



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Cabot Place, Phase II, 2nd Floor  
Box 4600  
St. John's, NL  
A1C 5T2  
Bid Fax: (709) 772-4603

**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> Tow Tank Carriage Operators Console	
<b>Solicitation No. - N° de l'invitation</b> 31234-167559/A	<b>Date</b> 2016-11-18
<b>Client Reference No. - N° de référence du client</b> 31234-167559	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$XAQ-031-6737	
<b>File No. - N° de dossier</b> XAQ-6-39126 (031)	<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 2016-12-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Newfoundland Standard Time NST
<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> Baird, Janice	<b>Buyer Id - Id de l'acheteur</b> xaq031
<b>Telephone No. - N° de téléphone</b> (709) 772-2999 ( )	<b>FAX No. - N° de FAX</b> (709) 772-4603
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> NATIONAL RESEARCH COUNCIL CANADA KERWIN PLACE AND ARCTIC AVE. P.O.BOX 12093 STN A ST JOHNS Newfoundland and Labrador A1B3T5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

PWGSC / TPGSC - Nfld. Region  
Cabot Place, Phase II, 2nd Floor  
Box 4600  
St. John's, NL  
A1C 5T2

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work - Bid**

#### **NRC Tow Tank Carriage Operators Console**

##### **OBJECTIVE**

The National Research Council of Canada, Ocean, Coastal and River Engineering Portfolio (NRC-OCRE) is undertaking a project to upgrade the operator console at the Tow Tank facility located in St. John's Newfoundland, Canada with a more ergonomic and efficient console. This requirement is for the design and supply of a new Tow Tank Carriage control room console that shall house data collection, analysis computing, carriage drive, video and monitoring systems.

The Work to be performed is detailed under Article 6.1 of the resulting contract clauses.

### **1.2 Debriefings**

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

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## 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

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- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act \(PSSA\)](#), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

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- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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.

#### **2.5 Applicable Laws**

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

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 (2 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### Section I: Technical Bid

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

#### Section II: Financial Bid

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

#### 3.1.2 Exchange Rate Fluctuation

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

#### Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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## **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**

Mandatory and point rated technical evaluation criteria are included in Annex E.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

**Please refer to Annex E – Basis of Selection**

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## 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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

#### 5.2.3 Additional Certifications Precedent to Contract Award

##### 5.2.3.1 Status and Availability of Resources

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SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

**5.2.3.2 Education and Experience**

SACC Manual clause A3010T (2010-08-16) Education and Experience

**5.2.3.3 Workers Compensation**

Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 2 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

**5.2.3.4 Insurance Requirements**

**Insurance - Proof of Availability Prior to Contract Award**

The Bidder must provide a letter 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 bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder 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 bid non-responsive.

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## 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 Statement of Work – Contract

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

### 6.2 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.

#### 6.2.1 General Conditions

**2010A (2016-04-04)**, General Conditions – Goods Medium Complexity<sup>3</sup> apply to and form part of the Contract.

### 6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

### 6.4 Term of Contract

#### 6.4.1 Best Delivery Date - Bid

While delivery is required before March 31, 2017, the best delivery that could be offered is:

#### Shipping Instructions

The supplier will be responsible for all delivery charges and risk of transport to NRC location in St. John's Newfoundland.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Janice Baird, Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
John Cabot Building, 7<sup>th</sup> Floor  
10 Barter's Hill  
St. John's, NL A1C 5T2

Telephone: 709-772-2999  
Facsimile: 709-772-4603

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E-mail address: janice.baird@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: \_\_\_\_\_  
National Research Council Canada  
Address: \_\_\_\_\_

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

*(Insert or delete as applicable)*

In its absence, the Project Authority is:

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

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

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: \_\_\_\_\_

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

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#### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are \_\_\_\_\_ (insert included, "excluded" OR "subject to exemption") 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.

