



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

B3J 1T3

Nova Scotia

Bid Fax: (902) 496-5016

## 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

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

B3J 3C9

Nova Scot

<b>Title - Sujet</b> Autoclave	
<b>Solicitation No. - N° de l'invitation</b> 39903-180375/A	<b>Date</b> 2017-09-14
<b>Client Reference No. - N° de référence du client</b> 39903-18-0375	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-406-10191	
<b>File No. - N° de dossier</b> HAL-7-79104 (406)	<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 2017-10-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<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> Matheson, Valerie	<b>Buyer Id - Id de l'acheteur</b> hal406
<b>Telephone No. - N° de téléphone</b> (902) 496-5100 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CANADIAN FOOD INSPECTION AGENCY SEE HEREIN DARTMOUTH NOVA SCOTIA B3B 1Y9 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>

---

**AUTOCLAVE**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 STATEMENT OF REQUIREMENT .....	3
1.2 DEBRIEFINGS .....	3
1.3 TRADE AGREEMENTS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 ENQUIRIES - BID SOLICITATION .....	4
2.4 APPLICABLE LAWS .....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 STATEMENT OF REQUIREMENT .....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT - DELIVERY DATE .....	10
6.5 AUTHORITIES .....	11
6.6 PAYMENT .....	12
6.7 INVOICING INSTRUCTIONS .....	12
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
6.9 APPLICABLE LAWS .....	13
6.10 PRIORITY OF DOCUMENTS .....	13
6.11 SACC MANUAL CLAUSES .....	13
<b>ANNEX A .....</b>	<b>14</b>
STATEMENT OF REQUIREMENT .....	14
<b>ANNEX B .....</b>	<b>18</b>
BASIS OF PAYMENT .....	18
<b>ANNEX C TO PART 3 OF THE BID SOLICITATION .....</b>	<b>19</b>
ELECTRONIC PAYMENT INSTRUMENTS .....	19
<b>ANNEX “D” .....</b>	<b>20</b>
LIST OF DIRECTORS .....	20

Solicitation No. - N° de l'invitation  
39903-180375/A  
Client Ref. No. - N° de réf. du client  
39903-18-0375

Amd. No. - N° de la modif.  
  
File No. - N° du dossier  
HAL-7-79104

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX E .....</b>	<b>21</b>
FLOOR PLAN .....	21

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Requirement**

Canadian Food Inspection Agency (CFIA) Dartmouth Laboratory requires a steam autoclave. The successful vendor will be responsible for removal and recycling of old autoclave, delivery, installation and commissioning of new autoclave. The primary use for this autoclave will be to decontaminate microbial and pathogenic laboratory waste. CFIA will be responsible for disconnection and reconnection of all utility services (water, steam, electrical and drainage).

The new autoclave must be capable of accepting existing loading cart and racks from the autoclave that is currently on-site. **There is a mandatory site visit associated with this requirement.**

### **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 North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

## 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) (<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](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

#### 2.1.1 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **Canadian Food Inspection Agency - Dartmouth Laboratory, 1992 Agency Drive, Dartmouth, NS** on **Thursday, October 5, 2017**. The site visit will begin at **09:00 hours**. Bidders will meet in the front entrance of CFIA Laboratory. ID is required when signing in.

Bidders must communicate with the Contracting Authority no later than **Tuesday, October 3, 2017** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment **and their bid will be declared non-responsive**. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

**PLEASE NOTE: On-site parking is very limited and visitor parking is on a first come basis. Vehicles may be parked on Hudson Way. Taxi service is another option to be considered.**

### 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC 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.

Solicitation No. - N° de l'invitation  
39903-180375/A  
Client Ref. No. - N° de réf. du client  
39903-18-0375

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-7-79104

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

---

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 **NOVA SCOTIA**.

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 (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.

##### **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 SACC Manual Clauses**

#### **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**

The mandatory technical evaluation criteria is detailed in Annex A.

#### **4.1.2 Financial Evaluation**

SACC *Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian / Foreign Bidders

### **4.2 Basis of Selection**

SACC *Manual* Clause

**A0031T-** (2010-08-16) 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.



---

## 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

Solicitation No. - N° de l'invitation  
39903-180375/A  
Client Ref. No. - N° de réf. du client  
39903-18-0375

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-7-79104

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

---

### **5.3 Workers Compensation Certification – Letter of Good Standing**

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

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

## **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 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 - Delivery Date**

All the deliverables must be received on or before **March 31, 2018**.

