



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**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> LIDAR SYSTEM	
<b>Solicitation No. - N° de l'invitation</b> KM196-135041/B	<b>Date</b> 2016-01-12
<b>Client Reference No. - N° de référence du client</b> KM196-13-5041	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-405-13682	
<b>File No. - N° de dossier</b> MTA-4-37317 (405)	<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 2016-02-22</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<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> Séguin, Caroline	<b>Buyer Id - Id de l'acheteur</b> mta405
<b>Telephone No. - N° de téléphone</b> (514) 496-3734 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Environment Canada at the National Hydrology Research Centre 11 Innovation boulevard, Saskatoon (SK), S7N 3H5	

**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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Delivery Required - Livraison exigée</b>	<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>

*This bid solicitation cancels and supersedes previous bid solicitation number KM196-135041/A dated July 22<sup>nd</sup>, 2015 with a closing of August 31<sup>st</sup>, at 2:00pm (Eastern Daylight Time). All documents submitted as part of the bid solicitation number KM196-135041/A will not be considered for the bid solicitation number KM196-135041/B.*

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to this requirement.

### **1.2 Requirement**

The requirement is detailed under Annex A "Requirement" of the resulting contract clauses.

### **1.3 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.

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), 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) (<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.

#### **2.1.1 SACC Manual Clauses**

[B1000T](#) (2014-06-26), Condition of material – Bid  
[B4024T](#) (2006-08-15), No substitute products

### **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 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) days 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 Quebec.

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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## **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: two (2) hard copies

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

Section III: 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: 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**

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

#### **3.1.2 SACC Manual Clauses**

#### **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**

Attachment 1 – Mandatory Technical Criteria.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price.

See Annex B – Basis of payment, Table 3 “Total price”.

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

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.esdc.gc.ca/eng/employment/employment-equity/employment-equity-act/employment-equity-act-act.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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".

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### 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

All the deliverables must be received on or before March 31<sup>st</sup>, 2016

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Caroline Séguin  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
800 de la Gauchetière Street West, Suite 7300, Montreal (Quebec), H5A 1L6

Telephone: (514) 496-3734  
Facsimile: (514) 496-3822  
E-mail address: [Caroline.Z.Seguin@tpsgc-pwgsc.gc.ca](mailto:Caroline.Z.Seguin@tpsgc-pwgsc.gc.ca)

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

#### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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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: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in the contract for a cost of \$ \_\_\_\_\_. Customs duties are included 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

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

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

### 6.6.4 SACC Manual Clauses

[C2000C](#) (2007-11-30), Taxes – Foreign- based Contractor

## 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 \_\_\_\_\_.

## 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), General Conditions – Goods (medium complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

## 6.11 SACC Manual Clauses

[B1006C](#) (2014-06-26), Condition of material – Contract  
[B1501C](#) (2006-06-16), Electrical Equipment  
[G1005C](#) (2008-05-12), Insurance

## **ANNEX "A"**

### **REQUIREMENT**

#### **1.0 PURPOSE**

##### **1.1. OBJECTIVE**

Purchase one Ground Based Light Detection and Ranging (LiDAR) system to support Environment Canada research programs. The laser would not have to be custom built for this application and should be available off the shelf as there is nothing about our request that would require a custom build.

##### **1.2 BACKGROUND**

The Watershed Hydrology and Ecology Research Division of Environment Canada requires a Ground Based LiDAR system to conduct detailed field surveys in various environments across Canada in support of the ongoing research programs, such as the Lake Winnipeg and Climate Change priority research programs. The ground based LiDAR survey system measures distance by illuminating a target with a laser and analyzing the reflected light. The LiDAR system will be used to develop high-resolution three dimensional models and/or maps of wetland and delta and river environments that would not be possible using traditional survey systems.

##### **1.3 TERMINOLOGY**

LiDAR - Light Detection and Ranging

Maintenance period – Maintenance period is defined as the period required for the software updates and support.

“The system” represents the actual scanning device, excluding the tripod, batteries, carrying case and other complementary pieces of hardware related to the scanning device.

#### **2.0 REFERENCE DOCUMENTS**

Not applicable

#### **3.0 REQUIREMENTS**

##### **3.1 INSTRUCTIONS TO VENDORS**

- a) Any technological upgrades, such as new software versions, system ROM upgrades, etc., that are released after the system is ordered but before DELIVERY and ACCEPTANCE, must be provided by the supplier at no charge.

