



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11 rue, Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**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**

E-mail/Courriel: mark.walton@pwgsc-tpsgc.gc.ca

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
L'Esplanade Laurier  
140 O'Connor Street,  
East Tower, 7th Floor  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> VORTEX STEAM METERS	
<b>Solicitation No. - N° de l'invitation</b> 31184-194485/A	<b>Date</b> 2019-06-04
<b>Client Reference No. - N° de référence du client</b> 31184-194485	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-903-77219	
<b>File No. - N° de dossier</b> pv903.31184-194485	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Walton, Mark	<b>Buyer Id - Id de l'acheteur</b> pv903
<b>Telephone No. - N° de téléphone</b> (343) 550-1661 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> NATIONAL RESEARCH COUNCIL CANADA BLDG M-19 1200 MONTREAL RD OTTAWA Ontario K1A 0R6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## VORTEX MASS FLOW METERS

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31184-194485/A  
Client Ref. No. - N° de réf. du client  
31184-194485

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv903.31184-194485

Buyer ID - Id de l'acheteur  
pv903  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

The requirement is detailed under Annex A.

### 1.2 Debriefings

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

### 1.3 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

### 1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## 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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

#### **Bid Receiving - PWGSC**

Place du Portage, Phase III, Tower B  
11 Laurier Street  
Gatineau, Quebec  
For couriers: J8X 4A6  
For regular mail: K1A 0S5

Telephone: (819) 420-7201  
Fax No.: (819) 997-9776

The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

No proposal shall be sent directly to the PWGSC Contracting Authority.

### 2.3 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.

## **2.4 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**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid – 2 hard copies
- Section II: Financial Bid – 1 hard copy
- Section III: Certifications – At least 1 hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

The technical bid consists of the following:

- (a) **List of Products:** Bidders must include a complete product list identifying: the product name; the name of manufacturer; the model and part number of each component which make up the system. Bidders must also state the point of manufacture and shipping of goods or where service is to be performed: The Bidder is requested to use the form provided in Annex "C".
- (b) **Supporting Technical documentation:** Technical brochures or technical data of all components listed in the List of Products above, to demonstrate compliancy with the requirements described in Annex A.
- (c) **Meter Sizing Calculations:** Bidders must provide sizing calculations sheet prepared by the Original Equipment Manufacturer (OEM) for each of the vortex flowmeter. Each sizing calculations sheet must show the selection details of the vortex flowmeter, including the meter size, process connection size, measurable flow range and meter accuracy over min/max design flows in accordance with the Meter Schedule shown in Part 2.1 of Annex A. The calculations sheet must clearly identify whether a flow conditioner is required with the vortex flow meter selection.
- (d) **List of Project Samples:** Bidders must provide a list of five projects minimum, demonstrating that the vortex flowmeter proposed have been installed and operated successfully in an industrial process application, such as a central heating plant. Each project sample must include all of the following: the project name, the facility's name and location, a brief description of the installation, the quantity of vortex flowmeter and model installed, and a contact reference (name, organization and telephone).
- (e) **Canadian Registration Number (CRN):** Bidders must provide the CRN approval number for each of the vortex flowmeters being proposed. The Bidder is requested to provide the CRN using the form provided in Annex "C".

### Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment including Annex "B" – Basis of Payment.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### 3.1.1 Electronic Payment of Invoices – Bid

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

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

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

### 3.1.2 Exchange Rate Fluctuation

- SACC Manual clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

## Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Evaluation Criteria

The mandatory technical evaluation criteria are detailed in Annex "A", Part 2.1.

#### 4.1.2 Financial Evaluation

The financial evaluation will be conducted by calculating the Total Aggregated Bid Price in accordance with the pricing tables provided in Annex "B" – Basis of Payment.

### Evaluation of Price - Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP Ottawa, Ontario, Incoterms® 2010, Canadian customs duties and excise taxes included.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

### 4.2 Basis of Selection

#### 4.2.1 SACC Manual Clause

- SACC Manual Clause [A0069T](#) (2007-05-25) - Basis of Selection

## PART 5 – CERTIFICATIONS

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

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

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

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

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

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

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

### **5.1.2 Additional Certifications Required with the Bid**

#### **5.1.2.1 Product Conformance**

The Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A.

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**Bidder's authorized representative signature**

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**Date**

## **5.2 Certifications Precedent to Contract Award**

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

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the [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.



