



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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

Title - Sujet Medical/ Dental Equip Maintenance	
Solicitation No. - N° de l'invitation 21401-176092/B	Date 2018-05-11
Client Reference No. - N° de référence du client 21401-17-6092	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-710-7502	
File No. - N° de dossier KIN-7-48088 (710)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-06	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dunphy, Ken	Buyer Id - Id de l'acheteur kin710
Telephone No. - N° de téléphone (613) 449-5116 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT - COMPETITIVE BID.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	9
PART 6 - RESULTING CONTRACT CLAUSES	10
6.1 STATEMENT OF WORK.....	10
6.2 STANDARD CLAUSES AND CONDITIONS.....	11
6.3 SECURITY REQUIREMENTS	11
6.4 TERM OF CONTRACT	12
6.5 AUTHORITIES	12
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	13
6.7 PAYMENT	13
6.8 INVOICING INSTRUCTIONS	14
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
6.10 APPLICABLE LAWS.....	14
6.11 PRIORITY OF DOCUMENTS	15
6.12 INSURANCE	15
ANNEX “A”	16
STATEMENT OF WORK	16
ANNEX “B”	23
BASIS OF PAYMENT	23
ANNEX “C” TO PART 3 OF THE BID SOLICITATION	24
ELECTRONIC PAYMENT INSTRUMENTS.....	24
ANNEX “D”	25
LIST OF CSC INSTITUTIONS AND ADDRESSES.....	25
ANNEX “E”	26

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

LIST OF EQUIPMENT FOR INSPECTION	26
ANNEX "F"	33
TASK AUTHORIZATION FORM	33
ANNEX "G"	34
SAMPLE INVENTORY LIST	34

This bid solicitation cancels and supersedes previous bid solicitation number 21401-176092/A dated 2018-01-29 with a closing of 2018-03-12 at 14:00 Eastern Daylight Saving Time EDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the List of CSC Institutions and Addresses, the List of Equipment for Inspection, the Task Authorization Form and the Sample Inventory List.

1.2 Summary

- 1.2.1** Correctional Service Canada, requires three years of inspections services and reporting on the medical and dental equipment located in CSC federal correctional facilities in the Ontario Region, as detailed in Annex "A", Statement of Work, attached hereto.

The period of the contract will be from contract award plus three years.

1.3 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.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Former Public Servant - Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have 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 comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (two hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Bidder must demonstrate they have significant and recent experience performing inspections of medical equipment and writing inspection reports.

The bidder must demonstrate the experience is similar in scope and size to the work described in Annex "A", Statement of Work by providing at a minimum:

- a) A detailed description of services provided;
- b) The date (start and end dates) of services provided;
- c) The client name, telephone # and location;
- d) The contract value.

Significant is defined as depth and breadth of experience associated with the performance of inspections and report writing performed over a minimum of five years.

Recent is defined as experience obtained over the past ten years.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Bidder must complete and submit its financial offer in accordance with Annex "B", Basis of Payment. All prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Bidder must provide Firm Unit Prices for items 001 and 002 for all years in Annex "B", Basis of Payment.

The price used in the evaluation will be the Evaluated Price which is calculated as:

- i) The Extended Price for items 001 and 002 will be the Firm Unit Price for each year multiplied by the Estimated Quantity per Year for that item.
- ii) The Evaluated Price is the sum of all Extended Prices for items 001 and 002 for all years.

4.1.2.2 SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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 Integrity 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 specified 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 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.1.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" form specified in ANNEX "F".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.1.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.1.3 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$50,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

6.2 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.

6.2.1 General Conditions

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

- 6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract plus three years inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Ken Dunphy
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 86 Clarence St. 2nd floor
Telephone: (613) 545-8060
Facsimile: (613) 545-8067
E-mail address: Ken.Dunphy@pwgsc.gc.ca

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

6.5.2 Project Authority (to be completed by Canada at the time of contract award)

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 (to be completed by the Bidder)

General enquiries:

Name: _____

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
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KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

Delivery follow-up:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Firm Unit Price – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price in accordance with the basis of payment, in Annex "B" Basis of Payment, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or

- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Single Payment

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

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. 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.

