Clauses

A9039C (2008-05-12) Salvage

A9068C (2010-01-11) Government Site Regulations

B1501C (2006-06-16) Electrical Equipment

Solicitation No. - N° de l'invitation  
21530-142183/A  
Client Ref. No. - N° de réf. du client  
21530-142183

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-4-37051

Buyer ID - Id de l'acheteur  
cal125  
CCC No./N° CCC - FMS No./N° VME

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B7500C (2006-06-16) Excess Goods  
G1005C (2008-05-12) Insurance

## ANNEX "A"

### REQUIREMENT

Correctional Services Canada has a requirement to purchase one (1) new Commercial Washer to be delivered to Drumheller Institution, Drumheller, Alberta, Canada. Installation of new washer and removal of old washer are required.

Bidder must provide detailed documentation and brochures with proposal to demonstrate compliance with the specifications.

Item	Minimum Mandatory Technical Specifications	Comply (Yes/No)	Page # of Technical Specs/ Info Reference
1	Capacity - 255 lbs / 110 kg minimum		
2	Machine Width - must not exceed 85 inches (due to building door width)		
3	Machine Depth - must not exceed 76 inches		
4	Machine Height - must not exceed 82 inches (due to building door height)		
5	Washing Speeds (rpm) – must have variety available in programming mode		
6	Spin Speeds (rpm) – must have variety available in programming mode		
7	Mounting Type - must be Soft Mount		
8	Wash Cycles – must have a programmer for selection of wash cycles		
9	Outlet/inlet ports for chemical injection		
10	Available Voltages/Wire Conductor/Amp - Steam Auxiliary Heat 440-480/60/3,3W+G, 20 Amp		
11	Water Inlets – 2 inch / 51 mm		
12	Water Flow – 58 gal per min / 220 litre per min		
13	Steam Connection – 1 inch / 25.4 mm		
14	Steam Flow – must not exceed 800 lbs per h / 364 kg per h		
15	Motor Power – 11 kW		
16	Compressed Air Connection – 3/8 inch		
17	Compressed Air Pressure – 87-100 PSI / 6-7 bar		
18	Compressed Air Flow – 53 gal per min / 200 litre per min		
19	Warranty – to be included		
20	Manual from Original Equipment Manufacturer - English and French version of technical reference/operation manuals must be included.		
21	Delivery and installation of new washer. FOB Destination: Drumheller Institution, Drumheller, Alberta, Canada		
22	Disconnect old washer and move it to the Stores Area in Drumheller Institution.		

Make & Model No. of Product Offered: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21530-142183/A  
Client Ref. No. - N° de réf. du client  
21530-142183

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-4-37051

Buyer ID - Id de l'acheteur  
cal125  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "B"

### BASIS OF PAYMENT

Applicable Taxes are to be excluded from the price quoted herein, if applicable  
Applicable Taxes will be shown as a separate item on the invoice, if applicable

Item	Requirement	Price
1	For the supply and delivery of one (1) new Commercial Washer including installation of new washer and removal of old washer as per minimum mandatory technical specifications identified in Annex "A" - Requirement  FOB Destination: Correctional Services Canada Drumheller Institution Drumheller, Alberta, Canada	\$_____ Lot