



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Bid Fax: (604) 775-7526

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific  
Region

219 - 800 Burrard Street

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

<b>Title - Sujet</b> Laundry Equip - Washer & Dryer	
<b>Solicitation No. - N° de l'invitation</b> 21832-170075/A	<b>Date</b> 2017-09-26
<b>Client Reference No. - N° de référence du client</b> 21832-170075	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-584-8188	
<b>File No. - N° de dossier</b> VAN-7-40199 (584)	<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 2017-11-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Perez, Elizabeth	<b>Buyer Id - Id de l'acheteur</b> van584
<b>Telephone No. - N° de téléphone</b> (604) 671-2613 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA P.I.-IS&S, c/o Reg'l Supply Depot 33344 King Road ABBOTSFORD British Columbia V2S 5X7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed under Annex A Requirement of the resulting contract clauses.

### **1.2 Debriefings**

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

### **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)."

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

### **2.2 Submission of Bids**

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

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 fourteen (14) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

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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 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 Correctional Service Canada – Pacific Institution, 33344 King Road, Abbotsford B.C. on October 18th, 2017. The site visit will begin at 10:00 AM PDT.

Bidders must bring a piece of picture identification.

Bidders are required to report and sign an attendance sheet at the Front Gate – Principle Entrance (Local 7731) before the 10:00 AM site visit where they will be met by:

Contact Person: Justin Laynes, Chief Institutional Services and Supplies.

**Bidders must communicate with the Contracting Authority no later than October 16<sup>th</sup>, 2017, 2 PM PDT to confirm attendance and provide the name(s) of the person(s) who will attend.**

Bidders should confirm in their bid that they have attended the site visit. 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.

The Crown will not be responsible nor reimburse the bidder/contractor for any expenses incurred due to the site visit.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)  
Section IV: Additional Information (2 hard copies) Technical Specifications of Equipment

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.

The Technical Bid consists of the following:

##### **(a) FORM 1 Bidders Submission Information:**

Bidders are requested to include the Bidder Information form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, and the Bidders list of their current Board of Directors. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

##### **(b) FORM 2 Substantiation of Technical Compliance:**

The technical bid must substantiate the compliance of the Bidder and its proposed product with the specific articles of Annex A Requirement identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where

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in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

## Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation. The identification of all necessary equipment for the supply, delivery and installation required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation.

### 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.



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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Failure to meet any of the following mandatory criteria at bid closing will render your submission non-responsive and will be given no further consideration.

- (a) Bidders must demonstrate and provide sufficient information and documentation to support compliance with the mandatory requirements listed in Annex A.
- (b) Bidders must provide firm pricing for all items in accordance with Annex B Basis of Payment.
- (c) Bidders must accept PWGSC General Terms and Conditions and Resulting Contract Clauses contained in this Request for Proposal (RFP).
- (d) Bidders must attend the mandatory site visit scheduled on October 18<sup>th</sup>, 2017.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

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.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the [Integrity 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 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 [Integrity 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](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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### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Gas and Electrical Certification Permits**

Bidder must provide a copy of their Gas Fitter (Level B) Certification and Electrical Certification.

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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**

#### **6.1.1** There is no security requirement applicable to the Contract.

Nil security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution/site as and where required by Correctional Service Canada (CSC) personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.

Contractor personnel shall submit to a local verification of identity/information through an authorized use of the Canadian Police Information Centre (CPIC) and must adhere to institutional requirements for conduct of searches by Correctional Service Canada, prior to admittance to the institution/site.

Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.

### **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 Period of the Contract**

The period of the Contract is from date of Contract to February 1, 2019 inclusive.

#### **6.4.2 Delivery Date**

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

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#### 6.4.2.1 Delivery and Unloading

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
2. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
3. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

#### 6.4.3 Installation, Testing and Commissioning

All installation, testing and commissioning of the four (4) equipment's must be completed on or before January 31, 2018 and must be accordance with the Annex A Requirement.

#### 6.4.4 Training

Complete user training and full instructions on use of supplied equipment's must be provided on site at Correctional Service Canada, Pacific Institution, 33344 King Road at Abbotsford, B.C for all appropriate personnel upon request of the Departmental Representative on or before January 31, 2018.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Elizabeth Perez  
A/Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Pacific Region  
219 - 800 Burrard Street, Vancouver, BC V6Z 0B9

Telephone: 604-671-2613  
Facsimile: 604-775-7526  
Email Address: elizabeth.perez@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: **To be inserted at time of award.**

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

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

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 (Bidder to complete)

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

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

## 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 for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). 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 - Single Payment

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- all such documents have been verified by Canada;
- the Work delivered has been accepted by Canada.

