



**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 QUOTATION  
DEMANDE DE PRIX**

**Quotation 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.

**Soumission de prix 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en régime accéléré  
L'Esplanade Laurier,  
East Tower 7th Floor  
140 O'Connor, Street,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Bicycle Rack Procurement&Install	
<b>Solicitation No. - N° de l'invitation</b> H1085-192251/A	<b>Date</b> 2019-07-03
<b>Client Reference No. - N° de référence du client</b> H1085-192251	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$\$PD-038-77423
<b>File No. - N° de dossier</b> pd038.H1085-192251	<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      2019-08-13</b>	
<b>Time Zone - Fuseau horaire</b>  Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Epps, Shane	<b>Buyer Id - Id de l'acheteur</b> pd038
<b>Telephone No. - N° de téléphone</b> (343)550-1623 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security for this requirement.

### **1.2 Statement of Requirement**

The requirement is detailed under the "Item Description" at Annex A.

### **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.

### **1.4 Trade Agreements**

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

### **1.5 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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a) at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names".

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

Delete: 60 days  
Insert: 90 days

- b) Section 5, entitled Submission of bids, is amended as follows:

- Subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
- Subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
- Subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"

- c) Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the

Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."

d) Section 07, entitled Delayed bids, is amended as follows:

- Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."

e) Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

#### Transmission by epost Connect

##### 1. ePost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)).
- b. To submit a bid using epost Connect service, the Bidder must either:
  - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca). The solicitation number must be identified in the epost Connect message field of all electronic transfers.  
It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- f. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;

- v. failure of the Bidder to properly identify the bid;
- vi. illegibility of the bid;
- vii. security of bid data; or
- viii. inability to create an electronic conversation through the epost Connect service.

- g. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

## **2.2 Submission of Bids**

Bids must be submitted by email only to the contracting authority as listed in Section 6.5.1 by the date and time indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 3 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 Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **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**

- a) 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 system has a limit of 1GB per single message posted and a limit of 20GB per conversation
- b) The epost Connect email address is for use with epost Connect service only and is not to be used to submit bids directly.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

- c) 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 – one (1) soft copy  
Section II: Financial Bid – one (1) soft copy  
Section III: Certifications – one (1) soft copy

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The Bidder must submit firm unit prices as required in the Basis of Payment Annex. The applicable Taxes must be shown separately, if applicable.

Bidders must not indicate prices in any other section of the bid.



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### **Section III: Certifications**

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

### **Section IV: Additional Information**

#### **Manufacturer's Standard Warranty Period**

Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the equipment and its components that exceeds the minimum warranty period of twelve (12) months.

### **3.2 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.

### **3.3 Exchange Rate Fluctuation**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4. 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 Technical Evaluation

#### 4.1.1 Mandatory Technical Criteria

Bidders must submit, with their bid, the following:

1) Category and Line Item Details;

