



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

Government of Canada Building

101 - 22nd Street East, Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

<b>Title - Sujet</b> Pallet Rack Repair	
<b>Solicitation No. - N° de l'invitation</b> W0142-19X049/C	<b>Date</b> 2019-09-25
<b>Client Reference No. - N° de référence du client</b> W0142-19X049	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-190-5202	
<b>File No. - N° de dossier</b> STN-8-41069 (190)	<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 2019-11-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mack, Wayne	<b>Buyer Id - Id de l'acheteur</b> stn190
<b>Telephone No. - N° de téléphone</b> (306) 241-6435 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RALSTON AB Att CMTT, Bldg 322 Ralston Alberta T0J 2N0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 REQUIREMENT .....	2
1.2 DEBRIEFINGS .....	2
1.3 <i>CANADIAN CONTENT</i> .....	2
1.4 EPOST CONNECT SERVICE .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS .....	3
2.3 ENQUIRIES - BID SOLICITATION .....	4
2.4 MANDATORY SITE VISIT .....	4
2.5 APPLICABLE LAWS .....	4
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>5</b>
3.1 OFFER PREPARATION INSTRUCTIONS .....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES .....	7
4.2 BASIS OF SELECTION - MANDATORY TECHNICAL CRITERIA .....	7
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 REQUIREMENT .....	10
6.3 STANDARD CLAUSES AND CONDITIONS .....	10
6.4 TERM OF CONTRACT .....	10
6.5 AUTHORITIES .....	10
6.6 PAYMENT .....	11
6.7 INVOICING INSTRUCTIONS .....	12
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	12
6.9 APPLICABLE LAWS .....	13
6.10 PRIORITY OF DOCUMENTS .....	13
6.11 <i>SACC MANUAL CLAUSES</i> .....	13
<b>ANNEX "A" - REQUIREMENT .....</b>	<b>14</b>
<b>ANNEX "B" - BASIS OF PAYMENT .....</b>	<b>18</b>
<b>ANNEX "C" - BUILDING DRAWINGS .....</b>	<b>19</b>
<b>ANNEX "D" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>20</b>
<b>ANNEX "E" - COMPLIANCE MATRIX - MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS .....</b>	<b>21</b>
<b>ANNEX "F" - MAP .....</b>	<b>24</b>

*This bid solicitation cancels and supersedes previous bid solicitation number W0142-19X049/B dated 2019-06-12 with a closing of 2019-07-12 at 2:00 pm CST. 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 Requirement**

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### **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 Canadian Content**

The requirement is subject to a preference for Canadian goods and services.

### **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](#) (2019-03-04) 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: 180 days

### 2.2 Submission of Bids

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

Mailing address:  
Public Works and Government Services Canada  
Government of Canada Building  
101 – 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, SK S7K 0E1

Email address:  
[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca) **Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.**

Fax number:  
306-975-5397

#### 2.2.1 Best Delivery Date - Bid

While delivery is requested by November 30, 2019, the best delivery that could be offered is \_\_\_\_\_ . **It is mandatory that delivery and installation be complete by March 12, 2020.**

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Suffield, (Ralston), AB on **October 22, 2019**. The site visit will begin at **9:00 am MDT**, at the Taxi Rank outside the Main Gate. Visitors will be escorted at the base.

Bidders must communicate with the Contracting Authority **no later than 3:00pm MDT October 21, 2019** to confirm attendance and provide the **name(s) and cell numbers** of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

Vendors are required to register 30-45 mins ahead of the scheduled visit at the Commissionaire Office building in Ralston, AB approximately 2km south of the west gate to CFB Suffield. Vendors will need to complete documentation on their vehicle information and provide valid registration and insurance information.

The attached map, Annex "F" highlights this location.

The address for this building is as follows:

21 Edgewood Road  
Ralston AB  
T0J 2N0

### 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 Alberta.

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Offer 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  
Section IV: Additional Information

- 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 (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)  
Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the 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.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **3.1.1 Electronic Payment of Invoices – Bid**

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

If Annex “D” 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**

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

#### **3.1.3 SACC Manual Clauses**

### **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and BATUS/MOD will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Ability to meet all mandatory requirements in Annex "A" Requirement.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection - 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 will be recommended for award of a contract.

