



## REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000176034

**CLOSING Date:** January 21, 2016, 2:00 P.M. Eastern Daylight Time (EDT)

**PROJECT TITLE:** Norway House Hospital Complex – New Nurse Call System

**Branch/ Directorate:** Corporate Services Branch, Capital Assets and Security Directorate  
Health Canada

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:** Brian Spero,  
Departmental Representative, Issuing Office  
Senior Procurement Contracting Officer  
Health Canada  
[brian.spero@hc-sc.gc.ca](mailto:brian.spero@hc-sc.gc.ca)  
(613) 948-8545

**RFP Issue Date:** January 6, 2016

### **Delivery Instructions for Bid / Proposal:**

Bid submission envelopes are to be delivered to the following address prior to 2 P.M. E.D.T.  
January 21, 2016:

Health Canada Bid Receiving Unit  
Federal Records Centre Building,  
161 Goldenrod Driveway (Loading Dock),  
Ottawa, Ontario K1A 0K9  
**Attention: Brian Spero**  
**RFP Reference Number:** 1000176034  
**Hours of Operation:** 07h30 to 16h30 (EDT)

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## PART I, STATEMENT of WORK

### 1.0 Scope

**1.1 Title** Norway House Hospital Complex – New Nurse Call System

#### 1.2 Introduction

The Norway House Hospital Complex is located in Norway House, Manitoba. It requires the supply and installation of a new Nurse Call System for the Hospital.

#### 1.3 Objectives of the Requirement

The objective of this contract is to supply all the labour, material and equipment required for the installation of a new Nurse Call System for the Hospital. Work will involve removal and disposal of the old system.

#### 1.4 Background, Assumptions and Specific Scope of the Requirement

The existing Nurse Call System has reached the end of its useful life no longer functions and requires replacement. The construction phase of this project must be finalized by March 31, 2016. The Contractor will take into account the fact the facility will be continuously occupied during construction work.

### 2.0 Requirements

#### 2.1 Tasks, Activities, Deliverables and Milestones

##### Deliverables:

The scope of the work is for the replacement of the existing Nurse Call System in the Hospital. The work includes, but is not limited to the following:

##### 2.1.1 Removal and disposal of the old system.

Supply and install, wire and connect, including all cable and pathways as per the following rooms:

Room 1-25. Nursing Station (1) R4KANN Annunciator Panel

- (1) R4KBK400 Back up Battery Supply,
- (2) R4KCONN6 6 Pin Connectors,
- (1) R4KCONN8 8 Pin Connectors,
- (1) R4KPR400 Power Supply,
- (1) R4KNIM Network Interface Module,
- (1) R4KTMB Termination Board,
- (1) R4KWM22 Annunciator Panel Wall Mount Kit,

120V Electrical;

- Room 1-29. Shower Room (2) R4KPC11, 1 for shower, 1 for toilet, (1) CLV122 Corridor light;
- Room 1-30. Tub Room (2) R4KPC11, 1 mounted on ceiling above tub, 1 for toilet, (1) CLV122 Corridor light;
- Room 1-31. Treatment Room (2) R4KPC11, (1) CLV 122 Corridor light;
- Room 1-32. Room 205 (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-33. Observation Room (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-34. Palliative Care (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-36. Lounge, (1) R4KPC11, (1) CLV122 Corridor light;]
- Room 1-37. No Name or number, (2) R4KPC11, (1) CLV122 Corridor light;
- Room 1-38. Room 206, (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-39. Dialysis (2) R4KPC11, (1) CLV122 Corridor light;
- Room 1-42. Isolation, (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-57. Toilet, (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-56. Emergency, (2) R4KPC11, (1) CLV122 Corridor light;
- Room 1-48. Lab 1- (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-46. Lab 2- (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-21. XRAY (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-17. Room 220 (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-14. Staff Washroom, (1) R4KPC11, (1) CLV122 Corridor light;
- Room 1-13. 3 Bed Observation room, (4) R4KPC11 (3 for beds, 1 for washroom), 1 CLV122 Corridor light;
- Room 1-11. Delivery Room, (1) R4KPC11, (1) CLV122 Corridor light.

2.1.2 Surface conduit where required.

2.1.3 Electrical Terminations where required.

2.1.4 Electrical Permit.

- 2.1.5 Mobilization/Demobilization,  
 2.1.6 \*If required the bidder will supply and install:  
 a) (3) Marquees, TruColorII display;  
 b) (1) R4KMQC, Marquee Controller, (provides interface for display of system on a marquee sign;  
 c) (1) R4KMST, Marquee Station;  
 d) All cabling;  
 e) All Electrical.

\*Note under Article 2.1.6 separate pricing is required see in PART II, Article 9.0, Cost/Price Proposal.

2.1.7 Section 27 52 24 - Nurses Call Systems

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Revised 2009/02/28      Section 27 52 24 - Nurses Call Systems

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**PART 1**      **GENERAL**

**1.1**      **RELATED SECTIONS**

**1.2**      **SYSTEM DESCRIPTION**

- .1 Audible, visual annunciation of classified, normal and emergency calls at central nursing, duty locations, dome lights.