##### 6.7.1 Limitation of Price

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

##### SACC Manual clauses

H1000C	(2008-05-12)	Single Payment
C2000C	(2007-11-30)	Taxes - Foreign-based Contractor

#### 6.9 Certifications and Additional Information

##### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

##### 6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

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## 6.11 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 (2016-04-04), General Conditions – Goods Medium Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " *or* ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

## 6.12 Insurance Requirements

### Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## ANNEX A

### STATEMENT OF WORK

NRC Tow Tank Carriage Control console

#### OBJECTIVE

The National Research Council of Canada, Ocean, Coastal and River Engineering Portfolio (NRC-OCRE) is undertaking a project to upgrade the operator console at the Tow Tank facility located in St. John's Newfoundland, Canada with a more ergonomic and efficient console.

NRC-OCRE has prepared this document as a specifications guide to assist suppliers in preparing and submitting technical proposals for the design and supply of a new Tow Tank Carriage control room console that shall house data collection, analysis computing, carriage drive, video and monitoring systems.

#### Scope of Work

The successful bidder must provide:

- 1- A detailed mechanical and electric design of the Carriage control console. Must satisfy the requirements specified herein, having all necessary computer and monitor mounting hardware, accessible equipment storage, cable management, ergonomic adjustability, power and network requirements incorporated;
- 2- A complete ready for install console system delivered as per site installation requirement. Able and ready to contain equipment related to carriage operations, data collection, analysis and video systems required for research testing.
- 3- Installation manual/instruction of the Carriage control room assembly to be provided for final site Installation. (Commissioning to be the responsibility of NRC-OCRE) with supplier phone support as required during installation and commissioning.
- 4- Delivery of the carriage control console FOB Destination to National Research Council of Canada, Ocean, Coastal and River Engineering Laboratory, St. Johns Newfoundland, Canada.
- 5- Technical support consultation during install and, minimum 1 year warranty from final operational acceptance;
- 6- 4 Digital copies of all design specification are to be provided.

## 2. Post Contract Award Meetings

The successful bidder should allow two days for meetings (via WebEx or similar). A One day design review meeting with NRC after contract award and a second design review meeting prior to the manufacturing phase.

## 3. Location Access

### Building Area information

- 1) Multi garage door building access with forklift for off truck removal of goods.
- 2) Carriage control room access for lifting via overhead crane or manhandling of materials.
- 3) Final placement to be lifted without any mechanical assist possible and through a 36" standard door.

## 4. Proposal Requirements

The technical proposal shall provide:

- 1) A clear description of how each mandatory and point-rated requirement will be satisfied;
- 2) Detailed drawings and visuals of design to include but not limited to:
  - a. Equipment placement and CPU storage layout. Computers, UPS, keyboards, mice, etc.
  - b. Detailed console engineering drawings.
  - c. Multiple viewpoint visuals, renderings and 3D views for detail clarification.
  - d. Internal storage compartment details.
  - e. Cable management layout and routing details.
  - f. Range of motion of height adjustable surfaces.
  - g. Speed of height adjustment actuators.
  - h. Range of motion of monitor and or keyboard mounting systems.
  - i. Detail of 120V power distribution throughout the console.
- 3) Materials of manufacture specifications
  - a. Console frame material (material gauge, joint and corner treatment(Fasteners or welded) as per requirement
  - b. Access panels/doors and attachment details
  - c. Metal parts paint finish details ( Process, type, and durability information) as per general requirement
  - d. Horizontal work surface materials as per requirement.
- 4) Color samples of available surfaces, trim and accessories. Final colors will be identified upon acceptance of successful bid.
- 5) Weight and lift capacities of movable surfaces.
- 6) Weight and lift capacities of mechanical mounting arms.
- 7) Fixed surface weight capacities.
- 8) Surface detail, finishes.
- 9) Power specifications.
- 10) Inclusion of other documentation requested herein.
- 11) Manufacturing schedule.
- 12) Shipping details
- 13) Delivery schedule

The technical proposal shall clearly state whether or not all of the specification requirements set forth herein will be met. Any specification requirements that cannot be met shall be clearly noted. Any alternative design specification and/or additional functionality or capabilities of the system being proposed shall also be highlighted in the proposal.

Bidders are requested to demonstrate within their proposal, their qualifications and experience in project design, fabrication, system integration, of similar systems. Bidders are to provide a project portfolio, including a description of recently installed systems currently in operation.

