



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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 - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Commercial Kitchen Equipment	
Solicitation No. - N° de l'invitation A7100-163511/A	Date 2017-01-12
Client Reference No. - N° de référence du client A7100-163511	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-016-10116	
File No. - N° de dossier WPG-6-39233 (016)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-02-22	Time Zone Fuseau horaire Central Standard Time CST
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: Hall, Marlene	Buyer Id - Id de l'acheteur wpg016
Telephone No. - N° de téléphone (204) 230-0147 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Wills Transfer Ltd. 3100 Swansea Crescent Ottawa, ON K1G 3W4 c/o Claudette Weedmark	

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 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.2 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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: 120 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26) Condition of Material – Bid

2.2 Submission of Bids

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

2.2.1 Improvement of Requirement During Solicitation Period

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

2.3 Enquiries - Bid Solicitation

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

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.

2.5 Bidders' Conference

A bidders' conference will be held on January 25, 2017 to provide information and opportunities for bidders to ask questions about the solicitation and the procurement process. Supplier's attendance is optional. The bidders' conference will be held at Public Works and Government Services Canada (PWGSC), 167 Lombard Avenue, Winnipeg, Manitoba via web-ex and teleconference. The bidders' conference will begin at 10:00 am Central Standard Time.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance and receive teleconference and web-ex instructions. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than January 23, 2017, 2:00 pm, CST.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

Contracting Authority: Marlene Hall
Telephone: 204-230-0147
Email: marlene.hall@pwgsc-tpsgc.gc.ca

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 (1 hard copy)

Section II: Financial Bid (1 hard copy)

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.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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.

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

- (a) Bidder must be able to perform the full scope of the work described in the Annex A, Requirement and meet the Minimum Mandatory Performance Specifications detailed in Annex A.
- (b) Bidder must complete the Compliance Matrix detailed in Annex A, Requirement. Completion is defined as indication of compliance to the mandatory criteria as outlined in Annex A, Requirement

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Multiple Items

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.

[SACC Manual Clause [A0272T](#) (2010-08-16)]

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).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "*FCP Limited Eligibility to Bid*" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex *Federal Contractors Program for Employment Equity - Certification*, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex *Federal Contractors Program for Employment Equity - Certification*, for each member of the Joint Venture.

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 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 (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 31, 2017.

6.4.2 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marlene Hall
Procurement Specialist
Public Works and Government Services Canada
Acquisitions and Compensation Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3B 0T6

Telephone: 204 230-0147
Fax: 204 983-7796
Email: marlene.hall@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

The Project Authority for the Contract is: *A contact to be named at date of contract issuance*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
Email: _____

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(s), as specified in Annex B 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

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

6.6.3 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

6.8.2 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.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

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), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.11 SACC Manual Clauses

B1501C	(2006-06-16)	Electrical Equipment
B7500C	(2006-06-16)	Excess Goods
C2000C	(2007-11-30)	Taxes – Foreign-based Contractor
C5201C	(2008-05-12)	Prepaid Transportation Costs
D4002C	(2013-04-25)	Shipping Instructions-Free on Board Destination and delivered Duty Paid
G1005C	(2016-01-28)	Insurance – No Specific Requirement

ANNEX "A" - REQUIREMENT

The Canadian High Arctic Research Station (CHARS) has a requirement for the supply and delivery of Commercial Kitchen Equipment.

A complete list of the mandatory technical specifications is detailed in the Compliance Matrix.

Delivery, FOB Destination: Wills Transfer Ltd.
3100 Swansea Crescent
Ottawa, ON. K1G 3W4
(613) 744-0970 ext. 201
c/o Claudette Weedmark

Delivery to be coordinated with the Project Authority and must be delivered to Wills Transfer Ltd on or before March 31, 2017. (Project Authority contact information to be provided at time of contract award)

Installation, if required, will be negotiated with the Contactor under a separate contract.

Bidders can bid on one item or more than one item. The responsive bids with the lowest evaluated price on an item by item basis will be recommended for award of a contract. It is anticipated multiple contracts will be awarded.

Instructions:

A complete list of the mandatory performance specifications is detailed in the Compliance Matrix.