**1.3**      **SHOP DRAWINGS AND PRODUCT DATA**

- .1 Include schematic, wiring and interconnection diagrams.

**1.4**      **CLOSEOUT SUBMITTALS**

**1.5**      **SYSTEM START-UP**

- .1 Provide services of manufacturer's technician for 2 days to train designated personnel .

**1.6**      **EXTRA MATERIALS**

- .1 Include: spare parts as recommended by system manufacturer.

**1.7**      **WARRANTY**

- .1 Ensure each piece of equipment installed is warranted by manufacturer to be free of defects in operation, material and workmanship for a period of 2 years from date of Substantial Completion.

**PART 2**      **PRODUCTS**

**2.1**      **EQUIPMENT GENERAL**

- .1 Equipment: solid state modular construction with plug-in type audio amplification and signal control.  
 .2 Equipment system voltage: 24 V DC.

- .3 Malfunctioning within equipment not to result in adverse system signalling operation.
- .4 Built-in test facilities for system troubleshooting.
- .5 Series silicon diodes in signal lamp circuits to extend life of standard 1000 hours lamps to 50,000 hours continuous operation.
- .6 Menu-driven programmable functions.
- .7 Non-volatile software or firmware.
- .8 Nurse Control Station indication of call source and type, in clear readable English.
- .9 Electro-mechanical memory, such as disk-drives, required for system operation will be considered unacceptable.
- .10 Provide two-way signalling capabilities between Nurse Control Station and all associated Patient, Staff, and Duty Stations and between all Master Control Stations.
- .11 System to provide the following general call capabilities:
  - .1 Routine bed call.
  - .2 Locking (Go To Room) call.
  - .3 Duty Station call.
  - .4 Staff Station call.
  - .5 Aide Needed call.
  - .6 Nurse Needed call.
- .12 Calls to automatically generate 'overtime' condition if not cancelled or answered within specific time.
- .13 System to provide the following priority and life threatening emergency signalling capabilities:
  - .1 Toilet/Bath call.
  - .2 Priority Bed call.
  - .3 Staff Emergency call.
  - .4 CODE call.
- .14 Call classifications listed above to provide unique display in English at master station.
  - .1 Accompany each call with specific light and tone signal to provide clear understanding of call classification.
- .15 Monitor system operation automatically by Master Station and Central Logic circuitry to provide continuous supervision of associated Patient, Staff Station, Duty Station, and circuitry. Defects detected by system, and reported to Control Station to include:
  - .1 Power Failure - Call Engineer.
  - .2 Station Trouble - Call Engineer.
  - .3 Circuit Breaker Open - Call Engineer.
- .16 Display individual station failures detected by system at master station by room number.
- .17 Provide two-way audio communication between master control station and following call stations:
  - .1 Patient stations.
  - .2 Staff Stations.
  - .3 Duty Stations.



- .18 Ensure selective station monitoring is possible at master control station at any time, without additional system programming.
- .19 Ensure tones generated at master control station have repetition rate and frequency that conforms with highest priority call registered.
  - .1 Minimum of 3 tones required.
- .20 Register calls at each calling station by illumination of associated Corridor Lamp.
  - .1 Colour and flash rate of corridor lamp as specified.
  - .2 Corridor lamps to indicate highest priority call currently active in associated room.
  - .3 Indicate call of same type from different locations in identical manner on respective corridor lamps.

## 2.2 MASTER STATION

- .1 Nurse call master station: desk or flush wall mounting as indicated, stainless steel satin finish, with hinged access door and lock. Provide 2 keys per cabinet.
  - .1 Cover Master Station control/display panel with polycarbonate membrane overlay. Overlay to display only those indications and functions pertinent to present operating requirements.
  - .2 Systems having labelled switches that are not functional are unacceptable.
  - .3 Place Central Logic Unit in terminal cabinet in accordance with manufacturer's instructions.
- .2 Master Station display panel to include:
  - .1 Illuminated, call 'place/receive' pushbutton. Pushbutton to provide:
    - .1 Continuous light for normal calls.
    - .2 Flashing light for emergency calls.
    - .3 Identification for respective stations and as required to provide instant call origination from master station to any selected station.
    - .4 NURSE NEEDED identification.
    - .5 Master Station generation of calls for following priorities:
      - .1 STAT call.
      - .2 Staff Emergency call.
      - .3 CODE call.
- .3 Audible signal: Tones generated at Master Control to signal different call classes with different repetition rates, as described follows:
  - .1 Continuous for normal calls.
  - .2 Rapid for priority calls.
  - .3 Intermittent for emergency calls.
- .4 Normal incoming calls not to sound audible signal.
- .5 Emergency calls to sound audible alarm irrespective of status of other calls.
- .6 Ensure calls generated at Master Station are generated by activation of appropriate pushbuttons and are cancellable only at selected station.