2. Invoices must be distributed as follows:

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2016-04-04) Higher Complexity Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "D", List of CSC Institutions and Addresses;
- (f) Annex "E", List of Equipment for Inspection;
- (g) Annex "F", Task Authorization Form;
- (h) Annex "G", Sample Inventory List;
- (i) the Contractor's bid dated _____, (*insert date of bid*)

6.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

ANNEX "A"

STATEMENT OF WORK

1.0 OBJECTIVE

CSC intends to contract a qualified firm to provide expert inspection services for the medical and dental equipment located at CSC federal correctional facilities in the Ontario region.

2.0 BACKGROUND

2.1 Correctional Service Canada

The Correctional Service of Canada (CSC) is the federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions of various security levels and supervising offenders under conditional release in the community. There are 5 distinct regions across Canada including the Ontario Region with 7 institutions and one Regional Pharmacy within the Region. Some sites in the Ontario Region are clustered with more than one institution within a complex. As a result there are 14 sites which require inspection (see ANNEX "D" for a list and location of institutions).

Correctional Service Canada (CSC) is mandated, under the Corrections and Conditional Release Act (CCRA), to "provide every inmate with essential health care and reasonable access to non-essential mental health care".

2.2 Project Background

CSC Health Services has in place a Medical Device Maintenance Program (MDMP). The purpose of the program is to enhance patient safety by identifying and addressing any potential issues with medical devices, medical equipment or medical technology to avoid injury to staff or offenders and requires a follow up on medical equipment or devices involved in an adverse event.

As part of this program, CSC requires the services of a Contractor to conduct an annual inspection of all relevant medical and dental equipment that falls within the maintenance profile of the MDMP (hereinafter referred to as "Equipment"). The requirement addressed through this project is to take place in the Ontario Region.

3.0 SCOPE

3.1 Nature of the Work

The Work requires the provision of one or more qualified Contractor personnel to conduct the inspection of the Equipment identified by CSC in its federal correctional facilities in the Ontario Region (hereinafter referred to as "Institutions"). The Contractor must perform the Work, as described in this Statement of Work (SOW).

Equipment that undergoes inspection must be tested to ensure it meets quality control standards as per the manufacturer guidelines. Performance testing, inspection and calibration of electro medical devices detailed in the list provided by organization is required in order to comply with standards set forth by the Province of Ontario.

The Contractor must provide the CSC Project Authority (PA) with a complete and comprehensive inspection of all medical and dental equipment at all Institutions in the Ontario region. This inspection must be conducted by one or more qualified Contractor personnel who must prepare an inventory of all

equipment in a format that is compatible with CSC's medical device asset management system (refer to ANNEX "G", Sample Inventory List).

The Contractor must also provide a report to the PA including information regarding the condition of each piece of Equipment and recommendations (refer to 4.2 Inspect Equipment for report requirements).

3.2 Institutional Medical and Dental Equipment

The medical devices (Equipment) within an Institution's health services clinic can be broken down into two distinct categories:

1. Equipment that should be repaired when it ceases to function; and
2. Equipment that should be replaced when it ceases to function.

3.2.1 Equipment for Repair

A significant proportion of the Equipment in Institutions is able to be repaired if not functioning properly or if components of that Equipment are showing significant wear. All Equipment that requires repair is issued a tracking number. This Equipment is part of the preventive maintenance program and will be included in annual inspections. They are tagged with a tracking tag (as determined by the Site Asset Coordinator) and included in the medical device asset management system inventory. This equipment includes but is not limited to:

- Amalgamators
- Biological Incubators (Attest auto-reader)
- Blanket Warmers
- Cast cutters and vacuum units
- Cavitrons
- Centrifuges
- Dental Chairs
- Dental Curing Lights – AC Powered
- Dental Curing Lights – DC Powered
- Dental X-Ray Processors
- Dental X-Rays
- Electrocardiographs
- Electronic Balances
- Electrosurgical Units
- Geriatric recliners
- Grinders and polishers
- Haemoglobin Analyzers
- Hospital beds, both hydraulic and electric
- Hospital stretchers
- Infusion Pumps
- Medication and Vaccine Fridges
- Ophthalmology equipment:
 - Chairs
 - Stands
 - Keratometers
 - Retinascopes
 - Lensometers
 - Tonometers
 - Phoropters
 - Slit Lamps
 - Visual Acuity Projectors
- Oxygen Concentrators
- Patient exam tables

-
- Phlebotomy chairs
 - Portable pulse oximeters
 - Pulp testers
 - Sterilizers – Tabletop
 - Sterilizers – StatIM
 - Suction Units
 - Touch n' heats
 - Ultrasonic Cleaners
 - Wheelchairs
 - Vital Signs Monitors
 - Water distillers – Dental
 - X-ray Digitizers
 - X-ray Machines (portable and static)

3.2.2 Equipment for Replacement

Some Equipment at Institutions is assessed by Health Services as Equipment for Replacement since it has been determined that the cost of a replacement item is less than the cost of having the item repaired. This Equipment is not given a tracking number and is dealt with on a one-for-one exchange basis. The list of items that do not require a tracking number includes but is not limited to:

- Bedside patient exam lights (Welch Allyn and Task)
- Blood glucose meter
- Continuous Positive Airway Pressure (CPAP) machines*
- Crutches, canes and walkers*
- Ear wash system (Welch Allyn)
- Glucometers*
- IV poles
- Littman stethoscopes*
- Mayo instrument tray and stand
- Oxygen regulators
- Oxygen tanks
- Patient weight scales
- Portable nebulizers*
- Portable, stand-alone digital temperature probes (Welch Allyn)
- Surgical clippers
- TENS portable nerve stimulator*
- Tympanic thermometers
- Wall mounted and portable manual blood pressure cuffs
- Wall mounted ophthalmoscope/otoscope systems (both Welch Allyn and Heine)

There are exceptions with regard to tracking numbers. While the items listed above do not have a tracking number, those devices marked with an asterisk (*) are considered to be an attractive item and therefore still need to be tracked within an institution's health services clinic.

3.2.3 Equipment at End of Life

In all of the above cases, the useful service life of Equipment is established by the recommendations of the manufacturer and captured by Health Services in its Lifecycle Management Program. The Contractor must assess the lifecycle status of each piece of Equipment based on the manufacturer's recommended service life as well as perform a physical examination. If the Equipment is at or near the end of its useful service life, the Contractor must note that in both the Inspection Report and the Project Report provided to the Project Authority.

3.3 Inspection Personnel

3.3.1 General

The Contractor must perform this work using qualified resources with expertise in the inspection and maintenance of medical equipment (hereinafter referred to as "Inspectors"). The Contractor's Inspectors must:

1. Travel to the required Institutions (see Section 4.1)
2. Inspect the Equipment (see Section 4.2)
3. Prepare an inventory of all Equipment (see Section 4.2)
4. Provide findings and recommendations in the forms of an Institutional Inspection Report for each Institution (see Section 4.3) and a Regional Inspection Report (see Section 4.4)

4.0 TASKS AND ACTIVITIES

The Contractor must provide the elements described in this section, the details of which are provided throughout this document.

The tasks and activities required during the project will be as follows:

4.1 Travel to CSC Institutions

The Contractor's Inspector(s) must travel to Institutions identified in the TA by the Project Authority to conduct the required inspection. The Contractor must arrange for the travel and accommodations for the Inspector(s) and will remain entirely responsible for the travel requirements of its Inspectors throughout the project.

The Contractor must ensure that the target Institution receives prior notification of the planned inspection activities at least ten (10) working days prior to the inspection date and the Inspector has undergone a CPIC check in advance of that date (see Section 6.1).