<b>M1.</b>	Vendor must demonstrate past experience in the sale of and installation of bike racks and accessories within the past 3 years.										
<b>M2.</b>	All items must arrive in brand new condition, sealed, in factory boxes/packaging upon delivery.										
<b>M3.</b>	<p>5.1 Inverted U/Staple Style Bike racks and Corrals must have the following specifications:</p> <table border="1"> <tr> <td>Rack material</td><td>Carbon steel</td></tr> <tr> <td>Finish</td><td>Galvanized</td></tr> <tr> <td>Gauge/Thickness</td><td>Minimum Schedule 40 to Maximum Schedule 80</td></tr> <tr> <td>Rack Vertical Height</td><td>Minimum 32 inches (81cm) tall*</td></tr> <tr> <td>Rack Contact Spacing</td><td>Minimum 6 inches (15cm) apart*</td></tr> </table> <p>*nominal tolerances for all dimensions are within <math>\pm 1</math> inch (<math>\pm 2.5</math>cm)</p>	Rack material	Carbon steel	Finish	Galvanized	Gauge/Thickness	Minimum Schedule 40 to Maximum Schedule 80	Rack Vertical Height	Minimum 32 inches (81cm) tall*	Rack Contact Spacing	Minimum 6 inches (15cm) apart*
Rack material	Carbon steel										
Finish	Galvanized										
Gauge/Thickness	Minimum Schedule 40 to Maximum Schedule 80										
Rack Vertical Height	Minimum 32 inches (81cm) tall*										
Rack Contact Spacing	Minimum 6 inches (15cm) apart*										
<b>M4.</b>	<p>5.2 Staggered Wheel well Secure Racks must have the following specifications:</p> <table border="1"> <tr> <td>Rack material</td><td>Carbon steel</td></tr> <tr> <td>Finish</td><td>Galvanized</td></tr> <tr> <td>Gauge/Thickness</td><td>Minimum 3/16 inch (0.5cm) plate to Maximum 7/16 inch (1.1cm) plate</td></tr> </table> <p>Rack must include:</p> <ul style="list-style-type: none"> <li>a) An element that cradles one wheel.</li> <li>b) Support for the bicycle frame securely at one point or more.</li> <li>c) A design to vertically and/or horizontally stagger handlebars.</li> </ul>	Rack material	Carbon steel	Finish	Galvanized	Gauge/Thickness	Minimum 3/16 inch (0.5cm) plate to Maximum 7/16 inch (1.1cm) plate				
Rack material	Carbon steel										
Finish	Galvanized										
Gauge/Thickness	Minimum 3/16 inch (0.5cm) plate to Maximum 7/16 inch (1.1cm) plate										

<b>M5.</b>	<b>5.3 Bike Repair Stand and Mechanical Air Pump</b>
	Each Repair stand must include the following accessories: <ul style="list-style-type: none"><li>• Phillips and standard screwdriver</li><li>• Tire levers (2)</li><li>• Headset/pedal wrench</li><li>• 8/10mm cone wrench</li><li>• 9/11mm cone wrench</li><li>• Torx set</li><li>• Multi hex key set (metric)</li><li>• The air pump must be completely sealed and be able to withstand a wide temperature range (-30 to 40 degrees Celsius).</li><li>• The pump head must accommodate Presta and Schrader type valves.</li></ul>
<b>M6.</b>	Vendor must provide delivery and installation services as listed in the Annex A

#### 4.1.2 Financial Evaluation

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

Bids will be evaluated to determine the lowest price on an aggregate price basis for the items and quantities listed in the Technical portion of the bid.

#### 4.2 Basis of Selection

##### 4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

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.

##### 4.2.2 Single Payments

H1000C      Single Payments      2008-05-12

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

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

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

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

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

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

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

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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### **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/canada-esdc-labour's-website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>), if applicable.

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**

### **6.1 Security Requirements**

There is no security in this requirement.

### **6.2 Statement of Requirement**

The requirement is detailed under the "Item Description" 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.

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date**

All the deliverables must be received on the dates listed in Section 7 of Annex "A" of the Contract. Canada reserves the right to modify the delivery dates as required should there be unforeseeable factors that may cause delays. Canada will give the Contractor a minimum of 10 calendar days notice of any changes in the delivery schedule.

#### **6.4.2 Delivery Points**

Delivery of the items must be made to the various delivery point(s) specified at Annex "A" of the Contract.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shane Epps  
Title: Supply Specialist  
Address: Public Works and Government Services Canada (PWGSC)  
Acquisitions Branch  
Commercial and Consumer Products Directorate – PI Division  
  
Telephone: 343-550-1623  
E-mail: [shane.epps@tpsgc-pwgsc.gc.ca](mailto:shane.epps@tpsgc-pwgsc.gc.ca)

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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 upon 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

The Contractor's Representative for the Contract is: (Please complete)

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

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

### After Sales Service

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the items offered in Annex A:

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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## **6.6 Payment**

### **6.6.1 Basis of Payment- Firm Fixed Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian dollars, Delivery Duty Paid at destination as specified in Annex "B" of the contract. 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 Single Payments**

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

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

### **6.6.3 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);

## **6.7 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a. The original and one copy must be forwarded by email to the address shown in Section 6.5.2 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



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## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

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

### 6.8.2 Applicable Laws

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

## 6.9 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2010A (2018-06-21)
- c) Annex A, Statement of Requirement;
- d) Annex B, Basis of Payment
- e) the Contractor's bid dated \_\_\_\_\_