## 2.3

**PATIENT BEDSIDE STATIONS**

- .1 Patient bedside stations, flush wall mounting, stainless steel satin finish faceplate.
  - .1 Routine Calls.
  - .2 Nurse call button to operate:
    - .1 Light on respective patient bedside station.
    - .2 Corridor dome light.
    - .3 Light on master station, identifying specific origin of call.
    - .4 Audible signal on master station.
    - .5 Audible signal on duty station.
    - .6 Routine calls are to be automatically upgraded in priority if not answered in specific amount of time. Provide following indications when overtime condition exists.
      - .1 Associated corridor dome light will flash slowly.
      - .2 Associated master control station will audibly signal
      - .3 Associated duty station will audibly signal call.
  - .3 Indicating light, 'call placed'.
  - .4 Indicating light 'call acknowledged'.
  - .5 Reset pushbutton.
- .2 Locking Calls.
  - .1 Locking calls are to be generated as described for 'Routine Calls', but call will not be cancellable from Master Station.
- .3 Priority Calls are to be indicated as for 'Routine Calls' and provide following indications.
  - .1 Respective patient bedside station will flash.
  - .2 Corridor dome light will flash slowly.
  - .3 Word 'PRIORITY' will flash slowly on Master Station next to room number of calling station.
  - .4 An audible tone will sound at Master Station and all associated duty stations.
  - .5 'URGENT' indicator will flash on all associated duty stations.
  - .6 Priority calls are to be cancelled only by one of following:
    - .1 Staff member must press pushbutton on patient bedside station.
  - .7 Systems that permit remote resetting of priority calls will not be acceptable.
- .4 Each patient station must be capable of having existing routine calls upgraded to any of following types of calls.
  - .1 'Staff Emergency' call.
  - .2 'Code' call.
- .5 Staff Emergency, and Code calls are to be generated from patient bedside station without regard to either presence of other calls, or pre-programmed condition of patient station. Calls generated by station are to be displayed as follows:
  - .1 Staff Emergency Calls
    - .1 Master Station is to indicate words EMERGENCY adjacent to room number.
    - .2 Associated duty stations are to flash emergency indicator.

- .3 Associated corridor dome light is to flash quickly red/yellow/green/white indicator.
- .4 Call indicator is to flash on patient bedside station.
- .5 Staff Emergency calls are to be cancellable only by pressing reset button on patient bedside station.
- .2 Code Calls
  - .1 Master Station is to indicate word CODE adjacent to the room number.
  - .2 Audible tone is to sound at Master Station and associated duty stations indicating life threatening priority.
  - .3 EMERGENCY indicator is to flash on all associated duty stations.
  - .4 Associated corridor dome light is to flash quickly.
  - .5 Call indicator is to flash on patient bedside station.
  - .6 Code calls are to be cancellable only by pressing reset button on patient bedside station.

## 2.4 DUTY STATION

- .1 Duty station: Provide Duty Stations at locations indicated and furnish each station with following minimum requirements:
  - .1 Wall mounting, stainless steel cover plate, with epoxy-based nomenclature.
  - .2 Dome light: continuous white light for normal calls and flashing white light for emergency calls.
  - .3 Buzzer: sounded intermittently at 5 s intervals for normal calls and 1 s intervals for emergency calls.
  - .4 Switch for cancellation of normal audible signal only.
  - .5 Visual LED indications of Routine, Urgent and Emergency calls with each call classification displayed using unique coloured indicator.
  - .6 Momentary type, RESET and TONE SILENCE buttons. Switches rated for minimum of 200,000 operations.
  - .7 Multiplex circuitry to minimize system wiring requirements.
- .2 Duty stations that do not provide automatic regeneration of silenced tones when new calls are received, or that can have tones silenced remotely will not be acceptable.
- .3 Duty stations will provide all features listed above, without need for modification or reprogramming.
  - .1 Each Duty Station to be displayed when calling Master Station with up to four digit number that will correspond to it's room number.
  - .2 Equipment not providing station identification by room number will be unacceptable.
- .4 Provide each Duty Station with Tone Silence switch to permit manual silencing of station's tones.
  - .1 Tone signal is to be automatically regenerated when new calls are registered.

## 2.5 EMERGENCY CALL STATION

- .1 Emergency call station, flush wall mounting, stainless steel satin finish cover plate.
  - .1 Polyvinyl pull cord switch, or red push button as indicated with locking action, to operate:
    - .1 Flashing red light on respective emergency station.