Annex B Line 1 + Line 2 + Line 3 + Line 4 = **Evaluated Price**



## 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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

**The Bidder certifies that:**

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

##### 5.1.2.1.1 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

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

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Requirement

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

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.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ *(to be inserted at contract award)*

#### 6.4.2 Delivery Points

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

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Wayne Mack  
Title: Procurement Officer  
Public Services and Procurement Canada  
Procurement Branch  
Address: Suite 110, 101-22<sup>nd</sup> St E  
Saskatoon SK S7K 0E1  
Telephone: 306-241-6435  
Facsimile: 306-975-5397  
E-mail address: [wayne.mack@tpsgc-pwgsc.gc.ca](mailto:wayne.mack@tpsgc-pwgsc.gc.ca)

Solicitation No. - N° de l'invitation  
W0142-19X049/C  
Client Ref. No. - N° de réf. du client  
W0142-149X049

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-8-41069

Buyer ID - Id de l'acheteur  
STN190  
CCC No./N° CCC - FMS No./N° VME

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

The Project Authority for the Contract is: ***To be inserted at Contract Award***

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

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

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

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as specified in Annex B for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

#### **6.6.2 Limitation of Price**

SACC *Manual* clause C6000C (2017-08-17) Limitation of Price

#### **6.6.3 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work 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.

#### **6.6.4 SACC Manual Clauses**

C2000C (2007-11-30) Taxes – Foreign-based Contractors

#### **6.6.5 Electronic Payment of Invoices – Contract**

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

*(To be inserted at Contract Award)*

#### **6.7 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 following address for certification and payment.  
Base Commander,  
Canada Forces Base Suffield  
ATTN: G1 Finance, Invoice Section  
PO Box 6000 Station Main  
Medicine Hat, AB T1A 8K8  
Or  
[invoices@forces.gc.ca](mailto:invoices@forces.gc.ca)
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **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 SACC Manual Clauses

A3060C (2008-05-12) Canadian Content Certification

## 6.9 Applicable Laws

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

## 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 general conditions 2010A (2018-06-21), Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Building Drawings
- (f) the Contractor's bid dated \_\_\_\_\_

## 6.11 SACC Manual Clauses

D0018C	Delivery and Unloading	2007-11-30
G1005C	Insurance – No Specific Requirement	2016-01-28
B7500C	Excess Goods	2006-06-16
A9062C	Canadian Forces Site Regulations	2011-05-16

## **ANNEX "A" - Requirement**

### **1. INTRODUCTION**

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

The Department of National Defence (DND), including the British Army Training Unit Suffield (BATUS) at Canadian Forces Base (CFB) Suffield, Ralston Alberta has a requirement for a survey, repair, provision and installation of pallet racking in various buildings.

### **2. OBJECTIVE**

The objective of this requirement is to acquire the services of a supplier that can provide CFB Suffield BATUS with deliverables as described in this document to ensure safety and adherence to Canadian Standards Association.

### **3. REQUIREMENTS**

Pallet Racking Survey, Material and Service Provision and Installation

#### **1. Requirement #1**

##### **Survey pallet racking in Building 191**

- Building 191 - Survey and calculate a load weighting on the existing pallet racking. Install plaques on each bay to show the load weighting.

#### **2. Requirement #2**

##### **Building 236 - Replace existing racking with new Standard Adjustable Pallet Racking**

###### **Building 236**

1. 5 rows of new racking (two rows are back to back in the middle of the room and one row on the outside wall). When the shelving is back to back, the shelving shall have the appropriate amount of space between the shelving.
2. Racking back to back - 17 bays (4 rows of 17 bays)
3. Single row of shelving (outside wall) – 9 bays of shelving.
4. Beam Quantity - 3 Rows with Two levels of beams (43 bays) & 2 rows with three levels of beams (34 bays).
5. Outside wall racking shall not block access to;
  - a. fire suppression valves
  - b. Fire exits
  - c. Electrical points
  - d. Garage doors
  - e. inspection pits

6. Pallet racking to allow storage of two UK pallets per beam (measuring 1000 x 1200 x 144 mm.) The racking shall be position so the pallets do not protrude out the racking when stored.
7. Pallet racking must have mesh decking covering the beams. The beams will be fully covered. The mesh decking shall be removable.
8. Frame: 10 feet high
9. Load: 5000lb beam capacity. (level 2 & 3 will have a lower beam capacity)
10. Load: Frame Capacity of 10000lb
11. Provide load rating plaques per frame.
12. Pallet racking to be installed indoors
13. Provide a design and load weighting for the new racking. Each frame must have a label with the max storage weight.
14. Disassembly of the existing racking and installation the new racking
15. Pallet racking must adhere all relevant Canadian Standards Association (CSA) standards;
  - a. CSA A344.2-05 Standard for the Design and Construction of Steel Storage Racks.
  - b. CSA A344-17 replaces and expands on the now retired standard CSA A344.1, published in 2005. The guideline is a stand-alone document for use in conjunction with B335-15 - Safety standard for lift trucks and S16-14 - Design of steel structures.
16. All existing pallet racking and materials will remain the property of UK MOD and will not be removed by the contractor. All materials and pallet racking to be moved by the Contractor to an external pallet outside each building for removal by BATUS personnel.