1. Bidders are to provide supporting technical documentation for the specifications detailed in the Compliance Matrix, and cross-reference where the supporting documentation is found within the proposal to demonstrate compliance. Bidders are to clearly demonstrate compliance with the specifications.
2. Supporting technical documentation, such as specification sheets, technical brochures, and photographs or illustrations should provide adequate detail to substantiate that the goods offered meet the technical requirements. It is the Bidders responsibility to ensure that the submitted technical documentation provides adequate detail to prove that the proposed product(s) meet the requirements of the technical specification. If specific published technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
3. If the complete specification and/or literature is not submitted as requested, 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.
4. Canada will not evaluate information such as references to Web site addresses where additional information can be found.
5. Bidders must address any concerns with the Specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet the minimum mandatory specifications will result in your proposal being deemed non-responsive, and be given no further consideration in the evaluation process.

Compliance Matrix – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

	<p><u>Completion and submission of Mandatory Performance Specification is required to be considered responsive and for your offer to be given further consideration.</u></p> <p>a. Bidder must cross reference where in their technical offer, the performance specification is located.</p> <p>b. Provide the specification being offered which meets or exceeds <u>and cross-reference as to where the supporting documentation is found within your proposal</u>. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your offer. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., prepare a written narrative complete with a detailed explanation of how its offer demonstrates compliance.</p>	
	<p><u>All work and materials herein specified must meet and maintain minimum Canadian and Provincial certification(s) and approval(s) as applicable by Industry Standards.</u></p>	
Item	Specifications	Bidder Response: indicate how they meet the specifications addressed below/ cross-reference where this technical specification is indicated in their bid documentation
1	Platform cart	
1.1	Platform dimensions: 610 mm x 915 mm ± 25 mm (24" x 36" ± 1").	
1.2	Capacity: at least 725 kg (1600 lbs).	
1.3	Heavy duty aluminum platform truck with tread deck.	
1.4	One (1) handle at a height of 675 mm ± 25 mm (26.5" ± 1") from the base of the platform.	
1.5	Durable extruded corner sockets integrated with frame so handle fits tightly and securely.	
1.6	Full perimeter non-marking rubber bumper.	
1.7	Four (4) casters with brake option.	
2	Rack Dolly (Cart for basket)	
2.1	Dimensions: 595 mm W x 595 mm D x 310 mm H ± 25 mm (23.38" x 23.38" x 12.13" ± 1").	
2.2	Heavy-duty rack dolly for transporting tableware.	
2.3	Lightweight aluminum.	

2.4	Non marking corner bumpers.	
2.5	A tubular steel handle.	
2.6	Equipped with four (4) non marking, resilient thread, 125 mm \pm 13 mm (5" \pm 0.5") swivel casters	
2.7	Dollies are 330 mm \pm 25 mm (13" \pm 1") off the floor	
3	Utility Cart	
3.1	Dimensions: 595 mm W x 875 mm D x 900 mm H \pm 25 mm (23.5" x 34.38" x 35.5" \pm 1").	
3.2	Cart capacity: at least 180 kg (400 lbs).	
3.3	Three (3) antimicrobial shelves.	
3.4	Shelf dimensions: 510 mm W x 760 mm D \pm 25 mm (20" x 30" \pm 1").	
3.5	Chrome plated posts.	
3.6	Easy to grip handle.	
3.7	Corrosion proof, smooth surfaces.	
3.8	Unit conforms to NSF standards.	
4	Coffee Machine	
4.1	Dimensions: 245 mm W x 385 mm D x 400 mm H \pm 25 mm (9.7" x 15.2" x 15.8" \pm 1").	
4.2	Single serve automatic coffee machine.	
4.3	Use a pod system for coffee and tea.	
4.4	Plumbed water connection.	
4.5	Automatically dispose used pods after each brew, holding at least 20 in a bin.	
4.6	Brew servings of at least 473 ml \pm 30 ml (16 oz \pm 1 oz).	
4.7	Able to provide at least 295 ml \pm 30 ml (10 oz \pm 1 oz) of hot water.	