- .2 Flashing light on master station identifying specific origin of call.
- .3 Audible intermittent signal on master station.
- .4 Flashing corridor dome light.
- .2 Emergency call signal can only be reset at origin of call.
- .2 Shower Emergency Station
  - .1 Provide Shower Emergency Stations with snap action detent and a safety cord breakaway, and when activated will:
    - .1 Illuminate call indicator on Master Station.
    - .2 Associated corridor dome light is to flash red slowly.
    - .3 Master Station is to indicate words BATH adjacent to room number.
    - .4 Audible tone is to sound at Master Station and associated duty stations indicating medium priority.
    - .5 URGENT indicator is to flash on all associated duty stations.
    - .6 Calls are to be cancellable only by pressing reset button on Calling Station.
- .3 Code Call Stations when activated will:
  - .1 Illuminate call indicator on Calling Station.
  - .2 Associated corridor dome light is to flash white. Master Station is to indicate word CODE adjacent to room number.
  - .3 Audible tone is to sound at Master Station and associated duty stations indicating life threatening priority.
  - .4 Calls are to be cancellable only by pressing reset button on Calling Station.
- .4 Staff Emergency Stations when activated are to:
  - .1 Illuminate call indicator on Calling Station.
  - .2 Associated corridor dome light is to flash white.
  - .3 Master Station is to indicate words STAFF EMERGENCY adjacent to room number.
  - .4 Audible tone is to sound at Master Station and associated duty stations indicating emergency priority.
  - .5 Calls are to be cancellable only by pressing reset button on Calling Station.
- .5 Emergency Station calls that remain registered in excess of pre-determined time are to be automatically upgraded to priority condition.

## **2.6 CORRIDOR DOME LIGHT**

- .1 Each corridor lamp is to contain one lamp.
  - .1 One each in following colours: white.
- .2 Corridor dome light, wall mounting, stainless steel cover plate.
  - .1 Continuous white light for normal calls.
  - .2 Flashing white light for emergency calls.

## **2.7 POWER SUPPLY UNIT**

- .1 Power supply unit for nurse call system, operating from 120 V, 60 Hz supply, 24 V dc output, including amplifiers, logic, flashers, equipment necessary for complete operation of system.
- .2 Accommodated in sheet steel enclosure, with hinged, access door and lock.

**PART 3**      **EXECUTION****3.1**      **INSTALLATION**

- .1      Install equipment in accordance with manufacturer's instructions.
- .2      Interconnect equipment.

During all phases of removal and construction all services to the facility must be maintained. During the tie in phases of the project the scheduled time frame must be coordinated and scheduled with the Hospital Administrator and Maintenance Supervisor for minimal impact to operations.

**2.2**      **Technical, Operational and Organizational Environment**

The Contractor is to provide on-site equipment/facilities as required to conduct the work and for storage of material and equipment as per the specification. The work is to be co-ordinated through the Technical Authority.

**2.3**      **Reporting Requirements**

All communications and submissions by the Contractor will be coordinated through the Technical Authority.

**2.4**      **Project Management Control Procedures**

The individual identified in the proposed contract as the Technical Authority will oversee the work to ensure the work is brought in on time and approvals required internal to Health Canada are addressed in a timely manner. The Technical Authority shall provide feedback to the Contractor after each inspection. Be available to discuss changes and work flow with Contractor, as requested.

**2.5**      **Change Management Procedures**

Change in Scope of work will require prior approval of the Technical Authority. Prior to beginning any work as a result of change in scope will require the approval and amendment to the contract by the Contract Authority.

**2.6**      **Method and Source of Acceptance**

Health Canada or their designated representative will manage the project and will conduct milestone inspections and conduct meetings with the Contractor if needed. They will ensure the completion and satisfaction of the work performed against the timelines and specifications outlined in the contract.

**2.7**      **Equivalent Products**

- 2.7.1      Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:

- a. designates the brand name, model and/or part number of the substitute product;
- b. states that the substitute product is fully interchangeable with the item specified;
- c. provides complete specifications and descriptive literature for each substitute product;
- d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
- e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

2.7.2 Products offered as equivalent in form, fit, function and quality will not be considered if:

- a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
- b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.

2.7.3 In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

### **3.0 Other Terms and Conditions of the SOW**

#### **3.1 Authorities**

For the purpose of this work the following individuals will represent Health Canada

Contracting Authority:

Brian Spero, 613-948-8545  
brian.spero@hc-sc.gc.ca

Technical Authority: To be determined at contract award.

Administration and Invoicing: To be determined at contract award.

#### **3.2 Health Canada Obligations**

Health Canada will provide the Contractor with access to the facilities, access to staff member(s) who will be available to coordinate the work activities and provide an escort within and around the facility as required.

Health Canada may, at any time, verbally suspend the work in whole or in part. If required, within 24 hours of the suspension, the Technical Authority shall provide the Contractor with a written notification indicating the effective date and time of the suspension, the intended duration, and reason for the suspension (e.g. non-compliance of Health and Safety regulations and/or encountering unexpected contamination).

