



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

**SOLICITATION CLOSES
L'INVITATION PREND FIN**

**at - à 2:00 PM
on - le 20 February, 2018**

TIME ZONE - FUSEAU HORAIRE

Eastern Standard Time (EST)

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITIONS**

Proposal to: Department of National Defence (DND)

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 au : ministère de la Défense nationale (MDN)

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

Issuing Office - Bureau de distribution

Director Procurement Services
Department of National Defence
101 Colonel By Drive
Ottawa ON K1A 0K2

Title - Sujet Enclosed Automatic Steam Sterilizer	
Solicitation No. - N° de l'invitation W6369-17-A016	
Date of Solicitation - Date de l'invitation 11 January, 2018	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À : By e-mail to: vanessa.cairney@forces.gc.ca Director Services Contracting (D Svcs C) 3-4-2 Attention: Vanessa Cairney	
Address enquiries to: Adresser toute demande de renseignements à : Vanessa Cairney Telephone No. E-Mail Address N° de Courriel téléphone vanessa.cairney@forces.gc.ca	
Destination See herein.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. E-Mail Address N° de téléphone Courriel	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

- A. At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses; and
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- B. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Requirement

- A. The requirement is detailed under Annex A –Statement of Requirement

1.3 Debriefings

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

1.4 Trade Agreements

- A. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and the Canada-Korea Free Trade Agreement (CKFTA).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- A. 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 (SACC) Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- B. 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.
- C. The 2003 (2017-04-27), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 02, Procurement Business Number, is deleted in its entirety;
 - (ii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - d. send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
 - (iii) Section 05, Submission of bids, subsection 2, paragraph e., is deleted in its entirety and replaced with the following:
 - e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the bid; and
 - (iv) Section 06, Late bids, is deleted in its entirety;
 - (v) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:

07 Delayed bids

 - 1. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
 - (vi) Section 08, Transmission by facsimile, is deleted in its entirety; and
 - (vii) Section 20, Further information, is deleted in its entirety.

2.2 Submission of Bids

- A. Bids must be submitted only to the Department of National Defence (DND) by the date, time, and place indicated on page 1 of the bid solicitation.
- B. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.



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2.2.1 Electronic Submissions

- A. Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros, and/or links, may be rejected by DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.

2.3 Enquiries - Bid Solicitation

- A. All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. 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

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. 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

- A. Canada requests that Bidders provide their bid in separately bound sections as follows:
- Section I: Technical Bid: one (1) soft copy in PDF format by e-mail;
- Section II: Financial Bid: one (1) soft copy in PDF format by e-mail;
- Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
- Section IV: Additional Information: one (1) soft copy in PDF format by e-mail.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
- (i) Use 8.5 x 11 inch (216 mm x 279 mm) paper; and
 - (ii) Use a numbering system that corresponds to the bid solicitation.

3.2 Section I: Technical Bid

- A. In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

3.3 Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

3.3.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3, Electronic Payment Instruments, to identify which ones are accepted.
- B. If Attachment 2 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.3.2 Exchange Rate Fluctuation

- A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.



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3.4 Section III: Certifications

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

3.5 Section IV: Additional Information

- A. In Section IV of their bid, bidders should provide:
- (i) A completed, signed, and dated Page 1 of this solicitation;
 - (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
 - (iii) For Part 2, article 2.5, Applicable Laws, of the bid solicitation: the province or territory if different than specified;
 - (iv) For Part 1, article 1.1, Security Requirement, of the bid solicitation, for each individual who will require access to classified or protected information, assets, or sensitive work sites:
 - (a) the name of the individual;
 - (b) the date of birth of the individual; and
 - (c) if available, information confirming the individual meets the security requirement as indicated in Part 6 - Resulting Contract Clauses; and
 - (v) Any other information submitted in the bid not already detailed.



