



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder information

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Form fields for Name/Nom, Title/Titre, Signature, Date, Telephone No., Fax No., and E-mail address

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

Main proposal form containing sections: Title - Sujet, Solicitation No. - No de l'invitation, Solicitation closes - L'invitation prend fin on - le, Contracting Authority - Autorité contractante, Telephone No. - No de téléphone, Fax No. - No de télécopieur, Destination - Destination, and a security requirement notice.



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## REQUEST FOR PROPOSAL (RFP)

### Title: High Density Mobile Shelving

#### PART 1 GENERAL INFORMATION

##### 1.1 INTRODUCTION

The solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the solicitation;

Part 3 Proposal Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation and Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided by bidders

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Model Contract: includes the clauses and conditions and any annexes that will apply to any resulting contract.

The Attachments include:

Attachment 1: Mandatory Criteria

Attachment 2: Financial Proposal

Attachment 3: Certifications required to be submitted at time of bid closing.

Attachment 4: Certifications required to be submitted prior to contract award

The Annexes include:

Annex A: Statement of Requirement

Annex B: Basis of Payment



**1.2 SUMMARY**

The CRA has a requirement to acquire high density mobile shelving with mechanical assist that will work with CRA’s pre-existing shelving, in order to increase the storage capacity of Criminal Investigative Division’s Bond Room in Calgary Alberta.

The Contractor is required to work under a phased schedule of installation for the shelving units, as the material in the Bond Room must remain intact in that room (it is CRA’s responsibility for temporary placement within the workspace during installation).

Based on floor load tests, the system fully loaded with media must support 261,978 pounds (118,831.2 kilograms). The system must also be free standing, i.e. a floating “deck” as it cannot be fastened to the existing flooring due to post tension cable construction embedded in the floor. The system must also be capable of incorporating the existing shelving units that are currently in the bond room, as described in Annex A: Statement of Requirement attached hereto.

**1.3 GLOSSARY OF TERMS**

TERM	DEFINITION
<b>"Canada", "Crown", "Her Majesty" or "the Government"</b>	Refers to Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA).
<b>Contract or This Contract</b>	The Articles of Agreement, the specified general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time.
<b>CRA</b>	Canada Revenue Agency
<b>Day/Month/Year</b>	For purposes of technical evaluation, one (1) month shall equal a minimum of 16.67 billable days (a day equals 7.5 hours) and one (1) year equals a minimum of 200 billable days. Any additional billable days within the same year will not increase the experience gained for the purposes of evaluation.
<b>DDP</b>	Delivered Duty Paid
<b>EDT</b>	Eastern Daylight Time
<b>Environmentally Preferable</b>	Products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The comparison may consider raw materiel acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal and re-use of the product or service
<b>Green Product</b>	A product that is less harmful to the environment throughout its lifecycle than the next best alternative, having characteristics including, but not limited to the following: <ul style="list-style-type: none"> <li>• Recyclable - local facilities exist that are capable of recycling the product at the end of its useful life;</li> <li>• Biodegradable - will not take a long time to decompose in landfill;</li> <li>• Contains recycled material (post-consumer recycled content preferred);</li> </ul>



TERM	DEFINITION
	<ul style="list-style-type: none"> <li>• Minimal packaging (take-back and reuse/recycling by the supplier preferred);</li> <li>• Reusable and/or contains reusable parts;</li> <li>• Contains no or minimal hazardous substances;</li> <li>• Produces fewer and/or less polluting by-products during manufacture, distribution, use and disposal;</li> <li>• Produces the minimal amount of hazardous substances during production; use and disposal;</li> <li>• Makes efficient use of resources - a product that uses energy, fuel or water more efficiently or that uses less paper, ink or other resources; and/or</li> <li>• Durable - has a long economically useful life and/or can be economically repaired or upgraded.</li> </ul>
<b>Legal Name</b>	means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.
<b>Operating Name</b>	means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.
<b>Project</b>	A set of activities required to produce certain defined outputs, or to accomplish specific goals or objectives, within a defined schedule and resource budget. A project exists only for the duration of time required to complete its stated objectives.
<b>Proposal</b>	A solicited submission by one party to supply certain goods or services. The word “proposal” is used interchangeably with “bid”
<b>RFP</b>	Request for Proposal
<b>Solicitation</b>	An act or instance of requesting proposals/bids on specific products and/or services.
<b>SOR</b>	Statement of Requirement
<b>Sustainable Development</b>	An internationally recognized concept that embodies social, economic and environmental dimensions. It recognizes the fact that a healthy economy contributes to quality of life, which are both critically dependent on the protection of air, land, water and ecosystems that these resources support. The concept is intergenerational, ensuring that the actions of one generation do not compromise the ability of future generations to have an equal quality of life.
<b>Tendering Authority</b>	Canada Revenue Agency

#### 1.4 DEBRIEFINGS

Bidders may request a debriefing on the results of the solicitation process. Bidders should make the request to the Contracting Authority within ten (10) calendar days of receipt of the results of the solicitation process. The debriefing may be in writing, by telephone or in person.



## PART 2 BIDDER INSTRUCTIONS

### 2.1 MANDATORY REQUIREMENTS

Wherever the words “shall”, “must” and “will” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will not be considered further.

### 2.2 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

All instructions, clauses and conditions identified in the solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this solicitation and accept the clauses and conditions of the resulting contract.

#### 2.2.1 REVISIONS TO STANDARD INSTRUCTIONS 2003

The 2003 (**2014-03-01**) Standard Instructions - Goods or Services – Competitive Requirements as revised herein, are incorporated by reference into and form part of the solicitation.

Section 01 titled “Integrity Provisions– Bid”, is revised as follows:

Subsection 1 is hereby deleted in its entirety and replaced with:

1. Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. To ensure fairness, openness and transparency in the procurement process, the following activities are prohibited:
  - a. payment of a contingency fee to a person to whom the [Lobbying Act](#) (1985, c. 44 (4th Supp.)) applies;
  - b. corruption, collusion, bid-rigging or any other anti-competitive activity in the procurement process.

Subsection 4, delete reference to: (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) and replace with: (Consent to a Criminal Record Verification form).

Section 02 titled “Procurement Business Number”, is hereby deleted in its entirety and replaced with:

Suppliers should obtain a Business Number (BN) before contract award. Suppliers may register for a BN online at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>.

Section 03 titled “Standard Instructions, Clauses and Conditions”, “Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c.16),” is hereby deleted.

Section 05 titled “Submission of Bids”, paragraph 2 (d) is deleted in its entirety and replaced with the following: “(d) send its bid only to the Canada Revenue Agency Bid Receiving Unit or to the address specified in the solicitation in Section 2.3.”

Section 06, titled “Late Bids”, reference to “PWGSC” is hereby deleted and replaced with CRA.

Section 07 titled “Delayed Bids”, all references to “PWGSC” are hereby deleted and replaced with “CRA”.