### 3.3 Contractor's Obligations

The Contractor will be responsible for the following;

- 3.3.1 Carrying out services in accordance with approved documents and directions given by the Technical Authority.
- 3.3.2 Directing all correspondence to the Technical Authority and not communicating with the client directly.
- 3.3.3 Advising the Technical Authority of any changes that may affect the schedule or budget or are inconsistent with instructions or written approvals previously given and detailing the extent of and reasons for the changes and obtain written approval before proceeding.
- 3.3.4 Ensuring all activities performed provide for the protection of Health and Safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing the operations performed in and around the facility in accordance with the Contractor's Health Safety Plan see Section 13.0, Article C.4 approved by the Technical Authority.
- 3.3.5 Their own transportation and parking costs during the entire project life cycle.
- 3.3.6 Managing attendance of sub-contractors (if applicable) to ensure work is completed as targeted and outlined in the Statement of Work and specifications.
- 3.3.7 Tracking and completing all contract deliverables/tasks.
- 3.3.8 Holding a construction trade license for all work they are responsible to perform during this project.
- 3.3.9 Posting all applicable building permits at the site during the construction period.
- 3.3.10 Assuming responsibility of any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities.
- 3.3.11 Assuming responsibility for the security of its equipment and materials during and after working hours. Health Canada shall not be liable for any vandalism, theft or loss.
- 3.3.12 Notifying the Technical Authority of any on-site activity and obtaining approval to gain access to the building 48 hours before entering the site.

3.3.13 Taking all necessary steps to protect the workers from harm in accordance with revised statutes of the current Labour Canada codes. The Contractor, its employees, all sub-contractors and all site visitors shall have the appropriate personal safety equipment and training prior to performing the required work.

3.3.14 Title to the equipment charged against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times. For each item of equipment that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and forward this information to the Project Authority. Notwithstanding the fact that the equipment under this Contract becomes vested in Canada.

3.3.15 All work must meet or exceed local code requirements.

### **3.4 Location of Work, Work site and Delivery Point**

The work will be delivered at the Norway House location in Manitoba, which is located approximately 800 km. north of the City of Winnipeg. It is accessible by all-weather road and by air.

The Contractor is required to be available for regular construction site meetings as the work progresses. All personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Technical Authority and other departmental personnel.

Any contract resulting from this RFP will be interpreted and governed by the laws of the Province of Manitoba.

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Project Management/Technical Authority and other departmental personnel.

### **3.5 Language of Work**

The work and any subsequent documents, meetings, drawings etc., must be conducted in English.

### **3.6 Special Requirements**

The Contractor will have 2 weeks from Contract award to obtain all permits and applicable trade documents required to complete the work as detailed in the attached tender documents.

Contractor and or sub-contractors (if applicable) are to provide a (1) one year warranty on



all parts and labour performed for the work of the resulting contract.

### 3.7 Security Requirements

There are no security requirements pertinent to this contract. Should Contractor personnel require access to the Health Canada site they will be escorted at all times by the Technical Authority or their designated replacement.

### 3.8 Insurance Requirements

Contractors are responsible for ensuring that they manage and have relevant financial protection against the risks to which they are exposed, especially those over which they have control. Consequently, the general policy of the Government is not to indemnify contractors against such risks. Normally, therefore, a general condition of every contract is that the contractors indemnify and save the Crown harmless from all manner of claims and damages. Insurance is for the protection of Contractors in support of their potential liability to indemnify the Crown and others, and only ultimately for the protection of the Crown.

The Contractor must provide a copy of certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Contractor, if awarded a contract as a result of the RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in R2900D (Insurance Terms) of the SACC Manual, and in the amount of \$2,000,000.00. If there is a conflict between the Insurance Terms of R2900D and the instructions of this RFP, the instructions of this RFP prevail.

If the information is not provided in the tender, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the tender non-responsive and the tender will be disqualified.

The policy shall be written on an "All Risks" basis granting coverage's similar to those provided by the forms known and referred to in the insurance industry as "Builder's Risk Comprehensive Form" or "Installation Floater - All Risks".

WCB and Safety Program – For work in the Province of Manitoba

The Bidder must provide to the Contracting Authority, prior to Contract award:

- a) A Workers Compensation Board Experience and Industry Rating Statement – Manitoba or equivalent documentation from another jurisdiction;
- b) A Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s) or equivalent documentation from another jurisdiction; and

- c) Certification of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.

The Bidder must deliver all of the above documents to the Contracting Authority prior to contract award. Failure to comply with the request may result in the bid being declared non-compliant.

\*Exemption to Generic Safety Programs (Manitoba only) – Contractors having five (5) or less employees do not require a written program. However, evidence of a system to manage health and safety remains a requirement.

### **3.9 Travel and Living**

Travel, accommodation and living expenses are the sole responsibility of the Contractor. Health Canada is not accountable for, and will not pay for any miscellaneous expenses such as travel, meals, accommodations or incidentals that may arise.

## **4.0 Project Schedule**

### **4.1 Expected Start and Completion Dates**

The services of the Contractor will be required for a period of approximately 8 – 10 weeks from contract award. The work is to be completed no later than March 31, 2016. The Contractor will be required to attend site meetings and provide review of the work in progress to ensure compliance with the plans and specification.

### **4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)**

The Contractor is to provide a detailed work breakdown structure and level of effort required to carry out the work.