The Inspector will be accompanied by an individual assigned by the Institution to escort the Inspector throughout the Institution. The Contractor must ensure that the Inspector will abide by the instructions regarding the escort given by the Institutional Head or its delegate to the Inspector.

4.2 Inspect Equipment

The Inspector must examine all of the Equipment at each Institution to establish the lifecycle status, condition, and level of functionality. The Inspector must base the evaluation of each piece of Equipment on the manufacturer's performance parameters and recommendations on the maintenance schedule and service life for that item. Along with the Task Authorization, CSC will provide asset #'s and Serial #'s of the equipment requiring inspection upon issuance of the Task Authorization.

The Inspector must record the results of the inspection for each piece of Equipment, capturing, at a minimum, the following data:

1. Tracking number
2. Serial number
3. Manufacturer
4. Model
5. Institution
6. Location (building, room, position within that room, etc.)
7. Condition
8. Lifecycle Status

-
9. Recommended action (repair, replace or equipment has passed inspection and no action necessary)
 10. Inspector name
 11. Date of inspection

The data recorded for each piece of Equipment must be added to a single database of information as well as incorporated into the reports required to be delivered to the PA. The acceptable format of the information database is Microsoft Excel (.xlsx) (see ANNEX "G" Sample Inventory List).

4.3 Institutional Inspection Report

The Contractor must accumulate the information recorded by the Inspector(s) during the inspections of all identified CSC Institutions within the Ontario Region. Prior to leaving the site, the Inspector must provide the Chief Health Services an Institutional Inspection Report highlighting any urgent or emergent issues identified in order that they can be addressed as soon as possible.

All information, including any provided to the Chief Health Services prior to leaving the site must be provided by the Inspector to the PA as an Institutional Inspection Report.

The Institutional Inspection Report must provide a detailed account of the activities of the Inspector(s) in that Institution and must provide an inventory listing and all relevant information related to each piece of Equipment in that Institution (see Section 4.2).

The Contractor must submit the Institutional Inspection Report for each Institution to the PA for review and acceptance (see Section 7.1).

4.4 Regional Project Report

Once the Inspections at all identified Institutions have been completed and the Institutional Inspection Report has been submitted to and accepted by the PA, the Contractor must provide a Regional Project Report to the PA. The Regional Project Report is a roll-up (summary) comprised of all the information provided within the Institutional Reports as well as an account of the activities of the Contractor with regard to the overall management of the project, any issues raised, the strategies employed to resolve those issues, and the overall results of the project.

The Contractor must submit the Project Report to the PA for review and acceptance (see Section 7.2).

5.0 LOCATION OF WORK

The locations in the Ontario Region which will require inspections of the Equipment are specified in ANNEX "E". The Contractor must travel to these Institutions to inspect the Equipment located there and report on the equipment's lifecycle status and operational performance with the Chief Health Services at each institution.

Any required face-to-face interactions with the CSC PA, determined entirely at the discretion of the PA, must take place at CSC Ontario Regional Headquarters (RHQ) in Kingston, Ontario. Where feasible, communications between the PA and the Contractor's representative will take place by telephone, email, or teleconference. The Contractor is expected to be available for such interactions with notice of two (2) business days and will not be compensated for any travel to RHQ offices.

6.0 CONSTRAINTS

The following constraints must be taken into account in the performance of the Work as described in this document:

6.1 Security Requirements

Any person entering a correctional Institution must undergo a fingerprinting as per new CSC policy. This mandatory "Fingerprinting" must be initiated within four (4) weeks in advance of the scheduled date of entry into the Institution and completed without issue before the person is permitted to enter.

Delays to the Contractor caused by the CSC security clearance requirement will not result in any additional contract costs to CSC.

6.2 Language of Work

The Contractor must perform all work in English.