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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Requirement

#### 6.2.1 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex A.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Subsection 9.1 of [2010A](#) (2018-06-21) General Conditions - Goods or Services, is amended as follows:

"Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. The warranty period will be 18 months after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer."

The [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity) is appended with Section 32 - Intellectual Property Infringement and Royalties, as follows:

- 1) The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2) If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S. 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3) The Contractor has no obligation regarding claims that were only made because:
  - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
  - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
  - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or

- (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4) If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
  - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
  - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

### **6.3.2 Additional General Conditions**

#### **6.3.2.1 Conduct of the Work**

- 1) The Contractor represents and warrants that:
- a. it is competent to perform the Work;
  - b. it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
  - c. it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
- 2) The Contractor must:
- a. perform the Work diligently and efficiently;
  - b. except for Government Property, supply everything necessary to perform the Work;
  - c. use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
  - d. select and employ a sufficient number of qualified people;
  - e. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract; and
  - f. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

#### **6.3.2.2 Subcontracts**

The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.

### 6.3.2.3 Harassment in the workplace

The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the [Policy on Harassment Prevention and Resolution](#), which is also applicable to the Contractor, is available on the Treasury Board Web site.

The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

### 6.3.2.4 Access to information

Records created by the Contractor, and under the control of Canada, are subject to the [Access to Information Act](#). The Contractor acknowledges the responsibilities of Canada under the [Access to Information Act](#) and must, to the extent possible, assist Canada in discharging these responsibilities. Furthermore, the Contractor acknowledges that section 67.1 of the [Access to Information Act](#) provides that any person, who destroys, alters, falsifies or conceals a record, or directs anyone to do so, with the intent of obstructing the right of access that is provided by the [Access to Information Act](#) is guilty of an offence and is liable to imprisonment or a fine, or both.

### 6.3.3 Supplemental General Conditions

- [4001](#) (2015-04-01) Hardware Purchase, Lease and Maintenance,
- [4003](#) (2010-08-16) Licensed Software, and
- [4004](#) (2013-04-25) Maintenance and Support Services for Licensed Software,

apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Delivery Date

All the deliverables must be received within 8 weeks after Contract Award Date.

## 6.5 Authorities

### 6.5.1 Contracting Authority

*The Contracting Authority for the Contract is:*

Mark Walton  
Supply Officer  
Public Services and Procurement Canada  
Scientific, Medical and Photographic Division "PV"  
Commercial and Consumer Products Directorate  
L'Esplanade Laurier, East Tower, 7th Floor - 7006  
140 O'Connor Street,  
Ottawa, Ontario K1A 0S5  
Telephone: 343-550-1661  
E-mail address: [mark.walton@pwgsc-tpsgc.gc.ca](mailto:mark.walton@pwgsc-tpsgc.gc.ca)

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

### 6.5.2 Technical Authority - to be filled in only at contract award

The Technical Authority named above 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 Accounts Payable Contact - to be filled in only at contract award

### 6.5.4 Contractor's Representative - to be completed by the bidder

*The telephone number (with extension if applicable) of the person responsible for:*

#### General enquiries

Name: \_\_\_\_\_  
Tel. No. \_\_\_\_\_ ext: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### Delivery Follow-up

Name: \_\_\_\_\_  
Tel. No. \_\_\_\_\_ ext: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex "B" – Basis of Payment for a cost of **(to be filled in only at contract award)**. Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.6.2 Method of Payment

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

### 6.6.3 Electronic Payment of Invoices – Contract

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

**To be filled in only at contract award, based on Annex "E" Electronic Payment Instruments.**

## 6.7 Invoicing Instructions

**6.7.1** 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.

**6.7.2** 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.
- (c) Invoices and order confirmations can be sent via e-mail to:  
**To be filled in only at contract award**
- (d) To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to do so will delay payment and the date used for calculating interest on overdue accounts.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

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

## **6.9 Applicable Laws**

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

## **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions:
  - i. 4001, Hardware Purchase, Lease and Maintenance;
  - ii. 4003, Licensed Software;
  - iii. 4004, Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex "C", List of Products;
- (f) Annex "B", Basis of Payments; and
- (g) the Contractor's bid dated \_\_\_\_\_

## **6.11 SACC Manual Clauses**

- SACC Manual clause [G1005C](#) (2016-01-28) Insurance
- SACC Manual clause [B1501C](#) (2018-06-21) Electrical Equipment
- SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)
- SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

## **6.12 Shipping Instructions**

### **6.12.1 Shipping Instructions - Delivery at Destination**

**6.12.1.1** Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP) Ottawa, Ontario, Incoterms® 2010 for shipments from a commercial contractor.