Section 08 titled “Transmission by Facsimile”, this section is not applicable to this solicitation and is hereby deleted.



Section 11 titled "Rights of Canada", add the following:

- h) accept, or waive, a non material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i) award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j) retain all proposals submitted in response to this bid solicitation.

Section 12 titled "Rejection of Bid", delete subsections 1(a) and 1(b) in their entirety.

Section 17 titled "Joint Venture", delete in its entirety and replace with the following:

#### 17 Joint Venture

1. Bidders who bid as a contractual joint venture shall clearly indicate in their bid submission (in Attachment 3) that they are bidding as a contractual joint venture and shall provide the following information.
  - a) the name of the contractual joint venture;
  - b) the name of each member of the contractual joint venture;
  - c) the Procurement Business Number of each member of the contractual joint venture;
  - d) a certification signed by each member of the joint venture representing and warranting:
    - (i) the name of the joint venture (if applicable);
    - (ii) the members of the joint venture;
    - (iii) the Business Numbers (BN) of each member of the joint venture;
    - (iv) the effective date of formation of the joint venture;
    - (v) that the joint venture continues to be in effect as of the date of the bid submission; and
    - (vi) that each member of the joint venture has appointed and granted full authority to the specified member of the joint venture (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award (if the joint venture is awarded a contract), including but not limited to Contract Amendments and Task Authorizations.
  - e) the name of the representative of the joint venture (the "Lead Member"), i.e. the member chosen by the other members to act on their behalf.
2. Notwithstanding that the joint venture members have appointed one of the members of the joint venture to act as the representative of the joint venture, the bid including any certifications to be submitted as part of the bid, as well as any resulting contract must be signed by all the members of the joint venture.
3. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.
4. In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract amendments may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).
5. The Bidder shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after bid submission. Any change in the membership of a contractual joint venture after bid submission without the prior written approval of the Contracting Authority shall result in elimination of the bid or if such change occurs after contract award shall be deemed to be default under the Contract.





Section 20 titled "Further Information", Paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.

### **2.3 SUBMISSION OF PROPOSALS**

When responding, the proposal SHALL be delivered to the Bid Receiving Unit address indicated below by the time and date indicated on Page 1.

BIDDERS ARE TO SUBMIT PROPOSALS TO:

Canada Revenue Agency  
Bid Receiving Unit  
Ottawa Technology Centre  
Receiving Dock  
875 Heron Road, Room D-95  
Ottawa, ON K1A 1A2

Telephone No: (613) 941-1618

Bidders are hereby advised that the Bid Receiving Unit of CRA is open Monday to Friday inclusive, between the hours of 0730 and 1530, excluding Statutory Holidays.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this solicitation, electronic transmissions of a proposal by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

### **2.4 COMMUNICATIONS - SOLICITATION PERIOD**

All enquiries regarding the RFP, including requests for clarification, must be submitted in writing to the Contracting Authority identified in the solicitation no less than ten (10) calendar days prior to the bid closing date to allow sufficient time to provide a response. Enquiries received after that time may not be answered.

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the solicitation must be directed only to the Contracting Authority identified in the solicitation. Failure to comply with the request may result in the bid being declared non-responsive.

Bidders should reference as accurately as possible the numbered item of the 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 contain proprietary information must be clearly marked "proprietary" and will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary information is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

To ensure consistency and quality of information provided to suppliers, the Contracting Authority will simultaneously distribute any information with respect to significant inquiries received and the replies to such inquiries, without revealing the sources of the inquiries, by way of a formal RFP Amendment.

Meetings will not be held with individual Bidders prior to the closing date and time of this RFP.



## 2.5 CONTRACTING AUTHORITY

The Contracting Authority is:

Name: Katherine Hutton

Telephone Number: (613) 286-5340

Fax Number: (613) 957-6655

E-mail address: [Katherine.hutton@cra-arc.gc.ca](mailto:Katherine.hutton@cra-arc.gc.ca)

## 2.6 AMENDMENTS TO BIDDER'S PROPOSAL

Notwithstanding the Rights of Canada, amendments to the Bidder's proposal will not be accepted after the RFP closing date and time.

## 2.7 APPLICABLE LAWS

Any resulting contract shall be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

## 2.8 OPTIONAL SITE VISIT

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **May 14th, 2015 at 2:00 p.m MDT**, and will be located at 220 – 4<sup>th</sup> Ave SE, Calgary. The Bidder or representative will be required to meet at the Commissionaire's Kiosk, 2<sup>nd</sup> Floor by the escalators.

Bidders are requested to communicate with the Contracting Authority **four (4) business day(s)** before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the solicitation resulting from the site visit will be included as an amendment to the solicitation.



**PART 3 PROPOSAL PREPARATION INSTRUCTIONS**

CRA requests that bidders provide their bid in separately bound sections as follows:

**Section I Technical Proposal**

The technical proposal should demonstrate the Bidder’s understanding of the requirements of the Statement of Requirement and explain how they will meet the mandatory criteria detailed in Attachment 1. Bidders should demonstrate their capability for the supply, delivery and installation of high density mobile shelving with a floating deck, in a thorough, concise and clear manner for carrying out the work.

The technical proposal should address clearly and in sufficient depth the items that are subject to the evaluation criteria. Simply repeating the statement contained in the solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**The Bidder must complete and sign the front page (page 1) of the RFP and return it with their submitted proposal. The Bidder’s complete legal name must be properly set out on the front page.**

**Section II Financial Proposal**

The Bidder shall provide prices for the goods requested in the Statement of Requirement, using the format outlined in Attachment 2: Financial Proposal. The total amount of Applicable Taxes must be shown separately, if applicable.

Prices must appear in the financial proposal only. Pricing information must not be indicated in any other section of the proposal.

**Exchange Rate Fluctuation Risk Mitigation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered.

**Section III Certifications**

Please refer to Part 5 “Certifications” of this document for more details on the certifications that are required for this solicitation.

**3.1 NUMBER OF COPIES**

The Bidder is requested to submit the following number of printed and soft copies of the separately bound sections as follows:

SECTION	MASTER (HARD COPY)	NUMBER OF PRINTED COPIES	NUMBER OF SOFT COPIES CD-ROM, DVD or USB Stick
Technical Proposal	1	3	0
Financial Proposal	1	0	0
Certifications	1	0	0
Supporting Information (if required)	1	0	2



The soft copies must be provided in a format that is compatible with:

- Microsoft Office 2010
- Supporting information and certifications can be provided in Adobe PDF format.

The master copy (one original hard copy) must be clearly labelled and contain original signatures. If there is a discrepancy between the wording of the soft copy and the printed copy, the wording of the master copy will have priority over the wording of the soft copy.

### **3.2 BID FORMAT**

CRA requests that the Bidder follow the format instructions described below in the preparation of their bid:

- Use recycled-fibre content paper and two-sided printing. Reduction in the size of documents will contribute to CRA's sustainable development initiatives and reduce waste;
- Use 8.5 inch x 11 inch (or equivalent metric dimensions) bond paper and avoid the use of colour and glossy formats
- Use a numbering system corresponding to that of the RFP and Statement of Requirement. All references to descriptive material, technical manuals and brochures should be included in the bidder's proposal.