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ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

- A. The Bidder must complete this pricing schedule and include it in its financial bid.
- B. The firm rates specified below includes all expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid, including the total estimated cost associated with the performance of the training, (including training manuals, technical service manuals with detailed schematics and parts list, reference materials, documentation, tuition and vendor travel and living expenses) that may need to be incurred for the Work described in Annex A - Statement of Requirement of the bid solicitation.
- C. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.
- D. All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

1. Pricing Schedule

Deliverable No.	Description	Price	HST	Total Cost
1.	One (1) enclosed automatic steam sterilizer, installation services and Operator training session	\$	\$	\$
2.	Technical service training	\$	\$	\$
Total		\$	\$	\$



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ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

A. The Bidder accepts to be paid by 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); and
- Large Value Transfer System (LVTS) (Over \$25M).



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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.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

- A. Mandatory technical evaluation criteria are included in Attachment 1 to Part 4, Evaluation Criteria.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection - Lowest Evaluated Price, Mandatory Technical Criteria

- A. 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.
- B. Should two (2) or more responsive bids achieve an identical lowest evaluated price, the first bid received by DND will be recommended for award of a contract.

**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA****1. Mandatory Technical Criteria**

All mandatory criteria must be demonstrated by the bidder's response at the time of proposal submission. Failure to do so will render the bid non-compliant and will not be considered any further.

#	REQUIREMENT	MET	NOT MET	Location in Manual or Technical Specifications (title, page, etc)
MS: Mandatory Specifications				
	Enclosed Automatic Steam Sterilizer must:			
MS1	Be a gravity/vacuum steam sterilizer model that must accommodate wrapped and unwrapped cycles.			
MS2	Have a digital control panel on front of unit.			
MS3	Have a thermal printer on front of unit.			
MS4	Include an electric stainless-steel or carbon-steel steam generator as a heating source (located under chamber).			
MS5	Have an automatic steam boiler blow down.			
MS6	Have a control panel which consists, as a minimum, of an operator interface panel, thermal printer, chamber and jacket pressure gauges (mechanical preferred but digital acceptable), status indicators, and ON-OFF control switch.			
MS7	Have a computer interface: serial or USB port.			
MS8	Have a graphical user interface capable of displaying, as a minimum, cycle pre-set parameters, real time parameters and alarm messaging parameters simultaneously.			
MS9	Have a door seal and unseal button/switch.			
MS10	Have an audible and visible operator feedback for parameter/cycle selections and alarms.			
MS11	Have a temperature and pressure displays available in metric and imperial units.			
MS12	Have a capability to automatically control temperature and pressures without manual steam or water valve adjustments.			
MS13	Include as a minimum six (6) programmable pre-set gravity cycles and six (6) programmable pre-set vacuum cycles.			
MS14	Have an ability to program automatic start-up and shut-down times for the sterilizer.			
MS15	Have an ability to adjust all operating parameters.			
MS16	Have an ability to control temperature by chamber sensor and it must not exceed 0.5°C above set point.			
MS17	Have an ability to control Temperature of discharge water at less than 60°C.			
MS18	Have a chamber size: 66cm (±10cm tolerance) wide x 92cm (±10cm tolerance) height x 127cm (±15cm tolerance) depth			
MS19	Have a chamber constructed of type 316 L stainless steel			