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The proposal shall include a comprehensive all-inclusive quotation (budget) including delivery costs to destination. Any optional items shall be clearly identified.

#### **5. Mandatory Requirements**

The following sections A and B list the mandatory requirements. Proposals must meet all mandatory requirements listed. Proposals which fail to meet any of those listed will be deemed non-responsive and will not be considered for further evaluation.

When responding to the mandatory and point rated requirement, bidders are asked to make reference to the page, section and item number in their proposal where the information can be found; See example in proposal preparation instruction of the table below.

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**Mandatory Requirements**

The Tow Tank Control Room Console must satisfy the following mandatory requirements:  
 Existing CAD conceptual form factor and room model available in Solidworks format.

Section A – Tow Tank Control Room Console Design Mandatory Requirements				
Number	Mandatory Requirement	Proposal Preparation Instruction	Page #	Met / Not Met
1	<p>Any design is to incorporate the intent as per drawings (<b>Appendix A Pages 18 -28</b>). The conceptual console design incorporates an operator's (cockpit, helm) desk station and an analysis desk station (<b>Figure 3 Appendix A Page 20</b>) as an integrated unit with both stations having automated sit/stand capability. (<b>Figure 9, 10 Appendix A Pages 23, 24</b>). The console frame is not to exceed 39.3 inches depth into room at operator (cockpit, helm) station or impede doorway access of 34.71 inches at the analysis station as in (<b>Figure 10 Appendix A Page 24</b>). Minimum length of the console to be 192 inches with design form factor as per (<b>Figure 11 Appendix A page 25</b>). The console Form can be modified to incorporate some or all of the space available from the removal of the control cabinet system to right of current console design form factor(<b>Figure 13, 15 Appendix A pages 26, 27</b>), to a maximum overall length of 241 inches. <b>Usage of this space will not be considered as any additional incentive to rewarding of this bid.</b> Removal of the control cabinetry to be responsibility of OCRE/NRC (<b>Figure 15 Appendix A page 27</b>).</p> <p>a. Utilization of the added space requires continuity of design intent (<b>Appendix A Page 18 - 28</b>).</p> <p>b. The space may be utilized for accommodation of:</p> <p>i. Another, desk work surface (fixed or height adjustable) as per the analysis station desktop area.</p> <p>ii. An alternate for required component storage layout.</p> <p>iii. A combination of (i.) and (ii.) would be equally acceptable.</p>	<p>Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.</p> <p>Example;</p> <p>The following documentation relates to Section A Mandatory requirement 1</p> <p>(Bidders supporting documentation)</p>		
2	Standard 19" width equipment rack-mount system of 2 bays, each bay of	Concise Detail Dimensioned CAD drawings and renderings		

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	<p>minimum 7 units height (1.75 "/unit) able to accommodate 24" depth equipment. The rack mount system is intended for video selection, recording and lighting system component storage. (Figure 9, 12 Appendix A Pages 23, 25 )</p> <p>a. For design as per concept the overhead rack can be mountable to the wall or the console and be rigidly fixed.</p> <p>b. Alternate rack-mount storage accommodation will be considered as long as operational intent remains intact. Refer to: 1) b. The operator (Cockpit, Helm) and analysis station must remain unimpeded.</p>	demonstrating clear identification of relevant information for listed requirement.		
3	<p>Console's operator station (Cockpit, Helm) to be centered around (121.15 inches) on backing wall. (Figure 13, 15 Appendix A Pages 26, 27)</p>	Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
4	<p>Three independently automated height adjustable high density console surfaces (Figures 9, 10 Appendix A Page 23, 24) with incorporated or integrated height control desk adjustment switch and wiring. There are 2 independent surfaces for operator station (one containing monitors, one for keyboards, mice and desk space), and one surface for analysis station (monitor(s), keyboard, mouse and desk space.) See (Figure 3 Appendix A Page 20).</p>	Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
5	<p>Console operators station requires desktop surface be adjustable to allow exterior line of sight through all control room windows (Figure 8 Appendix A Page 23) from the seated position (seat height 26 - 36 inch range); therefore the design intent requires ;</p> <p>a) Monitor desktop surface height can be adjusted to a position lower than the keyboard desktop work surface for adjustment to an unobstructed view over monitors.</p> <p>b) The two adjustable operator surfaces must be independently operational in travel height adjustment and able to pass by each other without collision or interference.</p>	Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
6	All necessary computers and 120V	Concise Detail Dimensioned CAD		