## 6.10 SACC *Manual* Clauses

G1005C	Insurance	2008-05-12
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## ANNEX "A"

### STATEMENT OF REQUIREMENT

#### 1. TITLE

VARIOUS BICYCLE RACKS UNIT PURCHASE, DELIVERY, AND INSTALLATION AT TUNNEYS' PASTURE

#### 2. BACKGROUND

Health Canada completed construction of five (5) asphalt paved enclosures with fencing and card access controlled entrances to provide a new facility for employee bike parking. Health Canada contracted a consultant to provide recommendations for bike parking racks and to run engagement with Health Canada employees to identify their preferences and notify them of the project. Following these activities the consultant completed a fit-up of the five enclosure spaces with the preferred rack styles.

#### 3. ACRONYMS

SOR                      Statement of Requirement  
TA                        Technical Authority

#### 4. APPLICABLE DOCUMENTS & REFERENCES

None.

#### 5. REQUIREMENTS

##### 5.1 INVERTED U/STAPLE STYLE BIKE CORRALS

The Contractor must provide the requirement with the following specifications:

**Total quantity of individual units: 143**

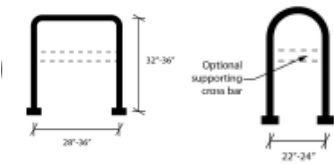
- **Three rack corrals: x 9**
- **Four rack corrals: x 14**
- **Four rack angled corrals: x 5**
- **Five rack corrals: x 8**

Specifications	Value
Rack material	Carbon steel
Finish	Galvanized
Gauge/Thickness	Schedule 40 to Schedule 80
Rack Vertical Height	Minimum 32 inches tall
Rack Contact Spacing	Minimum 6 inches apart
Rail material for corral	Carbon steel
Rail Finish	Galvanized

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Rack spacing on rails	36 inches
Sample Image	

## 5.2 STAGGERED WHEEL WELL SECURE RACKS

The Contractor must provide the requirement with the following specifications:

**Total quantity of individual units: 126**

- **Four rack corrals: x 24**
- **Six rack corrals: x 5**

Specifications	Value
Rack material	Carbon steel
Finish	Galvanized
Rack must include:	
d) An element that cradles one wheel. e) Support for the bicycle frame securely at one point or more. f) A design to vertically and/or horizontally stagger handlebars.	
Sample Image	

### 5.3 ACCESSORIES

The Contractor must provide the following item. The tools must be securely fastened to the unit and covered.

Description	Required quantity
Bike Repair Stand and Mechanical Air Pump	2
Each Repair stand must include the following accessories: <ul style="list-style-type: none"><li>• Phillips and standard screwdriver</li><li>• Tire levers (2)</li><li>• Headset/pedal wrench</li><li>• 8/10mm cone wrench</li><li>• 9/11mm cone wrench</li><li>• Torx set</li><li>• Multi hex key set (metric)</li><li>• The air pump must be completely sealed and be able to withstand a wide temperature range (-30 to 40 degrees Celsius).</li><li>• The pump head must accommodate Presta and Schrader type valves.</li></ul>	

### 5.4 DELIVERY AND INSTALLATION

The Contractor must provide delivery and install the inverted U/Staple style racks (using rails in the various configurations) in the corrals, the staggered wheelwell racks and the bike repair stand and air pump using tamper-proof nails and bolts as required for installation into asphalt or concrete at the sites as detailed below.

