



**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

<b>Title - Sujet</b> Flatbed Applicator	
<b>Solicitation No. - N° de l'invitation</b> W3555-179193/A	<b>Date</b> 2016-12-12
<b>Client Reference No. - N° de référence du client</b> W3555-179193	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-216-7142	
<b>File No. - N° de dossier</b> VIC-6-39165 (216)	<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 2017-01-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<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> Thorne, Darlene	<b>Buyer Id - Id de l'acheteur</b> vic216
<b>Telephone No. - N° de téléphone</b> (250) 216-3168 ( )	<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CAPE BRETON ATTN CONTRACT OFF. STN FORCES P.O.BOX 17000 VICTORIA British Columbia V9A7N2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>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 Security Requirements**

There are no security requirements.

### **1.2 Statement of Requirement**

The Statement of Requirement to be performed is detailed under Annex "A".

### **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 (2016-04-04) 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 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 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (1 hard copy)

#### **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.

#### **Section III: Certifications**

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

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

## **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 Technical Criteria are established in Annex "A".

#### **4.1.2 Financial Evaluation**

See Annex "B".

### **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. 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.

## 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 the Contract.

### 6.2 Statement of Requirement

The Contractor must perform the Requirement in accordance with the Statement of 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](#) (2016-04-04), 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 24, 2016.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Darlene Thorne  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1230 Government Street, Suite 401 Victoria BC V8W 3X4  
Telephone: 250-216-3168  
Facsimile: 250-363-0395  
E-mail address: Darlene.Thorne@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.



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W3555-179193/A  
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W3555-179193

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-6-39165

Buyer ID - Id de l'acheteur  
vic216  
CCC No./N° CCC - FMS No./N° VME

In the event that you are unable to contact the above noted Authority, please contact PAC.VICCA@tpsgc-pwgsc.gc.ca

### 6.5.2 Project Authority

To be identified upon 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.

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:  
(Please complete)

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

## 6.6 Payment

### 6.6.1 Basis of Payment

Refer to Annex "B"

### 6.6.2 Limitation of Price

SACC Manual clause C6000C (2008-12-12) Limitation of Price

### 6.6.3 Method of Payment

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

## 6.7 Invoicing Instructions

SACC Manual clause H5001C (2008-12-12) Invoicing Instructions

## 6.8 Certifications and Additional Information

### 6.8.1 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.

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VIC-6-39165

Buyer ID - Id de l'acheteur  
vic216  
CCC No./N° CCC - FMS No./N° VME

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## **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 (2016-04-04);
- (c) Annex A, Statement Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## ANNEX "A"

### STATEMENT OF REQUIREMENT

#### Overview:

The following is the minimum Government of Canada requirements for one (1) flatbed applicator unit to be used in the sign shop at Fleet Maintenance Facility CAPE BRETON (FMF CB). This unit needs to be ideally suited for the application of self-adhesive vinyls to banners, signs, coroplast, pvc, styrene, substrates, pre-masking including heavy and delicate substrates such as glass, crezon, aluminium, traffic panels, reflective sheeting, components, multiple piece orders and more.

Item	Minimum Mandatory Requirements	Comments	Bid Ref Page #	Pass/ Fail
<b>REGULATORY REQUIREMENTS</b>				
1.0	All electrical equipment supplied under the contract must be certified or approved for use in accordance with the <u>Canadian Electrical Code, Part 1</u> , before delivery, by a certification organization accredited by the Standards Council of Canada.			
<b>UNIT REQUIREMENTS</b>				
1.1	Unit must be a bridge-type flatbed applicator with a pneumatically controlled roller that is automatically adjusted for a variety of substrates.			
1.2	Unit must be designed to function as a work table, light table, and cutting table for applications that include substrate mounting, lamination, and pre-masking.			
1.3	Unit must be able to use 120V / 60 Hz / 15A for electrical power requirements.			
1.4	An emergency stop is required on each side of the bridge that is accessible when the roller is in operation.			
1.5	Sizes and Capacities			
1.5.1	The overall length of the unit must be between 13' and 14'.			
1.5.2	The overall width of the unit must not exceed 5'-6".			
1.5.3	The overall height of the unit must not exceed 5'.			
1.5.4	The effective working length of the bed with glass table and cut mat must be no less than 12'.			
1.5.5	The effective working width of the bed with glass table and cut mat must be no less than 4'-6".			
1.5.6	The effective working height of the bed with glass table and cut mat must be able to achieve 34" plus or minus 1".			
1.5.7	The unit must be maneuverable by a single person.			

