



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

Cabot Place, Phase II, 2nd Floor

Box 4600

St. John's, NF

A1C 5T2

Bid Fax: (709) 772-4603

## 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

PWGSC / TPSGC - Nfld. Region

Cabot Place, Phase II, 2nd Floor

Box 4600

St. John's, NF

A1C 5T2

<b>Title - Sujet</b> Runway Report System	
<b>Solicitation No. - N° de l'invitation</b> T2012-170011/A	<b>Date</b> 2017-11-14
<b>Client Reference No. - N° de référence du client</b> T2012-170011	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$OLZ-009-6952	
<b>File No. - N° de dossier</b> OLZ-7-40126 (009)	<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 2017-12-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Newfoundland Standard Time NST
<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> Lacey, Rhonda	<b>Buyer Id - Id de l'acheteur</b> olz009
<b>Telephone No. - N° de téléphone</b> (709) 772-8057 ( )	<b>FAX No. - N° de FAX</b> (709) 772-4603
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF TRANSPORT HERITAGE CRT 95 FOUNDRY ST P.O.BOX 42 MONCTON New Brunswick E1C8K6 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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OLZ-7-40126

Buyer ID - Id de l'acheteur  
olz009  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed at article 6.2 of the Resulting Contract Clauses section.

### **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.

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

##### **B100T (2014-06-26) Condition of Material—Bid**

### **2.2 Submission of Bids**

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

### **2.3 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 Newfoundland and Labrador.

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.

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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 (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.

#### **3.1.2 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.

## **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 [Must be completed by offeror with bid submission]**

To be deemed responsive, offerors **must** meet the following:

**Please check (✓) accordingly:**

Meets **all** specifications and conditions stated in Annex "A" Requirement/ Pricing

Met\_\_\_\_\_ Not Met\_\_\_\_\_

#### **4.1.2 Financial Evaluation**

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

### **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.

## **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.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

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

### **6.2 Requirement**

To supply, install and provide training for two (2) vehicle mounted, electronic runway reporting system for reporting Winter Runway conditions, airfield inspections and Wildlife Monitoring and Strike reporting. One (1) system will be for the Wabush, NL airport and the other one (1) will be for the St. Anthony, NL airport. The units provided must have the ability to create and disseminate runway surface condition Reports (RSCR) compliant with current Transport Canada/NavCanada SNOWiz/NOTAMJ requirements, is interfaced with NavCanada's SNOWiz System website and provide functionality to add programs/software in future other than those stated below.

### **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.

#### **6.3.2 Supplemental General Conditions**

(2015-04-01), Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The Contract is from the date of Contract award until the end of the warranty inclusively.

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before 120 days after Contract award.



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### 6.4.3 Delivery Points

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rhonda Lacey  
Contracting Officer  
Public Works and Government Services Canada  
Acquisitions Branch

10 Barters Hill  
St. John's NL A1C 5T2

Telephone: 709-772-8057  
Facsimile: 709-772-2932  
E-mail address: rhonda.lcaey@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 (will be added to the contract)

The Project Authority for the Contract is:

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

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 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 Terms of Payment

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

## 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.

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.

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## **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 Newfoundland and Labrador.

## **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 supplemental general conditions 4001, (2016-04-01) Hardware Purchase, Lease and maintenance.
- (c) the general conditions 2010A (2016-04-04) Goods (Medium Complexity)
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment
- (f) Annex C, Certifications and bidder forms
- (g) the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

## **6.11 SACC Manual Clauses**

*SACC Manual Clause B1501C (2006-06-16), Electrical Equipment*  
*SACC Manual Clause G1005C (2016-01-28), Insurance*

## **ANNEX "A"**

### **REQUIREMENT**

#### **REQUIREMENT:**

To supply, install and provide training for two (2) vehicle mounted, electronic runway reporting system for reporting Winter Runway conditions, airfield inspections and Wildlife Monitoring and Strike reporting. One (1) system will be for the Wabush, NL airport and the other one (1) will be for the St. Anthony, NL airport. The units provided must have the ability to create and disseminate runway surface condition Reports (RSCR) compliant with current Transport Canada/NavCanada SNOWiz/NOTAMJ requirements, is interfaced with NavCanada's SNOWiz System website and provide functionality to add programs/software in future other than those stated below.

#### **EQUIPMENT/ SOFTWARE/HARDWARE:**

1. The RSC Inspection and Reporting System package shall be comprised of an interchangeable Touch screen based vehicle-mounted computer, a fixed-base computer at the office, using a wireless data transmission system and a vehicle mounted Infrared Surface & Air Temperature Sensor. The system shall be compatible with a TES Mk3 Decelerometer currently in use at both Airports. An option for an second additional Touch screen based vehicle-mounted computer shall also be provided
2. The vehicle mounted RSC system shall include a complete docking station, GPS antenna and one of the following ruggedized touch-screen computers (latest version) or equivalent. Please indicate which type of computer is chosen for the bid response and pricing:
  - A) Panasonic ToughBook 31 Computer
  - B) Panasonic FZG1ToughPad Tablet
  - C) Panasonic ToughBook 54 Computer(Standard notebook PC computers, iPads or other personal communication devices are not acceptable for this application).
3. The inspection vehicle Touch screen computer shall have a wide brightness range allowing good visibility from bright daylight to full darkness, shall have a high brightness daylight-readable (minimum 800 NITS), long-life backlight and shall permit wide-angle viewing. The touch screen control unit shall be mounted on an adjustable swivel bracket to allow driver and/or passenger operation.
4. The inspection program shall include a secure software operator identification system allowing only authorized users to sign on, operate and send runway surface condition reports
5. The inspection vehicle unit shall have easily selectable data entry capability, allowing automated input of an Electronic Decelerometer (TES Instruments Mk 3) and Infrared Surface & Air Temperature data.
6. The RSC Inspection system shall be the manufacturer's latest model standard commercial product (no prototypes) and have demonstrated industry acceptance by being currently in use at a

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minimum of five commercial airports.