7.0 PROJECT GOVERNANCE

7.1 Institutional Report Review

Upon the submission of a Institutional Inspection Report by the Contractor to the PA, the PA will review the report to ensure that the Equipment at the identified Institutions has been inspected and that all issues identified by the PA have been addressed.

Within ten (10) business days of the Contractor's submission of an Institutional Report (those days being cumulative should the Contractor submit a second Institutional Report within the review period of the first), the PA will invite the CPM to an Institutional Report Review Meeting. At this meeting, the CPM must present the Report to the PA for review and acceptance.

7.2 Regional Report Review

Once all Institutions identified by CSC as requiring inspections have been completed, the Contractor must develop and submit a Regional Project Report (see Section 4.4) to the PA.

Within ten (10) business days of the Contractor's submission of a Project Report, the PA will invite the CPM to a Project Report Review Meeting at the Kingston CSC Regional Office. At this meeting, the CPM must present the Report to the PA for review and acceptance.

8.0 DELIVERABLES

The following deliverables, to the extent specified in the Task Authorization issued by the PA, must be provided by the Contractor:

1. Inspection Inventory List (see Section 4.2 Inspect Equipment and Annex "G" Sample Inventory List)
2. Institutional Inspection Report (see Section 4.3 Institutional Inspection Report)
3. Regional Project Report (see Section 4.4 Regional Project Report t)

APPENDIX 'A'

Glossary of Terms and Acronyms

Term	Definition
Contractor	A private business entity that is awarded the contract to perform the Work for Canada.
Contractor Project Manager	The single point of contact for the Contractor to CSC regarding the management and delivery of the MDMP project including, but not limited to, issue resolution, change management, timeline management, and other delivery issues.
Equipment	Medical and Dental equipment at CSC Institutions that falls within the maintenance profile of the Medical Device Maintenance Program.
Inspector	A qualified resource provided by the Contractor with the requisite expertise and experience in the inspection and maintenance of medical equipment.
Institution	Correctional facilities under the care of Correctional Service Canada where incarcerated offenders serve criminal sentences of two years or more as inmates. Institutions are secure facilities not broadly open to the public.
Project Authority	The CSC representative that has overall management responsibility for the MDMP Inspection project.

Acronym	Full Title or Phrase
CA	Contracting Authority (PSPC)
CISD	Canadian Industrial Security Directorate
CPIC	Canadian Police Information Centre
CPM	Contractor Project Manager
CSC	Correctional Service Canada
MDMP	Medical Device Maintenance Program
RHQ	CSC Ontario Regional Headquarters
PSPC	Public Services Procurement Canada
SOW	Statement of Work
PA	Project Authority (CSC)

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

As approved by the Project Authority, through the issuance of the Task Authorization, the Contractor will be paid the following firm unit prices, all inclusive of travel associated costs, in Canadian funds, Delivered Duty Paid "DDP" for the completion of the work in accordance with ANNEX "A", Statement of Work. Prices include Canadian customs duties and excise taxes as applicable and Taxes Extra.

The Firm Unit Price for Year 1 begins on the date of award and continues for the balance of a one-year period. The Firm Unit Prices for years 2 and 3 come into effect on the anniversary date of the contract in years 2 and 3 respectively.

Item	Description	Estimated Quantity per Year	Firm Unit Price Year 1	Firm Unit Price Year 2	Firm Unit Price Year 3
001	To conduct the inspection and provide the resulting Institutional Inventory List and Institutional Inspection Report services detailed in ANNEX "A" Statement of Work (per institution/site)	10			
002	To complete and present the Regional Project Report detailed in ANNEX "A", Statement of Work section 4.4	1			

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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);
- Large Value Transfer System (LVTS) (Over \$25M)