#### **Sustainable Development**

CRA Materiel Management policy requires that contracting be conducted in a manner that will ensure the pre-eminence of operational requirements and comply with international trade agreements. It also requires that contracting support national CRA objectives, such as protection of the environment.

In support of the CRA Sustainable Development (SD) Strategy, the Agency is committed to:

- Carrying out its mandate in a manner consistent with the principles of sustainable development (SD) and to promote SD opportunities and obligations with respect to economic growth, social well-being, and a healthy environment. Opportunities and cooperative efforts related to SD will be supported and encouraged throughout the contract period; and
- The purchase of green products and services that are of equal or better performance and quality where available and cost effective.

It is the policy of the CRA to:

- Demonstrate leadership and commitment to SD; and raise the level of management and employee involvement and support for SD;
- Communicate our SD commitment and be accountable to the public;
- Assess the economic, social, and environmental effects of our programs, policies and plans leading to integrated and informed decision-making; and leverage sustainable development to enable efficient and innovative program delivery;
- Monitor, measure, and report on our SD progress;
- Enhance partnerships with clients and partners to support shared responsibility and cooperation for SD objectives; and
- Reduce waste, ensure efficient use of resources, and comply with environmental legislation resulting in environmental stewardship.



### 3.3 PRIORITY OF DOCUMENTS FOR REQUEST FOR PROPOSAL

The documents listed below form part of and are incorporated into this Request for Proposal.

If there is any conflict or inconsistency between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take precedence over the wording of any document that subsequently appears on the list.

- a) This Request for Proposal and Attachments 1-4, and any amendments; excluding Part 7 Model Contract and Annexes A and B;
- b) Standard Instructions 2003, **(2014-03-01)** Goods or Services – Competitive Requirements as amended in section 2.2 of this RFP;
- c) Part 7 – Model Contract;
- d) General Conditions 2010A **(2014-03-01)**, General Conditions - Goods (Medium Complexity) as amended in the Model Contract in Section 7.6 of the RFP;
- e) Annex A – Statement of Requirement and any attachments;
- f) Annex B – Basis of Payment



## **PART 4 EVALUATION AND SELECTION**

### **4.1 GENERAL**

A committee composed of representatives of CRA will evaluate the proposals on behalf of the Agency. The services of independent consultants may be called upon to assist in the evaluation of, or in the validation of, specific aspects of the solution proposed. CRA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate any proposal.

Proposals will be evaluated in accordance with the evaluation criteria identified in Attachment 1 and in conjunction with the Statement of Requirement (SOR). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal.

Canada will evaluate the bid only on the documentation provided as part of the bid. References in a bid to additional information not submitted with the bid, such as website addresses where additional information can be found or technical manuals or brochures not submitted with the bid will not be considered in the evaluation of the bid.

### **4.2 STEPS IN THE EVALUATION PROCESS**

The selection process to determine the successful Bidder will be carried out as follows:

Notwithstanding Step 1 below, in order to expedite the evaluation process, CRA reserves the right to conduct Step 3 - Evaluation of Financial Proposals concurrently with Step 1. Should CRA elect to conduct Step 3 prior to the completion of Step 1, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory and rated sections until the completion of Step 1. However, if the Contracting Authority is able to ascertain that a proposal is non-responsive by virtue of incomplete information or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory and rated sections that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Step 1.

Please note that all numbers and figures used in the Financial Evaluation will be rounded to two decimal places.

#### **STEP 1 – EVALUATION AGAINST MANDATORY CRITERIA**

All bids will be evaluated to determine if the mandatory requirements detailed in Attachment 1 “Mandatory Criteria” have been met. Only those bids meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.

#### **STEP 2 – EVALUATION AGAINST POINT-RATED CRITERIA**

Point-rated criteria do not apply to this requirement.



### **STEP 3 – EVALUATION OF FINANCIAL PROPOSALS**

Only technically compliant bids meeting all of the requirements detailed in Step 1 will be considered at this point.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Attachment 2: “Financial Proposal”. Once the bid evaluation prices are determined under Step 3, the proposals will proceed to Step 4.

Bidders must provide a price for each item identified in the format specified in Attachment 2: Financial Proposal. Ranges (e.g., \$10-\$13) are not acceptable.

Should there be an error in the extended pricing of the bid, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the bid shall be changed to reflect the quantities stated in the RFP.

Should the Bidder not provide a price, (for example: the space is left blank or struck through or the letters N/A or the words “no charge” or “included” are inserted), for one or more items in Attachment 2: Financial Proposal the following steps will be taken:

1. The CRA Contracting Authority will notify the Bidder of any omission(s) in its financial proposal and give it the opportunity to withdraw its bid, or agree to the following process:
  - If the Bidder does not wish to withdraw its bid, the CRA will insert a price of \$0.00, as applicable for evaluation purposes, for all cells in which financial information is omitted. The corresponding price of \$0.00 would also be reflected in any resulting contract and the Bidder would be obliged to honour those prices for the period of the contract, including any option period, as applicable.
  - The Bidder must advise the Contracting Authority of its decision to withdraw the bid or agree to the process described above in writing, within two **(2) business days** of notification. If the Bidder does not respond within the two (2) business days, CRA will render the bid non-responsive and the bid will receive no further consideration.

### **STEP 4 – BASIS OF SELECTION**

A bid must comply with the requirements of the solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluated price will be considered the highest ranked Bidder and will be recommended for award of a contract

The highest ranked Bidder, having passed the requirements for this step, will proceed to Step 5.

### **STEP 5 – CONDITIONS PRECEDENT TO CONTRACT AWARD**

The Bidder recommended for award of a Contract must meet the requirements provided in Part 5 “Certifications” and Part 6 “Security, Financial and Other Requirements” of this RFP.

### **STEP 6 – CONTRACT ENTRY**

The Bidder with the highest ranked responsive bid and meeting all the requirements listed above 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.

Canada will declare a bid non-responsive if:

- Certifications are completed incorrectly; or
- Legal name is not provided; or
- Required signatures are missing; or
- Certifications are not submitted as requested.

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.

The Bidder must submit the original of the completed **Attachment 3**: "Certifications required to be submitted at time of bid closing" along with its bid, by the bid closing date.

When notified by the Contracting Authority, the Bidder shall submit the original of the completed **Attachment 4**: "Certifications required to be submitted prior to contract award" at the time and date specified by the Contracting Authority. However, at their discretion, Bidders may submit these certifications with their proposal.

The Bidder should contact the Contracting Authority if they require further clarification on any certification.