## 6.7 Electronic Payment of Invoices – Contract

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

- Visa Acquisition Card;
- MasterCard Acquisition Card;

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- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.8 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.

Invoices must be distributed as follows:

- a. The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04) Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "*, as clarified on \_\_\_\_\_ *" or "*, as amended on \_\_\_\_\_ *" and insert date(s) of clarification(s) or amendment(s)*)

## 6.12 Insurance

SACC Manual Clause G1005C (2016-01-28), Insurance

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### 6.13 SACC Manual Clauses

B1501C (2006-06-16), Electrical equipment

### 6.14 Warranty

Section 09 of general conditions 2010A:

#### 6.14.1 Warranty – Contractor responsible for all costs

Section 09 entitled *Warranty of general conditions 2010A* is amended by deleting subsection 2 in its entirety and replacing it with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.



## ANNEX A REQUIREMENT

### Laundry Equipment Provision - Pacific Institution

The Correctional Services Canada (CSC) has a requirement for new industrial washer and dryer to meet health and safety standards in accordance with current policy and directives. The work will involve the following:

#### 1. Background

Pacific Institution houses an accredited hospital and in order to maintain the standard of cleanliness required for that accreditation, CSC requires that the supply and install of new and efficient industrial laundry machines at Pacific Institution to be performed by a contracted supply company.

#### 2. Objectives

In order to maintain the accreditation standard for hospitals, the Contractor must supply, deliver, install, commission and provide training for the new laundry machines that will be utilized to clean laundry that meet or exceed the standards required for accreditation.

Specific training on the use of the equipment is required to ensure clean, disinfected, sanitized and decontaminate laundry that has been contaminated by blood and or body fluids. The Contractor must carry out the duties as stated in this requirement.

**Commented [EP1]:** Move paragraph under item. 2 Objectives.

The Correctional Services Canada (CSC) maintains the right to alter the installation scheduling in the event of special events or happenings.

#### 3. Tasks

The Contractor must provide cost effective and efficient industrial 60lb washer x two (2) and 75lb dryer x two (2):

- 3.1 The contractor must supply and deliver specified equipment as well as;
- The Contractor must be responsible to install two new industrial washers and two new industrial dryers;
  - The Contractor must ensure the commissioning of the 4 units;
  - The Contractor must remove the existing two (2) industrial washers and existing two (2) industrial dryers from the current laundry location and place them onto pallets for CSC disposal;
  - All gas fitting and plumbing must be done by the Contractor or qualified Sub Contractor;
  - The Contractor must be responsible for Gas permits as required for liability purposes;
  - The Contractor must provide the specific training on how to use of the four (4) new Laundry machines to ensure proper function;
  - The Contractor must be responsible for clean up and removal of all debris.

#### 4. Deliverables

The industrial 60 lb washer x two (2) and 75lb dryer x two (2) must meet the following specifications:

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#### 4.1 Washers:

- a) The washers must be suitable for use of heavy usage in an institutional setting. It must have the capability to add an ozone system.
- b) The washers must be front loading, no wider than 36 inches and no longer than 50 inches.
- c) The washers must be fully compatible with electrical and plumbing systems.
  - current electrical to existing washer: 208-240V three phase AC 60 hertz, 9 amps
  - Current plumbing to washer: ¾" hot and cold water lines and 3 inch drain connecting to a 4 inch drainage pipe.
  - Must be able to connect to existing soap dispenser
- d) The washer must meet all applicable safety regulations for Canada for use in an Institutional setting, and be hard-wired into current electrical feed with a shut off switch.
  - i. The Contractor must connect the wiring of the washer to the existing power supply connection box. A corded male plug into a wall receptacle will not be considered.
- e) The washer must have:
  - i. Programmable control settings,
  - ii. An automatic/integrated disinfection system, and ozone addition to units
- f) The system must include a drain package for wall and floor connection.
  - i. The washer must be supplied with cold and hot water flexible supply lines capable of connecting to the existing ¾" male iron pipe (MIP) fittings on the building water supply shut off tap currently in place.
  - ii. The drainage is currently 3 inches and can accept up to 4 inches.
- g) The washer must accept ¾ inch water connections and include all hoses required to connect to water supply.
- h) The washers must be hard mounted onto the existing concrete pad.