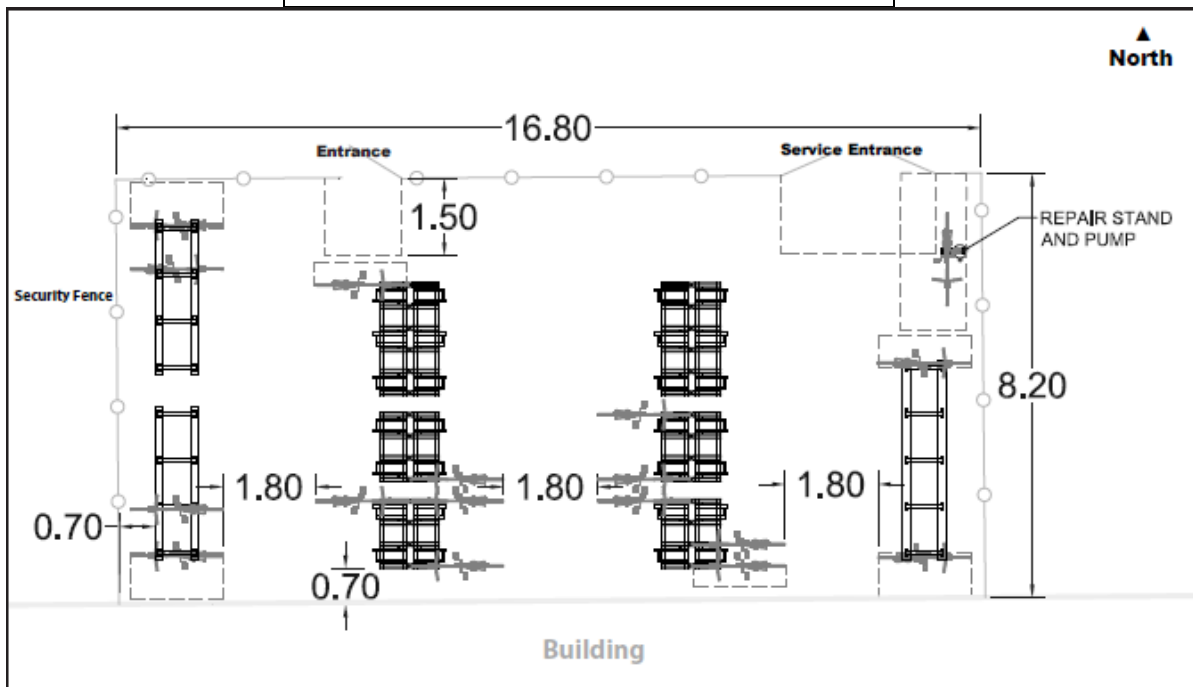
The following list outlines the type, quantity and configuration of each corral required per building location  
(See Annex D for site maps and dimensions):

**Sir Frederick G Banting Building (Site 1)**

251 Sir Frederick Banting Driveway  
Ottawa, ON  
K1Y 0M1  
Canada

**Installation required:**

Four rack corral: 2  
Five rack corral: 1  
Four space staggered wheelwell rack: 8  
Six space staggered wheelwell rack: 4