**PART 6 SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

**NOT APPLICABLE**



## **PART 7 MODEL CONTRACT**

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

### **7.1 AGENCY RESTRUCTURING**

In cases where the Contracting Authority's department or agency is being reconfigured, absorbed by another government department or agency, or disbanded entirely, the Commissioner may, by giving notice to the Contractor, designate another Contracting Authority for all or part of the Contract.

### **7.2 REQUIREMENT**

The Contractor must perform the Work in accordance with the Statement of Requirement (SOR) at Annex A.

### **7.3 PERIOD OF CONTRACT**

The period of the Contract is from date of Contract award to September 9<sup>th</sup>, 2015 inclusive.

### **7.4 SECURITY REQUIREMENTS**

Contractor personnel must be escorted at all times while on CRA premises.

### **7.5 AUTHORITIES**

#### **7.5.1 CONTRACTING AUTHORITY**

The Contracting Authority for the Contract is:

Name: Katherine Hutton

Telephone Number: (613) 286-5340

Fax Number: (613) 957-6655

E-mail address: [katherine.hutton@cra-arc.gc.ca](mailto:katherine.hutton@cra-arc.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.



7.5.2 PROJECT AUTHORITY

The Project Authority is the representative of the CRA 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.

All work carried out under this Contract is to be performed to the satisfaction of the Project Authority or a designated representative in accordance with the terms and conditions of this Contract. Should the work or any portions thereof not be satisfactory, the Project Authority reserve the right to reject it, in part or in its entirety, and to require its correction before recommending payment.

The Project Authority will be responsible for:

- arranging for access to Crown facilities and equipment;
- review and inspection of all invoices submitted;
- inspection and acceptance of all work performed as detailed in this contract;
- defining any proposed changes to the scope of work.

*To be completed at the time of Contract award.*

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

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

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

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

7.5.3 CONTRACTOR'S REPRESENTATIVE

*To be completed at the time of Contract award.*

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

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

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

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contractor's representative for the contract.



## 7.6 STANDARD ACQUISITION CLAUSES AND CONDITIONS (SACC)

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

### 7.6.1 GENERAL CONDITIONS

2010A (2014-03-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 01 titled "Interpretation" the definition of "Canada", "Crown", "Her Majesty" or "the Government" is hereby amended to read: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA) ".

Section 02 titled "Standard Clauses and Conditions" is hereby amended to delete the phrase "Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,". The remainder of Section 02 remains unchanged.

Section 29 titled "Integrity Provisions- Contract", subsection 1 is hereby deleted in its entirety and replaced with:

1. The Contractor must also comply with the terms set out in these Integrity Provisions.

## 7.7 PACKAGING AND SHIPPING

The Contractor must deliver equipment to the delivery destination specified on the order. All items supplied shall remain the responsibility of the Contractor until delivered and installed. Packaging and shipping shall be in accordance with industry standards in order to ensure safe arrival at destination.

It is the Agency's objective to promote sustainable development initiatives by purchasing environmentally preferable products, where possible, as well as encouraging vendors to use best practices in packaging and delivery to reduce environmental impacts.

All packaging material is to be removed from the site by the Contractor for reuse, recycling, or be disposed of in an environmentally preferable manner.

## 7.8 DELIVERY

Deliverables must be received by the Project Authority at the place and time specified herein.

## 7.9 INSTALLATION SERVICES

Installation services must be provided for the products offered. The minimum level of service required is detailed below:

- 1) Receive and unload all product/pieces to the staging and/or installation area.
- 2) Unpack all pieces and inspect product for shipping damage. Report any damage immediately to the CRA Purchaser.
- 3) Install all products in accordance with the manufacturer's specifications.
- 4) Ensure all products function properly and make minor adjustment/repairs as necessary at time of installation.
- 5) Touch up all nicks and scratches that may have occurred during installation.
- 6) Clean product.



- 7) Remove all packing material debris and cartons from the site.
- 8) Upon completion, and at the request of the CRA, the Contractor must walk through the installation area with the CRA to verify the operating condition of all products in accordance with the deficiency procedures.

## **7.10 DEFICIENCY PROCEDURES**

The Contractor must adhere to the following deficiency procedures at the discretion of the CRA:

- 1) It is the responsibility of the Contractor to notify the CRA when the installation is completed.
- 2) It is the responsibility of the CRA to arrange for the initial walk-through inspection with the Contractor.
- 3) The walk-through inspection will only take place within three (3) working days after installation is completed. If the Work is for a phased installation, the walk-through inspection will take place upon completion of each phase.
- 4) The CRA, in consultation with the Contractor, will prepare the deficiency list documenting all problems in every area.
- 5) The deficiency list will be forwarded by the CRA to the Contractor.
- 6) Within three (3) working days of receipt of this deficiency list, the Contractor will complete all minor deficiencies and make all adjustments not requiring new parts.
- 7) For all outstanding issues identified on the deficiency list, that are not considered a minor deficiency, the Contractor will submit the plan of action with the delivery dates or completion dates within fourteen (14) calendar days from receipt of the deficiency list from the CRA.

Upon completion of the deficiencies and adjustments the Contractor must notify the CRA that all deficiencies have been completed. The CRA will then submit to the supplier a final sign-off that the Order is complete.

## **7.11 WORK LOCATION**

All work under this Contract will be performed at the Contractor's site, with the exception of the installation, which will be performed on CRA's premises.

## **7.12 BASIS OF PAYMENT**

The Contractor will be paid a firm lot price for the supply, delivery and installation of the goods described at Annex A: SOR, in accordance with Annex B: Basis of Payment.

## **7.13 TERMS OF PAYMENT**

Payment by CRA to the Contractor for the Work shall be made by:

### **7.13.1 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.



## **7.14 METHOD OF PAYMENT**

### **7.14.1 Payment by Direct Deposit**

The Contractor shall accept Direct Deposit for payment of the goods and/or services described herein. Payments by direct deposit will be subject to Article 15 – Payment Period and Article 16 - Interest on Overdue Accounts, set out in 2010A General Conditions (**2014-03-01**) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete the Vendor Electronic Payment Registration form accessible at: <http://www.cra-arc.gc.ca/E/pbg/tf/rc231/rc231-14e.pdf>

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Vendor Electronic Payment Registration form is up to date. Should the Contractor's information within the Vendor Electronic Payment Registration form not be accurate or up to date, the provisions identified herein under Article 15 – Payment Period and Article 16 - Interest on Overdue Accounts, set out in 2010A General Conditions (**2014-03-01**) forming part of this Contract will not apply, until the Contractor corrects the matter.

## **7.15 TRAVEL AND LIVING EXPENSES**

The CRA will not cover any travel and living expenses.

## **7.16 TAXES – FOREIGN BASED CONTRACTOR TAXES**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

## **7.17 LIQUIDATED DAMAGES**

1. If the Contractor fails to deliver the goods within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$100.00 for each calendar day of delay. The total amount of the liquidated damages must not exceed 10% percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.



4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

#### 7.18 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 Project Authority of the Contract, identified under the section entitled "Authorities", for certification and payment.
  - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### 7.19 CERTIFICATIONS

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 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.