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	power requirement necessary to be housed and protected within desk form factor.	drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
7	Cable management system for all keyboards, mice, monitor cables, and console power requirements to ensure direct run access of connections to required termination area(s). The cable management system may utilize the same cable management tray runs as the power system if data signal interference of the devices can be assured a non-issue by 2 inch minimum separation of power and data cabling.	Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
8	Sufficient room under operator (Cockpit, Helm) foot space area to accommodate rotation of a marine style helm chair with foot rest to at least the minimum diameter of 58.5 inches as specified in the drawing (Figure 13 Appendix A Page 26). Seating to be acquired separately from the console. (Seating <b>Not</b> associated with this bid).	Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
9	Existing wiring terminal strip in the operator station foot area of the proposed console <b>not</b> to be altered. (Figure 15 – 16 Appendix A Pages 26, 28)	Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
10	Removable protection kick plate of formed paneling (cladding) for operator station foot area of console to protect existing wiring terminal strip, easily removable allowing open access for maintenance if required.	Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
11	Location provisions for each of existing keyed interlock, E –Stop and Soft stop within easy operator reach and visibility on the keyboard desktop: Example placement (See Figure 9 Appendix A Page 23). Button form factor fit requirement (See Figure 17 Appendix A Page 28) for each of above listed)	Concise Detail Dimensioned CAD drawings and renderings demonstrating clear identification of relevant information for listed requirement.		
12	Vendor to have minimum of 5 years' experience supplying custom service consoles to emergency, law enforcement, port authority, air traffic control, or such.	Information to describe the experience. Include, as a minimum: <ul style="list-style-type: none"> <li>- name of clients to whom the similar technology have been provided;</li> <li>- a project portfolio including</li> </ul>		

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		dates and description of recently installed systems - client contact name and current phone and e-mail address;		
13	<b>Quality Assurance</b> 1) All supplied components, hardware and devices to be in new unused condition. 2) Console frame to be of metal frame construction. 3) Workmanship to be of uniform quality style and high grade material throughout and clear of any defects affecting, appearance, operation, service and safety. 4) No visible unfinished edges or surfaces throughout. 5) Metal edges to be rounded or covered with protective caps 6) Welds to be sound and free of cracks, voids, flux, scale or inclusions. 7) All horizontal work surfaces to be of matching high density material with high quality laminate finish, (preferred top and bottom) and finish edging or of edge finished and surface finished solid or engineered material.	Provide Clear description of end product and how quality assured by including detail of materials to be used with visuals of similar finished consoles surfaces, edges, frames, material, etc.		