**6.12.1.2** The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

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## ANNEX A

### Part 1 – REQUIREMENT

#### VORTEX MASS FLOW METERS FOR STEAM ENERGY MONITORING

The National Research Council of Canada (NRC) has a requirement for the supply of 7 vortex mass flow meters (hereinafter referred to as the vortex flowmeters) for measuring steam consumption in buildings and monitoring heating power and energy data in real-time. The vortex flowmeters must meet all of the mandatory technical requirements at Part 2.1 - Mandatory Technical Evaluation Criteria. The Contractor must provide all of the following:

- Seven vortex flowmeters in accordance with TABLE 2- METER SCHEDULE below.
- The CRN number must be stamped on each vortex flowmeters.
- Flow conditioner plates, as required to meet accuracy requirements.
- Operation and Maintenance (O&M) Data
- Warranty

#### Background

In collaboration with DND, NRC is deploying energy metering systems to support the future installation of Building Energy Management Software (BEMS), a software platform for performing building data analytics and fault detection and diagnostics. Vortex mass flow meters are intended to measure building steam consumption and connect to data acquisition systems to monitor steam mass flow in real-time and perform energy totalization.

#### Operation and Maintenance Data

The Contractor must provide O&M data for each product and system provided and include:

- Manufacturer's installation and mounting instructions.
- Servicing, maintenance, operation and troubleshooting instructions.
- Calibration certificates of instrumentation.
- Technical data of instrument and accessories.
- O&M Data Format: submit two hard copies of the operation and maintenance data in English and include an electronic copy in PDF.

#### Warranty

The vortex flowmeters will be installed during the summer of 2019, a period during which the steam network is shut down. Start-up of vortex flowmeters is planned around September/October 2019, once the steam plant is started. As a result, the Contractor must provide warranty for a period of 18 months from the date of acceptance of the vortex mass flow meters.

#### Installation

The vortex flowmeters will be installed by qualified steam fitters, electricians and automation technicians under the responsibility of the NRC and DND. The Contractor must provide telephone support to the NRC and the installation personnel as required, to clarify installation requirements and assist the start-up and commissioning procedures.

## Part 2.1 - MANDATORY TECHNICAL EVALUATION CRITERIA

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

Bidders are requested to cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.

**TABLE 1 - MANDATORY TECHNICAL EVALUATION CRITERIA FOR VORTEX FLOW METERS**

ITEM	CRITERIA	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID
<b>1. General Design/Performance Criteria of the Vortex Flowmeters:</b>		
	a. The vortex flowmeters must be designed for industrial process metering. Bidders must demonstrate that the vortex flowmeters being proposed have been installed and operated successfully in an industrial process, such as a central heating plant, by submitting a List of Project Samples, as required in PART 3 – BID PREPARATION INSTRUCTIONS.	
	b. The vortex flowmeters must be selected and sized by the Original Equipment Manufacturer (OEM) to optimize the meter's measurement accuracy over the flow range (min/max flow), with consideration of the site conditions (flow profile), as indicated in the TABLE 2 – METER SCHEDULE below. The Bidder must submit the OEM sizing calculations sheet for each of the vortex flowmeters.	
	c. The vortex flowmeters must be an integrated solution and include all the following features:	
	i. Factory-assembled package with lug-type flanges for mounting the meter in the existing process line.	
	ii. Integrated piping reducers to allow mounting of meter directly on existing process line, where the meter size does not match the process nominal piping diameter, to obtain the required accuracy.	
	iii. A factory-programmed flow computer designed and tested to operate with the measuring instrumentation.	
	iv. A menu-driven configuration interface to quickly setup and commission the meter operation once it is installed in the process line and connected to a power supply.	
	v. Integrated energy counters resident on non-volatile memory for totalizing energy data independently of a connected data acquisition system.	
<b>2. Meter Accuracy:</b>		
	a. Maximum measuring error of the vortex flowmeters: must be $\pm 2\%$ over the flow range (min/max flow) indicated in TABLE 2 - METER SCHEDULE below. The Bidder must demonstrate accuracy of each meter by submitting the OEM sizing calculations sheet for each of the vortex flowmeters.	
	b. Flow disturbance: a flow conditioner must be included on the vortex flowmeter's inlet side, where flow disturbances are expected to affect the meter accuracy or as recommended by the Original Equipment Manufacturer (OEM). Flow conditioners must be selected by the OEM based on the Meter Flow Profile described in TABLE 2 – METER SCHEDULE. For each meter selection, the OEM must clearly show on the sizing calculations sheet whether a flow conditioner is used to meet the accuracy requirement.	