#### **6.4.5 Delivery Points**

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

Solicitation No. - N° de l'invitation  
39903-180375/A  
Client Ref. No. - N° de réf. du client  
39903-18-0375

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-7-79104

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Valerie Matheson  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902-496-5100  
Cell: 902-403-6236  
Facsimile: 902-496-5016  
E-mail address: [Valerie.matheson@pwgsc.gc.ca](mailto:Valerie.matheson@pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Technical Authority

The Technical Authority for the Contract is: (to be completed at contract award)

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative (to be completed by bidder)

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

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

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a **FIRM PRICE** as specified in in Annex B" for a cost of \$\_\_\_\_\_ (to be inserted at Contract Award). **Prices must be submitted in Canadian Funds.** 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 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

### 6.6.3 Single Payment

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

### 6.6.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

## 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.

1. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications 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 **NOVA SCOTIA**.

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

## 6.11 SACC Manual Clauses

### Insurance – Specific Requirements

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

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

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

**SACC Manual Clause A9068C (2010-01-11), Government Site Regulations**  
**SACC Manual Clause D2025C (2017-08-17), Wood Packaging Materials**  
**SACC Manual Clause B1501C (2006-06-16), Electrical Equipment**

## ANNEX A

### STATEMENT OF REQUIREMENT

#### **1.0 OBJECTIVE:**

Canadian Food Inspection Agency (CFIA) Dartmouth Laboratory requires a steam autoclave to replace an existing 26 year old autoclave. This is a turnkey project; this means that the successful vendor will be responsible for removal and recycling of old autoclave, delivery, installation and commissioning of new autoclave. The primary use for this autoclave will be to decontaminate microbial and pathogenic laboratory waste. CFIA will be responsible for disconnection and reconnection of all utility services (water, steam, electrical and drainage). The particular elements of CFIA's responsibilities are outlined section 3.0 of this specification. The new autoclave must be capable of accepting existing loading cart and racks from the existing autoclave.

#### **2.0 CONSTRAINTS:**

There are a number of physical constraints that make this project very unique and a challenging installation; bidders are strongly urged to attend the bidder's site visit so that they can see the full extent of conditions that will require a high level of coordination for the removal of the old unit and installation of the new unit to minimize the impact of laboratory operations. The replacement autoclave must not exceed the following constraints:

The current autoclave is recessed inside a wall cavity opening measuring 38 W" wide X 74 W' high X 60" deep. The new autoclave must be able to transit through the building and fit inside the existing recessed wall opening. The new autoclave must measure a maximum of 38 11 inches in width and 74 W' inches in height and must measure not more than 60 11 deep (from the front of recessed wall face to the back of the unit. Autoclave width not to exceed 44 11 wide including the control panel, control panel to be mounted on right hand side, door hinged on left hand side so controls can be accessed when door is open and loading cart is secured.

The autoclave being replaced is on the 2<sup>nd</sup> floor level of the building and the only way to facilitate removal of the old unit and installation of the new unit is by means of passenger elevator. The elevator weight limit is 3500 lbs and the autoclave must be able to fit inside an area of 41 W' wide x 83 %<sup>11</sup> high x 68<sup>11</sup> deep. The autoclave must be capable of being transited through existing door openings and hallway constrains. *\*Please see attachment "Floor plans and delivery route"*

#### **3.0 CFIA Responsibilities**

CFIA will be responsible to disconnect all existing utilities (electrical and mechanical). CFIA will be responsible to hook up the following utilities required for new autoclave and to make final connections after the unit is set in place. (Electrical, steam, water, drainage)

- Building steam supply ranges from 50-60 psi x 1 1/2 NPT
- City water supply with adjustable pressure regulator set @ 50 psi x 1 1/2 NPT
- Electrical Controls Circuit 120 v, 1-Phase, 60hz, 2 amps
- Electrical Vacuum Pump Circuit 208/240 v, 60hz, 3-Phase, 6 amps per phase
- Drain connection of 2 1/2 funnel drain to nearby floor drain
- Inspection and certification of new installation by NS Dept. of Labour as per the Pressure Vessels Act.