### **5.0 Required Resources**

The Contractor is to provide list of all of the required resources proposed to do the work and a résumé for the Site Superintendent/Lead Foreman.

## **6.0 Applicable Documents and Glossary**

**6.1 Applicable Websites**

Insurance Terms

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>

Certificate of Insurance (form PWGSC-TPSGC 357)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

SACC Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

## PART II PROPOSAL REQUIREMENTS

### 7.0 Administrative Instructions for Completion of the RFP

#### 7.1 General Information

##### 7.1.1 Components, Language and Number of Copies

You are to submit **four** (4) written copies in either official language (English or French) of the Technical Proposal and two (2) copies of the Cost Proposals. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes. Your proposal must be structured in the following manner:

- (1) 1 covering letter, signed by an authorized representative of your firm;
- (2) 4 copies of the Technical Proposal; and
- (3) 2 copies of the **Cost/Price Proposal**, contained **in a separate sealed envelope**.

##### 7.1.2 Bid Validity Period

Certify below that all pricing identified in the bid/ proposal will be valid for a period of ninety (90) days from the closing date of the RFP.

\_\_\_\_\_  
**Signature of Authorized Representative of the bidder**  
**Date:**

##### 7.1.3 No Payment for Pre-Contract Costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

#### 7.2 Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be sent to the address referenced on the cover of this RFP.

All bids must be time stamped at the Bid Receiving Unit. Each bid submission envelope must include

- The RFP reference number and
- The name of the responsible Departmental Representative

Proposals are to be submitted directly to the attention of the Departmental Representative and address shown as the “Issuing Office” on the cover page of this RFP package.

The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

### **7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means**

Proposals sent by fax, telex, e-mail and telegraphic means will **not** be accepted.

### **7.4 Closing Date and Time**

All proposals must be received at the location, the date and time specified on the cover page of this RFP. Proposals received after this time will be returned unopened.

### **7.5 Time Extension to Closing Date**

Requests for a time extension to the closing date will not be considered.

### **7.6 Non-Compliance / Unacceptable Proposals**

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

Proposals received after the proposal closing time will not be considered and will be returned unopened to the bidder. Further, for any proposals which are found to be non-compliant, the financial part of the bid or proposal will be returned unopened with a letter from Health Canada indicating that the bid/proposal was non-compliant.

### **7.7 Site Visit – Optional**

**The site visit is optional. Bidders are requested to contact Brian Spero: [brian.spero@hc-sc.gc.ca](mailto:brian.spero@hc-sc.gc.ca) (613) 948-8545, to communicate their intention to attend. Site measurements can be taken by bidders at their own expense. Bidders can contact Norway House Hospital Maintenance Supervisor Wilfred Halcrow (204) 359-8212 to arrange a site visit.**

### **7.8 Announcement of Successful Contractor**

The name of the successful bidder will be announced on the PWGSC Electronic Bidding Site - Buy and Sell: <https://buyandsell.gc.ca/> only upon contract award and sign-off.

### **7.9 Rights of the Crown**

The Crown reserves the right to:

1. Reject any or all proposals received in response to this RFP;
2. Accept any proposal in whole or in part; and
3. Cancel and/or re-issue this requirement at any time.

## 7.10 Contract

The successful bidder will be subject to the following Public Works and Government Services Canada, Standard Acquisition Clauses and Conditions (SACC) that can be accessed at the following website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

R2810D (2012-06-11) General Provisions;  
 R2820D (2012-06-11) Administration of the Contract;  
 R2830D (2010-01-11) Execution and Control of the Work;  
 R2840D (2008-05-12) Protective Measures;  
 R2850D (2010-01-11) Terms of Payment;  
 R2865D (2008-05-12) Delays and Changes in the Work;  
 R2870D (2008-05-12) Default, Suspension or Termination of Contract;  
 R2880D (2012-06-11) Dispute Resolution;  
 R2900D (2008-05-12) Insurance;

## 7.11 Employment Equity

Not Applicable

Program requirements do not apply for the following reason:

( X ) bid is less than \$400,000;

## 7.12 Procurement Business Number (PBN)

Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Register with Contracts Canada's Supplier Registration Information (SRI) service to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is Health Canada's intention to use this sourcing system for all its procurement of goods and services to which the trade agreements do not apply.

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the Federal Government for requirements not posted on the electronic tendering service, Buy and Sell.

Visit the Contracts Canada Internet site at <http://contractscanada.gc.ca/en/busin-e.htm> for information and registration procedures. Alternatively, you may contact a Supplier Registration Agent at: 1-800-811-1148 or, in the National Capital Region, at 613-956-3440.

### 7.13 Order of Precedence

In the case of any dispute which may arise during the period which may be covered by any ensuing contract, the following documents will be considered in order of precedence in terms of importance in resolving any disputes between the parties:

- The Health Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by Health Canada;
- Public Works and Government Services Canada (PWGSC), Standard Acquisition Clauses and Conditions (SACC)
- The Statement of Work (SOW) in this RFP; and
- The terms identified in this RFP.