5	Espresso Coffee Machine	
5.1	Dimensions: 420 mm W x 540 mm D x 640 mm H \pm 25 mm (16.5" x 20.5" x 25.2" \pm 1")	
5.2	Milk cooler with a capacity of at least 4000 ml \pm 60 ml (135 oz \pm 2 oz).	
5.3	Cup warmer for at least 65 cups.	
5.4	Programmable for at least 30 different products and a button panel with at least 12 buttons.	
5.5	Aerated coffee bean container.	
5.6	Powder dispenser for decaffeinated ground coffee.	
5.7	A chip card to store and load data and recipes.	
5.8	Brewing accelerator to improve efficiency.	
5.9	Under-counter disposal of coffee grounds.	
6	Coffee Grinder	
6.1	Dimensions: 240 mm W x 455 mm D x 740 mm H \pm 25 mm (9.5" x 17.9" x 29.1" \pm 1")	
6.2	Two (2) front loading hoppers with a capacity of 2.75 kg \pm 0.5 kg (6 lbs \pm 1.1 lbs) each	
6.3	3 batch sizes per hopper.	
6.4	Removable hoppers to serve as storage containers when not in the grinder.	
6.5	Lid locks to prevent tampering.	
7	Coffee Brewer	
7.1	Dimensions: 230 mm W x 470 mm D x 700 mm H \pm 25 mm (9.0" x 18.5" x 27.6" \pm 1")	
7.2	Capacity: minimum 100 cups per hour.	
7.3	Includes a hot water faucet (plumbed water connection).	

7.4	Pour over feature.	
7.5	Stainless steel internal components.	
8	Double Coffee Thermos	
8.1	Dimensions: 730 mm H x 195 mm W x 430 mm D \pm 25 mm (28.7" x 7.8" x 16.9" \pm 1")	
8.2	Coffee thermos compatible with item 7 (Coffee Brewer).	
8.3	Two (2) 2.5 liter thermal servers each including base, glass and stainless steel lined. <ul style="list-style-type: none"> Dimensions: 205 mm x 177 mm x 298 mm high. 	
8.4	Made of durable plastic.	
8.5	Drip trays to catch spills and keep serving areas clean.	
8.6	Double thermal server racks to hold the server.	
8.7	Two (2) thermal server boosters for the coffee brewer, item #7.	
9	Muffin Display	
9.1	Dimensions: 455 mm W x 405 mm D x 535 mm H \pm 25 mm (18" x 16" x 21" \pm 1").	
9.2	Black iron frame display with clear acrylic on each side and three (3) tiers.	
9.3	Curved front with three (3) hinged doors with black iron handle.	
9.4	To receive one 330 mm x 455 mm \pm 25 mm (13" x 18" \pm 1") clear acrylic tray per tier.	
9.5	Three (3) clear trays.	
10	Condiment Dispenser	
10.1	Dimensions: 100 mm W x 305 mm D x 265 mm H \pm 25 mm (4" x 12" x 10.5" \pm 1").	
10.2	Three (3) tier glass jar display.	

10.3	Black iron frame.	
10.4	Three (3) removable square clear glass jars.	
10.5	Jar dimensions: 100 mm W x 100 mm D \pm 13 mm (4" x 4" \pm 0.5").	
11	Cutlery Dispenser	
11.1	Dimensions: 180 mm W x 330 mm D x 330 mm H \pm 25 mm (7" x 13" x 13" \pm 1")	
11.2	Sloped black iron frame cylinder displays.	
11.3	Holds three (3) stainless steel perforated cylinders.	
11.4	Each cylinder is installed at three (3) different levels.	
12	Rotary Toaster	
12.1	Dimensions: 370 mm W x 580 mm D x 420 mm H \pm 25 mm (14.5" x 22.7" x 16.6" \pm 1").	
12.2	Minimum 750 toasts per hour.	
12.3	Front or rear discharge.	
12.4	Stainless steel, vertical type.	
12.5	Conveyor type toaster with adjustable speeds.	
12.6	Two (2) heat zones each including two (2) heating elements.	
12.7	All controls on the front of the unit.	
12.8	Switch for toast or buns in a way to toast one (1) side of the product if wanted.	
12.9	A switch to run the elements and the conveyor.	
12.10	A thermostatic control to control the intensity of the heat.	
12.11	Removable stainless steel tray.	