Section B –Item specific Mandatory Requirements				
Number	Mandatory Requirement	Proposal Preparation Instruction	Page #	Met / Not Met
1	<p><b>Sit/Stand desktop Actuators requirement</b></p> <ol style="list-style-type: none"> <li>1) Actuators and motor systems to be incorporated with the console frame to ensure strength and rigidity of the entirety of the console and lifting surfaces.</li> <li>2) Each lifting surface requires a minimum of two actuator columns controlled by an integrated control panel with height display indicator.</li> <li>3) Lifting systems to incorporate measures to prevent racking and binding resulting in damage to console or structure from loss of actuator synchronization or differential loading of surfaces.</li> <li>4) Actuator movable systems must include safety shut off features to prevent operator injury due to pinching, crushing injury.</li> </ol>	<p>Clear supporting documentation of item compliance must be provided; can include CAD drawings, renderings and textual clarification.</p> <p>Example;</p> <p>The following documentation relates to Section B Item specific requirement 1.1.</p> <p>(Bidders supporting documentation)</p>		
2	<p><b>Storage requirement</b></p> <ol style="list-style-type: none"> <li>1) Internal protective console storage and easy accessibility for 7 standard mid tower CPU's of approx. 17"H 8"W 20"D Inches within the lower floor side extensions, (cabinet/desk surface).</li> <li>2) UPS unit Approx. 9"H X 7"W X 18"D (NRC supplied)</li> <li>3) 1- TAO BG 220 microphone amplifier</li> <li>4) 19"Rack mount storage 2 racks of 7 units minimum (1.75"/U) height, 24" depth.</li> </ol>	<p>Clear supporting documentation of item compliance must be provided; can include CAD drawings, renderings and textual clarification.</p>		
3	<p>Provision for un-obstructive laser printer placement on console. Minimum footprint space requirement of 20" X 20" example (Figure 1 – 8 Appendix A Pages 19 -23 )</p>	<p>Clear supporting documentation of item compliance must be provided; can include CAD drawings, renderings and textual clarification.</p>		
4	<p><b>Console Cladding requirement</b></p> <ol style="list-style-type: none"> <li>1) Removable panels to have finished edging folded or</li> </ol>	<p>Clear supporting documentation of item compliance must be provided; can include CAD drawings,</p>		

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	<p>framed.</p> <ol style="list-style-type: none"> <li>2) Removal of panels to be quick and easy not requiring special tools.</li> <li>3) Paneling to be stiff and rigid in design and construction.</li> <li>4) Panels to allow internal component cooling by either natural or forced ventilation accomplished through:           <ol style="list-style-type: none"> <li>a. Integrated panel vent louvers for solid panels.</li> <li>b. Rigid smooth edged perforated/expanded metal mesh or rigid wire cloth with limited see through visibility. Perforated is preferred of Option (b).</li> </ol> </li> <li>5) Painted and color matched to console frame.</li> </ol>	renderings and textual clarification.		
5	<p><b>Monitor mounting requirement</b></p> <ol style="list-style-type: none"> <li>1) All adjustable mechanisms to hold position firmly once adjusted to user preference position.</li> <li>2) All monitor mounting/positioning devices supplied with the console require VESA standard bolting pattern for monitors.</li> <li>3) Monitor positioning device weight holding capacity of 30 inch standard monitor as a minimum.</li> </ol>	Clear supporting documentation of item compliance must be provided; can include CAD drawings, renderings and textual clarification.		
6	Console framing to be rigid to withstand maximum acceleration motion of the carriage (1m/s <sup>2</sup> approx. 0.1G) laterally along the console length without flexing or moving from its installed position.	Clear supporting documentation of item compliance must be provided; can include CAD drawings, renderings and textual clarification.		
7	<p><b>Power requirement</b></p> <ol style="list-style-type: none"> <li>1) Desk integrated power distribution system or unit(s) and connecting cable as a deliverable part of the console.</li> <li>2) Power distribution system or unit(s) of custom manufacture must have CSA or equivalent approval.</li> <li>3) Power distribution system to</li> </ol>	Clear supporting documentation of item compliance must be provided; can include CAD drawings, renderings and textual clarification.		

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	<p>accommodate all power requirement of console. 3 surface actuator systems, 7 computers, 9 monitors, minimum 10 rackmount devices and all desktop surface available power outlets as a minimum.</p> <p>4) Integrated power system or unit(s) to be tied into existing power (isolation) conditioner of 120V 30A capacity will have either</p> <ul style="list-style-type: none"> <li>a. Preferred, hard wired 20 ft. of required code electrical cable(s) per power unit as deliverable.</li> <li>b. Be of sufficient nature and meet Canadian electrical code and safety requirements to plug into existing or future required room isolated receptacles.</li> </ul> <p>5) All power cables for NRC equipment connecting to the console 120V 15A receptacles to be installed by NRC staff during installation and commissioning. (Exception being any desk mounted power taps to have included cabling and pluggable or tied into 120V receptacle power unit)</p> <p>6) Power distribution hookup to be done by in house NRC certified electrician as or if required during installation.</p>			
8	<p><b>Installation requirement</b>          Console to be flat packed or partially assembled or of modular design once unpacked from shipping with all parts able to be lifted and fit through a 36 inch standard door with no mechanical assist.</p>	<p>Clear supporting documentation of item compliance must be provided; can include CAD drawings, renderings and textual clarification.</p>		

## POINT RATED REQUIREMENTS

The following requirements for the Tow tank console will be rated on a point's basis.