## MANDATORY STATEMENT OF REQUIREMENTS

The following requirements are the mandatory technical evaluation criteria which will be evaluated during the Bid Evaluation. In addition, the Contractor will be required to meet all of the mandatory technical requirements for the duration of the Contract.

Bidders are requested to cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) and sub-paragraphs as applicable to their supporting documentation. The bid will be assessed against the requirements in Annex A and will be assigned a “MET” or “DOES NOT MEET” designation. A compliant bid must **“MET”** all Technical Requirements.

### Evaluation Grid

Company Name: \_\_\_\_\_ (Please Insert Company Name)

Evaluator: \_\_\_\_\_

1.0	Technical Requirements	Meet	Does Not Meet	Reference in Bidder's Proposal
1.1	Minimum chamber dimensions & volume: 26 x 37.5 x 48 inch, 767 litres			
1.2	Capacity to sterilize materials at temperatures between 100 C and 137 C			
1.3	Chamber, door, and end plate in 316L stainless steel			
1.4	Oval Chamber Design 26"x 37.5"- Oval for optimal heat distribution throughout the entire chamber and optimal roll-off of condensation towards the chamber drain.			
1.5	Door design – Must have a single door, manual hinged on the Left Hand Side. Door to be manual opening type, with single lever for low-effort opening. Door gasket made of one piece extruded elastomer that requires no lubrication.			
1.6	Control panel mounted on the Right Hand Side that displays in both official languages of Canada			
1.7	Water conservation features must include a vacuum pump to ensure the proper functioning of the various operating cycles and automatic programmable utility shutdown & start-up to conserve energy and limit cooling water required.			
1.8	Have a manual and/or programmable system for opening and shutting off the steam and water supply, to minimize water consumption (for environmental protection).			
1.9	Have an eco-mode system that shuts off the steam supply after a period of time specified by the user.			
1.10	Have a system for automatically shutting off steam to the jacket, so that steam supply is stopped during the evacuation phase, allowing the load to cool faster			
1.11	Have a liquid cooling system to prevent liquid evaporation and enable faster solution cooling			
1.12	Have a vapour purge system for discharging air more quickly and preheating the load			
1.13	Recessed installation; has to slide in existing 38 W x 74 H wall opening; any modification to architectural to be paid by vendor. *Sterilizer width (including control panel) not to exceed 44 inches wide.			



	Technical Requirements	Meet	Does Not Meet	Reference in Bidder's Proposal
1.14	Control panel with a capacity to program a minimum of 6 cycles and an audible alarm to indicate operating cycle or equipment malfunctions			
1.15	Capacity to carry out the following operating cycles: Gravity, Liquid, <u>Prevacuum</u>			
1.16	Software help program -full texts, with no references to codes from manual			
1.17	Integrated permanent ink printer with automatic paper take-up for documentation purposes			
1.18	Electronic components housed in a ventilated enclosure, with fan to avoid humidity, heat and dust to penetrate inside and affect the electronics			
1.19	New autoclave must be able to reuse existing AMSCO Hercules 24x36x48 loading cart and transfer carriage; if not, the vendor has to include in their price a new loading cart with 48inch capacity and matching transfer carriage.			
1.20	Equipped with resistance temperature detectors (RTDs) in the chamber, jacket and drain, to indicate the temperature of the sterilizer and effluents.			
1.21	Service support-after sales service to be provided directly by manufacturer with not less than 2 (two) local factory trained service technicians within 50 km of laboratory. Factory support center is accessible via a <i>BOO</i> phone number or through the internet, Service Dispatch Center to provide 24/7 on call support. Local technicians to provide 4 hour response by phone and on-site service support within 48 hours.			
1.22	Vendor is responsible for the removal, recycling of existing AMSCO sterilizer model # E3044			
1.23	Equipped with a mechanical locking mechanism to prevent users from opening the door before the pressure drops to below 2 psi, to prevent burns			
1.24	Have a liquid cooling system to prevent liquid evaporation and enable faster solution cooling			
1.25	Includes freight to site (prepaid), uncrate and placement of new autoclave, set up and commissioning by factory trained service technician			