#### 7.20 JOINT VENTURE

If the Contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of the Contract.

In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract Amendments, may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

The Contractor shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after Contract Award. Any change in the membership of a contractual joint venture after Contract Award without the prior written approval of the Contracting Authority shall be deemed to be default under the Contract.

The joint venture represents and warrants that it has appointed and granted full authority to (name to be inserted at Contract Award), the "Lead Member", to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract, including but not limited to Contract Amendments and Task Authorizations.

In the event of a contractual joint venture, all payments due and owing to the joint venture shall be made by the Canada Revenue Agency to the Lead Member of the joint venture. Any such payment to the Lead Member of the joint venture shall be deemed to be payment to the joint venture and shall act as a release from all the members of the joint venture.

By giving notice to the Lead Member the Canada Revenue Agency will be deemed to have given notice to all the members of the joint venture.



## 7.21 APPLICABLE LAWS

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

## 7.22 PRIORITY OF DOCUMENTS

If there is any conflict or inconsistency between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take precedence over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) 2010A (2014-03-01), General Conditions - Goods (Medium Complexity);
- c) Annex A: Statement of Requirement;
- d) Annex B: Basis of Payment;
- e) The Contractor's proposal dated \_\_\_\_\_ *(to be inserted at contract award)*, as clarified on \_\_\_\_\_ *(to be inserted at contract award)*.

## 7.23 FOREIGN NATIONALS

### **Foreign Nationals (Canadian Contractor)** *(to be deleted at contract award if N/A)*

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **Foreign Nationals (Foreign Contractor)** *(to be deleted at contract award if N/A)*

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

## 7.24 INSURANCE REQUIREMENTS

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.





## 7.25 ALTERNATIVE DISPUTE RESOLUTION

### NEGOTIATION FOLLOWED BY MANDATORY MEDIATION, THEN, IF NECESSARY BY ARBITRATION OR LITIGATION

The parties agree to meet, negotiate in good faith, and attempt to resolve, amicably, any dispute arising out of or related to this contract or any breach thereof.

If the parties are unable to resolve the dispute through negotiations within 10 working days, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected jointly by the parties. The mediator will be chosen from a roster of qualified mediators maintained by the Canada Revenue Agency. All costs shall be shared equally between the disputing parties.

If a dispute cannot be settled with a 15 calendar day period after the mediator has been appointed, or if the parties are unable to select a mediator within 15 calendar days of the date of provision of notice by one party to the other of the intention to proceed to mediation, or such longer period as agreed to by the parties, the parties shall have the right to resort to any remedies permitted by law, including but not limited to arbitration or litigation.

All defences based on the passage of time shall be tolled pending the termination of the mediation.

#### 7.25.1 Procurement Ombudsman

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (I) of the *Department of Public Works and Government Services Act* will, on request and consent of the parties, participate in these meetings to resolve any such dispute, and subject to their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## 7.26 CONTRACT ADMINISTRATION

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (I) of the *Department of Public Works and Government Services Act* will review a complaint filed by *[the supplier or the contractor or name the entity awarded this contract]* respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## 7.27 ANNEXES

The following Annexes apply to and form part of the Contract:

ANNEX A: STATEMENT OF REQUIREMENT  
ANNEX B: BASIS OF PAYMENT



## **ATTACHMENT 1: MANDATORY CRITERIA**

### **1. EVALUATION PROCEDURES**

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. Bids failing to adequately respond to ALL mandatory requirements will be considered non-responsive and will be given no further consideration.

### **2. MANDATORY TECHNICAL CRITERIA**

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. The Bidder must provide supporting documentation in its proposal as requested by CRA, in order to demonstrate that each technical mandatory requirement has been met. To assist with the evaluation process, it is preferred that the Bidder complete the table included below, to indicate where in its proposal the information can be located. Bids that fail to meet all mandatory requirements will be declared non-responsive.



Item	Mandatory Requirement	Page Reference or location within the Proposal
M1	<p>The Bidder must provide confirmation that the proposed high density mobile shelving system meets the full requirement and technical specifications detailed in Annex A - Statement of Requirement. The Bidder must complete the spreadsheet titled Mandatory Performance Specifications, located under Appendix C of the RFP.</p> <p>Using this table, the Bidder must indicate the location of the supporting information that demonstrates compliance for each product specification. Supporting Documentation can be as follows: pictures, drawings, pamphlets / brochures, price lists, specification guides, or any document that outlines the product specifications.</p>	Refer to Appendix C: Mandatory Performance Specifications, attached in a separate document
M2	<p>The Bidder must submit an electronic drawing(s) of the products proposed in Annex A – Statement of Requirement, which must include the following:</p> <p>All required dimensions and elevations, the number of linear filing inches provided, and the total floor space occupied, as well as the proposed layout of the shelving, in accordance with the technical specifications outlined in Annex A, including Appendix B: Floor Plans.</p>	
M3	<p>The Bidder must be capable of fitting shelves from CRA’s current inventory of shelving units, (outlined in Annex A – Statement of Requirement, Appendix A: Existing Shelving Inventory), into the proposed mobile shelving system. To demonstrate this capability, the Bidder must provide a plan that addresses how the existing CRA-provided shelving will be accommodated into the Bidder’s proposed mobile shelving system.</p>	
M4	<p>The manufacturer of the mobile shelving system proposed by the Bidder must be ISO 9001 registered OR have a Quality Management Plan in place.</p> <p>The Bidder must submit a copy of the Manufacturer’s ISO Registration Certificate, or their Quality Management Plan. The plan as a minimum must demonstrate that there is a program in the manufacturing facility for verifying the product’s conformance throughout the manufacturing process.</p>	
M5	<p><b>Certifications</b></p> <p>The Bidder must complete and sign Attachment 3, titled “Certifications required to be submitted at time of bid closing”, as well as signing the cover page of the RFP document.</p>	
M6	<p><b>Financial Proposal</b></p> <p>The Bidder must provide a financial proposal in accordance with Section II of Part 3, titled “Proposal Preparation Instructions” and in accordance with Attachment 2: “Financial Proposal”.</p>	



## ATTACHMENT 2: FINANCIAL PROPOSAL

### 2.1 FINANCIAL PROPOSAL

Bidders must quote firm lot prices in Canadian funds, taxes extra if applicable, Delivered Duty Paid (DDP) (**Harry Hays Building, Rm 380, 220 – 4<sup>th</sup> Avenue S.E., Calgary, Alberta**), for the supply, delivery and installation of the goods outlined in Annex A “Statement of Requirement”.

Shipments shall be consigned to the destination specified in Annex A and Delivered Duty Paid (DDP) (**Harry Hays Building, Rm 380, 220 – 4<sup>th</sup> Avenue S.E., Calgary, Alberta**) Incoterms 2010 for shipments from a commercial supplier.

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.