#	REQUIREMENT	MET	NOT MET	Location in Manual or Technical Specifications (title, page, etc)
MS20	Have an insulated door, constructed of type 316 L stainless-steel			
MS21	Have a continuous one-piece durable silicone or durable rubber door gasket			
MS22	Have a steam or air activated door seal			
MS23	Have a thermally insulated Body assembly			
MS24	Have a capability to adjust shelving layout with individual rack supports and shelves			
MS25	Have a steam generator which must incorporate an automatic fill valve to ensure correct water level at all times			
MS26	Have an ON-OFF switch which must control the steam generator power			
MS27	Have a steam generator which must automatically generate and maintain a supply of steam at a minimum of 40 psi			
MS28	Have a steam generator which must include an ASME 100-psi pressure release valve			
MS29	Have a steam generator which must include a high water cut-off feature to prevent water from entering the sterilizer chamber			
MS30	Have a touch screen graphical user interface			
MS31	Have a service level security control (access codes) for control and calibration			
MS32	Have a stainless-steel baffle to shield the steam supply opening inside the chamber			
MSF: Mandatory Safety Features				
	Enclosed Automatic Steam Sterilizer must:			
MSF1	Have a pressure release valve to ensure rated pressure inside vessel is not exceeded			
MSF2	Incorporate a vacuum leak detection cycle: To test vacuum integrity of the sterilizer			
MSF3	Incorporate an air leak detection cycle: To perform a Bowie-Dick test to detect air leaks and evaluate the air removal ability of the sterilizer			
MSF4	Include an interlock to prevent a cycle from starting unless the door has been fully closed and sealed			
MSF5	Have an ability to abort the cycle in the event the sterilization process is interrupted			
MSF6	Include an automatic or manual door locking mechanism			
MSS: Mandatory Safety Standards				
	Enclosed Automatic Steam Sterilizer must:			
MSS1	Have a Canadian Standards Association (CSA) certification, or equivalent (proof of certification or proof of equivalency must be included with the bid submission) (www.csagroup.org/global/en/about-csa-group/certification-marks-labels). Equivalency must be recognized by SCC (Standard Council of Canada) (www.scc.ca)			



#	REQUIREMENT	MET	NOT MET	Location in Manual or Technical Specifications (title, page, etc)
MSS2	Have a proof of an active medical device license granted by Health Canada. CF H Svcs Gp reserves the right to confirm the validity of the device license thru Health Canada's Medical Device Active License Listing website http://webprod5.hc-sc.gc.ca/mdll-limh/index-eng.jsp			
MSS3	Have a proof of compliance with Canadian Pressure Number (CRN) Pressure Vessel Design			
MSS4	Have a proof of compliance with CSA/ANSI AAMI-ST8 for sterility assurance			
MSS5	Have a proof of compliance with The American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code for pressure vessels.			
MA: Mandatory Accessories				
	Enclosed Automatic Steam Sterilizer must:			
MA1	Include one (1) loading car compatible with supplied sterilizer, constructed of type 316L stainless steel			
MA2	Include a loading car that must have a minimum of three (3) stainless steel adjustable shelves compatible with the loading car			
MA3	Include a docking interface on the front of the sterilizer to connect the transfer carriage to during loading and unloading of the sterilizer			
MA4	Include one (1) transfer carriage compatible with supplied sterilizer, constructed of welded stainless steel with four (4) swiveling casters, rear casters must include a locking mechanism			
MA5	Include one (1) copy, either hard or electronic (PDF), of the user and/or operator manual for the sterilizer provided			
MA6	Include one (1) copy, electronic (PDF preferred), of the service and maintenance manual for the sterilizer provided. As a minimum, the service manual must include all schematics, detailed breakdown of replacement parts, including part numbers, and a detailed explanation of all error codes			
MA7	Have a minimum 1 year warranty (including labour) for all parts, materials and workmanship			
MA8	Have a minimum 10 year warranty against structural failure of the chamber (pressure vessel)			



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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

- A. In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

- A. 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions - Required Documentation

- A. In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

- A. By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the *Employment and Social Development Canada (ESDC) - Labour's* website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).
- B. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.



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PART 6 - RESULTING CONTRACT CLAUSES

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

ARTICLES OF AGREEMENT

6.1 Security Requirements

A. The following security requirements apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

6.2 Requirement

A. Contractor must provide the item(s) detailed under the Requirement at Annex A.

6.3 Standard Clauses and Conditions

A. All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions \(SACC\) 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

A. 2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modification:

- (i) Article 01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:

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



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Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.3.2 Supplemental General Conditions

A. The following Supplemental General Conditions apply to and form part of the Contract:

- (i) 4011 01 (2012-07-16), Condition of Material; and
- (ii) 4011 03 (2012-07-16), Shipment Documentation.