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

List of CSC Institutions and Addresses

Institution / Site	Address
Ontario Regional Headquarters	443 Union Street, P.O. Box 1174, Kingston, ON, K7L 4Y8
Bath Institution	5775 Bath Road Bath, ON, K0H 1G0
Collins Bay Institution (Clustered Site)	Collins Bay Medium: 1455 Bath Road, Kingston, ON, K7L 4V9 Collins Bay Minimum: 1455 Bath Road, Kingston, ON, K7L 4V9
Fenbrook Institution (Clustered Site)	Fenbrook Medium: 2000 Beaver Creek Drive, Gravenhurst, ON, P1P 1Y2 Fenbrook Minimum: 2000 Beaver Creek Drive, Gravenhurst, ON, P1P 1Y2
Grand Valley Institution for Women	1575 Homer Watson Boulevard, Kitchener, ON, N2P 2C5
Joyceville Institution (Medium and Minimum institutions)	Joyceville Assessment Unit: Highway 15, Kingston, ON, K7L 4X9 Joyceville Minimum: Highway 15, Kingston, ON, K7L 4X9
Millhaven Institution	Highway 33, Bath, ON, K0H 1G0
Regional Treatment Centre (Located at two different sites)	Bath Institution location: 5775 Bath Road Bath, ON, K0H 1G0 Millhaven Institution location: Highway 33, Bath, ON, K0H 1G0
Warkworth Institution	County Road 29, Campbellford, ON, K0L 1L0
Regional Pharmacy	1455 Bath Road, Kingston, ON, K7L 4V9

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

List of Equipment for Inspection

Pulse Oximeter
Avalo Isolation Cart
Cart for CR 30 X-Ray Machine
Medication Cart
Clinic Service Sink
Air Compressor
Heliodont 70 X-Ray
Dental Tool Holder
Dental Stand w/ Lamp
Dental Light
Dental Chair
Sink Cabinet
Dual Sex Torso
Fisher Scientific Vaccine Refrigerator
Hyfrector Plus Thermometer
Moniter w/ Printer
Tymopanic Thermometer
Polycom Video Conference Center
Sonyo Refrigerator
Stainless Steel Pretreatment cart
Ultrasonic Scaler
X-Ray Digitizer
Optical Lamp
Reliance Stand
Ultrasonic Cleaner
Amalgamator
Curing Light
EKG Machine
Suction Machine
Cassette Autoclave
Centrifuge
Curing Light
Dental Chair
Dental Operating Unit
Dental X-Ray
Diagnostic Wall System

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

Diagnostic Wall System 2
Digital Imaging System
Exam Table
Fridge for Vaccines
Germ Counter
Isolation Cart
Lead Screen
Mixer
Mobile Sharps Cart
Monitor, Vital Signs
Mobile X-Ray Unit
Obturator Oven
Phlebotomy Chair
Physio Table
Polycom Model V700
Safe
Surgical Drill
Ultrasonic Cleaner
Ultrasonic Scaler
Ultrasound
Wall Bucky Stand
19" LCD TV & DVD Player
Attest Auto Reader
Cart, Isolation
Compressor
Dental Equipment Grinder
Desktop Audioscope
ECG
Peri Pro 3 Dental X-Ray Developer
Slip Lamp
Stretcher
Suction Machine
Suretemp Thermometer
X-Ray Light Box
X-Ray Unit, C/W Table & Chest
Auto Recorder Attest 1291
Dental Vibrator
Dentist X-Ray Light
Med Cart
Mobile Cart for CR 30 X-R

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

Mobile Dental Cart
Neurotrac Tens
Optometry Chair
Optometry Equipment
Phlebotomy Cart
Phoroceptor
Processor, Film w/ Heater
Refractor
Shaker
SPO Meter
StatIM 2000
Supply Cart
Trimmer
Upright Floor Scale
Visual Acuity Projector
Wall BP Monitor & Holder
Wallmount Sure Temp
X-Ray Reader/Display
Arm for Optometry Chair
Automatic Collimator
Cast Saw
Combined Diagnostic Centre
Dental Amalgamator
Dental Digital X-Ray Sensor
Dental Motor Unit
Drystar5300
Eye Testing Lenses
Generator
Infusion Pump
Pedestal Table
Steaming 1500 w/ tancs
Tonometer
Tubestand
Video Conference
Visual Acuity Projector
Vital Signs Monitor
Wall Stand Cassette
Wheelchair
X-Ray Cart
X-Ray Controller

