

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./ 11 rue, Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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> Fume Hood Verification	
<b>Solicitation No. - N° de l'invitation</b> W8486-151785/A	<b>Date</b> 2015-01-13
<b>Client Reference No. - N° de référence du client</b> W8486-151785	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-941-66533	
<b>File No. - N° de dossier</b> pv941.W8486-151785	<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 2015-02-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<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> Martins, Christina	<b>Buyer Id - Id de l'acheteur</b> pv941
<b>Telephone No. - N° de téléphone</b> (819) 956-6911 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3814
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
11 Laurier St./ 11 rue, Laurier  
6B1, Place du Portage  
Gatineau, Québec K1A 0S5

<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>	

## TABLE OF CONTENTS

### FUME HOOD VERIFICATION

#### PART 1 - GENERAL INFORMATION

- 1.1 Statement of Work
- 1.2 Debriefings

#### PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws

#### PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

#### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

#### PART 5 - CERTIFICATIONS

- 5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid

#### PART 6 - RESULTING CONTRACT CLAUSES

- 6.1 Security Requirement
- 6.2 Statement of Work
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Payment
- 6.7 Invoicing Instructions
- 6.8 Certifications
- 6.9 Applicable Laws
- 6.10 Priority of Documents
- 6.11 Shipping Instructions – Delivery at Destination
- 6.12 Defence Contract
- 6.13 SACC Manual clauses

#### List of Annexes:

- Annex A Statement of Work
- Annex B Requirement/Basis of Payment

## FUME HOOD VERIFICATION

### PART 1 - GENERAL INFORMATION

#### 1.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A."

##### 1.1.1 Option To Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions.

#### 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 of 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: sixty (60) days  
Insert: ninety (90) days

##### 2.1.1 SACC Manual Clauses

B1000T

Condition of Material

2014-06-26

#### 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, Canada.

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 (Three (3) hard copies)  
Section II:       Financial Bid (One (1) hard copy)  
Section III:      Certifications (One (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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>). 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.

**3.1.1 Product(s) Offered (BIDDER TO COMPLETE)**

The Bidder must indicate the make and model number of the products offered (identify specific components which make up the system):

Name of Manufacturer: \_\_\_\_\_

Model/Part Number: \_\_\_\_\_

Literature attached: Yes (\_\_\_\_\_) No (\_\_\_\_\_) \_\_\_\_\_

**3.1.2 Point of Manufacture/Shipping (BIDDER TO COMPLETE)**

The Bidder must state the point of manufacture/shipping of goods or where service is to be performed:

Location: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**3.1.3 Contacts**

Bidders are requested to provide the following: Information pertaining to Article 5.4 Contractor Representatives under Part 6, Resulting Contract Clauses.

**Section II: Financial Bid**

- 3.2 The bidder must quote a firm prices, DDP (Gatineau, Quebec) Incoterms 2000, the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Customs duties and Excise taxes must be included.

**3.2.1 Exchange Rate Fluctuation**

C3011T

Exchange Rate Fluctuation

2013-11-06

**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

All proposals submitted must be completed in full and provide all of the information requested in the Request for Proposal (RFP) package to enable a full and complete evaluation. If the requirement is not addressed in the bidder's proposal, the proposal will be considered incomplete or non-responsive and will be rejected. The onus is on the bidder to provide all the information necessary to ensure a complete and accurate assessment.

#### Factors for Evaluation

1. **PRICING BASIS (MANDATORY):** Prices must be firm, DDP Delivered Duty Paid.

2. **ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):**

- a) For Items Defined by Specifications:

supporting  
to their

The bidder is required to cross reference with the exact location in the documentation the mandatory technical criteria contained herein supporting technical documentation.

- b) Provision of Supporting Technical Documentation:

Supporting technical documentation for the stores offered shall be provided with the bid at time of bid closing.

Technical brochures or technical data **MUST** be provided to verify compliancy to the technical mandatory specifications.

**Included:**      **Yes :** \_\_\_\_\_

3. **COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)**

4. **FOR CANADIAN SUPPLIERS ONLY:** Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - see herein. (MANDATORY applicable)

if

#### 4.1.1.1 Mandatory Technical Criteria

**Vendors must cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.**

**FUME HOOD VERIFICATION** must meet all of the following criteria.

1./ Bidders must have a minimum of ten (10) years servicing institutional ventilation systems.

**Reference in Bidders Proposal:** \_\_\_\_\_

2./ A minimum of five (5) years experience conducting fume hood verification and servicing on analogue systems must be provided.

**Reference in Bidders Proposal:** \_\_\_\_\_

3./ Proof of Phoenix Controls factory certification of technicians must be provided.