### 3. Requirement #3

#### Building 211 - Replace existing racking with new Standard Adjustable Pallet Racking

##### Building 211

1. 8 rows of new racking (three rows are back to back in the middle of the room and one row on the each outside wall). When the shelving is back to back, the shelving shall have the appropriate amount of space between the shelving.
2. Racking back to back - 72 bays (6 rows of 12 bays, split between 6 bays and 6 bays)
3. Single row of shelving (outside wall) – Row of 13 bays of shelving (split into 6 bays and 7 bay)
4. Single row of shelving (outside wall) Row of 14 bays
5. Single row of shelving (outside wall) Row of 6 bays
6. Beam Quantity – 105 bays with four levels of beams
7. Outside wall racking shall not block access to;
  - a. fire suppression values
  - b. Fire exits
  - c. Electrical points
  - d. Garage doors
  - e. inspection pits
8. Pallet racking to allow storage of two UK pallets per beam (measuring 1000 x 1200 x 144 mm.) **Pallet stored with the 1200 mm facing forward.** The racking shall be position so the pallets do not protrude out the racking when stored. Beams should be 108" wide to accommodate the pallet size.
9. Pallet racking must have mesh decking covering the beams. The beams will be fully covered. The mesh decking shall be removable.
10. Frame: 16 feet high
11. Load: 5000lb beam capacity.



12. Provide load rating plaques per frame.
13. Pallet racking to be installed indoors
14. Provide a design and load weighting for the new racking. Each frame must have a label with the max storage weight.
15. Disassembly of the existing racking and installation the new racking
16. Pallet racking must adhere all relevant Canadian Standards Association (CSA) standards;
  - a. CSA A344.2-05 Standard for the Design and Construction of Steel Storage Racks.
  - b. CSA A344-17 replaces and expands on the now retired standard CSA A344.1, published in 2005. The guideline is a stand-alone document for use in conjunction with B335-15 - Safety standard for lift trucks and S16-14 - Design of steel structures.
17. All existing pallet racking and materials will remain the property of UK MOD and will not be removed by the contractor. All materials and pallet racking to be moved by the Contractor to an external pallet outside each building for removal by BATUS personnel.

#### **4. Requirement #4**

##### **Building 158 - Replace existing racking with new Standard Adjustable Pallet Racking**

##### **Building 158**

1. Building 158 - Replace existing racking with new Standard Adjustable Pallet Racking – beyond economic repair
2. 3 rows of new racking
  - a. Racking back to back - 26 bays (2 rows of 13 bays)
  - b. Single row of shelving (outside wall) – Row of 12 bays of shelving
  - c. Total frames - 44
3. Beam Quantity – 38 bays with two levels of beams
4. Outside wall racking shall not block access to;
  - a. fire suppression valves
  - b. Fire exits
  - c. Electrical points
  - d. Garage doors
  - e. inspection pits
5. Pallet racking to allow storage of two UK pallets per beam (measuring 1000 x 1200 x 144 mm.) The racking shall be position so the pallets do not protrude out the racking when stored. Beams should be 108" wide to accommodate the pallet size.
6. Pallet racking must have mesh decking covering the beams. The beams will be fully covered. The mesh decking shall be removable.
7. Frame: 12 feet high
8. Load: 5000lb beam capacity. (level 2 & 3 will have a lower beam capacity)
9. Load: Frame Capacity of 10000lb
10. Provide load rating plaques per frame.
11. Pallet racking to be installed indoors
12. Provide a design and load weighting for the new racking. Each frame must have a label with the max storage weight.
13. Disassembly of the existing racking and installation the new racking
14. Pallet racking must adhere all relevant Canadian Standards Association (CSA) standards;
  - a. CSA A344.2-05 Standard for the Design and Construction of Steel Storage Racks.
  - b. CSA A344-17 replaces and expands on the now retired standard CSA A344.1, published in 2005. The guideline is a stand-alone document for use in conjunction with B335-15 - Safety standard for lift trucks and S16-14 - Design of steel structures.

15. All existing pallet racking and materials will remain the property of UK MOD and will not be removed by the contractor. All materials and pallet racking to be moved by the Contractor to an external pallet outside each building for removal by BATUS personnel.

**Supplier must be able to meet the following Mandatory Requirements:**

*[To be inserted from Annex "E" Compliance Matrix at contract award]*

**4. DELIVERABLES**

All deliverables and services rendered under any contract are subject to inspection by the Tech Authority.