#### 4.2 Dryers:

- i) The dryers must be suitable for use of heavy usage in an institutional setting
- j) The dryers must be front loading, no wider than 40 inches and no longer than 47 inches.
- k) The dryers must be fully compatible with electrical and gas systems.
  - current electrical to existing dryer: 208V three phase AC 60 hertz, 25 amp breakers 175,000 BTU
  - current gas line to dryer : 5 LB gas line in room, 5 LB to 11/4 inches regulator, 1¼ inches to 1¼ inch pipe and 1 ¼ inches X ¾ coupling and ¾ x ½ coupler.
  - Gas vent pipe is Type B 10 inches
- l) The dryer must meet all applicable safety regulations for Canada for use in a Institutional setting and be hard-wired into current electrical feed with a shut off switch.

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- i. The Contractor must directly connect the wiring of the dryer to the existing power supply connection box. A corded male plug into a wall receptacle will not be considered.
- m) The dryer must have Programmable control settings,
- n) The dryers must be hard mounted onto the existing concrete pad.

#### 5. Professional Qualifications

The Contractor or Sub contractor must possess the required Gas Fitter (Level B) Certification and must be a certified Electrician.

**Commented [EP2]:** Do you require proof of permit for the Electrical Certification and Gas Certification? Also for the Gas Certification – What class level is required – A or B?

#### 6. Light, Heat, Power and Water

The Contractor will be supplied with all Light, Heat, Power and Hot and Cold Water as may be required for the completion of the installation and commissioning of all four (4) pieces of equipment.

**Commented [EP3]:** Please provide more description – ie. Should it state.. "of the installation and commissioning of all 4 equipment".

#### 7. Responsibility for the Contractor's Employee's Belongings

The Contractor must be entirely responsible for all personal belongings of his employees while they are performing the work. Cell phones are not permitted inside the institution. Cell phones can be placed in a locker upon entry or in your vehicle.

#### 8. Inspection and Supervision

- 12.1 The Contractor must accept instructions and direction necessary to the proper completion of the work issued by the Project Authority;
- 12.2 The Project Authority will be the sole judge of the adequacy and completeness of the work insofar as the Contractor is concerned; and

#### 9. Interpretation

For interpretation of the activities associated with the above services, the Contractor must seek advice from the Chief Material Management and Institutional Services, or Chief of Maintenance at Pacific Institution.

#### 10. Access and Resources

CSC will provide for the Contractor, to fulfill the obligations of the contract (as mutually agreed to by Project Authority and the Contractor), access to, but not limited to the following:

- 10.1 Provide the Contractor access to telecommunications if required as cell phones are not permitted in the institution.

#### 11. Labour Conditions

Employees hired by the Contractor will be governed by the terms and conditions of the Canada Labour Code and *Canada Occupational Health and Safety Regulations* found at:  
[http://www.labour.gc.ca/eng/health\\_safety/workplace/index.shtml](http://www.labour.gc.ca/eng/health_safety/workplace/index.shtml)

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## 12. Location of Work

- 12.1. Delivery: The Contractor must deliver the Units to the:

Correctional Services Canada  
Regional Supply Depot  
33344 King Road  
Abbotsford, BC V2S 5X7

The Regional Supply Depot will deliver the units to Pacific Institution prior to the scheduled Installation date.

- 12.2 Installation, Commission and Training: The Contractor must perform the work at:

Correctional Service Canada - Pacific Institution  
33344 King Road  
PO Box 3000  
Abbotsford, BC V2S 4P3

The Contractor must contact and schedule the installation, commissioning and training for the four (4) equipment's with the Project Authority.

Project Authority: Justin Laynes, Chief Material Management and Institutional Services or his/her designated representative.

Pacific Institution  
Phone: 1-604-870-7731  
FAX: 1-604-851-7606

- 12.3 No travel cost is anticipated for performance of the work under this contract.

## 13. Language of Work

The contractor must perform all work in English.

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**ANNEX B**  
**BASIS OF PAYMENT**

Prices are in Canadian dollars, the Goods & Services Tax extra as applicable, FOB destination, Canadian Customs duties and excise taxes included.

Item No.	Description	Unit of Issue	Quantity	Unit Price	Total Price
1.	Industrial Laundry Washer – 60 Lb. Make and Model no.: _____	Each	2	\$_____	\$_____
2.	Industrial Laundry Dryer – 75 Lb. Make and Model no.: _____	Each	2	\$_____	\$_____
3.	Freight – Delivery Charge	Lot	1	\$_____	\$_____
4.	Installation and Commissioning of four (4) equipment's (including removal of old equipment)	Lot	1	\$_____	\$_____
5.	Training	Lot	1	\$_____	\$_____
	<b>TOTAL FIRM PRICE</b>				<b>\$_____</b>

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## ANNEX C to PART 3 OF THE BID SOLICITATION

### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

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);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

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**FORM 1 - Bidder's Submission Information**