**Reference in Bidders Proposal:** \_\_\_\_\_

#### 4.2 Financial Evaluation

##### Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP (Gatineau, Quebec) Incoterms® 2000, Canadian customs duties and excise taxes included.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

#### 4.3 Basis of Selection

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 aggregate evaluated price (including the option items) 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.

any times. 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 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 and Certifications Required with the Bid**

### **5.1.1 Certifications Precedent to Contract Award**

#### **5.1.1.1 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 2004. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.1.2 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) - Labours 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**

### **6.1 Security Requirement**

There is no security requirement applicable to this Contract.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A."

#### **6.2.1 Option To Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) 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 at least thirty (30) calendar days before the expiry date of the Contract. The option may only be



exercised only, through a by the Contracting Authority, and will be evidenced for administrative purposes contract amendment.

### 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

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

### 6.4 Term of Contract

#### 6.4.1 Period of Contract

The period of the contract is from \_\_\_\_\_ to \_\_\_\_\_. (TO BE FILLED IN UPON CONTRACT AWARD)

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christina Martins  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial and Consumer Products Directorate  
Place du Portage III, 6A2  
11 Laurier St. Gatineau, Quebec  
K1A 0S5  
Telephone: (819) 956-6911  
Facsimile: (819) 956-3814  
Christina.Martins@tpsgc-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 COMPLETED 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 Procurement Authority (TO BE COMPLETED AT TIME OF CONTRACT AWARD)**

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Procurement 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 Procurement Authority, however the Procurement 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.

**6.5.4 Contractor's Representative (PLEASE FILL IN)**

General Enquiries

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Delivery Follow-up

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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 firm prices as specified in Annex "B", DDP Delivered Duty Paid (Gatineau, Quebec) Incoterms 2000. Customs duties are included and Applicable Taxes extra, if applicable.

#### 6.6.1.1 Limitation of Price

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 SACC Manual Clauses

H1001C

Multiple Payments

08/05/12

## 6.7 Invoicing Instructions

- a) 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.

**FOR PROMPT PAYMENTS, ENSURE THE CONTRACT NO./P.O. NUMBER APPEARS ON ALL DOCUMENTATION.**

- b) 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. The Contract serial number: W8486-151785 must appear on all invoices.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications

### 6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing co-operation 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, Canada.

**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) 2010C (2014-09-25) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_. **(insert date of bid)**

**6.11 Shipping Instructions - Delivery at Destination**

1. Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) (Gatineau, Quebec) Incoterms 2000 for shipments from a commercial contractor.

2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

**6.12 Defence Contract**

SACC Manual clause A9006C(2012-07-16) Defence Contract

**6.13 SACC Manual clauses**

B1501C	Electrical Equipment	2006-06-16
A9062C	Canadian Forces Site Regulations	2011-05-16
A2000C	Foreign Nationals (Canadian Contractor)	
2006-06-16		
OR		
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16

---

**ANNEX A  
STATEMENT OF WORK  
FUME HOOD VERIFICATION**

**FOR THE PROVISION OF TESTING AND MAINTENANCE SERVICES FOR LABORATORY  
VENTILATION EQUIPMENT AT THE QUALITY ENGINEERING TEST ESTABLISHMENT**

## **2.0 GENERAL**

### **2.1 Objective**

The Quality Engineering Test Establishment (QETE) has a requirement for specialized testing and maintenance services for all unit fume hoods, canopies, snorkels and identified "Phoenix Controls" equipment. The scope of the services required by QETE includes but is not limited to the following:

**2.2 Ventilation Systems.** The ventilation system is located at the National Printing Bureau (NPB) in Gatineau Quebec and includes the following items of laboratory equipment:

#### **2.2.1 Ventilation System Equipment;**

- a. Twenty seven (27) variable air volume fume hoods;
- b. Seven (7) constant velocity fume hoods;
- c. One (1) perchloric fume hood;
- d. One (1) paint booth;
- e. Seven (7) canopies;
- f. Eight (8) snorkels and
- g. Fourteen (14) auxiliary devices

#### **2.3 Services.** QETE requires the following services;

- a. Laboratory verification and testing of all identified devices to ensure system performance and operation within manufacturers specifications. This is to include:
  - Fume hood verification and balancing;
    - Testing as per ANSI/ASHRAE 110-1995 standard - including;
    - Visual inspection;
    - Flow visualization;
    - Face velocity
    - Variable air volume response test
    - Report detailing status and condition of each hood
  - Operational checks to fume hood monitor functions;
  - Operational checks to fume hood exhaust valve pressure switches;
  - Operational checks to fume hood sash sensors and verify exhaust valve movement and speed;
  - Operational checks to supply and general exhaust air valves;
  - Verification of room directional air flow and pressurization performance to ensure secondary containment;
  - Verification of overall lab performance and
  - Performance verification stickers applied to each device

b. Preventive Maintenance Program; This is to include:

- Six (6) mutually agreed upon scheduled visits over the contract period;
- Verification of alarm protocols; and
- Network verification and adjustments

c. Repair/ Replacement of Parts Warranty. This is to include:

- Contractor will cover the cost of the following Phoenix Control parts (including labour) should they be found to be inoperable:
  - Supply air control valves;
  - General exhaust valves;
  - Fume hood exhaust valves;
  - Snorkel exhaust valves;
  - Fume hood unit controls;
  - Fume hood monitors
  - Fume hood sash sensors
  - Make up air control panels

## 2.4 Technician Work Schedule

- a. All work must be completed between 0800 to 1700, Monday through Friday
- b. The technician must be available to respond to alarms between 0800 to 1700, Monday through Friday at four (4) hours' notice

## 2.5 Personnel Certification

- 2.5.1 The Contractor's technician assigned to perform maintenance and deliver other technical services at QETE must be a Phoenix Controls factory certified technician.

## 3.0 DELIVERABLES

### 3.1 Deliverables must include:

- a. A detailed verification audit report of all identified ventilation equipment (see 2.2.1). This must be provided NLT one (1) month after contract award
- b. Conduct Preventative Maintenance Program as identified (see 2.3 (b) and
- c. Repair/replace all defective Phoenix Controls components on identified equipment list (see 2.3 (c)) for a period of one (1) year. Contractor to cover the cost of parts and labour. The report must state that DND owns the intellectual property.

- 3.2 The Contractor must report in writing to the Technical Authority any special circumstance or events affecting the provision of the required services.

- 3.3 Unless otherwise specified by the Technical Authority, the Contractor must provide one (1) hard copy and one (1) soft copy of deliverables to the Technical Authority. Soft copy deliverables must be provided in MS Word Format, unless otherwise specified in the task authorization.

- 3.4 The Contractor must perform all inspections and tests necessary to substantiate that the services and/or materiel provided conform to the specifications and requirements of this SOW

and any Task Authorization issued. The priority of service deliveries will be determined by the Technical Authority.

#### **4.0 DND SUPPORT TO CONTRACTOR**

4.1 To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided, if available and deemed appropriate by the Technical Authority:

- a. Consultation with the Technical Authority;
- b. Other information, data and assistance available and requested by the Contractor subject to concurrence by the Technical Authority and
- c. The name and contact information for the SNC-Lavalin Facility Manager

4.2 The Technical Authority will arrange for "Contractor Escorts".

#### **5.0 CONTRACTOR MANAGEMENT OF THE CONTRACT**

5.1 The Contractor must actively participate in the overall management of all activities related to this SOW and must provide effective supervision and coordination of the efforts of its personnel

5.2 The Contractor is responsible for all work produced under this Contract, including completeness, accuracy and adherence to all relevant safety & environmental regulations, rules and good practices.

#### **6.0 LANGUAGE REQUIREMENTS**

6.1 Unless otherwise specified in the task authorization, the Contractor's representative must be fluent in English. The contractor's personnel must be able to communicate, orally and in writing, in English without any assistance and with minimal errors. Ability to communicate in the French language would be considered an asset.

#### **7.0 TECHNICAL AUTHORITY**

7.1 The Technical Authority (TA) for this requirement will be the primary point of contact for contractor personnel and will be stated in the contract.

7.2 All deliverables in response to each task authorization will be evaluated within a reasonable time frame on the basis of suitability, quality and adherence to the agreed upon schedule and specified standards. Acceptance of deliverables will be certified by the Technical Authority, subsequent to satisfactory delivery. Such certification will be the basis upon which the Technical Authority will recommend payment.

7.3 The Technical Authority has the right to reject deliverables or require their correction at the sole expense of the contractor. Should any deliverables be found to be unacceptable, the deficiencies shall be corrected and re-submitted within five (5) working days at no cost to QETE.

Solicitation No. - N° de l'invitation

W8486-151785/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pv941

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-151785

pv941W8486-151785

---

**ANNEX B**  
**REQUIREMENT / BASIS OF PAYMENT**

The Department of National Defence, Quality Engineering Test Establishment (QETE), requires specialized testing and maintenance services for all of their unit fume hoods, canopies, snorkels and identified "Phoenix Controls" equipment for a one (1) year period. An irrevocable option to extend the Contract for up to four (4), one (1) year period(s) has been included.

Description	Firm Price from Base Year	Firm Price for Option Year #1	Firm Price for Option Year #2	Firm Price for Option Year #3	Firm Price for Option Year #4
Fume Hood Verification Services as per the Statement of Work in Annex "A."	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____