Delivery to:

Canadian Forces Base Suffield  
Buildings 158,191, 211 and 236  
Ralston AB

**5. CONSTRAINTS**

CFB Suffield is located approximately 40 minutes West of Medicine Hat. All work must be performed within the hours of 0800-1600 Monday through Friday.

To access CFB Suffield an escort will be provided.

**6. LANGUAGE**

All work including tasks and deliverables will be completed in the English language, spoken and written.

### ANNEX "B" – Basis of Payment

Line Number	Description	Extended Price
1	All-inclusive cost to calculate the load weighting as per Requirement 1 and install plaques in Building 191. Cost to include time, travel, all materials and labour required to complete the full requirement.	\$ _____
2	<p>All-inclusive cost to replace existing racking with new standard adjustable pallet racking in Building 236 as per Requirement 2. Cost to include time, travel, all material and labour required to complete the full requirement. For the avoidance of doubt this includes removing the old racking.</p> <p>To note: Building 236 is a fully operationally. Installation has to work around operations and has to be planned with OC 105 to ensure that no impact to the output. This may mean installation is undertaken over a few days.</p>	\$ _____
3	<p>All-inclusive cost to replace existing racking with new standard adjustable pallet racking in Building 211 as per Requirement 3. Cost to include time, travel, all material and labour required to complete the full requirement. For the avoidance of doubt this includes removing the old racking.</p> <p>To note: Building 211 is a fully operationally. Installation has to work around operations and has to be planned with OC 105 to ensure that no impact to the output. This may mean installation is undertaken over a few days.</p>	\$ _____
4	<p>All-inclusive cost to replace existing racking with new standard adjustable pallet racking in Building 158 as per Requirement 4. Cost to include time, travel, all material and labour required to complete the full requirement. For the avoidance of doubt this includes removing the old racking.</p> <p>To note: Building 158 is a fully operationally. Installation has to work around operations and has to be planned with OC 105 to ensure that no impact to the output. This may mean installation is undertaken over a few days.</p>	\$ _____
<b>Total Extended Price</b>		\$ _____

Solicitation No. - N° de l'invitation  
W0142-19X049/C  
Client Ref. No. - N° de réf. du client  
W0142-149X049

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-8-41069

Buyer ID - Id de l'acheteur  
STN190  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C" - Building Drawings**