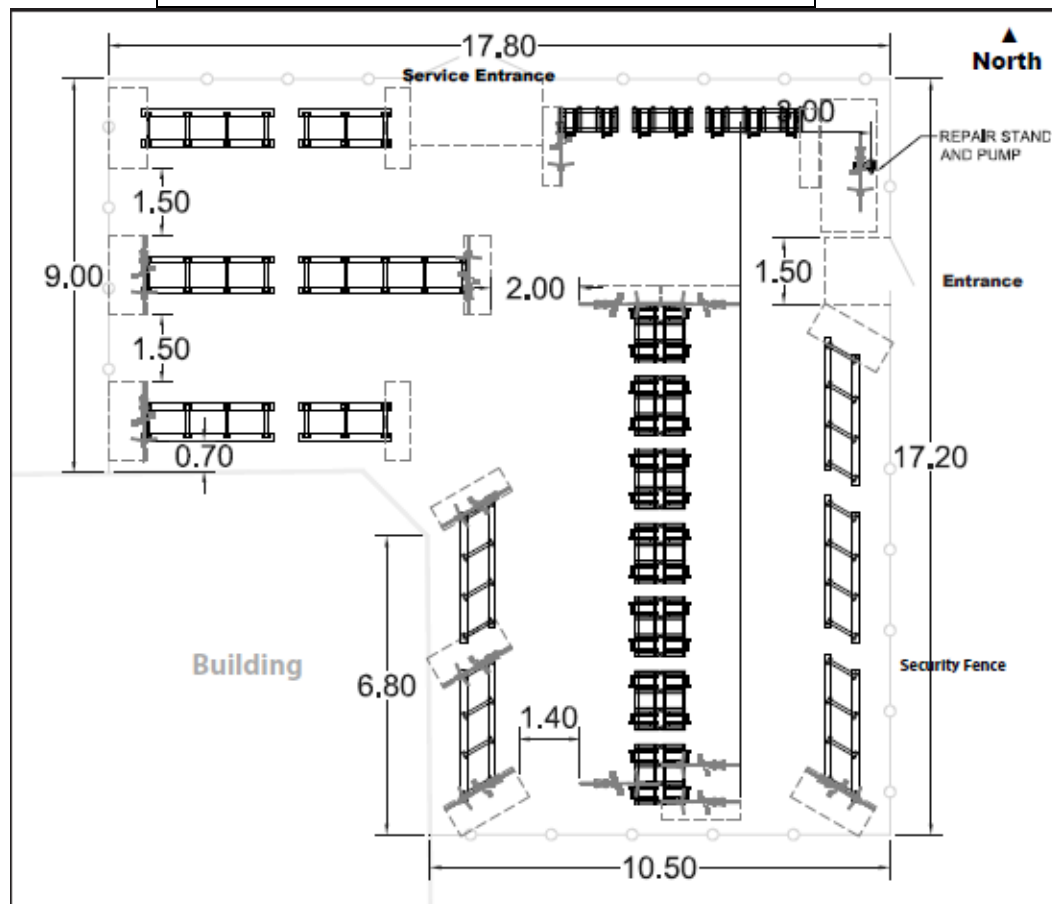


**Jeanne Mance Building (Site 2)**

200 Eglantine Driveway  
Ottawa, ON  
K1A 0K9  
Canada

**Installation required:**

Three rack corral: 2  
Four rack corral: 3  
Four rack angled corral: 5  
Five rack corral: 1  
Four space staggered wheelwell rack: 16  
Six space staggered wheelwell rack: 1



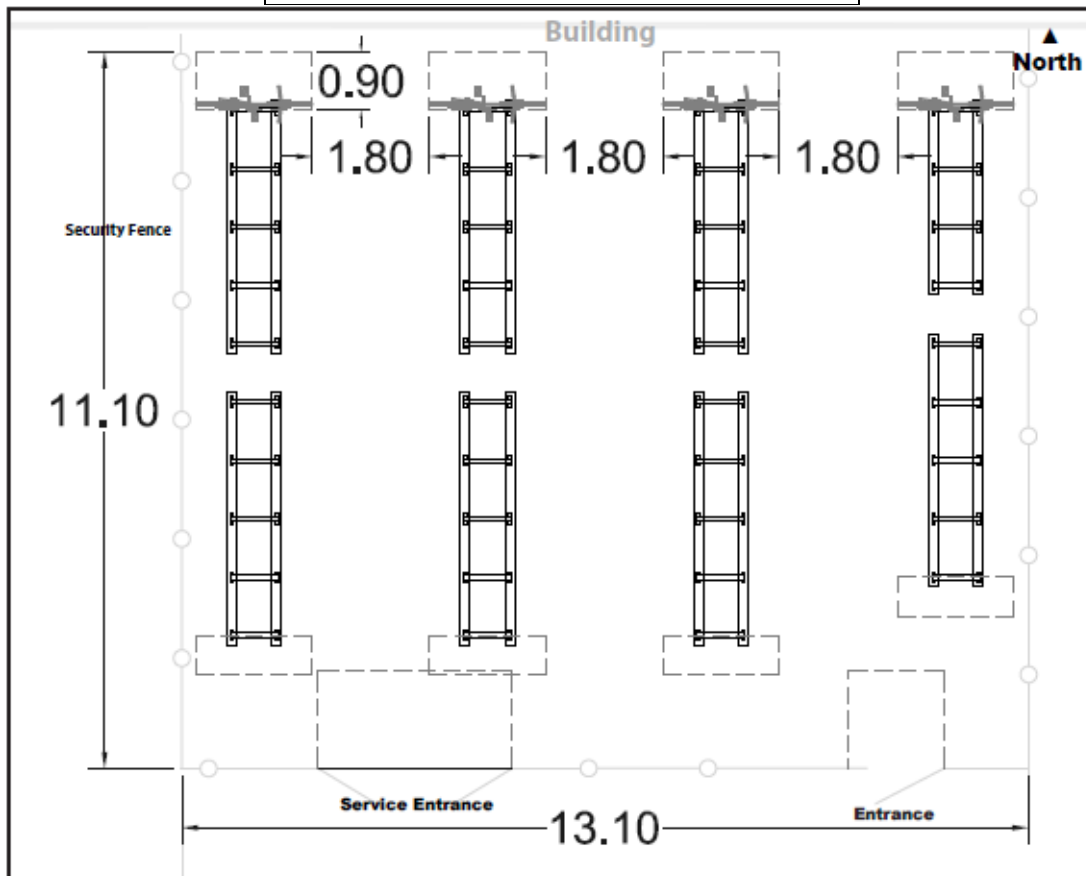
**Labratory Centre for Disease Control  
(Site 3)**