## 8.0 Technical Proposal

### 8.1 General Information

Your technical proposal must address all the requirements of the Statement of Work (SOW) and demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet **all of the Mandatory Requirements** listed in Section 12.0 and **Conditions Precedent to Contract Award** listed in Section 13.0.

Furthermore, your technical proposal should include the following:

### 8.2 Understanding of the Requirements

A brief statement that demonstrates that the contractor understands the requirements of the Statement of Work (SOW), including the objectives, scope of work and deliverables.

### 8.3 Approach and Methodology:

#### 8.3.1 General Approach

A description of the overall approach and strategy to this project.

#### 8.3.2 Performance and Quality Control

Specify how you propose to deal with the performance and quality assurance of the work provided by your organization to the Crown. Include information about quality control methods and reporting mechanisms.

## 8.4 Proposed Team

### 8.4.1 Personnel

Identify the proposed personnel, including **Site Superintendent/Lead Foreman**, who will be assigned to this project, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.

If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work.

The bidder must certify in the technical proposal that the information provided in all the personnel résumés has been verified to be true and accurate. In addition, for every resource proposed by the bidder who is not an employee of the firm, the actual resource must certify that they are aware that they are being bid as part of the bid/ proposal and state their relationship with the firm.

### 8.4.2 Contingency Plan

If the contract cannot be completed by the assigned personnel, the following individual(s) will complete the work. Site Superintendent/Lead Foreman. *Attach résumé.*

## 8.5 Contractor Profile

### 8.5.1 Organization

Provide background information about your company, including its legal name and the province in which the company is incorporated.

### 8.5.2 Relevant Work Experience

Describe your company's capacity and experience in this field.

### 8.5.3 References

The Bidder's must provide two verifiable references from clients where projects were of comparable scope, with similar construction requirements and standards and which also demonstrates that the Bidder meets all experience requirements.

## 8.6 Résumés of Personnel

Attach résumé of Site Superintendent/Lead Foreman.



## 9.0 Cost / Price Proposal

### 9.1 Bid Price

The Price Proposal must contain a detailed breakdown of the **total quoted price**, by phase, or by major tasks, or both. The Price Proposal should address each of the following, if applicable:

The Price Proposal must contain a **total quoted price**.

9.1.1 a) **Fixed Lump Sum-** For the work described in the Statement of Work.

A breakdown may be required for this project, including subcontractors. Although detailed support for the pricing is not requested at this time, you should be prepared to substantiate the proposed price.

**All inclusive Firm Fixed Price**

\$ \_\_\_\_\_ GST \$ \_\_\_\_\_

Total including GST \$ \_\_\_\_\_

b) Fixed Lump Sum - **Optional Pricing** to supply and install the following:

- a) (3) Marquees, TruColorII display
- b) (1) R4KMQC, Marquee Controller, (provides interface for display of system on a marquee sign.
- c) (1) R4KMST, Marquee Station
- d) All cabling,
- e) All Electrical

**All inclusive Firm Fixed Price**

\$ \_\_\_\_\_ GST \$ \_\_\_\_\_

Total including GST \$ \_\_\_\_\_

\*Note for evaluation purposes the evaluated price will be the total of a) and b) above

\*The above price includes any labour, supervision, material, equipment, transportation, travel, overhead, profit and all related costs and associated costs.

**Bids exceeding 100k inclusive of all applicable taxes will be deemed as non-compliant.**

### 9.1.2 Travel

Travel, accommodation, incidental expenses and any associated costs if required are to be incorporated into the all inclusive firm fixed price referenced above.

### 9.1.3 Other Expenses

Not applicable

### 9.1.4 Goods and Services Tax

Various items in your cost proposal may be subject to GST or custom duties, and this charge must be included in the cost estimates where applicable.

## 10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **not later than two (2) calendar days prior to the bid closing date.**

To ensure consistency and quality of information to Bidders, the Departmental Representative will provide, simultaneously to all bidders to which this solicitation has been sent,

- any information with respect to significant enquiries received, and
- the replies to such enquiries without revealing their sources,

**Provided that such enquiries are received no less than two (2) calendar days prior to the bid closing date.**

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed **only** to the Departmental Representative named on the front cover page of this RFP document. **Non-compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.**

## PART III BID SELECTION PROCESS

### 11.0 Introduction

The following describes the mandatory criteria that will be used to evaluate the bids and the method to be used to select the winning bid.

## 12.0 Mandatory Requirements

### 12.1 Method of Evaluation

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder's proposal **non-responsive**. The treatment of mandatory requirements in any procurement process is absolute.

Proposers must meet **all** the mandatory requirements described below. This will be evaluated as either "Yes" or "No". Proposals not receiving "Yes" for any mandatory requirement will *not* be considered further.