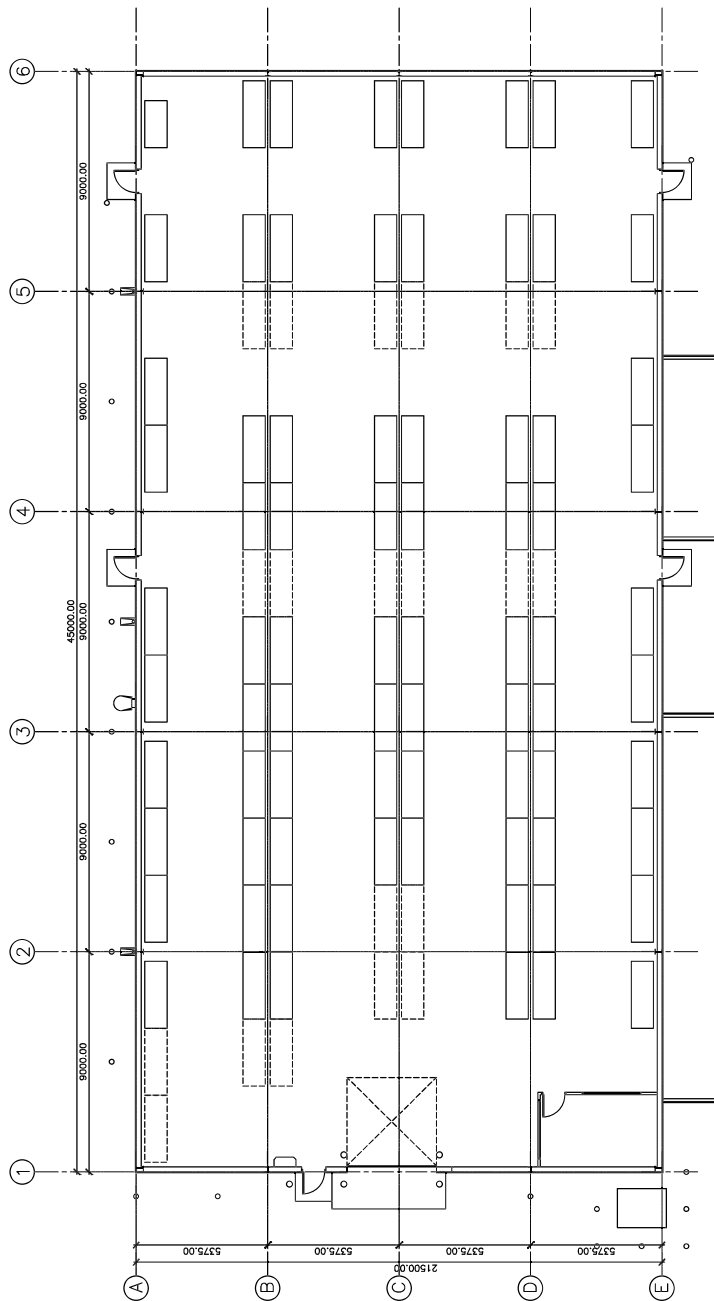
-See PDF attached-







LAND FORCE COMMAND

LOCATION  
EMPLACEMENT

MAIN FLOOR PLAN  
1:75

[illegible]

SCALE - ECHELLE 1:100 1000 0 5000mm

PROJECT - PROJET CFB SUFFIELD AB

T.O.G.S.  
WAREHOUSE

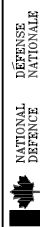
TRADE - METIER	DATE
STRUCT/ARCH	26/05/97
SUBJECT - SUBJECT	