ITEM	CRITERIA	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID
<b>3. Flow Measurement Details of Vortex Flowmeters:</b>		
a.	The meter must be an in-line vortex flowmeter with integrated temperature measurement. NRC will not consider insertion type meters.	
b.	The meter Sensor construction must be 316L stainless steel and 316L stainless steel measuring tube.	
c.	The media temperature range must be -40°C to 240 °C.	
d.	The meter must require no maintenance.	
e.	The meter must have no moving parts.	
f.	The meter must provide no zero point drift.	
<b>4. Process Connection for Vortex Flowmeters:</b>		
a.	The meter's process connection must be Class 150 or 300, 316L stainless steel flanges to the ASME B16.5 standard, to connect to existing nominal pipe size as shown in the TABLE 2 - METER SCHEDULE below.	
b.	The meter must include integrated nominal diameter reducers for connecting the proper meter size to the existing process piping.	
<b>5. Meter Transmitter:</b>		
a.	The vortex flowmeters must include a built-in flow transmitter (i.e. flow computer) providing integrated calculations of steam mass flow values using the internal temperature measurement that meets all of the following:	
i.	The meter transmitter must have integrated counters for totalizing energy consumption;	
ii.	Transmitter housing must be compact, die-cast aluminum, direct-mounted, IP66/67 rating with NPT threaded cable entry;	
iii.	Local operator display must include a LCD digital display with push-buttons, showing flow rate and energy counter data in real-time;	
iv.	All inputs and outputs must be electrically isolated from one another; and	
v.	Transmitter must have the following outputs:	
1)	One analog signal: 4-20 mA, configurable to provide data on either of the following measurement/calculation: volume flow, mass flow, flow velocity.	
2)	One binary output: configurable to provide a pulse output for energy totalization.	
g.	Power Supply must be 18 – 36 VDC.	
<b>6. Flow conditioner (if required as per item 2- Meter Accuracy)</b>		
a.	The flow conditioner must be Class 150 or 300, 316L stainless steel, specifically designed perforated plate with flanged connections to the ASME B16.5 standard.	
<b>7. Certification of Vortex Flowmeter:</b>		
a.	The vortex flowmeters must have CRN approval. Bidders must provide the CRN approval number for each of the vortex flowmeters.	



**TABLE 2 - METER SCHEDULE**

**Note:** the "Flow Profile" shown in the table below describes the process flow at the proposed meter location and the distances (in piping nominal diameter – DN) from potential disturbances in the meter's inlet/outlet run.

VORTEX FLOWMETER #1		
METER IDENTIFICATION		VOR-01
QUANTITY		1
EXISTING PROCESS PIPE	SIZE (in.)	NPS-4
	TYPE	Steel Class 300
PROCESS FLOW	MIN. DESIGN FLOW	260 lbs/hr
	MAX. DESIGN FLOW	3,200 lbs/hr
	OPERATING PRESSURE	60 psi
FLOW PROFILE	FLOW DIRECTION	Horizontal
	INLET CONDITIONS	Straight run with no valves or fittings for at least 45xDN
	OUTLET CONDITIONS	Elbow located > 5xDN

VORTEX FLOWMETER #2		
METER IDENTIFICATION		VOR-02
QUANTITY		1
EXISTING PROCESS PIPE	SIZE (IN.)	NPS-4
	TYPE	Steel Class 150
PROCESS FLOW	MIN. DESIGN FLOW	120 lbs/hr
	MAX. DESIGN FLOW	1,000 lbs/hr
	OPERATING PRESSURE	15 psi
FLOW PROFILE	FLOW DIRECTION	Horizontal
	INLET CONDITIONS	Gate valve located approximately 20xDN
	OUTLET CONDITIONS	Straight run > 5xDN