### **3.2 MANDATORY SYSTEM SPECIFICATIONS**

The supplier must provide sufficient information to demonstrate the bid's compliance with the following specifications:

1. The system must have the capability to run on batteries. The batteries required must be provided by the supplier.
2. The system must have an internal method for giving every point in the scan, as well as the scan origin, a real world coordinate.

Note - real world coordinates of latitude (Y coordinate) and longitude (X coordinate) are essential, however an elevation value (Z coordinate) relative to our setup point (scan origin) is acceptable (nice to have if possible). However this is accomplished, it must not involve the placing of geo-referencing targets in the scan and acquiring their coordinates through traditional survey or GPS methods, or any other method where accessing the scanned area of interest is required.

Note - The phrase "internal" in all instances above is defined as being performed by the system without additional input being required from any other methods of survey, such as GPS or traditional survey methods (Total stations, theodolites, etc).

3. The system has the ability to scan objects at distances of 250 meters or more.
4. The system has a minimum 40 degree by 40 degree scanning field of view.
5. The system weighs less than 10 kg.
6. The system must include the required software to produce georeferenced scans.
7. The system software must operate on Win7 OS platform.
8. The system software must be functional after the maintenance period has expired.

### **3.3 E-mail and telephone support**

The supplier must offer e-mail and telephone support as a minimum during regular North American hours of business from Monday to Friday.

### **4.0 DELIVERABLE**

One LIDAR system compliant with the mandatory system specifications outlined in the Annex A "Requirement", delivered to the address identified in the contract no later than March 31<sup>st</sup>, 2016.

The supplier must provide telephone and email support compliant with the conditions indicated in the Annex A "Requirement".

**ANNEX "B"**

**BASIS OF PAYMENT**

The contract may be awarded to the bidder that presents a system that complies with ALL the mandatory technical criteria.

**1. Baseline**

Item #	Description	Price
1	One (1) ground based light detection and ranging (LIDAR) system, including the hardware related to the scanning device, such as batteries, tripod, carrying case, etc.	\$ _____
2	Training provided by the instructor.	\$ _____
3	One (1) year of telephone and email support.	\$ _____
4	Delivery of the material at the location specified in the contract <sup>(1)</sup> .	\$ _____
<b>PRICE</b> taxes excluded		\$ _____ (1)

**2. Options**

Item #	Description	Unit price
1	Additional battery	\$ _____
<b>PRICE</b> taxes excluded		\$ _____ (2)

**3. Total price**

Baseline (1)	\$ _____
Options (2)	\$ _____
<b>PRICE</b> taxes excluded	\$ _____

All prices must be mentioned for each item with all the applicable options.

<sup>(1)</sup> Delivery address: Environment Canada, National Hydrology Research Centre, 11 Innovation Boulevard, Saskatoon, S7N 3H5.

## ATTACHMENT 1

### MANDATORY TECHNICAL CRITERIA

Suppliers do not have to fill in the following table. This grid will be used for evaluation purposes.

Bidder : \_\_\_\_\_

No	Mandatory requirement	Pass / Fail
1	The system must have the capability to run on batteries.	
2	<p>The system must have an internal method for giving every point in the scan (the point cloud) as well as the scan origin a real world coordinate.</p> <p>Note - real world coordinates of latitude (Y coordinate) and longitude (X coordinate) are essential, however an elevation value (Z coordinate) relative to our setup point (scan origin) is acceptable. However this is accomplished, it must not involve the placing of geo-referencing targets in the scan and acquiring their coordinates through traditional survey or GPS methods, or any other method where accessing the scanned area of interest is required.</p> <p>Note - The phrase "internal" in all instances above is defined as being performed by the system without additional input being required from any other methods of survey, such as GPS or traditional survey methods (Total stations, theodolites, etc).</p>	
3	The system has the ability to scan objects at distances of 250 meters or more.	
4	The system has a minimum 40 degree by 40 degree scanning field of view.	
5	The system weighs less than 10 kg (not including carrying case, batteries or tripod).	
6	The system must include the required software to produce georeferenced scans.	
7	The system software must operate on Win7 OS platform.	
8	The system software must be functional after the maintenance period has expired.	