SUBJECT - SUBJECT	20/06/07
MAIN FLOOR PLAN	
BUILDING ELEVATIONS	

PRODUCTION	CONCURRENCE - ASSESSMENT	
DESIGNED		
DRAWN		
CHECKED		
COORDINATION		

DWG. NO. - DESSIN NO.  
L-S381- 8260/1-301 M

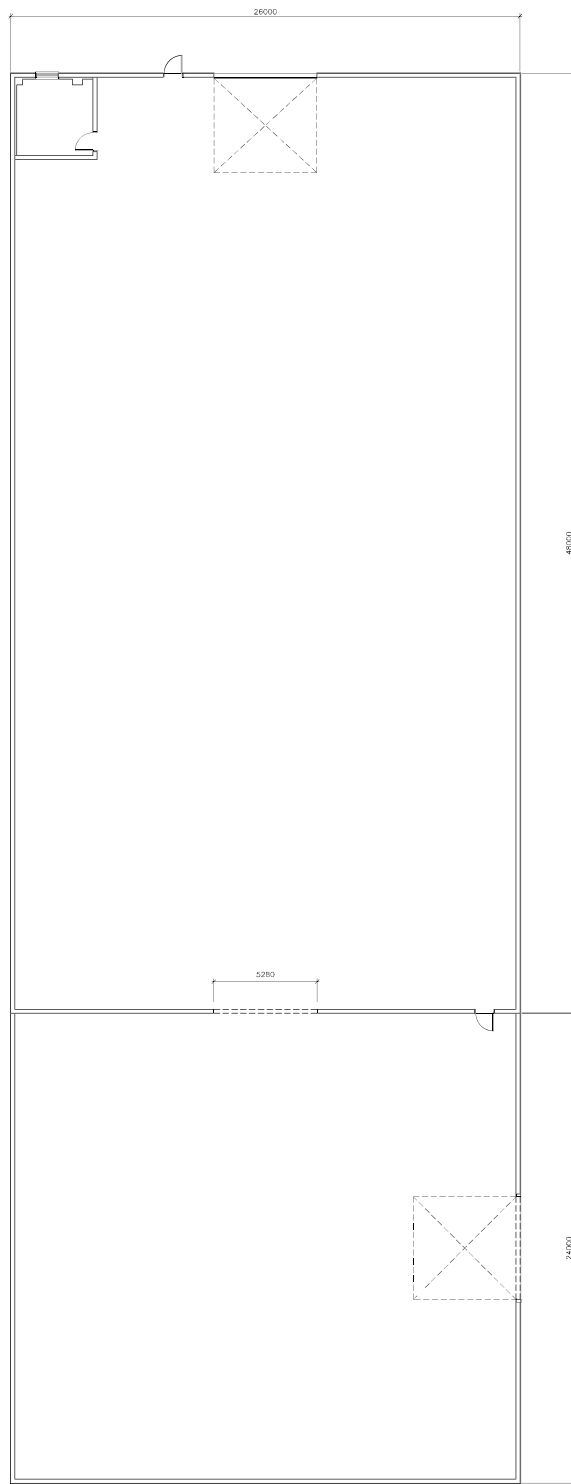
Canada



 NATIONAL  
DEFENCE

 DÉFENSE  
NATIONALE

LAND FORCE COMMAND

LOCATION  
EMPLACEMENT

**Journal**

000076



FLOOR PLAN

1:100

SCALE - FORTLE

1:100

PROJECT - PROJET  
CFB S

ENCI

ACCE  
IGNIT

ASCE

100 • 0.07 1.400000

TRADE - METIER  
ARCHITECTE

SUBJECT - SUBJECT

E100D

FLOOR

PRODUCTION

OFFICIALS

DESIGNED —

DRAWN	MIN
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CHECKED

COORDINATION

1-S.381-

2

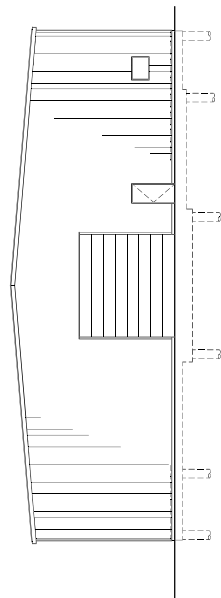
2

Canada



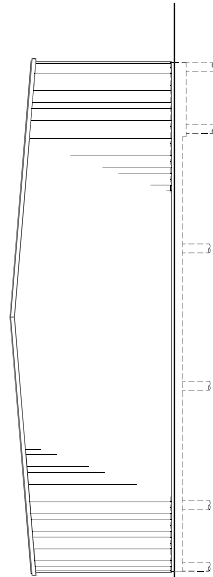
DÉFENSE  
NATIONALE

LAND FORCE COMMAND

LOCATION  
EMPLACEMENT

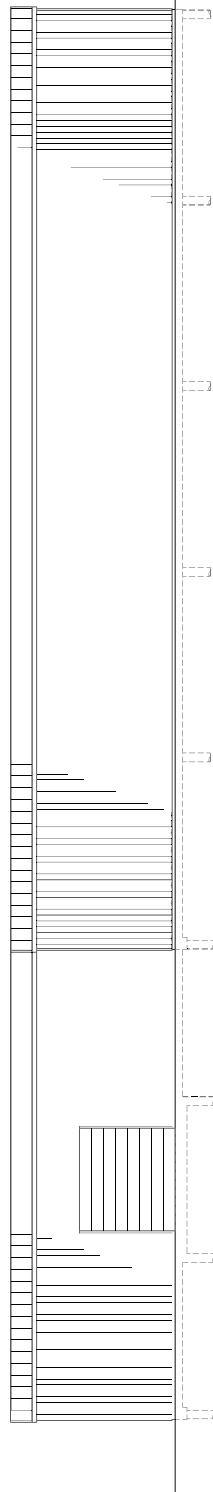
NORTH ELEVATION

1:100



SOUTH ELEVATION

1:100



EAST ELEVATION

1:100

SCALE - ECHELLE

SCALE - EQUAL  
1:100

PROJECT - PROJCT

CFB SUFFIELD AB  
ENGINE & MAJOR  
ASSEMBLY BUILDING  
B-158

8-158

TRADE - METIER

MODEL - MEMBER	ARCHITECTURAL	DATE 09-18-1996
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## ELEVATIONS

## PRODUCTION

CONCURRENCE - ASSENTIMENT

DESIGNED BY

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MIN	DRAWN
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CHECKED

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	DWG. NO. - DESSIN NO.
L-S381-	8269/1 - 302