12.12	80 mm ± 13mm (3" ± 0.5") opening height.	
12.13	Cool surface temperatures.	
12.14	Automatic power save mode.	
13	Panini Grill	
13.1	Dimensions: 410 mm W x 380 mm D x 205 mm H ± 25 mm (16.1" x 15" x 8" ± 1").	
13.2	Single style Panini grill.	
13.3	Heavy duty ribbed cast iron plates.	
13.4	Stainless steel body.	
13.5	Pivot-action top plate to suit any food thickness.	
13.6	Thermostatically controlled up to at least 285 °C (545 °F).	
14	Cutter-mixer	
14.1	Dimensions: 220 mm W x 310 mm D x 445 mm H ± 25 mm (9" x 12" x 17.5" ± 1")	
14.2	Direct drive, 1.5 H.P., single phase motor with magnetic safety system and motor brake for user safety.	
14.3	Control panel with push buttons for "on", "off" and "pulse".	
14.4	Including 4 mm (0.17") slicing disc and 2 mm (0.08") grating discs.	
14.5	Stainless steel "S" blade.	
14.6	4.25 L (4.5 qt) stainless steel cutter bowl with handle, see-thru lid with introduction port which allows user to add ingredients while processing.	
14.7	Attachments easily removed for easy cleaning and optimum sanitation.	

15	Steam Table Adaptor Plate	
15.1	Dimensions: 525 mm x 325 mm \pm 25 mm (20.7" x 12.8" \pm 1")	
15.2	Stainless steel adaptor plate.	
15.3	To fit a standard steam table opening.	
15.4	Two (2) openings, one (1) of 265 mm (10.4") and one (1) of 215 mm (8.4").	
16	Garbage Can	
16.1	Dimensions: 380 mm x 285 mm x 510 mm \pm 25 mm (15.0" x 11.2" x 20.0" \pm 1")	
16.2	Volume: 38 L \pm 1 L (40 qt \pm 1 qt)	
16.3	Fire resistant.	
16.4	Color: Beige.	
16.5	UL Rating.	
17	Recycling Bin	
17.1	Dimensions: 380 mm x 285 mm x 510 mm \pm 25 mm (15.0" x 11.2" x 20.0" \pm 1")	
17.2	Volume: 38 L \pm 1 L (40 qt \pm 1 qt)	
17.3	Fire resistant.	
17.4	Color: Beige.	
17.5	UL Rating.	
18	Compost Bin	
18.1	Dimensions: 300 mm x 220 mm x 215 mm \pm 25 mm (11.8" x 8.7" x 8.5" \pm 1")	
18.2	Volume: 7 L \pm 1 L	
18.3	Color: Beige with white cover	

19	Garbage Can	
19.1	Dimensions: 585 mm x 280 mm x 630 mm \pm 25 mm (23.1" x 11.0" x 24.9" \pm 1").	
19.2	Color: Light grey.	
19.3	Volume: 60 L \pm 5 L (63.4 qt \pm 4.4 qt)	
19.4	All plastic construction, will not rust, chip, or peel, and chock resistant.	
19.5	Reinforced rims to add strength and durability.	
19.6	Built-in handles for better handling.	
19.7	Stainless steel dolly with non-marking plastic casters. Resists chemicals and rust. For use in wet environments.	
20	Garbage Can	
20.1	Dimensions: 490 mm diameter x 580 mm high \pm 25 mm (19.4" x 22.9" \pm 1").	
20.2	Color: Grey.	
20.3	Volume: 75.7 L \pm 5 L (66.6 qt \pm 4.4 qt)	
20.4	Reinforced rims to add strength and durability.	
20.5	Built-in handles for better handling.	
20.6	Double ribbed base increases stability and dragging capacity.	
20.7	"USDA Meat and Poultry" equipment group listed.	
20.8	Certified to NSF standards.	
20.9	Strong snap-on lids.	
20.10	Dolly with five (5) rugged non-marking casters, structural foam construction, twist lock.	
21	Garbage Can	
21.1	Dimensions: 400 mm diameter x 475 mm high \pm 25 mm (15.8" x 18.8" \pm 1").	

21.2	Capacity: 42 L \pm 5 L (37 qt \pm 4.4 qt)	
21.3	Color: Gray	
21.4	All around rim.	
21.5	All plastic, durable and crack resistant.	
22	Recycling Bin	
22.1	Dimensions: 400 mm diameter x 475 mm high \pm 25 mm (15.8" x 18.8" \pm 1").	
22.2	Capacity: 42 L \pm 5 L (37 qt \pm 4.4 qt)	
22.3	Color: Gray	
22.4	All around rim.	
22.5	All plastic, durable and crack resistant.	
23	Microwave Oven	
23.1	Dimensions: 510 mm x 400 mm x 305 mm \pm 25 mm (20.08" x 15.75" x 12" \pm 1").	
23.2	Cavity dimensions: 330 mm x 330 mm x 205 mm high \pm 25 mm (13" x 13" x 8" \pm 1").	
23.3	Stainless steel commercial microwave.	
23.4	Output power 1000 watts.	
23.5	Bottom Energy Feed	
23.6	6 Minute Dial Timer	
23.7	Interior oven light	
23.8	See-through oven door	
24	Microwave Oven	
24.1	Dimensions: 510 mm x 380 mm x 305 mm \pm 25 mm (20.08" x 14.96" x 12" \pm 1").	