6.4 Term of Contract

6.4.1 Period of the Contract

A. The period of the Contract is from date of Contract to 31 July, 2018 inclusive.

6.4.2 Delivery Date

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

6.5 Authorities

6.5.1 Contracting Authority

A. The Contracting Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Organization: _____
Address: Department of National Defence
101 Colonel By Drive
Ottawa ON K1A 0K2
Telephone: _____
E-mail: _____

B. 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

A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Organization: _____
Address: Department of National Defence (DND)
101 Colonel By Drive
Ottawa ON K1A 0K2



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Ottawa, Ontario
K1A 0K2

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

Telephone: _____
E-mail: _____

- B. The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

- A. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s) as specified in Annex B - Basis of Payment 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 Limitation of Price

- A. 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.

6.6.3 Method of Payment

- A. Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:
 - a. 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;
 - b. all such documents have been verified by Canada;



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- c. the Work delivered has been accepted by Canada.

6.6.4 Payment

- A. Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

6.6.5 Electronic Payment of Invoices - Contract

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

[List to be updated in the resulting contract]

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); and
- (vi) Large Value Transfer System (LVTS) (Over \$25M).

6.7 Invoicing Instructions

- A. 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.

- B. Invoices must be distributed as follows:

- (i) The original and one (1) copy must be forwarded to the following address for certification and payment:

National Defence Headquarters (NDHQ)
Department of National Defence (DND)
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

c/o: [organization to be detailed in the resulting contract]

attn: [name to be detailed in the resulting contract]



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6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.8.2 Certifications - Contract

- A. Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

- A. The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario **or as specified by the bidder in its bid, if applicable**.

6.10 Priority of Documents

- A. 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:
- (i) The Articles of Agreement;
 - (ii) The General Conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
 - (iii) Annex A, Statement of Requirement;
 - (iv) Annex B, Basis of Payment;
 - (v) Annex C, Security Requirements Check List;
 - (vi) the Contractor's bid dated **[date to be specified in the resulting contract]**, as clarified on **[date to be specified in the resulting contract, if required]**, and as amended on **[date to be specified in the resulting contract, if required]**.

6.11 Defence Contract

- A. The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1 (<http://laws-lois.justice.gc.ca/eng/acts/d-1/>), and must be governed accordingly.
- B. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is



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entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the [Defence Production Act](#).

6.12 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

6.13 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

6.14 Delivery and Unloading

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.

When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.

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.

6.15 Wood Packaging Materials

All wood packaging materials used in shipping must conform to the [International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade \(ISPM 15\)](#).

Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

D-98-08 - [Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States](#)

D-13-01 – [Canadian Heat Treated Wood Products Certification Program \(HT Program\)](#)

One (1) of the following two (2) options will be inserted in the resulting contract, as applicable:

Option 1: **A2000C (2006-06-16)** when the contract is to be with a Canadian-based supplier; or

6.16 Foreign Nationals (Canadian Contractor)

- A. The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should



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immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

Option 2: A2001C (2006-06-16) when the contract is to be with a foreign-based supplier.

6.16 Foreign Nationals (Foreign Contractor)

- A. The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

6.13 Insurance

- A. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



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ANNEX A - STATEMENT OF REQUIREMENT

1. SCOPE

1.1 Introduction

This document will describe the Canadian Armed Forces (CAF), through the Canadian Forces Health Services Group (CF H Svcs Gp), requirement for an enclosed automatic steam sterilizer (Autoclave) with integrated steam generator. The sterilizer will be used to inactivate microorganisms and their spores from medical instruments.

1.2 Purpose

The CF H Svcs Gp will require the purchase of one (1) enclosed automatic steam sterilizer. There is also a requirement for “Sterilizer Installation Services”, “Sterilizer Operator Training” and “Sterilizer Technical Service Training”.

2.0 APPLICABLE DOCUMENTS

2.1 Standards

The enclosed automatic steam sterilizer must:

2.1.1 Have a Canadian Safety Standards (CSA) certification, or equivalent (proof of certification or proof of equivalency must be included with the bid submission (www.csagroup.org/global/en/about-csa-group/certification-marks-labels). Equivalency must be recognized by the Standards Council of Canada (SCC) (www.scc.ca).