Canada

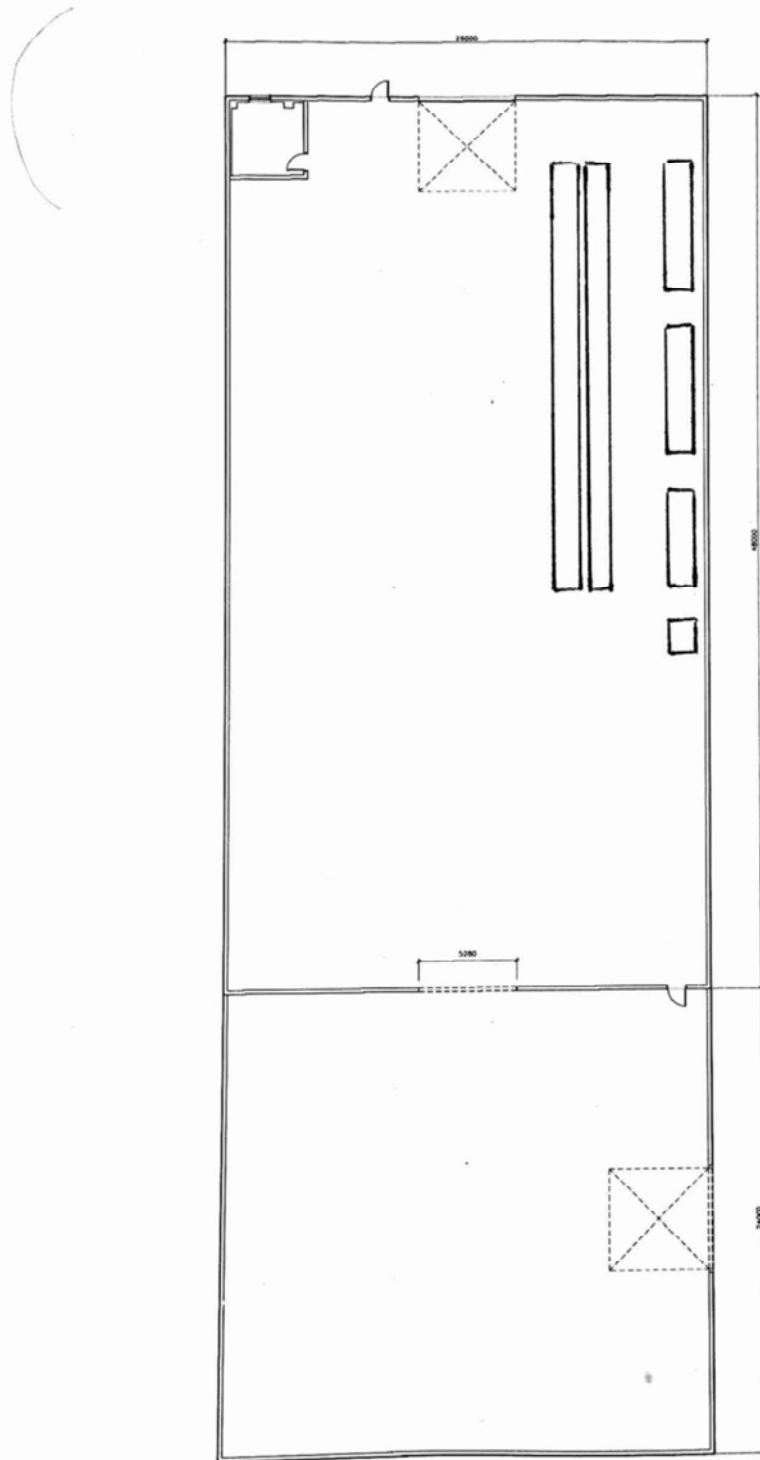


NATIONAL  
DEFENCE

DÉFENSE  
NATIONALE

LAND FORCE COMMAND

LOCATION  
DRAUGHT



FLOOR PLAN  
1:100

SCALE - 1:100

PROJECT - CFB SUFFIELD AB

ENGINE & MAJOR  
ASSEMBLY BUILDING

B-158

DATE - 08-18-1995

SUBJECT - BUILD

FLOOR PLAN

PRODUCTION	CONSTRUCTION - ASSEMBLY
DESIGNED	
DRAWN	EN
CHECKED	
COORDINATOR	
L-5381-8269/1-301	

Canada

Solicitation No. - N° de l'invitation  
W0142-19X049/C  
Client Ref. No. - N° de réf. du client  
W0142-149X049

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-8-41069

Buyer ID - Id de l'acheteur  
STN190  
CCC No./N° CCC - FMS No./N° VME

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## **Annex “D” 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);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

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## ANNEX “E” - COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the “Compliance Matrix”. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered “meets” or “doesn’t meet”.
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

Solicitation No. - N° de l'invitation  
W0142-19X049/C  
Client Ref. No. - N° de réf. du client  
W0142-149X049

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-8-41069

Buyer ID - Id de l'acheteur  
STN190  
CCC No./N° CCC - FMS No./N° VME

### COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Requirement:	Manufacturer Offered:	Model number Offered#:
Pallet Racking		

Item #	Performance Specification	Status (M) Mandatory	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
1	<p>Pallet racking must adhere all relevant Canadian Standards Association (CSA) standards:</p> <p>CSA A344.2-05 Standard for the Design and Construction of Steel Storage Racks.</p> <p>CSA A344-17 replaces and expands on the now retired standard CSA A344.1, published in 2005. The guideline is a stand-alone document for use in conjunction with B335-15 - Safety standard for lift trucks and S16-14 - Design of steel structures.</p>	M			
2	Shall provide a Floor layout (design) of the new standard adjustable pallet racking in Building 236 and detail how it complies with requirement 2.	M			
3	Shall provide a Floor layout (design) of the standard adjustable pallet racking in Building 211 detailing how it complies with requirement 3.	M			