100 Eglantine Driveway  
Ottawa, ON  
K1Y 2Z0  
Canada

**Installation required:**

Four rack corral: 1

Five rack corral: 7



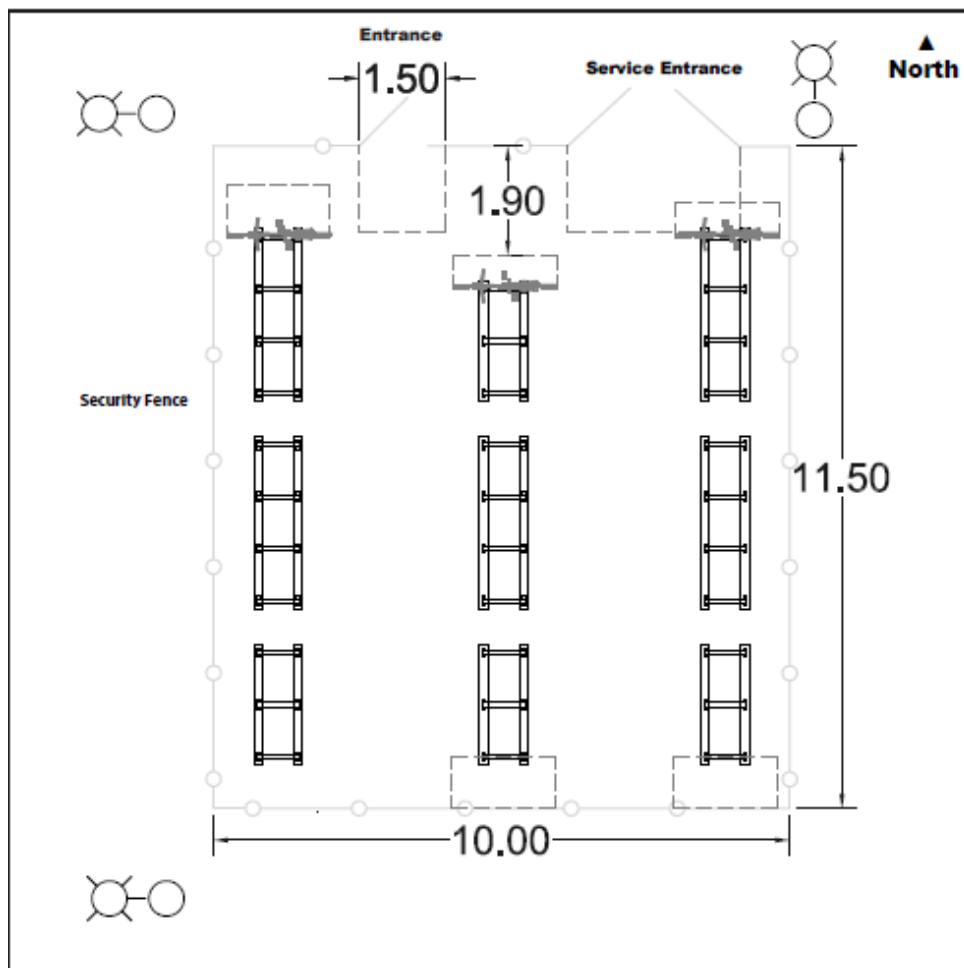
**Brooke Claxton Building (Site 4)**

70 Colombine Driveway  
Ottawa, ON  
K1A 0K9  
Canada

**Installation required:**

Three rack corral: 4

Four rack corral: 5





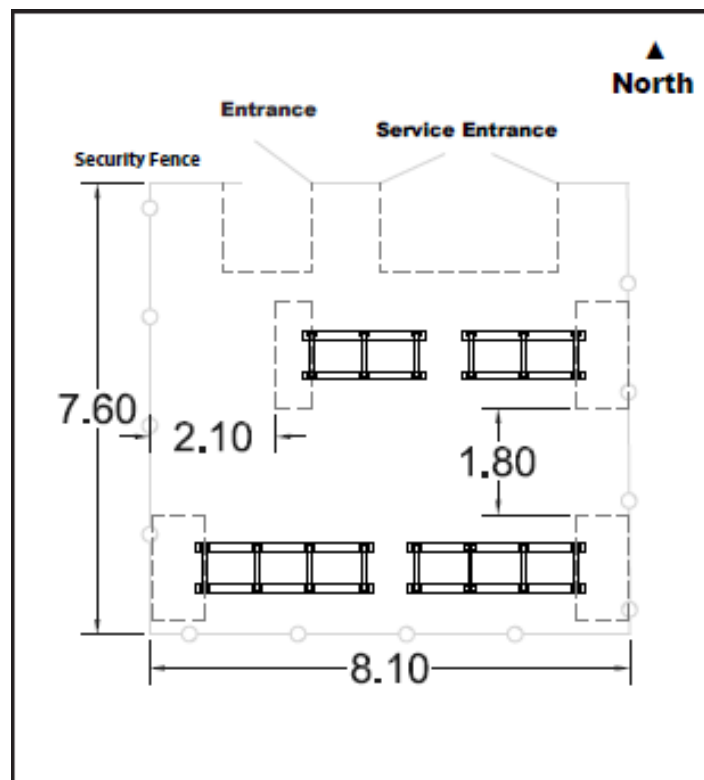
**Main Stats Building (Site 5)**

150 Tunney's Pasture Driveway  
Ottawa, ON  
K1A 0G7  
Canada

**Installation required:**

Three rack corral: 2

Four rack corral: 2



## 6. DELIVERABLES

Number	Requirement Reference	Description of the Deliverables	Quantity (per unit)
6.1	5.1	Inverted U/Staple Style Bike Corrals (including all fastening hardware for installation)	143
6.2	5.2	Staggered Wheel well Secure Racks (including all fastening hardware for installation)	126
6.3	5.3	Bike Repair Stand and Air Pump (including all fastening hardware for installation)	2
6.4	5.4	Delivery and Installation of the bike racks	1

## 7. DATE OF DELIVERY

Deliverable	Delivery date
6.1	Within X days/months after contract award.
6.2	Within X days/month after contract award.
6.3	Within X days/month after contract award.
6.4	Within X days/month after delivery.

## 8. LANGUAGE OF WORK

English and French.

## 9. DELIVERY LOCATION

See locations listed in Section 5.5 above.

## 10. TRAVEL

N/A.

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**11. MEETINGS**

A preliminary meeting prior to installation may be required.

**12. SPECIAL CONSIDERATIONS**

None

## ANNEX "B"

### 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) in Canadian dollars, Delivery Duty Paid at destination as specified in the contract for a cost of \$ \_\_\_\_\_. 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.

CATEGORY	TOTAL UNITS	UNIT MAKE/MODEL	UNIT PRICE (EACH)	TOTAL
CATEGORY 1	143		\$_____	\$_____
CATEGORY 2	150		\$_____	\$_____
REPAIR STAND/ AIR PUMP	2		\$_____	\$_____
INSTALLATION SERVICES	1		\$_____	\$_____
			SUBTOTAL:	\$_____
			TAXES (____%):	\$_____
			TOTAL:	\$_____

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## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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);