2.1.2 Have an active medical device licence granted by Health Canada, proof of licence must be included with the bid submission. CF H Svcs Gp reserves the right to confirm the validity of the device licence thru Health Canada’s Medical Device Active Licence Listing website (<http://webprod5.hc-sc.gc.ca/mdll-limh/index-eng.jsp>)

2.1.3 Be compliant with The American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code for pressure vessels, proof of compliance must be included with bid submission

2.1.4 Be compliant with CSA/ANSI AAMI-ST8 standard for sterility assurance, proof of compliance must be included with bid submission

3. REQUIREMENT

3.1 Goods – Enclosed automatic steam sterilizer

Core Requirement: one (1) enclosed automatic steam sterilizer with integrated steam generator including installation services, onsite operator training and onsite technical service training.

3.2 Services – Training

3.2.1 Sterilizer Operator Training Session

The contractor must provide, at a minimum, a one (1) day onsite hands-on operator training course for Canadian Forces Health Services personnel. As a minimum, the training course must provide personnel with the knowledge necessary to operate the enclosed automatic steam sterilizer, navigate the various



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menus, systems and sub-systems, including basic troubleshooting and operator maintenance. At the completion of the training, personnel must be comfortable operating the enclosed automatic steam sterilizer.

- a) Sterilizer Operator Training –: the contractor must provide one (1) Operator training session as follows:
- i. Session – Operator Training for an estimated four (4) operators;
 - ii. Timeline – Training must be performed within fourteen (14) calendar days of installation;
 - iii. Location – The training is to take place at the location specified in Appendix 2;
 - iv. Language – Training must be delivered in English;
 - v. All Inclusive – All Contractor related costs associated with the performance of Operator Training (inclusive of the training manuals, reference materials, documentation, tuition, and Contractor’s travel and living expenses) must be included in the enclosed automatic steam sterilizer price. The Government of Canada is responsible for all living costs associated with sending its Operators on the training.

3.2.2 Sterilizer Technical Service Training

a) Sterilizer Technical Service Training – Extent and Level of Training:

The contractor must provide, at a minimum, a two (2) day onsite hands-on technical training course for Canadian Forces Health Services Biomedical Engineering Technologist personnel. As a minimum, the training course must provide personnel with the knowledge necessary to operate the enclosed automatic steam sterilizer, efficiently navigate the various menus, including the service menus, systems and sub-systems. Include comprehensive training on how to repair, calibrate and troubleshoot the enclosed automatic steam sterilizer. At the completion of the training, personnel must be comfortable diagnosing, repairing and operating the enclosed automatic steam sterilizer.

b) Sterilizer technical service Training – Included with the Sterilizer: the contractor must provide one (1) technical service training session as follows:

- i. Session – Technical Service Training is for a group estimated at four (4) to six (6) Biomedical Engineering Technologists;
- ii. Timeline – Training must be performed within sixty (60) calendar days of request, at a date and time agreed upon between the Contractor’s representative and the Technical Authority;
- iii. Location – The training is to take place at the location specified in Appendix 2;
- iv. Language – Training must be delivered in English;
- v. All Inclusive – All Contractor related costs associated with the performance of Technical Training (inclusive of the training manuals, reference materials, documentation, tuition, and Contractor’s travel and living expenses) must be included in the sterilizer technical service training price. The Government of Canada is responsible for all living costs associated with sending its Biomedical Engineering Technologist on the training;



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vi. License: The Contractor grants a perpetual, non-revocable licence to use, reproduce, and translate the training and reference manuals, materials and documentation;

vii. Documentation: The Contractor must provide one (1) hardcopy each of the technical/service manual, with schematics and list of replacement parts, for each participant on the first day of the course. The manual is to be provided in English.

4. Reference Materials and Manuals

4.1 Included: The training manuals, technical service manuals with detailed schematics and parts list, reference materials and documentation are included. Hardcopy of the Operator manual is mandatory, electronic (PDF) copy of the service/maintenance manual preferred.

4.2 License: The Contractor grants a perpetual, non-revocable licence to use, reproduce, and translate the training, technical and reference manuals, materials and documents.

5. Installation

CF H Svcs Gp will be responsible for providing the electrical and plumbing rough in work into the building, the contractor will be responsible for connecting the enclosed automatic steam sterilizer to CF H Svcs Gp supplied water/electrical/drain connections.