Item	Minimum Mandatory Requirements	Comments	Bid Ref Page #	Pass/ Fail
1.5.8	The unit construction must be suitable for supporting up to 300 lbs on the bed.			
1.5.9	The roller must be able to accommodate a substrate thickness between 0" and 2" as a minimum.			
1.5.10	The roller must be able to accommodate a substrate width of at least 4'-6".			
1.5.11	The shipping dimensions of the pallet, crates, and/or boxes must not exceed 14' in length, 7' in width, and 6' in height.			
1.6	Bridge and Roller Operation and Control			
1.6.1	Roller must use pneumatic pressure through pneumatic cylinders to apply pressure against the flatbed.			
1.6.2	Roller must use pneumatic pressure to control the height of the roller from the flatbed.			
1.6.3	Unit must operate using 90 PSIG shop air or provide air onboard with a compressor.			
1.6.4	If unit runs off of shop air, connection must be a standard quick disconnect coupler.			
1.6.5	If unit has an onboard compressor, it must be quiet and operate below 60 db.			
1.6.6	A control device, such as a lever or switch, for the roller is required on each side of the bridge in a location that is ergonomic and safe for the operator.			
1.6.7	Manual movement of the roller bridge for operation must be allowed.			
1.6.8	A pressure gauge must be provided in a location that is visible to the operator during operation of the roller.			
1.6.9	A suitable pressure regulator must be provided in a position next to the pressure gauge.			
1.6.10	Unit must have a spindle-type horizontal roll holder on bridge for pre-mask and laminating applications.			
1.6.11	Unit must have a spindle-type horizontal roll holder on bridge for media being used during premask and laminate operations.			
1.6.12	Spindle-type roll holder on bridge must accommodate a roll size that is maximum 5 feet in length long with a 6" outside diameter and 2" inside diameter.			
1.7	Table Features			
1.7.1	Unit must have a glass bed surface.			
1.7.2	A cutting mat of a self-healing type is required to cover the entire bed surface.			
1.7.3	Unit must have LED lighting under the bed surface to adequately illuminate the table above the cutting mat.			

Item	Minimum Mandatory Requirements	Comments	Bid Ref Page #	Pass/ Fail
1.7.4	An on/off switch for the LED lighting must be located on both sides of the table.			
1.7.5	Unit must have a spindle-type horizontal roll holder at each end of the table for printed or cut film.			
1.7.6	The spindle-type roll holder at each end of the table must accommodate a roll size that is maximum 5 feet in length long with a 6" outside diameter and 2" inside diameter.			
1.7.7	Unit must have a cradle-type horizontal roll holder/tray along the entire length of each long side of the table for media storage.			
1.7.8	The cradle-type roll holder/tray along the size of the table must accommodate a roll size that is a maximum 5 feet in length long with a 6" outside diameter and 2" inside diameter.			
1.8	Unit must come with a separate long reach cutter of length greater than 2 ft. and less than 3 ft.			
1.9	All unit components must be able to move through a double doorway of 68" prior to assembly and installation.			
1.10	Unit must have four independent locking casters with 360 degrees of swivel.			
1.11	Unit must have features to sufficient level the bed.			
1.12	Unit must have feature to allow anti-static operation.			
1.13	Operating instruction labels must be clearly identified and printed in English.			
1.14	All hazards and warnings must be identified on the unit in English and in a conspicuous manner.			
<b>ADDITIONAL REQUIREMENTS</b>				
1.15	The unit must be shipped on a truck that can be offloaded using a forklift or overhead crane. Forklift pockets or crane lifting points must be clearly identified and accessible.			
1.16	A manual covering the supplied unit must be provided in English. A minimum of two (2) hard copies and one (1) digital copy of the manual must be provided. Manuals must include sufficient information to facilitate assembly, installation, operation, and maintenance as a minimum.			
1.17	Supplier must provide technical support via phone, email, or on site within 12 months after delivery.			