ITEM	DESCRIPTON	UNIT OF ISSUE	LOT PRICE
1	Total all-inclusive pricing for all components of the high density mobile shelving system as described in Annex A: Statement of Requirement.	Lot	\$ _____
2	Total all-inclusive installation charges for the installation of the mobile shelving system, along with the tear down and reuse of existing shelving, as per Annex A: Statement of Requirement. The lot price is to include all travel and living expenses, if applicable.  Regular Installation to be completed during working hours from 8:00 to 17:00, Monday to Friday inclusive.	Lot	\$ _____
3	Total all-inclusive transportation and delivery charges.	Lot	\$ _____
<b>TOTAL LOT PRICE (ITEMS 1+2+3):</b>			\$ _____

**The bid evaluation price is equal to the Total Lot Price (Items 1+2+3).**



### ATTACHMENT 3: CERTIFICATIONS REQUIRED TO BE SUBMITTED AT TIME OF BID CLOSING

Bidders must submit the following duly completed certifications as part of their bid at bid closing. All certifications must be completed accurately. The complete legal name of the bidder must be provided on all required certifications and must match the legal name provided on the front page of the RFP.

The Bidder should ensure they review and understand the certifications below. The Bidder should contact the Contracting Authority if they require further clarification on these certifications.

Please ensure all the required signatures are provided at bid closing, as indicated below.

#### 3.1 TERMS AND CONDITIONS

The Bidder hereby certifies compliance with and acceptance of all of the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Requirement (SOR). Any modifications, or conditional pricing by the bidder, including deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and/or SOR document will render the bid non-responsive.

#### 3.2 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

**Canada Revenue Agency**

(Corporate Name of Recipient of this Submission)

for:

**High Density Mobile Shelving - 1000323600**

(Name of Project and Solicitation Number)

in response to the call or request (hereinafter "call") for bids made by:

**Canada Revenue Agency**

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_

(Corporate Legal Name of Bidder or Tenderer [hereinafter "Bidder"])

that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:



- (a) has been requested to submit a bid in response to this call for bids;
- (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that **(check one of the following, as applicable)**:
- (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
- (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
- (b) methods, factors or formulas used to calculate prices;
- (c) the intention or decision to submit, or not to submit, a bid; or
- (d) the submission of a bid which does not meet the specifications of the call for bids;
- except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

---

**(Printed Name and Signature of Duly Authorized Agent of Bidder)**

---

**(Position Title)**

---

**(Date)**



3.3 JOINT VENTURE CERTIFICATION

**NOTE TO BIDDER: Complete this certification if a joint venture is being proposed otherwise check the box below.**

**This certification is not applicable.**

The Bidder represents and warrants the following:

- (a) The bidding entity is a contractual joint venture in accordance with the following definition. A "contractual joint venture" is an association of two or more parties who have entered into a written contract in which they have set out the terms under which they have agreed to combine their money, property, knowledge, skills, time or other resources in a joint business enterprise, sharing the profits and the losses and each having some degree of control over the enterprise.
- (b) The name of the joint venture is: \_\_\_\_\_ (if applicable).
- (c) The members of the contractual joint venture are (the Bidder is to add lines to accommodate the names of all members of the joint venture, as necessary):  
\_\_\_\_\_  
\_\_\_\_\_
- (d) The Business Numbers (BN) of each member of the contractual joint venture are as follows (the Bidder is to add lines for additional BNs, as necessary):  
\_\_\_\_\_  
\_\_\_\_\_
- (e) The effective date of formation of the joint venture is: \_\_\_\_\_
- (f) Each member of the joint venture has appointed and granted full authority to \_\_\_\_\_ (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award, including but not limited to Contract Amendments and Task Authorizations.
- (g) The joint venture is in effect as of the date of bid submission.

This Joint Venture Certification must be signed by **EACH** member of the joint venture.

The Joint Venture Certification shall be effective throughout the entire period of the Contract, including any exercised option period, if exercised.

The CRA has the right to request documentation from the Bidder evidencing the existence of the contractual joint venture.

**Signature of an authorized representative of each member of the joint venture (the Bidder is to add signatory lines as necessary):**

\_\_\_\_\_



Signature of Duly Authorized  
Representative

Name of Individual (Please  
Print)

Legal Name of Business Entity

Date

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Signature of Duly Authorized  
Representative

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Name of Individual (Please  
Print)

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Legal Name of Business Entity

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Date





## **ATTACHMENT 4: CERTIFICATIONS REQUIRED TO BE SUBMITTED PRIOR 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 certification within the time frame provided will render the bid non-responsive.

### **4.1 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.



## ANNEX A: STATEMENT OF REQUIREMENT

### 1.0 TITLE: HIGH DENSITY MOBILE SHELVING

### 2.0 OBJECTIVE

The CRA has a requirement to acquire high density mobile shelving with mechanical assist, that will work with CRA's pre-existing shelving, in order to increase the storage capacity of physical evidence for the Criminal Investigations Division

### 3.0 BACKGROUND

Due to the increase of employees and the required physical evidence that is gathered due to the nature of this division, the existing shelving in the current Bond Room is insufficient. Since CRA is unable to expand the physical footprint of the current Bond Room, (Est. 3,166 square feet / 294.16m<sup>2</sup>), high density mobile shelving with mechanical assist is required to meet current and future needs.

### 4.0 SCOPE

The Contractor is required to work under a phased schedule of installation for the shelving units, as the material in the Bond Room must remain intact in that room (it is CRA's responsibility for temporary placement of the CRA material stored within the workspace during installation).

The mobile shelving system must also be capable of incorporating shelving from the current CRA-provided shelving units that are currently in the Bond Room. Please refer to Appendix A: Existing Shelving Inventory of this document which outlines the current products CRA expects the Contractor to reuse for this project.

The scope of the overall project is as follows:

#### **Estimated Total Shelving Units Required (Includes existing and new units):**

- 242 Units - 16"D x 42"W x 72"H
- 62 Units – 16"D x 30"W x 72"H
- 33 Units – 32"D x 42"DW x 72"H
- 36 Units - 32"D x 32"W x 72"H
  - Total Units 373

#### **Maximum Weight Loads:**

- Total shelving system and media cannot exceed 261,978 pounds (118,831 kilograms)
- Estimated media weight is calculated at 60,561 pounds (27,470 kilograms)
- Shelving system weight cannot exceed 201,417 pounds (91,361 kilograms)

Based on floor load tests, the system fully loaded with media must support 261,978 pounds (118,831.2 kilograms). The system must also be free standing, i.e. a floating "deck" as it cannot be fastened to the existing flooring due to post tension cable construction embedded in the floor.