### Section C – Point-Rated Requirements

Number	Point-Rated Evaluation Criterion	Guidance	Maximum Points
1	Automated Height adjustability for the 3 desktop work surfaces range approx. (28" - 50") with pinch point cable protection/management.	<p>Concise supporting documentation demonstrating motion limits and design solution; can include CAD drawings, renderings and textual clarification.</p> <p>Example;</p> <p>The following documentation relates to Section C point rated requirement 1.</p> <p>(Bidders supporting documentation)</p>	20 points
2	Integrated Desktop surface access for 120V Power receptacle(s), network connection, and Data connection(s) of type USB per horizontal work surface.	Concise supporting documentation demonstrating justification of design solution; can include CAD drawings, renderings and textual clarification of design and placement.	10 points
3	Capacity for up to 7 - 24 inch monitors all screens demonstrated to be clearly visible with unobstructed view from operator station seated position, Five (5) as a minimum attached on the monitor desktop surface. The two (2) remaining mountable overhead as one possible configuration. (example as per drawings (Figures 1 Appendix A Page 19 )	Concise supporting documentation demonstrating design solution: can include CAD drawings, renderings and textual clarification of design and placement.	20 points
4	Capacity for 2 - 24 inch monitors screens readily demonstrated to be clearly visible with unobstructed view from analysis station seated position. As per drawings Figure 1 Appendix A Page 19.	Concise supporting documentation demonstrating design solution; can include CAD drawings, renderings and textual clarification of design and placement.	20 points
5	Easily removable integrated access paneling (cladding) or hinged doors on console storage area(s) that are exposed into the room for component protection, and continuity of aesthetic throughout console frame as practicable.	Concise supporting documentation demonstrating design solution features; can include CAD drawings, renderings and textual clarification of design and placement.	15 points

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6	All desktop monitors' mounts to be adjustable mechanisms enabling full range of independent monitor motion adjustability with positional capability limits listed.	Concise supporting documentation demonstrating design feature solution; can include CAD drawings, renderings and textual clarification.	15 points
7	Sufficient workspace available for three (keyboards and mice) at operator (Cockpit, Helm) station desktop. <b>Figure 2, 4, 5 Appendixes A Pages 20, 21.</b>	Concise supporting documentation demonstrating design solution; can include CAD drawings, renderings and textual clarification.	20 points
8	At operator (Cockpit Helm) the ability to free up workspace by easily storing at least 1 Keyboard and mouse out of sight without having to disconnect	Concise supporting documentation demonstrating design feature solution; can include CAD drawings, renderings and textual clarification of design and placemen .	10 points
9	Two fixed base independently adjustable articulated keyboard mounting systems for specialty acquisition access allowing (up to 5 keyboard availability at operator (cockpit, Helm) station with range of motion. <b>Figure 4-8 Appendix A Pages 21 - 23)</b>	Concise supporting documentation demonstrating design solution features; can include CAD drawings, renderings and textual clarification of design and placemen.	10 points
10	The console to be designed for ease of installation and assembly requiring no specialty tools and be undertaken by NRC Staff including any electrical connection that may be required. All included fastening hardware along with installation instructions/operators manual to be included.	Concise supporting documentation of demonstrating design solution for installation effort required; can include CAD drawings, renderings and textual clarification	15 points
11	Console and actuator system must incorporate leveling mechanisms to ensure level and plumb installation of console frame, cabinetry, work surfaces and actuators.	Concise supporting documentation of solution mechanism design and operation; can include CAD drawings, renderings and textual clarification.	15 points
12	Effective passive or forced air CPU and rack unit cooling system to be Console integrated.	Concise supporting documentation demonstrating design solution; can include CAD drawings, renderings and textual clarification.	15 points
13	Console preference to have open back design against the backing wall. <b>Figure 6 Appendix A Page 22</b>	Concise supporting documentation demonstrating design solution; can include CAD drawings, renderings and textual clarification.	10 points
14	All metal surfaces to be painted (Epoxy power coat preferred). List all ASTM or other test standards relating to abrasion resistance, color, stability, hardness, and adhesion tests of paint used in manufacture by Bidder.	Detailed list of standards	15 points

