



**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

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

Title - Sujet Washer/Extractor and GasFired Dryer	
Solicitation No. - N° de l'invitation W0125-16HJL8/A	Date 2015-12-22
Client Reference No. - N° de référence du client W0125-16-HJL8	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-930-6781	
File No. - N° de dossier KIN-5-44172 (930)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-02	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Littlefield, Mike	Buyer Id - Id de l'acheteur kin930
Telephone No. - N° de téléphone (613) 545-8058 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SUPPLY CUSTOMER SUPPORT FLIGHT 36 Canso Ave, Bldg 517 ASTRA Ontario K0K3W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The Department of National Defence (DND), 8 Wing, CFB Trenton Accommodations has a requirement for the supply, delivery, uncrating, installation and commissioning of **two** (2) industrial washer/extractors and **two** (2) natural gas fired dryers.

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 North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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.

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.

2.2.1 Condition of Material – Bid

SACC Manual Clause B1000T (2014-06-26)

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.

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2.5 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **Canadian Forces Base Trenton, Building 517, 36 Canso Ave, Astra Ontario** on **14-January-2016**. The site visit will begin at **10:00 EST**, in **Building 517**.

Bidders are requested to communicate with the Contracting Authority no later than **8-January-2016** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not 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 bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Financial Bid (one (1) hard copy)

Section II: Certifications (one (1) hard copy)

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

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

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

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

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

Section I: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

To be responsive the Bidder must:

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

The Bidder's Firm Unit Prices will be multiplied by the quantity to calculate the extended Unit Pricing. The evaluated price is total of all Extended Unit Price(s).

4.2 Basis of Selection

- 4.2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS 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) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

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

6.2.1 Access to Facilities and Equipment

SACC Manual clause [B9028C](#) (2007-05-25) Access to Facilities and Equipment

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (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

All the deliverables must be received on or before March 31st, 2016.

While delivery is requested by 31 March 2016, the best delivery that could be offered is _____.

6.4.2 Shipping Instructions - Free on Board Destination and Delivered Duty Paid

Incoterms 2000 "DDP Delivered Duty Paid"

Department of National Defence
Construction Engineering Squadron
Canadian Forces Base Trenton
36 Canso Ave, Building 517,
P.O. Box 1000, Station Forces
Astra, Ontario, CA
K0K 3W0

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Littlefield
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Telephone: (613) 545-8058
Facsimile: (613) 545-8067
E-mail address: mike.littlefield@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority *(to be entered at contract award)*

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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

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

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____-_____-_____
Facsimile: _____-_____-_____
E-mail: _____.

6.6 Payment

6.6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Price

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

6.6.3 Single Payment

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

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing 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

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2015-09-03), Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.11 Electrical Equipment

SACC Manual Clause [B1501C](#) (2006-06-16), Electrical Equipment

6.12 Insurance

SACC Manual Clause [G1005C](#) (2008-05-12), Insurance

6.13 Canadian Forces Site Regulations

SACC Manual Clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

6.14 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.

6.15 Delivery and Unloading

SACC Manual Clause [D0018C](#) (2007-11-30) Delivery and Unloading

ANNEX "A"
REQUIREMENT

Washer/Extractor and Gas-fired Dryer

1.0 **REQUIREMENT**

The Department of National Defence (DND), 8 Wing, CFB Trenton Accommodations has a requirement for the supply, delivery, uncrating, installation and commissioning of **two (2)** industrial washer/extractors and **two (2)** natural gas fired dryers.

2.0 **DELIVERABLES – Industrial Washer/Extractor Machine**

The Contractor must provide two Industrial Washer / Extractor Machines containing the following minimum mandatory specifications and/or performing the following functions:

- a) Must have a minimum rated capacity of washing 65 lbs (29.5 kgs) of dry materials.
- b) Must be open pocket cylinder type
- c) Must have a stainless steel wash cylinder
- d) Must have suspended suspension system.
- e) Must have metal base frame to elevate washer at least 6" from floor.
- f) Must have a minimum of 4 speeds consisting of the following:
 - I. Washing Speed
 - II. Low Extract Speed
 - III. High Extract Speed
 - IV. Distribution Speed
- g) Must be have at least one spin cycle generating a force of 3G's.
- h) Motor size: Minimum 3 horsepower
- i) Space Requirements: Maximum depth 1346.2mm (53") / Width 958.85mm (37 3/4") / Height 1981.2mm (78")
- j) Must have a microprocessor with programmable wash cycles. Time remaining in wash cycle and water temp must be displayed as well as the ability to rapid advance the cycle and display each cycle.
- k) Must be 208 volts with 1 phase 60 hertz power.
- l) Minimum running amp: 7 Amp
- m) Maximum circuit breaker size: 15 Amps.
- n) Must have an inverter Drive
- o) Must be compatible with existing ON-PREMISE PLUS laundry Chemical Dispensing (Knight) system.
- p) Must have drain valve size of 76mm (3 inch)
- q) Must have minimum Inlet valve size of 19mm (3/4 inch)
- r) Must meet CSA and ULC requirements.
- s) Contractor must acknowledge warranty service call within 24hrs and provide on-site warranty work within 5 days for the duration of the warranty period