VORTEX FLOWMETER #3		
METER IDENTIFICATION		VOR-03
QUANTITY		1
EXISTING PROCESS PIPE	SIZE (IN.)	NPS-6
	TYPE	Steel Class 300
PROCESS FLOW	MIN. DESIGN FLOW	550 lbs/hr
	MAX. DESIGN FLOW	8,000 lbs/hr
	OPERATING PRESSURE	65 psi
FLOW PROFILE	FLOW DIRECTION	Horizontal
	INLET CONDITIONS	Straight run with Tee fitting located > 15xDN
	OUTLET CONDITIONS	Straight run > 5xDN

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VORTEX FLOWMETER #4		
METER IDENTIFICATION		VOR-04
QUANTITY		1
EXISTING PROCESS PIPE	SIZE (IN.)	NPS-4
	TYPE	Steel Class 300
PROCESS FLOW	MIN. DESIGN FLOW	600 lbs/hr
	MAX. DESIGN FLOW	10,500 lbs/hr
	OPERATING PRESSURE	125 psi
FLOW PROFILE	FLOW DIRECTION	Vertical - Up
	INLET CONDITIONS	Gate valve located approximately 11xDN
	OUTLET CONDITIONS	Elbow located at 5xDN

VORTEX FLOWMETER #5		
METER IDENTIFICATION		VOR-05
QUANTITY		1
EXISTING PROCESS PIPE	SIZE (IN.)	NPS-1 ½
	TYPE	Steel Class 300
PROCESS FLOW	MIN. DESIGN FLOW	60 lbs/hr
	MAX. DESIGN FLOW	900 lbs/hr
	OPERATING PRESSURE	125 psi
FLOW PROFILE	FLOW DIRECTION	Vertical - Up
	INLET CONDITIONS	Straight run > 15xDN
	OUTLET CONDITIONS	Elbow located at 5xDN and Pressure-Reducing Valve (PRV) at 10xDN

VORTEX FLOWMETER #6		
METER IDENTIFICATION		VOR-06
QUANTITY		1
EXISTING PROCESS PIPE	SIZE (IN.)	NPS-6
	TYPE	Steel Class 300
PROCESS FLOW	MIN. DESIGN FLOW	900 lbs/hr
	MAX. DESIGN FLOW	18,000 lbs/hr
	OPERATING PRESSURE	125 psi
FLOW PROFILE	FLOW DIRECTION	Vertical - Up
	INLET CONDITIONS	Gate valve located approximately 11xDN
	OUTLET CONDITIONS	Elbow located at 5xDN

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VORTEX FLOWMETER #7		
METER IDENTIFICATION		VOR-07
QUANTITY		1
EXISTING PROCESS PIPE	SIZE (IN.)	NPS-3
	TYPE	Steel Class 300
PROCESS FLOW	MIN. DESIGN FLOW	550 lbs/hr
	MAX. DESIGN FLOW	8,850 lbs/hr
	OPERATING PRESSURE	125 psi
FLOW PROFILE	FLOW DIRECTION	Horizontal
	INLET CONDITIONS	Gate valve located approximately 15xDN
	OUTLET CONDITIONS	Gate valve located > 5xDN

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## ANNEX B

### BASIS OF PAYMENT

The Bidder must provide all of the pricing requested in the following Tables in accordance with **Article 6.6.1 - Basis of Payment.**

**Requirement:**

ITEM	DESCRIPTION	NUMBER OF UNITS	UNIT OF ISSUE	FIRM UNIT PRICE	EXTENDED PRICE (NUMBER OF UNITS X FIRM UNIT PRICE)
1	Vortex flowmeter VOR-01	1	Each	\$	\$
2	Vortex flowmeter VOR-02	1	Each	\$	\$
3	Vortex flowmeter VOR-03	1	Each	\$	\$
4	Vortex flowmeter VOR-04	1	Each	\$	\$
5	Vortex flowmeter VOR-05	1	Each	\$	\$
6	Vortex flowmeter VOR-06	1	Each	\$	\$
7	Vortex flowmeter VOR-07	1	Each	\$	\$
Evaluated Price – Sum of items 1 to 7					\$

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**ANNEX “C”**

**LIST OF PRODUCTS**

ITEM	PRODUCT NAME	MODEL/PART NUMBER	NAME OF MANUFACTURER	CRN NUMBER
VOR-01				
VOR-02				
VOR-03				
VOR-04				
VOR-05				
VOR-06				
VOR-07				

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**ANNEX "D"**

**COMPLETE LIST OF DIRECTORS**  
**(As per Standard Instructions, Clauses and Conditions Part 2)**

<b>Name</b>	<b>Position</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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## **ANNEX "E" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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