



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

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 Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet CARDIO FITNESS EQUIPMENT	
Solicitation No. - N° de l'invitation W0133-16T010/A	Date 2016-01-20
Client Reference No. - N° de référence du client W0133-16T010	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-251-6910	
File No. - N° de dossier VIC-5-38164 (251)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-01	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fletcher, Erin	Buyer Id - Id de l'acheteur vic251
Telephone No. - N° de téléphone (250) 363-3612 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 19 WING COMOX PSP COMOX British Columbia V0R2K0 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 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The requirement is detailed under Article 6.2 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 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.

2.3 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 **British Columbia**.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

Please refer to Annex A: Requirement

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis 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.

Name	Title

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".

6.3 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, 2016**.

6.4.2 D4001C (2008-12-12) Shipping Instructions – Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) 19W Fitness and Community Centre, Bldg. 244, 1575 Military Row, Lazo, BC V0R 2K0, Incoterms 2000 for shipments from a commercial contractor.

6.4.3 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before March 31, 2016 by sending a written notice to the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Erin Fletcher
Supply Officer
Public Works and Government Services Canada
Victoria Commercial Acquisitions
1230 Government Street, Victoria, BC V8W 3X4
Telephone: 250-363-3612
Facsimile: 250-363-0395
E-mail address: erin.fletcher@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 Project Authority

(To be completed at contract award)

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.

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File No. - N° du dossier
VIC-5-38164

Buyer ID - Id de l'acheteur
VIC251
CCC No./N° CCC - FMS No./N° VME

6.5.3 Contractor's Representative

(To be completed by the Bidder)

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 Annex B, 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 Single Payment

H1000C (2008-05-12) 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.

6.7 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.

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);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____.

6.11 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.12 SACC Manual Clauses

[G1005C](#) (2008-05-12) Insurance

[B1501C](#) (2006-06-16) Electrical Equipment

ANNEX "A"

REQUIREMENT: CARDIOVASCULAR FITNESS EQUIPMENT

1. Objective

To purchase new cardiovascular equipment to maintain a high level of fitness and to stay current with the new equipment technology.

2. Background

The Cardiovascular equipment at the 19W Fitness and Community Centre is used on a regular basis. The new equipment being requested is intended to life cycle out old equipment that is out of date and no longer working to the best of its ability.

3. Scope

The supply and installation of treadmills, stair stepper, a rowing machine and spin bikes, as detailed below.

4. Minimum Performance Specifications

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. Bidders **MUST** indicate if they **MEET (YES)** or **DO NOT MEET (NO)** each item in the Compliance Matrix. Bidders **MUST PROVIDE** documentation to demonstrate compliance with the specification and cross-reference with the page number of their supplied documentation.

COMPLIANCE MATRIX - MANDATORY CRITERIA				
ITEM	MANDATORY SPECIFICATION	SPECIFICATION OFFERED	MEETS? YES/NO	REFERENCE TO SUPPORTING MATERIAL IN TECHNICAL BID (PAGE #)
Bidders must provide documentation to demonstrate compliance with each mandatory criteria listed herein. Technical documentation provided must provide sufficient detail to substantiate that the equipment offered meets the required mandatory criteria. If specific published technical documentation is unavailable, the Offeror must prepare a written narrative complete with a detailed explanation of how its bid demonstrates compliance with the mandatory criteria.				
1	TREADMILL (QUANTITY: 3) Treadmills must meet the following minimum mandatory requirements:	Unit (Make/Model) Offered: _____		
1.1	Minimum 3 HP AC motor, with 110v standard electrical requirements and a dedicated 15 amp circuit			
1.2	Upgraded inclination must be up to 15 degrees at a minimum, ranging from 0 degrees to 15 degrees in 0.5 degree increments			
1.3	Running surface minimum of 22" x 60"			
1.4	Capable of speed up to 15 mph at a minimum			
1.5	Must be rated to support 400 lbs. user minimum to allow testing of Search and Rescue and Firefighting personnel and their gear			

1.6	Treadmill must be capable of continuous use, i.e. 24HR			
1.7	Powder coated steel frame, rust resistant			
1.8	Commercial Grade			
1.9	Must have panel that displays, at a minimum: time, speed, elevation climbed, distance travelled, ascent, pace, calories, METs (More Energy Time), and heart rate			
1.10	Warranty of 5 years or a minimum of 320,000 km (whichever comes first) on the running surface			
2	SELF-PROPELLED TREADMILL (QUANTITY: 4) Self-propelled treadmills must meet the following minimum mandatory requirements:	Unit (Make/Model) Offered: _____		
2.1	Self-propelled curved design treadmill			
2.2	Vulcanized rubber running surface. Running surface dimensions ranging from 17"x22" wide and 67" x 86" long			
2.3	Heart rate pick up via touch grip			
2.4	Must be rated to support 350 lb user minimum			
2.5	Self-propelled treadmill must be capable of continuous use, i.e. 24HR			

