



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

By e-mail to:

[Sarah.Hadi@forces.gc.ca](mailto:Sarah.Hadi@forces.gc.ca)

**Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

**Solicitation Closes –  
L'invitation prend fin**

At – à : 2:00 PM – 14h00

On - le : 27 March - mars 27

**Time Zone: - Fuseau horaire :**

Eastern Daylight Time (EDT) - Heure normale de l'est

**THIS DOCUMENT DOES NOT CONTAIN A  
SECURITY REQUIREMENT / CE DOCUMENT NE  
CONTIENT PAS DE EXIGENCES RELATIVES À  
LA SÉCURITÉ**

<b>Title/Titre</b> Industrial Washer	<b>Solicitation No – N° de l'invitation</b> W6369-17-A048
<b>Date of Solicitation – Date de l'invitation</b> 13 March 2017	
<b>Address Enquiries to – Adresser toutes questions à</b>  <a href="mailto:Sarah.Hadi@forces.gc.ca">Sarah.Hadi@forces.gc.ca</a>  Sarah Hadi, Director Services Contracting (D Svcs C) 3-3-6-3 - Direction – Contrats de services (DC Svcs) 3-3-6-3	
<b>Telephone No. – N° de téléphone</b>	<b>FAX No – N° de fax</b>
819-939-8529	
<b>Destination</b>  See herein. - Voir dans les présentes.	

**Instructions:**

**Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
01 June 2017	
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

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## PART 1 - GENERAL INFORMATION

### 1.1 Statement Requirement

The Contractor must provide the items detailed under Annex "A".

### 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.

### 1.3 Trade Agreements

"The requirement is subject to the provisions of 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 with the following modifications:

Section 02, Procurement Business Number is deleted in its entirety.

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

Delete: 60 days  
Insert: 90 days

Section 20, Further Information is deleted in its entirety.

### 2.2 Submission of Bids

Bids must be submitted as per the instructions specified on page 1 of this bid solicitation by the indicated date, time and place.

Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing time and date to

confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

Canada will not be responsible for late bids received at destination after the closing date and time.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Ontario.

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 One (1) soft copy submitted by e-mail;

Section II: Financial Bid One (1) soft copy submitted by e-mail; and

Section III: Certifications One (1) soft copy submitted by e-mail.

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

## **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 Pricing Schedule detailed in Attachment 1 to Part 3. 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

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

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

**ATTACHMENT 1 TO PART 3, PRICING SCHEDULE**

The Bidder must complete this pricing schedule and include it in its financial bid.

All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded, DDP, Canadian customs duties and excise taxes included.

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

	Description	Quantity	Lead Time (Calendar Days)	Firm Unit Price (in Cdn \$)
1	Delivery of one (1) industrial washer with cold water wash, manufacturer's maintenance manual and user operations manuals	1	_____	\$ _____
2	<b>Total Evaluated Price</b>			\$ _____
3	<b>GST/HST</b>  <b>(Insert GST or HST amount, as applicable)</b>			\$ _____

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

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 detailed in Attachment 1 to Part 4, Mandatory Technical Criteria.

#### **4.1.2 Financial Evaluation**

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

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

### **4.2 Basis of Selection - 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.

**ATTACHMENT 1 TO PART 4, MANDATORY TECHNICAL CRITERIA**

Bidders must provide technical specifications to clearly demonstrate their product meets the mandatory technical criteria below.

No.	MANDATORY TECHNICAL CRITERIA	MET	NOT MET	CROSS-REFERENCE TO PROPOSAL
M1	Nozzles are designed for impingement on both inside and outside of containers;			
M2	Inside cavity (minimum size) must accommodate for container 36" high X 31" wide X 23" deep;			
M3	Removable waste filter basket for easy cleaning;			
M4	Washer housing manufactured at a minimum with 14 gauge 304 stainless steel;			
M5	Adjustable sanitary feet;			
M6	Compact space saver design;			
M7	Programmable cycle time;			
M8	Safety door limit switch;			
M9	Cold wash minimum 45 seconds, 21 GPM@ 40 PSIG & ambient;			
M10	Hot rinse minimum 15 seconds ,21 GPM@ 40 PSIG & 140 Deg F; and			
M11	Power requirements 120 volts, 60HZ.			

## **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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) 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)).

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.

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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 Security Requirements

There is no security requirement applicable to the Contract.

### 6.2 Statement Requirement

The Contractor must provide the items detailed under 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 with the following modifications.

Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received by 01 June 2017 or as soon as possible.