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15	Horizontal materials to be of high density material impact and abrasion resistance have good color stability and material quality. List all ASTM, ANSI, and NEMA, adherence and test standards of surfaces supplied by bidder.	Detailed list of standards and materials	15 points
16	All horizontal sit/stand work surfaces to be supported by independent metal frame structures to aid actuators connection support.	Concise supporting documentation demonstrating design solution; can include CAD drawings, renderings and textual clarification.	20 points
17	A list of references	2 to 3 references including names, addresses, e-mail addresses and phone numbers	15 points
18	Demonstrate at least 5 years' experience in supplying custom console desks.	Project portfolio of 1 or 2 custom console designs	15 points
19	<p><b>Removable Joystick mount and cable consideration</b></p> <ol style="list-style-type: none"> <li>1) Joystick housing adapter to be easily removable from console.</li> <li>2) Joystick to be located so operator is sitting straight on to the console and on the right hand side within easy reach <b>See (Figure 9, 13, 14 Appendix A Page 23, 26)</b></li> <li>3) Unit is rigidly held when mounted in place.</li> <li>4) Adapter to house current industrial joystick. <b>(Figure 14 Appendix A Page 26)</b></li> <li>5) Adapter housing to enclose lower workings of joystick below the boot ring.</li> <li>6) Joystick to be serviceable and removable from housing.</li> <li>7) Joystick to have plug in adapter for connection to carriage from console (pluggable at console). 10 pin Mil spec. Plug will require correct dimension place holder position in console. Plug and wiring to be responsibility of NRC after delivery.</li> </ol>	Concise supporting documentation demonstrating design solution and features; can include CAD drawings, renderings and textual clarification.	10 points
20	Location provision for microphone with associated power switch. Existing microphone necessity of ½ inch mounting hole, existing rocker switch	Concise supporting documentation demonstrating design solution justification; can include CAD drawings, renderings and textual	5

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	requires 1.10" x 0.42" cutout.	clarification.	
21	Detailed Cable routing lengths required for keyboard, mice and monitors at end user locations all measured to max extension length through cable management system from associated in console storage area.( Section B item specific requirement (2))	Concise supporting documentation demonstrating design solution; can include CAD drawings, renderings and textual clarification.	10

TOTAL POINTS 300

## BASIS OF SELECTION

### Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. Obtain the required minimum of 225 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 300 points.
2. Bids not meeting "(a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80 %
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

### Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)

	Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 80 = 68.15$	$89/135 \times 80 = 52.74$	$92/135 \times 80 = 54.52$
<b>Pricing Score</b>	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18.00$	$45/45 \times 20 = 20.00$
<b>Combined Rating</b>	84.51	70.74	74.52
<b>Overall Rating</b>	1st	3rd	2nd

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## ANNEX B

### BASIS OF PAYMENT

#### **Basis of Payment**

Subject as hereinafter provided, you will be paid the cost reasonably and properly incurred in performance of the work; Harmonized Sales tax extra and to be shown as a separate item on all claims for payment; in accordance with the following:

Bidders are to provide a firm all-inclusive lot price for delivery of the carriage control FOB Destination to National Research Council of Canada, Ocean, Coastal and River Engineering Laboratory, St. John's, NL:

**Total Firm Price: \$ \_\_\_\_\_**  
**HST Extra**

## ANNEX C

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**Errors and Omissions Liability**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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**ANNEX D**  
**INFORMATION FOR CODE OF CONDUCT CERTIFICATION**  
**(TO BE COMPLETED BY OFFEROR)**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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3. For a Joint Venture - the names of all current members of the Joint venture;

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4. For an individual - the full name of the person

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