3.0 DELIVERABLES – Natural Gas Fired Dryer

The Contractor must provide two Industrial Natural Gas Fired Dryers containing the following minimum mandatory specifications and/or performing the following functions:

- a) Must have a minimum capacity of 75 Lbs (34.02 Kgs.)
- b) Must have Stainless Steel Drum for corrosion resistance
- c) Must have at least one lint screen
- d) Must meet UL1240, CSA 72.2.2006 and ANSI221.5.2 requirements
- e) Must be Natural gas heated
- f) Dryers must have reversing tumblers
- g) Must be 208 volt 3 Phase 60 hertz 15 amp circuit
- h) Dimensions cannot exceed 933.45mm Wide (36.75 inches) x 1346.2mm deep (53 inches) x 1981.2mm high (78 inches)
- i) Must have a programmable microprocessor to adjust temperatures and cycle time
- j) Vent size must be 8".
- k) Contractor must acknowledge warranty service call within 24hrs and provide on-site warranty work within 5 days for the duration of the warranty period."

4.0 DELIVERABLES – Manuals/Training

Supplier must provide initial demonstration and train staff on operation, safety procedures and preventative maintenance.

Must provide two (2) Operator's manuals (English and French)
Must provide two (2) parts/service manuals (English and French)
Documentation to be in either paper or electronic form.

On-site training:

- a) Hardware and Software training shall cover machine set-up and operation, safety procedures and preventative maintenance.
- b) Training session, to the satisfaction of the Project Authority, on-site at CFB Trenton Building 517, 36 Canso Ave, Astra Ontario, for approximately thirteen (13) persons by a qualified technician.
- c) Training cost to include all travel & living expenses to and from location identified below.

5.0 DELIVERABLES – Installation

Contractor Responsibilities:

- a) Installation includes all necessary labour, tools and shop materials to perform installation of 2 washer extractors and 2 gas-fired dryers to a stage where they must be commissioned by the contractor.
- b) Unload truck and move machines into place using own labour.
- c) Clean-up and removal of packing material.
- d) Must install metal base frame to install washers on.
- e) Contractor must complete natural gas, electrical, water, drain and dryer vent hook up by licensed trades' staff.
- f) Washers and dryers must be securely fastened to the floor as per manufacturers' specifications.
- g) Contractor has access to the work site from 07:30 to 16:00, Monday to Friday. Working outside these hours must be approved by the Accommodations Maintenance Manager.

5.1 Condition of existing utilities:

The gas connections are available within two meters of installation and are shut off valves. The venting is 8" B vent and is already through wall so the contractor will only have to supply SS Flex line from Dryer to rigid vent. The electrical is available in a junction box behind the dryer. The water lines are behind the washers and are hose connect shut off lines. The drain is common so the drain hose needs to be run from Washer to drain and electrical is immediately behind each machine. All electrical has been feed through the breaker panel. Existing washers and dryers will be removed by DND personnel prior to the contractor arriving on-site.

5.2 Location of Installation:

Installation will be at Canadian Forces Base Trenton, Building 517, 36 Canso Ave, Astra Ontario.

5.3 CFB Trenton Site Access:

The movement of men, material and equipment within the building shall be subject to the approval of the Accommodations Maintenance Manager or his representative.

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ANNEX "B"

BASIS OF PAYMENT

Pricing Instructions (to be removed at time of contract award):

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

Item	Quantity	Firm Unit Price	Firm Extended Unit Price
------	----------	-----------------	--------------------------

Industrial Washer / Extractor Machine (As per the Deliverables in Annex "A" - Requirement)	2	\$ _____	\$ _____
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Make/Model: _____

Natural Gas Fired Dryer (As per the Deliverables in Annex "A" - Requirement)	2	\$ _____	\$ _____
---	---	----------	----------

Make/Model: _____

Installation & Training (prior to March 31 st , 2016)	1	\$ _____	\$ _____
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Total Price: \$ _____