## DELIVERABLES AND CONDITIONS

<b>2.0</b>	<b>Deliverables</b>	
2.1	Technical documentation shall be provided in English: provide hard copies of the following documents. - Provide operator training manual (2 copies) - Provide factory service manual (2 copies)	
2.2	Training: the supplier must also provide the system's operators with on-site training, in English, on the use and maintenance of the system. Between 5 and 10 persons are expected attend this training session.	
2.3	Schedule- Total downtime for removal, installation and commissioning of new autoclave is limited to 5 working days maximum from start to finish. Contractor is responsible to generate a detailed schedule that demonstrates how they intend to meet this schedule after award of contract. All work to be done during regular business hours 07:30 am – 16:00 pm M-F unless alternate arrangements are made.	
2.4	Manufacturing shop drawings prior to construction and As-Built drawings after installation	
<b>3.0</b>	<b>Approvals and Certification</b>	
3.1	Pressure vessel rated at 45psig, with valid CRN number to operate in all Canadian provinces	
3.2	The proposed system must be CSA- and ASME-approved.	
3.3	NIST Traceable Calibration certificate included, indicating that the calibration of the temperature probes has been verified	
<b>4.0</b>	<b>Warranties</b>	
4.1	Pressure vessel to include 15 year warranty against defects	
4.2	The proposed system must have a one (1) year all-inclusive parts and labour warranty, except for expendable items such as fuses, gaskets, lightbulbs and valve kits. 4 Preventative Maintenance (PM) visits (quarterly), plus all corrective calls	
4.3	2 year warranty on door gasket	
<b>5.0</b>	<b>Spare parts</b>	
5.1	Include 2 (two) complete Original Equipment Manufacture (OEM) "Preventative Maintenance Packs" (PM) that includes all required PM rebuild kits required for major annual maintenance as recommended by the factory	
5.2	Include 1 (one) spare door gasket replacement kit	
5.3	Include 1 (one) spare printer replacement kit	
5.4	Include 12 (twelve) rolls of printer paper	
<b>6.0</b>	<b>Delivery and installation</b>	
6.1	The proposed system must be delivered to and installed at Canadian Food Inspection Agency, Dartmouth Laboratory, 1992 Agency Drive, Dartmouth NS B3B 1Y9 Room C163	
6.2	The supplier will be responsible for unpacking the autoclave, bringing it to its intended location in C163 and levelling it. The owner will be responsible for the water, steam, plumbing and electrical connections.	
<b>7.0</b>	<b>Conditions</b> provide proof of the following within 1 week of award of contract	
<b>7.1</b>	<b>Conduct a Job Hazard Assessment prior to any on-site work.</b>	

Solicitation No. - N° de l'invitation  
39903-180375/A  
Client Ref. No. - N° de réf. du client  
39903-18-0375

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-7-79104

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

## ANNEX B

### BASIS OF PAYMENT

The Firm Unit Prices are FOB destination and include the removal and recycling of the old autoclave, delivery, installation, commissioning of the new autoclave as well as on-site training for the system's operators.

The Firm Lot Price for the Installation and Testing include all costs for labour, materials, spare parts, equipment, tools /travel/meals/lodging and supervision necessary to provide the work.

**All prices are in Canadian dollars.**

Item	Description	Quantity	Firm Unit Price	Extended Price (Quantity X Firm Unit Price)
1	Supply, delivery, and install of the Autoclave in compliance with the specifications outline in Annex A	1 Lot	\$ _____ (Less GST/HST)	\$ _____ (Less GST/HST)
	<b>TOTAL</b>			\$ _____ (Less GST/HST)

Solicitation No. - N° de l'invitation  
39903-180375/A  
Client Ref. No. - N° de réf. du client  
39903-18-0375

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-7-79104

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX C to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);

Solicitation No. - N° de l'invitation  
39903-180375/A  
Client Ref. No. - N° de réf. du client  
39903-18-0375

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-7-79104

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

---

## ANNEX "D"

### LIST OF DIRECTORS

Bidders List of Directors below:

Bidders must submit with their bid, by the bid solicitation closing date;

A complete list of names of all individuals who are currently directors of the Bidders in accordance with **Part 5 - CERTIFICATION**.