5.1 Within thirty (30) calendar days of contract award the Contractor must provide the Technical Authority with detailed installation instructions to include, as a minimum, water connection requirement, power requirements, drain requirements and foot print.

5.2 Once the Technical Authority has confirmed the electrical and plumbing work has been completed, as per the contractor's supplied documentation, the Contractor must deliver and begin installation of the enclosed automatic steam sterilizer within 15 calendar days. Installation must be completed within 30 calendar days of delivery.

5.3 Upon delivery at 1 Cdn Fd Hosp, CF H Svcs Gp will store the enclosed automatic steam sterilizer in a secure location within the building until the Contractor arrives to begin installation.

5.4 The Contractor is responsible for moving the enclosed automatic steam sterilizer from the secure location to the central sterilization room located at 1 Cdn Fd Hosp Unit Lines.

5.5 The Contractor is responsible for the un-crating, assembly, debris removal and leveling of the enclosed automatic steam sterilizer.

5.6 The Contractor is responsible for all electrical and plumbing connections between the enclosed automatic steam sterilizer and the supplied sources.

5.7 The Contractor is responsible for the start-up, calibration and certification of the enclosed automatic steam sterilizer.



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Enclosed Automatic Steam Sterilizer

APPENDIX 1 TO ANNEX A – STATEMENT OF REQUIREMENT

DESCRIPTION AND SPECIFICATIONS

MANDATORY

The Sterilizer must have the following capabilities:

1. General Characteristics

1.1 Gravity/vacuum steam sterilizer model must accommodate wrapped and unwrapped cycles;

1.2 Easy access digital control panel on front of unit;

1.3 Easy access thermal printer on front of unit;

1.4 An electric stainless-steel or carbon-steel steam generator as a heating source (located under chamber); and

1.5 Automatic steam boiler blow-down.

2. Controller/Operator Interface

2.1 Microprocessor controlled temperature parameters with minimum 8 MB of RAM;

2.2 Control panel consists, as a minimum, of an operator interface panel, thermal printer, chamber and jacket pressure gauges (mechanical preferred but digital acceptable), status indicators, and ON-OFF control switch;

2.3 Computer interface: serial or USB port;

2.4 Touch screen graphical user interface with a minimum resolution of 320 x 240 and include a screen saver;

2.5 Graphical user interface capable of displaying, as a minimum, cycle pre-set parameters, real time parameters and alarm messaging parameters simultaneously;

2.6 Door seal and unseal button/switch;

2.7 Audible and visible operator feedback for parameter/cycle selections and alarms;

2.8 Temperature and pressure displays available in metric and imperial units;

2.9 Temperature and pressures must be automatically controlled *without* manual steam or water valve adjustments;

2.10 Must have service level security control (access codes) for control and calibration. Contractor must provide CF H Svcs Gp with all access codes;



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2.11 As a minimum include six (6) programmable pre-set gravity cycles and six (6) programmable pre-set vacuum cycles;