24.2	Cavity dimensions: 330 mm x 330 mm x 205 mm high \pm 25 mm (13" x 13" x 8" \pm 1").	
24.3	Stainless steel digital display commercial microwave.	
24.4	Ten (10) programmable memory pads.	
24.5	Six (6) power levels.	
24.6	2 and 3 stage cooking.	
24.7	Output power 1000 watts.	
25	Under-counter Refrigerator	
25.1	Dimensions: 450 mm x 520 mm x 685 mm high \pm 25 mm (17.63" x 20.5" x 26" \pm 1").	
25.2	Capacity: 74L \pm 5 L (2.6 cuft \pm 0.18 cuft).	
2	One (1) door.	
5.3	Stainless steel front and top. Aluminum sides and finished back.	
25.4	Energy Star compliant.	
25.5	To be installed under a counter.	
26	Refrigerated Display	
26.1	Dimensions: 425 mm x 405 mm x 980 mm \pm 25mm (16.75" x 16" x 38.5" \pm 1").	
26.2	Four (4) sided clear glass cabinet.	
26.3	Interior LED lighting.	
26.4	Capacity: 85 L \pm 5 L (3 cuft \pm 0.18 cuft).	
26.5	Sturdy stainless steel wire shelving.	
26.6	Three (3) shelves.	

26.7	One (1) swing door	
27	Mobile Refrigerator	
27.1	Dimensions: 815 mm x 675 mm x 1795 mm \pm 25 mm (32" x 26.5" x 70.63" \pm 1").	
27.2	One (1) door, full height.	
27.3	Stainless steel door finish.	
27.4	Grey cabinet finish.	
27.5	Capacity: 527 L \pm 5 L (18.6 cuft \pm 0.18 cuft).	
28	Shelving Unit	
28.1	Two (2) 1220 mm x 455 mm x 1890 mm high \pm 25 mm (48" x 18" x 74.4" \pm 1").	
28.2	One (1) 1370 mm x 455 mm x 1890 mm high \pm 25 mm (53.93" x 18" x 74.4" \pm 1").	
28.3	Four post and five shelves per unit.	
28.4	Chrome plated wire shelving and posts.	
28.5	Shelf height adjustable by 25 mm increments (1") along the entire length of the post without tools.	
28.6	Capacity: maximum weight capacity of at least 270 kg (600 lb) per shelf.	
28.7	Total unit capacity: maximum unit capacity of at least 910 kg (2000 lbs)	
29	Mobile Shelving Units	
29.1	Two (2) 1370 mm x 455 mm x 1580 mm \pm 25 mm (53.93" x 18" x 62.2" \pm 1").	
29.2	Four (4) 915 mm x 455 mm x 1580 mm \pm 25 mm (36" x 18" x 62.2" \pm 1").	
29.3	Three (3) 1220 mm x 455 mm x 1580 mm \pm 25 mm (48" x 18" x 62.2" \pm 1").	
29.4	Four posts for stem casters and at least four shelves per unit.	

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29.5	Epoxy coated steel frames and posts.	
29.6	Antibacterial polypropylene grid mat shelving.	
29.7	Shelves removable for cleaning.	
29.8	Capacity: maximum weight capacity of at least 270 kg (600 lb) per shelf.	
29.9	Total unit capacity: maximum unit capacity of at least 405 kg (900 lbs)	
29.10	Shelf height adjustable by 25 mm increments (1") along the entire length of the post.	
29.11	Four (4) stem casters with bumpers to protect walls and furniture.	
30	Shelving Unit for Pots and Pans	
30.1	Dimensions: 1525 mm x 455 mm x 1875 mm \pm 25 mm (60" x 18" x 73.8" \pm 1").	
30.2	Four post and four shelves per unit.	
30.3	Stainless steel posts and shelves.	
30.4	Raised shelf edges so contain spills.	
30.5	Shelves louvered/embossed with epoxy coated cast corners address the majority of applications for solid, corrosion resistant shelves.	
30.6	Stainless steel stationary posts include stainless levelling bolts.	