### 12.2 Mandatory Requirements

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b>			
<b>Criteria</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>
<p><b>M1. The Bidder/General Contractor .</b> Must have experience (within the past 5 years) in completing a <b>minimum of two projects for</b> work that is of similar nature, size, and complexity to the requirements of the Norway House Hospital Nurse Call/Nurse Bell systems (as described in this RFP):</p> <p>For all reference projects submitted the Bidder should include:</p> <p>a) Name, organization, phone number and email (if available) address of client.  b) Start and end date of the project.  c) Description of the services provided.  d) Location of where the services were provided.</p> <p>*Any past project submitted by the bidder must have been performed by the bidder and/or any of the proposed sub-contractors. Sub-contractors must be indicated in the proposal.</p>			
<p><b>M2. The Bidder/General Contractor</b> is to provide evidence that their work will be conducted by and/or monitored by Certified Tradesman.  *Proof of evidence e.g. certifications required with bid.</p>			

<p><b>M3. The Site Superintendent/Lead Foreman</b> proposed for this project must have a minimum of 5 years’ experience overseeing construction of a minimum of two multi-disciplinary projects including electrical, carpentry or electronic within the past 10 years.</p> <p>For both projects submitted the Bidder should include:</p> <ul style="list-style-type: none"> <li>a) Name, organization, phone number and email (if available) address of client.</li> <li>b) Start and end date of the project.</li> <li>c) Description of the services provided.</li> <li>d) Location of where the services were provided.</li> </ul> <p>*Résumé required.</p>			
<p><b>M4. The Bidder/General Contractor</b> must have a minimum of 5 years’ experience in communications and electronics installation.</p> <p>For projects submitted the Bidder should include:</p> <ul style="list-style-type: none"> <li>a) Name, organization, phone number and email (if available) address of client.</li> <li>b) Start and end date of the project.</li> <li>c) Description of the services provided.</li> <li>d) Location of where the services were provided.</li> </ul> <p>*Proof required with bid.</p>			
<p><b>M5. The System Supplier</b> must be an authorized dealer for the product proposed with full manufacturer’s warranty privileges.</p> <p>*Proof required with bid. *Letter or Certificate from dealer required with bid.</p>			

### 13.0 Conditions Precedent to Contract Award

Bidders are recommended to provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b>			
	<b>Page #</b>	<b>Yes</b>	<b>No</b>
C.1 Bidders must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in Section (Insurance Conditions) Part 1, Section 3.8 of the RFP, and in the amount of \$2,000,000.00.			
C2. Bidders must provide copies of all applicable trade certifications/licenses when and if trades are governed by a certification/licensing body prior to contract award upon request.			
C3. Bidders must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the project.			
C4. The Bidder must provide a copy of their Health and Safety Plan for the proposed construction work within one work week from date of contract award.			
C5. The Bidder must provide proof of having a minimum of two on-site manufactory trained and certified installers for the work to be performed during the course of the installation.			
C6. The Bidder must provide proof that they have technicians who have attended and successfully completed the manufacturer's technical certification classes for the proposed system.			

**14.0 BASIS OF AWARDING CONTRACT**

To be declared responsive, a bid must:

- i. Comply with all the requirements of the RFP; and
  - ii. Meet all mandatory evaluation and conditions precedent to contract award criteria.
- Bids not meeting (i) or (ii) will be declared non-responsive.

The responsive bid with the lowest total evaluated price will be selected for award of this contract.

**ANNEX “C”**

**Bidder’s Checklist**

**M1:** Have you demonstrated or provided enough description to indicate your firm has experience within the past 5 years in completing a minimum of two projects of a similar nature, size, scale and complexity as the work described in the Statement of Work of this RFP)?

Have you provided dates and references cross referenced to the projects listed to show the work was completed within the past 5 years?

Have you provided sub-contractor information (if applicable)?

Have you provided two references as required and included the following information?

Reference #1

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of each project.
- c) Description of the services provided.
- d) Location of where the services were provided.

Reference #2

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of each project.
- c) Description of the services provided.
- d) Location of where the services were provided.

**M2.** Have you provided evidence that the work will be conducted by and/or monitored by a Certified Tradesman?

\*Proof of certification required with bid.

**M3** Have you provided proof that your Site Superintendent/Lead Foreman proposed for this project has a minimum of 5 years proven experience overseeing the construction of a multi-disciplinary project within the past 10 years. They must have completed a minimum of 2 projects of a similar nature, size, scale and complexity to the requirements described in this RFP.

Have you attached a copy of the résumé?

Have you provided the dates the projects were started and completed to show proof of this?

Have you provided proof of completion of 2 projects of a similar nature, size, scale and complexity to the requirements described in this RFP?

**M4** Have you provided proof that the Contractor has a minimum of 5 years experience in communications and electronics installation. Have you submitted the following information?

For projects submitted the Bidder should include:

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of the project.
- c) Description of the services provided.
- d) Location of where the services were provided.

\*Proof required with bid..

**M5** Have you provide proof that the System Supplier is an authorized dealer for the product proposed with full manufacturer's warranty privileges.

Is the proof attached as a letter or Certificate from dealer?