## 5.0 PRODUCT SPECIFICATIONS

### 5.1 General System

#### 5.1.1 Floating Deck (Raised Floor)

- 5.1.1.1 The system must be free standing, i.e. a floating “deck” as it cannot be fastened to the existing flooring due to post tension cable construction embedded in the floor.
- 5.1.1.2 The standard elevated deck must be constructed of a minimum of  $\frac{3}{4}$ ” thick exterior grade plywood
- 5.1.1.3 The decking must support a minimum of 250lbs per square foot.
- 5.1.1.4 The decking must be installed flush and tight to the track, leaving no gaps or spaces.
- 5.1.1.5 The decking must be installed in a manner that will prevent warping, deformation and movement during normal system use and operation
- 5.1.1.6 The finished flooring must be leveled and flushed with the top of the rails.

#### 5.1.2 Finishes

- 5.1.2.1 All Fabricated Metal Components and Assemblies, End Panels, Accessible Ends, Faced Ends on visible carriage ends and rail skirts must use the Manufacturer’s standard powder coat paint finish
- 5.1.2.2 Steel carriages and shelves must be painted and finished with factory power coat paint in textured light grey colour, as specified by the Project Authority. All aluminium components must be anodized, painted or otherwise treated to prevent oxidation.

#### 5.1.3 Safety Features:

- 5.1.3.1 The system must use colour-coded visual indicators to provide verification that the carriages are in a locked or unlocked mode.
- 5.1.3.2 A single safety lock button, mounted on each operating wheel hub, will permit moving a carriage in either direction to create a new access aisle when pulled out (unlocked), or locking the carriage when pushed in.
- 5.1.3.3 The stopping distance for any range must be 2” maximum under any operating or loading conditions.
- 5.1.3.4 All chains and gears in the mechanical assist system must be sealed for the protection of all users and all moving parts must not be exposed.



## 5.2 Tracks / Rails

- 5.2.1 There must be roll-pinned joints between the track and rail and lapped to provide a homogeneous assembly.
- 5.2.2 The track and rail must be constructed of steel to provide a smooth surface for carriage movement and rails are to be machined on all sides.
- 5.2.3 Each track joint must be supported by two leveller channels to prevent deflection or separation of the track. Leveling screws must be provided to facilitate proper leveling of the track and to ensure smooth operation of the system.
- 5.2.4 The drive shaft mechanism must run the full length of the carriages in order to prevent torqueing and racking, to maintain a consistent aisle width.
- 5.2.5 The wheels must be double flanged to provide maximum safety by preventing the carriages from derailing. Single centre flanged wheels are not acceptable, nor are roller bearings for a guidance system.
- 5.2.6 Bearings must be totally sealed and shielded with a weight load capacity of 2,200 lbs per bearing.
- 5.2.7 Rails must be capable of carrying a minimum of 1000 pounds per linear foot of carriage.
- 5.2.8 Rail skirts must be utilized wherever rail ends are exposed.
- 5.2.9 The rails must exhibit no movement or deflection during operation of mobile ranges.
- 5.2.10 Tracks must be located and positioned properly, leveled and grouted as needed. The grout must be non-corrosive, non-metallic and non-shrink and must produce a permanent foundation for the system. The grout must be worked under the rail and any voids must be completely filled and trimmed up the sides, flush with the rails.

## 5.3 Carriages

- 5.3.1 The carriages must consist of welded 12 gauge steel construction, designed and manufactured to support weight without distortion. Galvanized structural components and/or riveted carriages are unacceptable.
- 5.3.2 All carriages must be capable of supporting a minimum load of 453.6kg (1,000lbs) per .30 meter without any distortion.
- 5.3.3 Fixed carriages must be of the same construction and height as the movable carriages and anchored to the rails for a complete, homogeneous system.
- 5.3.4 When required, bolted carriage splices must be provided to maintain proper unit alignment and weight load distribution.
- 5.3.5 Each carriage must have a minimum of two (2) wheels per rail.
- 5.3.6 Carriage construction must be designed to allow shelving uprights to be securely anchored to the carriages with vibration proof fasteners.



- 5.3.7 Exposed carriage ends on the rear (front being the control end) of carriages must be equipped with a Faced End that closes off the carriage end.
- 5.3.8 All mobile carriages must be fitted with full length sold stress proof steel drive shafts connecting all wheels on the drive side of the carriage with couplings.
- 5.3.9 The carriage straightness must have no more than a ¼" maximum deviation from a true straight line.
- 5.3.10 The drive shaft and wheel assemblies must exhibit no play or looseness over the entire length of the assembly.
- 5.3.11 Carriages must be capable of accomodating shelves from CRA's pre-existing shelving units. These shelving units are outlined in Appendix A: Existing Shelving Inventory.

#### **5.4 Mechanical Assist**

- 5.4.1 A chain and sprocket reduction drive system which is operated by hand using ergonomic 3 spoke handles, allowing for ease of use and movement compared to a single spoke handle. Each moveable carriage is provided with a continuous drive shaft, driving all wheels.
- 5.4.2 All handles must be equipped with locking indicators, so that when an aisle is accessed the carriages cannot be moved.
- 5.4.3 Multiple rows of shelves must be able to be moved easily and effortlessly at one time. One pound of effort on the handle must move a minimum of 1814.4kg (4,000 pounds), carriage weight and a maximum of seven (7) turns must open a 915 mm (36in.) wide aisle.
- 5.4.4 The gearing mechanism of the drive assembly must be easily accessible and able to accept larger or smaller sprockets depending on storage weight changes. It must be covered by an easily removable panel to provide access for adjustments to the chain tension.

#### **5.5 Shelving and Uprights**

5.5.1 The shelving Units must be available in the following sizes / dimensions:

- a. 15"D x 42"W x 72"H
- b. 15"D x 30"W x 72"H
- c. 30"D x 42"W x 72"H
- d. 30"D x 30"W x 72"H

A tolerance of +/- 1 inch is acceptable for the width of the shelves

- 5.5.2 The total height of the shelving unit, including the deck floor, carriage and shelf unit itself, must not exceed 6.83 feet (2,082 mm) to allow for required sprinkler head clearances.
- 5.5.3 Shelving ranges must be set at 6 levels to accommodate boxes.



- 5.5.4 File dividers, centre stops or back stops are not required on the shelving. There are to be no sway braces, gussets, nut or bolts
- 5.5.5 The shelving must be a four-post design consisting of three basic components: uprights, shelves & shelf supports. Parts must be assembled without nuts, bolts, studs or clips and without the need for tools of any kind.
- 5.5.6 Shelves must be formed from sheet steel with flanges on all sides and a return hem on front and back flanges. The ends must be formed to clear inside of the upright offset panels. The shelves must be independently adjustable.
- 5.5.7 The shelf supports must be formed from heavy gauge steel sheet with four solid steel shoulder rivets, two per set, that interlock with the inner wall of the uprights.
- 5.5.8 The front and back flanges of the shelf are to be flush with the outside face of the post.
- 5.5.9 The front and back posts are joined by welding 18-gauge spacers to maintain the required distance apart. There are to be no holes on the face of the post.
- 5.5.10 Shelf supports are to be available with either single or double rivets.
- 5.5.11 For the face panels, all exposed ends must be finished in steel.