#### 6.4.5 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:

Name: Sarah Hadi  
Title: Contracting Officer  
Organization: DG Proc Svcs  
Address: Dept. of National Defence, 101 Colonel By Drive, Ottawa, ON K1A 0K2  
Telephone: 819-939-8529

Facsimile: 819-997-3211  
E-mail address: Sarah.Hadi@forces.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 Technical Authority** *(To be completed at time of contract award)*

The Technical Authority for the Contract is:

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

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

The Technical Authority named above 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 Technical Authority, however the Technical 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** *(To be completed at time of contract award)*

The Contractor Representative for the Contract is:

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

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

**6.6 Payment**

**6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price for a cost of \$\_\_\_\_\_ *(amount to be inserted at Contract Award)* as specified in Annex "B" Basis of Payment. 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 Method of Payment

H1000C (2008-05-12) Single Payment

## 6.6.3 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);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only);

## 6.7 Invoicing Instructions

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.

Each invoice must be supported by:

- a. A copy of the shipment documentation (transportation bill of lading, packing slip, etc.)

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications 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.

## 6.9 Applicable Laws

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

## 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 of Requirement;

- 
- (d) Annex "B", Basis of Payment;
  - (e) Annex "C", Electronic Payment Instruments
  - (f) the Contractor's bid dated \_\_\_\_\_ *[date to be specified in the resulting Contract, as clarified on [date to be specified in the resulting Contract, if required], and as amended on [date to be specified in the resulting Contract, if required]].*

**6.11 Defence Contract**

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

**6.12 SACC Manual Clauses**

C2000C (2007-11-30), Taxes – Foreign Suppliers  
D2000C (2007-11-30), Marking  
D2001C (2007-11-30), Labelling

**6.13 Shipping Instructions - Delivery at Destination**

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

Delivered Duty Paid (DDP) (Ottawa, Ontario) Incoterms 2000 for shipments from a commercial contractor.

## ANNEX "A"

### STATEMENT OF REQUIREMENT

#### 1 PURPOSE

- 1.1 The purpose of this Statement of Requirement (SOR) is to fulfill the necessary requirements of a commercial off the shelf, stand- alone washer to clean and sanitize oversize containers on return from deployment theaters of operation.

#### 2 BACKGROUND

- 2.1. The D FHP (FHP Lab) is in the process of completing the last phase of acquiring the necessary equipment to support the cleaning and maintenance of hard Pelican Case containers returning from deployed operations.

#### 3 REQUIREMENTS

- 3.1 The Department of National Defence CAF Health Services Force Health Protection has a requirement for one (1) industrial washer with cold water wash and manuals. Installation is outside the scope of this contract and will be the responsibility of Defence Construction Canada.
- 3.2 General Description: A stationary washer that will quickly and efficiently wash and clean oversized Pelican case containers in a stainless steel cabinet. The cabinet design must allow the operator to simply place the case container into the washing chamber, close the door, and push the "start" selector switch. The wash/rinse cycle must be completely automatic and be completed in a single operation.
- 3.3 Features: The washer must be received in one main section completely assembled. The washer must be compact in design ideally no larger than 80" in height 50" inches in Width and 50" in length.
- 3.3.1 The washer must include the following features:
- a. Nozzles are designed for impingement on both inside and outside of containers;
  - b. Inside cavity (minimum size) must accommodate for container 36" high X 31"wide X 23"deep;
  - c. Removable waste filter basket for easy cleaning;
  - d. Washer housing manufactured at a minimum with 14 gauge 304 stainless steel;
  - e. Adjustable sanitary feet;
  - f. Compact space saver design;
  - g. Programmable cycle time;
  - h. Completely self -contained;
  - i. Safety door limit switch;
  - j. Cold wash minimum 45 seconds, 21 GPM@ 40 PSIG & ambient;
  - k. Hot rinse minimum 15 seconds ,21 GPM@ 40 PSIG & 140 Deg F
  - l. Power requirements 120 volts, 60HZ
- 3.4 The washer must meet current Canadian electrical code and be clearly marked with CSA or C/US approved.
- 3.5 The manufacturer's maintenance manual and user operations manuals (English printed copy) must also be provided on receipt of the unit.
- 3.6 The washer must be delivered to the following address:

W6369-17-A048/A

Client Ref. No. - N° de réf. du client

XXXXX-XXXXXX

File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

XXXXX

CCC No./N° CCC - FMS No./N° VME

---

NDHQ Carling Campus  
Attention Dave Kelly or Jason Johnson  
Ellis Don Construction Trailer  
3500 Carling Ave  
Ottawa Ontario K2H 8E9

**ANNEX "B"**

**BASIS OF PAYMENT**

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

	Description	Quantity	Lead Time (Calendar Days)	Firm Unit Price (in Cdn \$)
1	Delivery of one (1) industrial washer with cold water wash, manufacturer's maintenance manual and user operations manuals	1	_____	\$ _____
2	<b>GST/HST</b>  (Insert GST or HST amount, as applicable)			\$ _____

**ANNEX "C"**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);