Directors: (Please print clearly)

NAME	POSITION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Solicitation No. - N° de l'invitation  
39903-180375/A  
Client Ref. No. - N° de réf. du client  
39903-18-0375

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-7-79104

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX E**

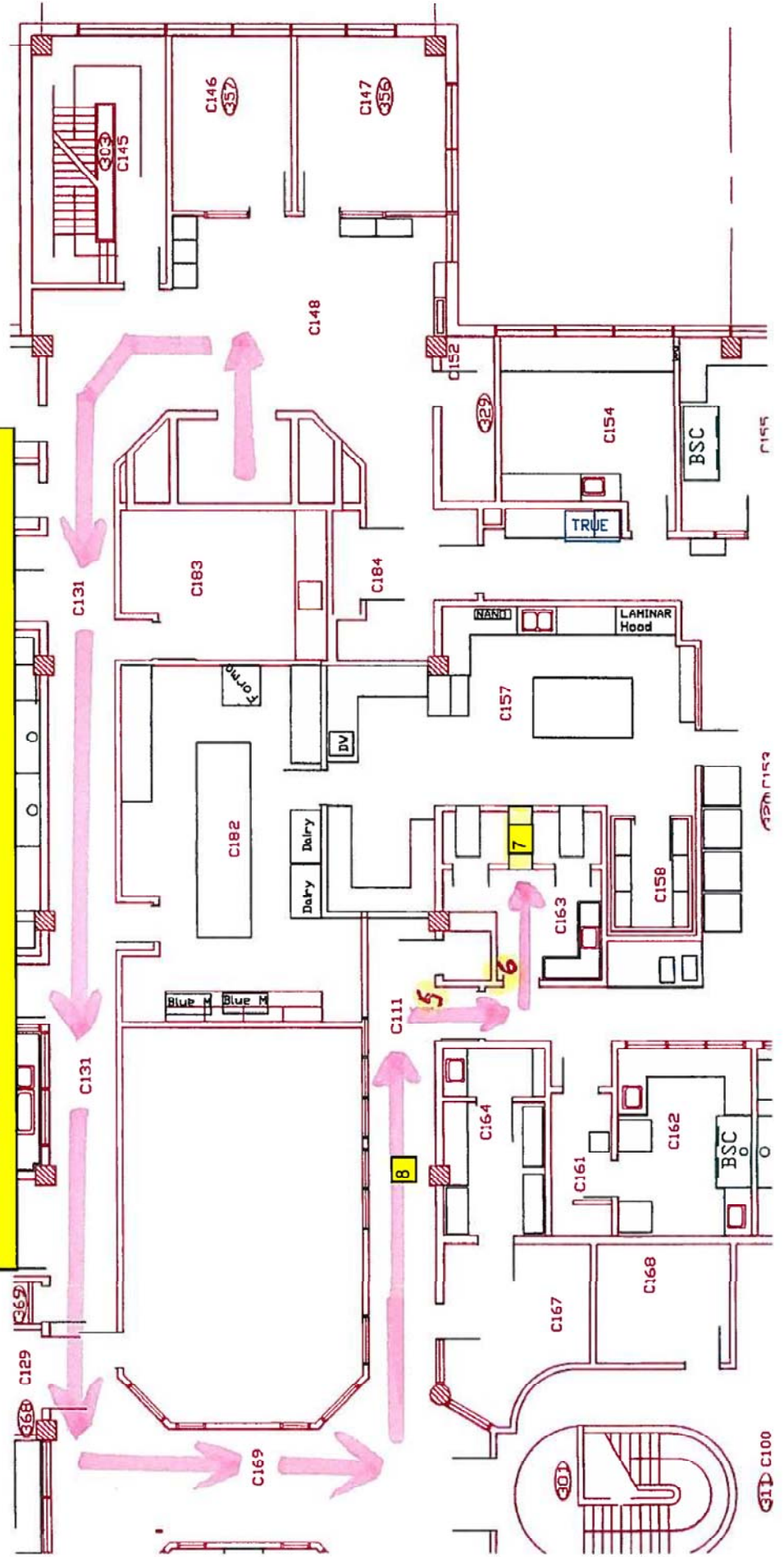
### **FLOOR PLAN**

See attached

## 2nd Floor Delivery Route

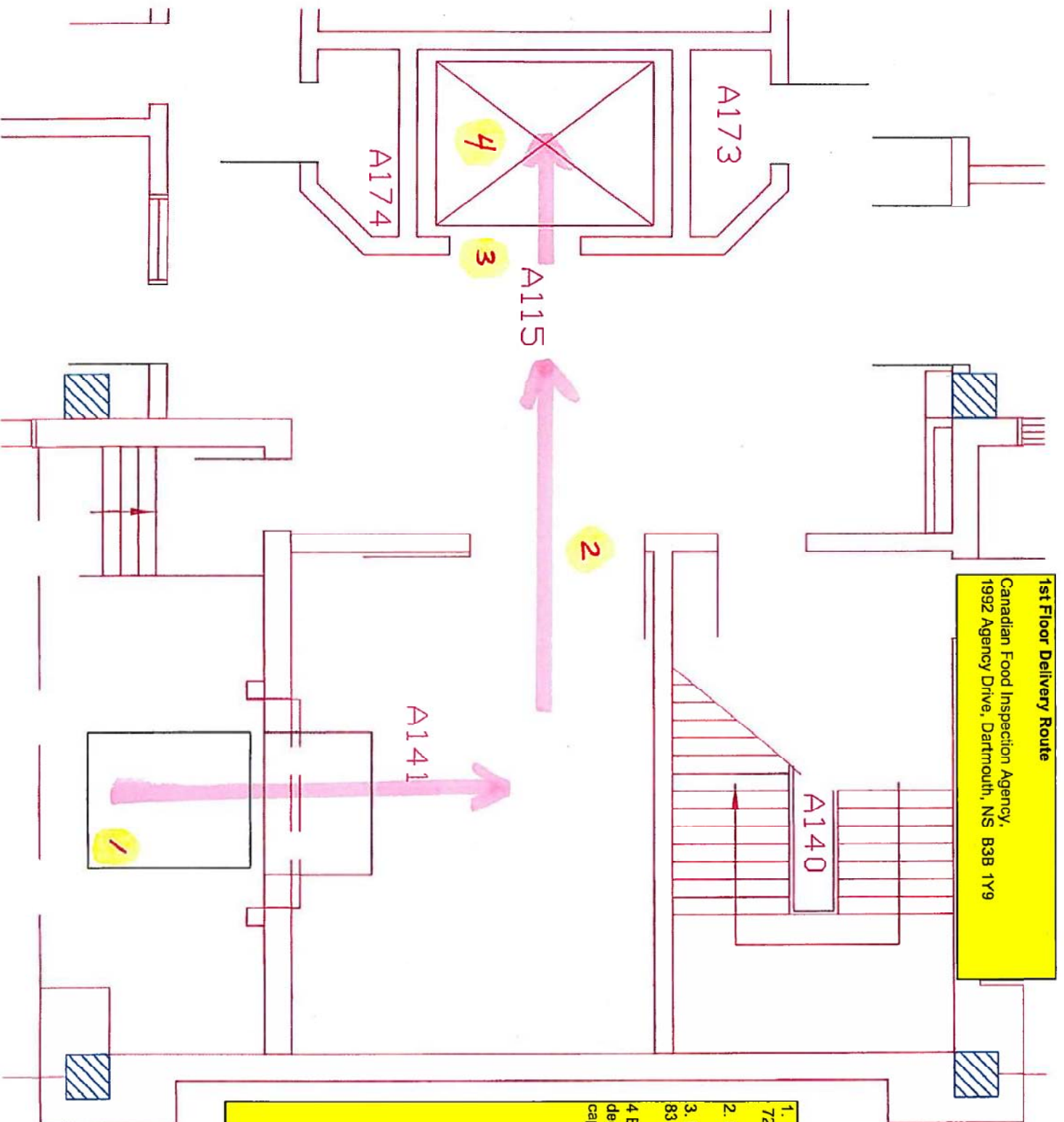
Canadian Food Inspection Agency,  
1992 Agency Drive, Dartmouth, NS B3B 1Y9

5. Door opening 46 1/2" w X 83 3/4" h
6. Door opening 51" w X 83 1/4" h
7. Recessed Wall Opening 38" w X 74 1/4" h X 60" d
8. Hallways are 58" wide



**1st Floor Delivery Route**

Canadian Food Inspection Agency,  
1992 Agency Drive, Dartmouth, NS B3B 1Y9



1. Hydraulic scissor lift platform  
72" x 96" surface area, 6000 lbs limit
2. Door opening 70 1/2" w X 83 1/4" h
3. Elevator door opening 41 3/4" x X  
83 3/4" h
4. Elevator floor surface 41 3/4" w X 68"  
deep "hydraulic elevator max. weight  
capacity is 3500 lbs.