<b>Bidder's full legal name</b>			
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name		
	Title		
	Address		
	Fax #		
	Email		
<b>Bidder's Procurement Business Number (PBN)</b> [see the <i>Standard Instructions 2003</i> ]			
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)			
<b>Federal Contractors Program for Employment Equity (FCPEE) Certification:</b>			
<b>COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENT BOARD OF DIRECTORS OF THE BIDDER:</b>			
<b>NAME</b>		<b>TITLE</b>	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"><li>1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li></ol>			
<b>Signature of Authorized Representative of Bidder</b>			

FORM 2 – Substantiation of Technical Compliance

Description	Comply		Comments	Substantiation of Technical Compliance	Reference in Supporting Documentation
	Yes	No			
Make and Model offered for the Washers:			Bidder is requested to Specify Make & Model.		
Make and Model offered for the Dryers:					
1. BACKGROUND			As per Annex A Requirement.		
2. OBJECTIVES					
3. TASKS:					
The Contractor must provide cost effective and efficient Industrial 60lb Washer x two (2) and Industrial 75lb Dryer x two (2):					
3.1 The contractor must supply and deliver specified equipment as well as;					
a) The Contractor must be responsible to install two new industrial washers and two new industrial dryers;			Bidder is requested to substantiate & confirm compliance with each item listed: a to g.		
b) The Contractor must ensure the commissioning of the 4 units;					
c) The Contractor must remove the existing two (2) industrial washers and existing two (2) industrial dryers from the current laundry location and place them onto pallets for CSC disposal.					



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Description	Comply		Comments	Substantiation of Technical Compliance	Reference in Supporting Documentation
	Yes	No			
d) All gas fitting and plumbing must be done by the Contractor or qualified Sub Contractor; e) The Contractor must be responsible for Gas permits as required for liability purposes; f) The Contractor must provide the specific training on how to use of the four (4) new Laundry machines to ensure proper function; g) The Contractor must be responsible for clean up and removal of all debris.					
<b>4. DELIVERABLES:</b>					
<b><u>4.1 The Industrial 60 Lb. Washers must meet the following specifications:</u></b>					
a) The washers must be suitable for use of heavy usage in an institutional setting. It must have the capability to add an ozone system.			Bidder is requested to substantiate & confirm compliance with each item listed: 4.1 – a to h.		
b) The washers must be front loading, no wider than 36 inches and no longer than 50 inches.					
c) The washers must be fully compatible with electrical and plumbing systems. - current electrical to existing washer: 208-240V three phase AC 60 hertz, 9 amps - Current plumbing to washer: ¾" hot and cold water lines and 3 inch drain					

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Description	Comply		Comments	Substantiation of Technical Compliance	Reference in Supporting Documentation
	Yes	No			
connecting to a 4 inch drainage pipe. - Must be able to connect to existing soap dispenser					
d) The washer must meet all applicable safety regulations for Canada for use in an Institutional setting, and be hard-wired into current electrical feed with a shut off switch. i. The Contractor must connect the wiring of the washer to the existing power supply connection box. A corded male plug into a wall receptacle will not be considered.					
e) The washer must have: i. Programmable control settings, ii. An automatic/integrated disinfection system, and ozone addition to units					
f) The system must include a drain package for wall and floor connection. i. The washer must be supplied with cold and hot water flexible supply lines capable of connecting to the existing 3/4" male iron pipe (MIP) fittings on the building water supply shut off tap currently in place. ii. The drainage is currently 3 inches and can accept up to 4 inches.					
g) The washer must accept 3/4 inch water connections and include all hoses required to connect to water supply.					
h) The washers must be hard mounted onto					

Description	Comply		Comments	Substantiation of Technical Compliance	Reference in Supporting Documentation
	Yes	No			
the existing concrete pad.					
<p><b>4.2 The Industrial 75 Lb. Dryers must meet the following specifications:</b></p> <p>i) The dryers must be suitable for use of heavy usage in an institutional setting</p> <p>j) The dryers must be front loading, no wider than 40 inches and no longer than 47 inches.</p> <p>k) The dryers must be fully compatible with electrical and gas systems.</p> <ul style="list-style-type: none"> <li>- current electrical to existing dryer: 208V three phase AC 60 hertz, 25 amp breakers 175,000 BTU</li> <li>- current gas line to dryer : 5 LB gas line in room, 5 LB to 1 1/4 inches regulator, 1 1/4 inches to 1 1/4 inch pipe and 1 1/4 inches X 3/4 coupling and 3/4 x 1/2 coupler.</li> <li>- Gas vent pipe is Type B 10 inches</li> </ul> <p>l) The dryer must meet all applicable safety regulations for Canada for use in a Institutional setting and be hard-wired into current electrical feed with a shut off switch.</p> <p>i. The Contractor must directly connect the wiring of the dryer to the existing power supply connection box. A corded male plug into a wall receptacle will not be considered.</p> <p>m) The dryer must have Programmable control settings.</p>			<p>Bidder is requested to substantiate &amp; confirm compliance with each item listed: 4.2 – i to n.</p>		