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

X-Ray Digitizer
X-Ray Dry Imager
AED
Automatic Silver Medical Bed w/ Mattress
Bed & Mattress
Bed Pkg - Rails
Exam Light
Fetal Heart Monitor
General Transport Gurney
Massimo Temp. Recorder
Medical Dummy
Otoscope/Ophthalmoscope
Oxygen Flow Meter
Oxygen Tank & gauge
Pari Proneb Compressor Nebu
Privacy Screen
Proneb Ultra Nebulizer
Scale - Prediatric
Scientific Refrigerator
Sphygmomanometer
Sterilizer
Sterilizer - Data Logger
Ultrasound (Therapeutic)
Back Board
Bathing Chair
Black Cane
Blue Cane
BP/O2 Monitor
Brown Cane
Electricator
Emergency Stat Pack
Eye Scope
Eye Scope Charger
Geriatric Recliner
Instrument Stand
Lensmeter
Optic Device
Particle Generator
Promix Caulk
Protective Apron

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

Set of Test Glasses
Silver Cane
Silver Walker
Stereo Tests
Vaccine Fridge Temperature Recorder
X-Ray Light Accessory
Anatomy Model
Auto Projector
Battery Suction
Collimator
Ear Wash System
Emergency Bag
Floating Table Top
Label Maker
LED Light
Methadone Cart
Mobile Exam Light
Mobile Stand, - BP
Polycam
Polycam Practioner Cart
Specimen Fridge
TB Cart
Wall-Mounted BP/Oto-retinoscope
Cart, Infection Control
Curvature Detector
Monitor, Mindray, PM 8000W
Nellcor Oxygen Saturation Monitor
X-Ray Liner Xolliminater film fitter
Bariatric padded, easy lift sling - 600lbs
BAX2M9161 IV Pump
BiPAP Synchrony S/T
Criticare Pulse Oximeters w/ Alarms
Dialysis Chair
Dialysis Machine, portable
Dialysis Unit, mobile
Dialysis Water Filtration S
Easy Go Vac
HiLo Electric Bed
Hoshaizaki Ice Machine DCM-2
Invacare Lift

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

IV Cart Steel
Kangaroo Pump
Oxygen Concentrator
Oxygen Saturation Pump
T335 Doppler
Warming Cabinet
Retinoscope Head
Autogen
Medication Packager
Explorer Pro
Baxa Pump
Cooler
Air Conditioner
Ambulance Chair/Stretcher
Boxed Set of Tuning Forks
Clinic Service Sink
Commode - Shower Chair
CPAP Machine
Cross Cut Shredder
Dental Sensimatic Electrosurge 600SE
Dickson Calibration Clock
Ear Syringe
Ear Thermometer
Evacuation Sled
Geri-Chair
Grab Bar
Hospital Bed
Pinel Restraint Bed
Pocket Scope
Reflex Hammer
Scale for Wheelchair Use
Stair Chair
Tote-L-Vac Portable Aspirator
Utility Tables for Nurses
Walker w/ Basket
Blood Pressure Tubing
Clinical Recliner
Stethoscope
Avalo Pandemic Cart
Burton Lamp
Dental Lathe

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

Fax Machine
Frame Master
Hygiene Monitoring System
Keratometer
Massage Bed
Movile Filing System
Pupilometer
Resuscitator

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

Task Authorization Form

[Task Authorization Form](#)

Solicitation No. - N° de l'invitation
21401-176092/B
Client Ref. No. - N° de réf. du client
21401-17-6092

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48088

Buyer ID - Id de l'acheteur
KIN710
CCC No./N° CCC - FMS No./N° VME

ANNEX "G"

Sample Inventory List

See attached spreadsheet.