## 6.0 TASKS

The Contractor is responsible for the following:

### 6.1 Electronic Drawings of the Shelving System

The Contractor must provide electronic drawing(s) of the high density mobile shelving system, which must include the following:

- All required dimensions and elevations, the number of linear filing inches provided, and the total floor space occupied, as well as the proposed layout of the shelving.

### 6.2 Supply and delivery of the products within the timelines specified in deliverable section 8.0;

### 6.3 Dismantling the current shelving listed under Appendix A: Existing Shelving Inventory, prior to installation.

### 6.4 Installation of the mobile shelving system, which must be carried out as follows:

- The installation must occur in three phases, as all materials in the bond room must remain in the room during the installation process for security purposes. CRA will be responsible for moving the existing materials out of the area where the shelving system is being constructed.
- The mobile system must be installed by factory certified installers and must be assembled in accordance with the manufacturer's written instructions and as per the electronic drawing(s).
- The Contractor is responsible to confirm with CRA the exact location of the mobile shelving system, to confirm the necessary rough-ins are complete and in the correct locations, that all



component parts are available prior to assembly of the product, and that the floating deck (raised floor) is constructed properly before assembling the mobile shelving system.

- The Contractor must incorporate CRA’s reused shelving in the mobile shelving system, as described in Appendix A: Existing Shelving Inventory of this document.
- All necessary parts and fasteners must be provided by the Contractor with delivery to ensure a proper installation;

6.5 Training of the client on the proper use of the system, including operation of the system, health and safety issues and other general information pertinent to the daily operation of the system. This training must occur prior to CRA’s acceptance of the mobile shelving system.

**7.0 CLIENT SUPPORT**

- CRA will be responsible for removing all existing media from the areas where the installation is to occur.
- CRA will provide access to the loading dock and freight elevator
- CRA will assume the responsibility to tile the floating deck.
- CRA will provide the Contractor with escorted access while on CRA premises when delivering and installing the high density mobile shelving, installation to take place during regular working hours: 07:30 AM to 4:30 PM
- CRA will provide the existing mobile shelving components, as specified in Appendix A: Existing Shelving Inventory.

**8.0 DELIVERABLES and ASSOCIATED SCHEDULE**

The Contractor must deliver the following good(s) by the date and at the location specified:

Description of Goods or Component or Item	Delivery Date	Delivery Location
High Density Mobile Shelving	Delivery must be on or before <b>August 24<sup>th</sup>, 2015</b>  Installation must be completed on or before <b>September 4<sup>th</sup>, 2015</b> .	Canada Revenue Agency, Harry Hays Building 220 – 4 <sup>th</sup> Avenue S.E. Rm 380 Calgary, Alberta



### APPENDIX A: EXISTING SHELVING INVENTORY

#### Existing Shelving Inventory

- 177 Units – 16”D x 42”W x 72”H
- 19 Units – 16”D x 30”W x 72”H
- 14 Units - 32”D x 42”DW x 72”H
- 1 Unit – 32”D x 30”W x 72”H
- 3 Units – 16”D x 36” x 72”H
  - Total Units: 214, 6 shelves per unit
- Existing shelving posts to be cut down from existing 76” to 64”

**NOTE:** 114 of the 16”D x 42”W share a common centre post and cannot be separated unless additional posts are purchased. Existing shelving is to be used in the final layout and if necessary cut to fit (height)







Double "L" Upright Front



Double "L" Upright  
With Single Rivet Shelf Support



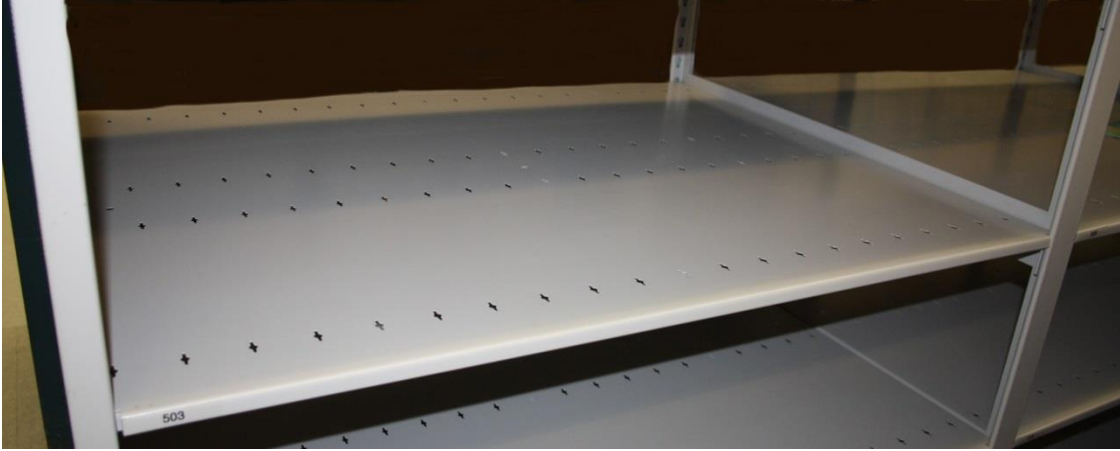
Double "T" Upright



Single Slotted Shelf Back to Back



Single Slotted Shelf



Double Slotted Shelf



**APPENDIX B: FLOOR PLANS**

**TO BE INCLUDED AS A SEPARATE DOCUMENT**



## ANNEX B: BASIS OF PAYMENT

The Contractor will be paid firm lot prices for the supply, delivery and installation of the goods as described in Annex A: Statement of Requirement, and as set out in the Basis of Payment Table below, DDP (**Harry Hays Building, Rm 380, 220 – 4<sup>th</sup> Avenue S.E., Calgary, Alberta**), Customs duty is included, if applicable; and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable, in accordance with the Method of Payment and Invoicing clauses identified herein.

**NOTE TO BIDDERS: TABLE TO BE COMPLETED AT TIME OF AWARD BASED ON THE SUCCESSFUL BIDDER'S PROPOSAL.**

ITEM	DESCRIPTION	UNIT OF ISSUE	LOT PRICE
1	The supply of high density mobile shelving system as described in Annex A: Statement of Requirement.	Lot	\$XXX.XX
2	Total all-inclusive installation charges for the installation of the mobile shelving system, along with the tear down and reuse of existing shelving, as per Annex A: Statement of Requirement. The lot price is to include all travel and living expenses, if applicable.  Regular Installation to be completed during working hours from 8:00 to 17:00, Monday to Friday inclusive.	Lot	\$XXX.XX
3	Transportation and delivery charges.	Lot	\$XXX.XX
<b>SUB-TOTAL LOTPRICE (ITEMS 1+2+3):</b>			\$XXX.XX
<b>TAXES:</b>			\$XXX.XX
<b>TOTAL PRICE:</b>			\$XXX.XX

**ALL PAYMENTS ARE SUBJECT TO GOVERNMENT AUDIT.**