Description	Comply		Comments	Substantiation of Technical Compliance	Reference in Supporting Documentation
	Yes	No			
n) The dryers must be hard mounted onto the existing concrete pad.					
<b>5. PROFESSIONAL QUALIFICATIONS</b> The Contractor or Sub-contractor must possess the required Gas Fitter (Level B) Certification and must be a certified Electrician. Copy of certifications included with bid.			Bidder is requested to substantiate & confirm compliance.		
<b>6. LIGHT, HEAT, POWER AND WATER</b>			As per Annex A Requirement.		
<b>7. RESPONSIBILITY FOR THE CONTRACTOR'S EMPLOYEE'S BELONGINGS</b> The Contractor must be entirely responsible for all personal belongings of his employees while they are performing the work. Cell phones are not permitted inside the institution. Cell phones can be placed in a locker upon entry or in your vehicle.			Bidder is requested to confirm compliance.		
<b>8. INSPECTION AND SUPERVISION</b> 12.1 The Contractor must accept instructions and direction necessary to the proper completion of the work issued by the Project Authority; 12.2 The Project Authority will be the sole judge of the adequacy and completeness of the work insofar as the Contractor is concerned.			Bidder is requested to confirm compliance.		
<b>9. INTERPRETATION</b> For interpretation of the activities associated with the above services, the Contractor must seek advice from the Chief Material Management and Institutional Services, or Chief			Bidder is requested to confirm compliance.		

**Commented [EP4]:** Do you require proof of permit for the Electrical Certification and Gas Certification?  
Also for the Gas Certification – What class level is required – A or B?

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Description	Comply		Comments	Substantiation of Technical Compliance	Reference in Supporting Documentation
	Yes	No			
of Maintenance at Pacific Institution.					
<b>10. ACCESS AND RESOURCES</b>			As per Annex A Requirement.		
<b>11. LABOUR CONDITIONS</b>					
Employees hired by the Contractor will be governed by the terms and conditions of the Canada Labour Code and Canada Occupational Health and Safety Regulations found at: <a href="http://www.labour.gc.ca/eng/health_safety/workplace/index.shtml">http://www.labour.gc.ca/eng/health_safety/workplace/index.shtml</a>			Bidder is requested to confirm compliance.		
<b>12. LOCATION OF WORK</b>					
<b>12.1 Delivery:</b> The Contractor must deliver the Units to:  Correctional Services Canada Regional Supply Depot 33344 King Road Abbotsford, BC V2S 5X7  The Regional Supply Depot will deliver the units to Pacific Institution prior to the scheduled Installation date.			Bidder is requested to confirm compliance.		
<b>12.2 Installation, Commission and Training:</b> The Contractor must perform the work at:  Correctional Service Canada - Pacific Institution 33344 King Road PO Box 3000 Abbotsford, BC V2S 4P3			Bidder is requested to confirm compliance.		

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Description	Comply		Comments	Substantiation of Technical Compliance	Reference in Supporting Documentation
	Yes	No			
The Contractor must contact and schedule the installation, commissioning and training for the four (4) equipment's with the Project Authority.			bidder is requested to confirm compliance.		
<b>12.3</b> No travel cost is anticipated for performance of the work under this contract.					
<b>13. LANGUAGE OF WORK</b>					
The contractor must perform all work in English.			Bidder is requested to confirm compliance.		

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CCC No./N° CCC - FMS No./N° VME

**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. Always ensure your company name, return address, solicitation number and closing date appear legibly on the outside of your bid submission.

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation et la date de clôture soient lisibles à l'extérieur de votre offre.

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**Bid Receiving  
Public Works & Government Services Canada  
219 - 800 BURRARD STREET  
VANCOUVER BC V6Z 0B9**

**Solicitation No. : 21832-170075/A**

**Solicitation Closes at : 2:00 PM PST  
on : November 6, 2017**

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**Réception des soumissions  
Travaux publics et services gouvernementaux Canada  
800 rue Burrard, 219 étage  
Vancouver (C.-B) V6Z 0B9**

**N° de l'invitation : 21832-170075/A**

**La réception des soumissions prend fin le : Novembre 6, 2017  
à : 14:00 PM PST**  
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