Solicitation No. - N° de l'invitation  
W0142-19X049/C  
Client Ref. No. - N° de réf. du client  
W0142-149X049

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-8-41069

Buyer ID - Id de l'acheteur  
STN190  
CCC No./N° CCC - FMS No./N° VME

4	Shall provide a Floor layout (design) of the new standard adjustable pallet racking in Building 158 detailing how it complies with requirement 4.	M			
5	Shall provide design details of the racking to be used, detailing how it meets requirements 2, 3 & 4	M			

Solicitation No. - N° de l'invitation  
W0142-19X049/C  
Client Ref. No. - N° de réf. du client  
W0142-149X049

Amd. No. - N° de la modif.  
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STN-8-41069

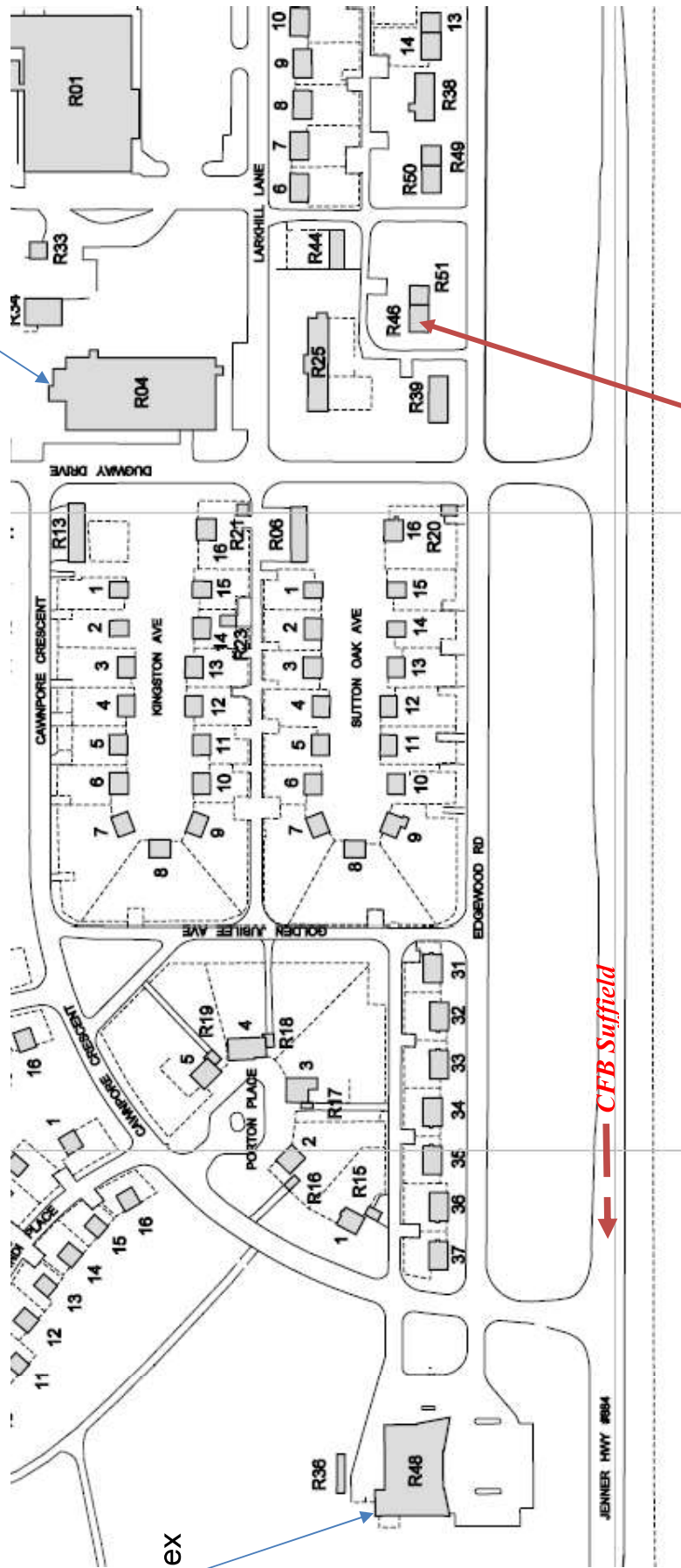
Buyer ID - Id de l'acheteur  
STN190  
CCC No./N° CCC - FMS No./N° VME

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### **Annex "F" - Map**

-See PDF attached-

Base Arena



Canex

**CFB Suffield Pass Office**  
**(21 Edgewood Rd, Ralston)**  
**Hours of Operation:**  
**0730 hrs – 1600 hrs**  
**(Monday to Friday)**