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ANNEX "B" – BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices. Customs duties are included. Applicable Taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

Pricing must be firm (Canadian) unit price including all costs associated with providing the requirement in accordance with requirement at Annex A, FOB destination.

Pricing must be in Canadian funds.

FOB Destination: Wills Transfer Ltd.
3100 Swansea Crescent
Ottawa, ON. K1G 3W4
(613) 744-0970 ext. 201
c/o Claudette Weedmark

Delivery for all items must be received at Wills Transfer Ltd on or before March 31, 2017.

Item	Description	Qty	Unit of Issue	Unit Price	Extended Price CND
1	<p>Platform cart in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario.</p> <p>Model Number: _____</p>	1	each	\$	\$
2	<p>Rack Dolly (Cart for basket) in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario.</p> <p>Model Number: _____</p>	1	each	\$	\$

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3	<p>Utility Cart in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario.</p> <p>Model Number: _____</p>	2	each	\$	\$
4	<p>Coffee Machine in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario.</p> <p>Model Number: _____</p>	3	each	\$	\$
5	<p>Espresso Coffee Machine in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario.</p> <p>Model Number: _____</p>	1	each	\$	\$
6	<p>Coffee Grinder in accordance with the mandatory specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario.</p> <p>Model Number: _____</p>	1	each	\$	\$

7	<p>Coffee Brewer in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario.</p>	1	each	\$	\$
8	<p>Double Coffee Thermos in accordance with the mandatory specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	6	each	\$	\$
9	<p>Muffin Display in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	1	each	\$	\$
10	<p>Condiment Dispenser in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	2	each	\$	\$
11	<p>Cutlery Dispenser in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	3	each	\$	\$

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12	Rotary Toaster in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	1	each	\$	\$
13	Panini Grill in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	1	each	\$	\$
14	Cutter-mixer in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	1	each	\$	\$
15	Steam Table Adaptor Plate in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	1	each	\$	\$
16	Garbage Can (38L ±1L) in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	8	each	\$	\$

17	<p>Recycling Bin in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	16	each	\$	\$
18	<p>Compost Bin in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	4	each	\$	\$
19	<p>Garbage Can (60L ±5L) in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	3	each	\$	\$
20	<p>Garbage Can (75.7L ±542) in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	2	each	\$	\$
21	<p>Garbage Can (60L ±5L) in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	1	each	\$	\$

22	<p>Recycling Bin in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	2	each	\$	\$
23	<p>Microwave Oven in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	4	each	\$	\$
24	<p>Microwave Oven in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	1	each	\$	\$
25	<p>Under-counter Refrigerator in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	4	each	\$	\$
26	<p>Refrigerated Display in accordance with the mandatory performance specifications detailed in Annex A – Requirement.</p> <p>All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario</p> <p>Model Number: _____</p>	1	each	\$	\$

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27	Mobile Refrigerator in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	1	each	\$	\$
28	Shelving Unit in accordance with the mandatory performance specifications detailed in Annex A – Requirement. <ul style="list-style-type: none"> Two (2) 1220 mm x 455 mm x 1890 mm high \pm 25 mm (48" x 18" x 74.4" \pm 1"). One (1) 1370 mm x 455 mm x 1890 mm high \pm 25 mm (53.93" x 18" x 74.4" \pm 1"). All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	3	each	\$	\$
29	Mobile Shelving Unit in accordance with the mandatory performance specifications detailed in Annex A – Requirement. <ul style="list-style-type: none"> Two (2) 1370 mm x 455 mm x 1580 mm \pm 25 mm (53.93" x 18" x 62.2" \pm 1"). Four (4) 915 mm x 455 mm x 1580 mm \pm 25 mm (36" x 18" x 62.2" \pm 1"). Three (3) 1220 mm x 455 mm x 1580 mm \pm 25 mm (48" x 18" x 62.2" \pm 1"). All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	9	each	\$	\$

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30	Shelving Unit for Pots and Pans in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including freight and offloading charges, FOB Destination to Wills Transfer Ltd., Ottawa, Ontario Model Number: _____	1	each	\$	\$
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Financial Evaluation:

The responsive bid with the lowest evaluated price on an item by item basis will be recommended for award of a contract.

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ANNEX "C" - ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

() Direct Deposit (Domestic and International)