2.12 Ability to program automatic start-up and shut-down times for the sterilizer; and

2.13 Ability to adjust all operating parameters.

3. Performance Specifications

3.1 Temperature controlled by chamber sensor must not exceed 0.5°C above set point; and

3.2 Temperature of discharge water must be controlled at less than 60°C.

4. Sterilizer Construction

4.1 Chamber size: 66cm (± 10 cm tolerance) wide x 92cm (± 10 cm tolerance) height x 127cm (± 15 cm tolerance) depth;

4.2 Chamber constructed of type 316 L stainless steel;

4.3 Insulated door, constructed of type 316 L stainless-steel;

4.4 Continuous one-piece durable silicone or durable rubber door gasket;

4.5 Steam or air activated door seal;

4.6 Body assembly must be thermally insulated with fiberglass insulation;

4.7 Incorporate a stainless-steel baffle to shield the steam supply opening inside the chamber; and

4.8 Capability to adjust shelving layout with individual rack supports and shelves.

5. Steam Generator

5.1 Incorporate an automatic fill valve to ensure correct water level at all times;

5.2 Sterilizer ON-OFF switch controls the steam generator power;

5.3 Automatically generate and maintain a supply of steam at a minimum of 40 psi;

5.4 Include an adjustable pressure control and high limit control;

5.5 Include an adjustable over-pressure cut-off;

5.6 Include an ASME 100-psig pressure release valve;

5.7 Include a high water cut-off feature to prevent water from entering the sterilizer chamber; and

5.8 During blow-down, hot condensate must flow through piping which is condensed by cold water.

6. Safety Features



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- 6.1 Pressure release valve to ensure rated pressure inside vessel is not exceeded;
- 6.2 Incorporate a vacuum leak detection cycle: To test vacuum integrity of the sterilizer;
- 6.3 Incorporate an air leak detection cycle: To perform a Bowie-Dick test to detect air leaks and evaluate the air removal ability of the sterilizer;
- 6.4 Include an interlock to prevent a cycle from starting unless the door has been fully closed and sealed;
- 6.5 Include an automatic, preferred, or manual door locking mechanism; and
- 6.6 Ability to abort the cycle in the event the sterilization process is interrupted.

7. Accessories (to be included with the sterilizer)

- 7.1 Loading car compatible with supplied sterilizer, constructed of type 316L stainless steel;
- 7.2 The loading car must have a minimum of three (3) stainless steel adjustable shelves compatible with the loading car;
- 7.3 Include a docking interface on the front of the sterilizer to connect the transfer carriage to during loading and unloading of the sterilizer;
- 7.4 Transfer carriage compatible with supplied sterilizer, constructed of welded stainless steel with four (4) swiveling casters, rear casters must include a locking mechanism;
- 7.5 Minimum 1 year warranty (including labour) for all parts, materials and workmanship; and
- 7.6 Minimum 10 year warranty against structural failure of the chamber (pressure vessel).

Enclosed Automatic Steam Sterilizer



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APPENDIX 2 TO ANNEX A – STATEMENT OF REQUIREMENT

DELIVERY SCHEDULE

REQUIREMENT						
Item #	Item Description			Qty	Delivery of Goods/Services	(Language)
1	3.1	Enclosed automatic steam sterilizer Unit		1	Canadian Forces Base (CFB) Petawawa, Petawawa, ON K8H 2X3	(English)
2	3.2.1	Sterilizer Operator Training Session included with each Unit (within 14 calendar days of installation)		1	CFB Petawawa, Petawawa, ON K8H 2X3	

TECHNICAL TRAINING						
Item #	Item Description			Qty	Delivery of Goods/Services	(Language)
3	3.2.2	Sterilizer Technical Service Training Session		1	Canadian Forces Base (CFB) Petawawa, Petawawa, ON K8H 2X3	(English)



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ANNEX B - BASIS OF PAYMENT

1. The firm prices must be an all-inclusive price for the goods, delivery and training, (including training manuals, technical service manuals with detailed schematics and parts list, reference materials, documentation, tuition and vendor travel and living expenses) of the requirement in accordance with Annex A - Statement of Requirement of the bid solicitation.
2. All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

Deliverable No.	Description	Price	HST	Total Cost
1.	One (1) enclosed automatic steam sterilizer, installation services and Operator training session	\$	\$	\$
2.	Technical service training	\$	\$	\$
Total		\$	\$	\$



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ANNEX C - SECURITY REQUIREMENTS CHECK LIST

NOV 09 2017



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
W6369-17-A016
Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Department of National Defence	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance		N/A	CMP
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		N/A	
4. Brief Description of Work / Brève description du travail			
The Canadian Armed Forces, through the Canadian Forces Health Services Group, has a requirement for an enclosed automatic steam sterilizer with integrated steam generator			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	NATO / OTAN		Foreign / Étranger
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
	COSMIC TOP SECRET <input type="checkbox"/>		
	COSMIC TRÈS SECRET <input type="checkbox"/>		

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

Government of Canada / Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No / Non Yes / Oui

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES	Special comments / Commentaires spéciaux: _____		

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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[Page 4 of the SRCL to be inserted in the resulting contract]