2.6	Powder coated steel frame, rust resistant			
2.7	Commercial Grade			
2.8	Must have display panel that displays, at a minimum: speed, incline, distance travelled, time, and heart rate.			
2.9	Warranty of 5 years or a minimum of 320,000 km (whichever comes first) on the running surface			
3	Stair stepper (Quantity: 2) Stair stepper must meet the following minimum mandatory requirements:	Unit (Make/Model) Offered: _____		
3.1	8 ft. ceiling clearance minimum			
3.2	Must be rated to support 350 lb user minimum			
3.3	Stairmaster must be capable of continuous use, i.e. 24HR			
3.4	Commercial Grade			
3.5	Quick start when user begins exercising			
3.6	Integrated function key pad for direct access to channel selection			
3.7	Goal-based programs			

3.8	Must have display panel that displays, at a minimum: Floors; Time; Calories; Floors Climbed; Watts and Metabolic Equivalents (METs); Heart Rate; Floors/Minute; Avg. Floors Climbed per workout; Avg. Calories burned per workout; Highest Floors Climbed, and Highest Calories burned.			
4	Rowing Machine (Quantity: 1) Rowing machine must meet the following minimum mandatory requirements:	Unit (Make/Model) Offered: _____		
4.1	Maximum size when stored: 25" x 33" x 54"			
4.2	Must be rated to support 350 lb user minimum			
4.3	Adjustable footrests			
4.4	Chain/housing fully enclosed			
4.5	Rowing machine must be capable of continuous use, i.e. 24HR			
4.6	Commercial Grade			
4.7	Data and Display must include distance, speed, pace, calories, and Watts for each workout. Minimum of 5 display options: all data, force curve, bar chart, large print, paceboat/pacer.			

5	Spin Bike (Quantity: 25) Spin bikes must meet the following minimum mandatory requirements:	Unit (Make/Model) Offered: _____		
5.1	Must be rated to support 350 lb user minimum			
5.2	Must include a water bottle holder			
5.3	Corrosive resistant material			
5.4	Adjustable seat with both vertical and horizontal adjustment			
5.5	Pedals – 3.5" x 3.5" dual-sided SPD compatible			
5.6	Minimum of 7 levels of resistance, controlled manually			
5.7	Wheels on base for transport			
5.8	Digital display that displays, at a minimum: resistance level, RPM, heart rate, speed, time, calories per hour, calories, and distance travelled.			
5.9	Spin bike must be capable of continuous use, i.e. 24HR			
5.10	Commercial Grade			

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5. Constraints

Equipment must be delivered between Monday and Friday from 0800-1530 hrs. unless another time has been arranged prior to delivery.

6. Client Support

DND will ensure that there is space available for the equipment.

7. Deliverables

Delivery and installation must be completed by **March 31, 2016**. Equipment must be delivered to the following address:

19W Fitness and Community Centre
Bldg. 244, 1575 Military Row
Lazo, BC V0R 2K0

Upon delivery, the Contractor will be responsible for setting up the equipment in the required location (Cardio Room).

ANNEX "B"

BASIS OF PAYMENT/EVALUATION

Firm unit prices are in Canadian Dollars, the Goods and Services Tax (GST) excluded, delivered DDP destination address specified, and customs duties and excise taxes included.

Firm unit price shall be inclusive of all direct and indirect expenses incurred in performing the Requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Supplier such as additional surcharges, and transportation fees. No other charges will be accepted.

GST is not to be included in the unit prices. GST will be added as a separate item to any invoice issued.

Bidders may bid on one, multiple, or all items.

Item #	Description	Quantity	Unit Price	Extended Price
1	TREADMILL	3	\$ /Unit (CAD)	\$ (CAD)
2	SELF-PROPELLED TREADMILL	4	\$ /Unit (CAD)	\$ (CAD)
3	STAIR STEPPER	2	\$ /Unit (CAD)	\$ (CAD)
4	ROWING MACHINE	1	\$ /Unit (CAD)	\$ (CAD)
5	SPIN BIKE	25	\$ /Unit (CAD)	\$ (CAD)
	Sub-Total (excluding Applicable Taxes)			\$ (CAD)
	Applicable Taxes [GST = 5%]			\$ (CAD)
	Total Price			\$ (CAD)