7. The RSC Inspection system shall operate with a data transmission system based on a wireless access points, or cellular data technology. The system shall permit surface condition report transmissions in less than thirty (30) seconds using a secure, data format, compatible with SNOWiz.
8. A dedicated Administration Program will be installed in any of the existing computer units located at the airport operations centre. This system should be capable of providing all transmitted runway surface condition reports sent from the airfield inspection vehicle.
9. The system should include a SQL Server component and all the data shall be saved in the database.
10. All RSC reports shall be accompanied by automated UTC (Zulu) Time/Date stamping and shall be automatically archived in a secure format for record-keeping and audit purposes, as well as in a plain-text format for routine data review, exporting and analysis purposes.
11. Runway Friction Measurement data shall have an additional automated UTC (Zulu) Time/Date stamp for each runway friction measurement series per ICAO, FAA and Transport Canada recommended procedures.
12. The dedicated Administration Program (host/receiver system) access shall be configured to allow authorized airport personnel to review runway condition reports. Data shall be available in graphic (Airfield layout diagram).
13. The inspection system must display a friction device status (e.g. armed, not armed), GPS and Temp Sensor Status information at all times.
14. The RSC software must allow for configuration and set up of the location and frequency of friction measurements on the runway surface, compliant with AC 302-013 - Issue 02, Section 4.8, section 7 a) and b). The systems GPS input shall validate that the RSC report complies with the configuration initiated by the airport operator.
15. The infrared Surface and Ambient Air Temperature Sensor shall be provided with a direct serial interface capability with the RSC system.
16. The Vendor must provide on-site installation, system commissioning and staff training (vehicle and in-classroom) at each airport location. Training will be for up to eight people at each airport location.
17. The system shall come complete with a mounting and docking station solution, GPS antennae (minimum 10 Hz, 3 meter accuracy) and any other installation consumables required for a successful installation (wires, bolts, fasteners etc.).
18. The system must include a one (1) year warranty. After the warranty period has expired, an annual support contract option must be available for additional cost to the airport.

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**ADDITIONAL OPTIONS AIRFIELD & MAINTENANCE PROGRAM MODULES**

19. The Vendor must be able to offer a variety of airfield related inspection tools that can be added to the system at any time and would be available from the same platform the Electronic Runway Surface Condition Inspection and Reporting System, as described above.

Please respond to each optional module separately:

- a. General Airfield Inspection and Reporting System – managing the airfield inspection and maintenance requirements for TP 312 and local standard operating procedures. It includes both the mobile vehicle based and administration/reporting programs.
- b. Electrical and Multi-GIS/CAD layer, interactive asset based recording/reporting module.
- c. Bird and Wildlife Observation module.
- d. Bird and Wildlife Strike module - with a direct data link to TC Strike Web-page.
- e. An Inspection Builder module - for unlimited airport specific inspections and reporting.
- f. SMS - Accident/Incident, Potential Hazard, trend reporting with risk analysis and management and Hazard Registry.
- g. RIWS – Runway Incursion Warning System capability compliant with FAA Advisory Circular 150/5210-25. To provide situational awareness and help prevent airfield vehicle operator incursions.
- h. Daily Log module – audit and manual entry capability.
- i. Chemical application: Track and manage airfield chemical activities via GPS for cost saving. Store historical data for analysis and query. Display chemical usage on the map image.
- j. Construction Punch List - Track construction projects with punch lists containing geo-referenced items, tracking who's responsible for completion with automatic notifications.
- k. Supply and install one vehicle mounting package in a 2nd vehicle, including GPS Sensor and Temperature sensor
- l. Supply and install a second touch-screen ruggedized computer including software, user ready.
- m. Supply and install additional modules listed in item 20

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Buyer ID - Id de l'acheteur  
olz009  
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## ANNEX "B"

### BASIS OF PAYMENT

#### COST BREAKDOWN

Item Description (specify make, model, details, etc.)	Price
A. Equipment:	\$
B. Software:	\$
C. Project Management/ any mandatory annual fees	\$
D. Training: (If not included in submission)	\$
E. Other:	\$
Sub-Total:	\$
HST:	\$
Grand Total:	\$

## ANNEX "C"

### INTEGRITY PROVISION – LIST OF NAMES

The Integrity Provision of General Conditions 2030 requires that bidders supply the following :

#### List of Names

- (a) Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.
- (b) If the required list of names has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.
- (c) The Bidder must immediately inform Canada in writing of any changes affecting the list of names of directors during this procurement process.

**Complete Legal Name** \_\_\_\_\_

**PBN** \_\_\_\_\_

#### List of names of individuals currently on the Board of Directors or Owners:

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