



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Dome Shelters	
<b>Solicitation No. - N° de l'invitation</b> W4938-16012S/A	<b>Date</b> 2015-11-16
<b>Client Reference No. - N° de référence du client</b> W4938-16-012S	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-900-6724	
<b>File No. - N° de dossier</b> KIN-5-44092 (900)	<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 2015-12-28</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> Emmons, Chris	<b>Buyer Id - Id de l'acheteur</b> kin900
<b>Telephone No. - N° de téléphone</b> (613) 484-2136 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE STN FORCES P.O.BOX 17000 KINGSTON Ontario K7K7B4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement, the North American Free Trade Agreement North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT) Canada-Peru FTA, Canada-Chile FTA.

## **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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid ( 2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **3.1.1 Exchange Rate Fluctuation**

### **3.1.2 SACC Manual Clauses**

C3011T (2013-11-06) Exchange Rate Fluctuation

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **4.1.1 Technical Evaluation**

#### **4.1.1.1 Mandatory Technical Criteria**

The Bidder must demonstrate that their proposed equipment meets or exceeds Mandatory Technical Requirements at Annex "A". For each specification listed, the bidder must include a reference to supporting technical documents included with their bid, such as literature, brochures and/or specifications for their proposed equipment, where it is clearly demonstrated that their proposed equipment meets the specification. If any of the equipment specification is missing from the supporting technical documentation, then the Bidder must provide a narrative to demonstrate how the equipment meets that particular specification.

### **4.1.2 Financial Evaluation**

- 4.1.2.2** The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 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 evaluated price will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default 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 will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

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Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

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

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

2010A (2015-09-03) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date**

Delivery and installation must be completed by 31 March 2016.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Chris Emmons  
Title: Supply Officer

Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Kingston  
86 Clarence Street, 2nd Floor  
Kingston, Ontario K7L 1X3

Telephone: 613-545-8083  
Facsimile: 613-545-8067

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E-mail address: chris.emmons@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 Project Authority

The Project Authority for the Contract is: (to be completed at time of contract)

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

### 6.5.3 Contractor's Representative

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

Procurement Business Number: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in the contract for a cost of \$ (Canada will insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

### 6.6.2 Limitation of Price

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

### 6.6.3 Single Payment

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

## 6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

## **6.8 Certifications**

### **6.8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **6.9 Applicable Laws**

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

## **6.10 Priority of Documents**

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2015-09-03), Goods (MediumComplexity),
- (c) Annex A - Statement of Work;
- (d) Annex B - Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

## **6.11 SACC Manual Clauses**

G1005C (2008-05-12) Insurance  
A1009C (2011-05-12) Work Site Access  
A9062C (2011-05-16) Canadian Forces Site Regulations

## **6.12 Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## **ANNEX "A" STATEMENT OF WORK**

For the purchase, delivery and installation of ten (10) Self-Contained, relocatable Dome Structures to provide adequate shelter for candidates and staff in the Farnham Garrison and surrounding training area. This requirement will support the Canadian Forces Leadership and Recruit School (CFLRS) meet their training requirements.

**Terminology: The following term is defined for clarification purposes:**

**Dome Shelters: a semi-circular shelter form or similar.**

### **1.0 DELIVERABLES**

#### **Installation and Assembly**

- 1.1 The supplier is responsible to deliver and install the shelters to CFLRS (Farnham Garrison) in the designated locations on the concrete pads provided.
- 1.2 The shelters must have the capability of being moved and must be easily deployed in the new location as the location of deployment may change dependent upon the specific training being conducted.
- 1.3 The shelters must be supplied with any and all connections and/or accessories required to facilitate the easy relocation and the frame must be made from an extremely strong but flexible and light anticorrosion material internal to the shelter.
- 1.4 The shelter must be supplied with any mechanism necessary for the leveling of the shelter when fully deployed.
- 1.5 The structures will be exposed to sun, rain, snow, ice and high winds and must be of durable construction as described in the "Mandatory Technical Requirements".
- 1.6 At each site, once installation is complete, the qualified personnel must demonstrate the functionality of the unit and provide instruction on the installation.

### **2.0 APPLICABLE DOCUMENTS**

- 2.1 The following applies to this Statement of Work:
  - 2.1.1 Canadian Standards Association (CSA)
  - 2.1.2 Canadian Electrical Code 2012

### 3. MANDATORY TECHNICAL REQUIREMENTS

The contractor is required to deliver and install ten (10) Self-Contained, Relocatable Dome Shelters as indicated in the table below, prior to 31 March 2016.

The column entitled "Bidders remarks and reference to Supporting Materials" is included in the Requirement for bidding purposes only and will be removed in the contract document.

Number	Mandatory Technical Requirement	Bidder 's remarks and reference to supporting documentation
	<b>A1 General Requirements</b>	
A1-1	Each of the shelters must meet the following dimensions: <ul style="list-style-type: none"> <li>_ Interior width: minimum 24 feet and maximum 27 feet,</li> <li>_ Interior length: minimum 40 feet and maximum 44 feet,</li> <li>_ Interior height: minimum 8 feet at the lowest point of the shelter ceiling</li> </ul>	
A1-2	Must be equipped with one interior divider with door opening per shelter.	
A1-3	The shelters must have a personnel door, made out of a hard material, at either end of the shelter. Each door must be a minimum of three (3) feet wide and a minimum of six and one-half (6.5) feet high to facilitate safe entry and exit of personnel.	
A1-4	The shelter must have double layer insulation, must be able to withstand temperatures between -45C and +50C	
A1-5	The shelter must be able to withstand sustained winds of up to 90kph.	
A1-6	The exterior cover of the shelter must be fire retardant, fire retardant ratings must be visible. Shelter must be water repellent, mildew and ultra violet light resistant and olive green-colored exterior.	
A1-7	Must withstand a snow load of 71 lbs per sq ft	
A1-8	The shelter must have a capacity to increase in length of 4 feet with the use of modular attachment.	
A1-9	The frame must be made from an extremely strong but flexible and light anticorrosion material, internal to the shelter.	

Number	Mandatory Technical Requirement	Bidder 's remarks and reference to supporting documentation contained in Bid
A2	<b>A2 Electrical Component</b>	
A2-1	The shelter must include an electrical distribution panel with single phase and triple phase capabilities. In the case of generator use, a wall connection is required.	
A2-2	The shelter must have an electric heating capability (min 2 x 5Kws heaters, 120 Amp/240 volts, 60 Hz), must provide the necessary heating for extreme cold conditions (up to -35C).	
A2-3	The shelter must have 8 fluorescent eco energizer fixtures	
A2-4	The shelter must be capable of accommodating the installation of air conditioning.	
A2-5	All electrical components and materials must be Canadian Standards Association (CSA) approved, where applicable, and meet the Canadian Electrical Code 2012.	
	<b>A3 Network</b>	
A3-1	Network: The shelter must have 3 TFOCA II computer connectors so it can be connected to DWAN via fiber optic cables	
	<b>A4 Floor</b>	
A4-1	The floors must be insulated with a thickness of 8" to 12", equipped with an insulated non-slip floor. The only exception to this will be if the electrical wiring is installed in the floor of shelter. In that case the thickness will depend on the electrical configuration. To be confirmed prior to manufacturing.	

## Owner Manuals

The supplier must provide all relevant and applicable manuals for each of the ten (10) shelters.

### **4 Warranty**

- 4.1 The shelter must have a minimum three (3) year warranty for parts and labour on the complete shelter and electrical components .
- 4.2 The warranty will commence once the installation is complete on each unit.
- 4.3 The supplier will provide technical support and service weekdays between 0730hrs and 1800hrs throughout the warranty period.
- 4.4 The supplier is responsible for all expenses related to travel and incidentals incurred by their employees during the warranty period.
- 4.5 All repairs and maintenance must be completed within three (3) weeks of the request.

### **5 Training**

- 5.1 The supplier will provide onsite training after delivery to personnel designated by CFLRS (Train the trainer).
- 5.2 The supplier will provide training in both Official Languages on the set up/tear down of the shelter, the heating/cooling capacities of the shelter and the basic maintenance of the shelter.

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## ANNEX "B" BASIS OF PAYMENT

For the work described in Annex A "Statement of Work", the Contractor must provide firm price to include, but not limited to, all costs associated with the delivery, installation and warranty.  
The price must be in Canadian currency and must include all travel and delivery charges including freight, risks of transport, shipping insurance, customs duties, and excise taxes, if applicable. HST is extra.

Pricing Basis		
Item	Description	Lot Price
1	As described in Annex A "Statement of Work".  10 Dome Shelters	\$ _____