



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Voir dans le document/
See herein
NA
Québec
NA

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Extraction arm System	
Solicitation No. - N° de l'invitation 31206-213384/A	Date 2020-07-02
Client Reference No. - N° de référence du client 31206-213384	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-490-15785	
File No. - N° de dossier MTA-0-43055 (490)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-08-28	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Sirois, Richard	Buyer Id - Id de l'acheteur mta490
Telephone No. - N° de téléphone (514) 718-5993 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CONSEIL NATIONAL DE RECHERCHES DU CANADA 501 BOUL.DE L UNIVERSITE EST CHICOUTIMI Québec G7H8C3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

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

TABLE OF CONTENTS

TABLE OF CONTENTS	1
PART 1 - GENERAL INFORMATION	2
1.1 SECURITY REQUIREMENTS	2
1.2 REQUIREMENT	2
1.3 DEBRIEFINGS	2
1.4 EPOST CONNECT SERVICE	2
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	3
2.2 SUBMISSION OF BIDS.....	4
2.3 ENQUIRIES - BID SOLICITATION.....	4
2.4 APPLICABLE LAWS.....	5
2.5 OPTIONAL SITE VISIT.....	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS REQUIRED WITH THE BID	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	8
PART 6 - RESULTING CONTRACT CLAUSES	10
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	11
6.6 PAYMENT	12
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</i> CLAUSES	13
6.12 DISPUTE RESOLUTION	13
ANNEX "A" REQUIREMENT	14
ANNEX "B" BASIS OF PAYMENT	16
ANNEXE "D" COVID-19 PROTOCOL FOR WORK ON NRC PREMISES	17
ANNEXE "D" MANDATORY TECHNICAL CRITERIA	19
ANNEX "E" ELECTRONIC PAYMENT INSTRUMENTS	20
ANNEX "F" COMPLETE LIST OF COMPANY BOARD OF DIRECTORS	21

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Request for proposal.

1.2 Requirement

The requirement is detailed under 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 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](#) (2020-05-28) 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: 90 days

2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26), Condition of Material – Bid

2.1.2 Best Delivery Date – Bid (To be completed by the bidder)

While delivery is requested within twelve (12) weeks after contract award, the best delivery that could be offered is _____.

Solicitation No. - N° de l'invitation
31206-213384/A
Client Ref. No. - N° de réf. du client
31206-21-3384

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43055

Buyer ID - Id de l'acheteur
MAT490
CCC No./N° CCC - FMS No./N° VME

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:

PWGSC Québec Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: **Bids will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy 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 **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 Quebec.

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.

2.5 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for two (2) site visits to be held at 501, Boul. De l'université Est, Saguenay, arr Chicoutimi, Quebec, G7H 8C3, on Tuesday, July 14, 2020 at 9:30 a.m. EDT or Thursday, July 16, 2020 at 1:30 p.m. EDT, depending on your convenience.

Bidders are requested to communicate with Mr. Michel Sinard by email : r-michel.simard@cnrc-nrc.gc.ca or by phone: 418-545-5250 **no later than July 11, 2020 at 2:00 p.m. EDT** to confirm attendance and provide the name(s) of the person(s) who will attend (maximum 2 representatives per contractor). Contractors who do not confirm their attendance will not have access to the visit.

Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

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.

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

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 will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Every proposal must meet all technical criteria described in Annex D. Technical evaluation will be based on the mandatory technical criteria to be demonstrated detailed in a grid at Annex D.

Bidders must complete the Annex D and include it with their proposal. It is mandatory to provide technical/ descriptive documents and/or technical literature/notes, at the submission of your bid to allow the technical evaluation (**No internet link will be accepted**). Failure to comply will render your bid non-responsive.

Only the information included in the technical bid will be taken into consideration in the evaluation of the mandatory technical criteria to be demonstrated.

4.1.2 Financial Evaluation

Based on the total prices of items 1-2-3 listed in Annex "B"

4.1.2.1 Evaluation of Price - Canadian/Foreign Bidder

1. Bidders must submit firm prices, customs duties, excise taxes and Applicable Taxes excluded.
2. 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.
3. Bidders must provide prices Delivered at Place (DAP) (See Annex "A" according to Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DAP basis.

4.2 Basis of Selection

4.2.1 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.

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 (See Annex “F”)

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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.

Solicitation No. - N° de l'invitation
31206-213384/A
Client Ref. No. - N° de réf. du client
31206-21-3384

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43055

Buyer ID - Id de l'acheteur
MAT490
CCC No./N° CCC - FMS No./N° VME

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) 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 OEM certification

Any bidder that is not the original equipment manufacturer (OEM) for every item proposed as part of its bid is required to submit a certificate signed by the OEM (not the bidder) certifying the bidder's authority to provide and maintain the OEM's items. No contracts will be awarded to a bidder that is not the original equipment manufacturer of the items proposed to Canada unless the manufacturer certification has been provided to Canada.

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

The Contractor must perform the Work in accordance with the Statement of Work 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](#) (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (The end date will be three (3) months from the date of delivery and will be indicated upon contract award).

6.4.2 Delivery Date

All the deliverables must be received on or before _____ (Will be indicated when the contract is awarded).

6.4.3 Delivery Points

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

Solicitation No. - N° de l'invitation
31206-213384/A
Client Ref. No. - N° de réf. du client
31206-21-3384

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43055

Buyer ID - Id de l'acheteur
MAT490
CCC No./N° CCC - FMS No./N° VME

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Richard Sirois
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: (514) 718-5993
E-mail address: richard.sirois@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority (will be indicated when the contract is awarded).

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative (to be completed by the bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

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

6.6 Payment

6.6.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" for a cost of \$_____ (will be indicated when the contract is awarded). Customs duties are excluded 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 Multiple Payments

SACC Manual Clauses [H1001C](#) (2008-05-12), Multiple payments

6.6.3 SACC Manual Clauses

[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor.

6.6.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

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. (Will be indicated when the contract is awarded).

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 _____ (To be completed by the bidder. Insert the name of the province or territory in Canada).

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 (2020-05-28), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of payment;
- (e) Annex C, COVID-19 Protocol for work on NRC premises;
- (f) the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))

6.11 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor);

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor);

A9068C (2010-01-11), Government Site Regulations;

B1501C (2018-06-21), Electrical equipment;

G1005C (2016-01-28), Insurance – No Specific Requirement.

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX "A" REQUIREMENT

1.0 Objective

The National Research Council of Canada (NRC), Saguenay site, is seeking to acquire an extraction arm system to collect fumes and dust in the metallographic preparation laboratory. Capture at the source is a safe and recommended method to remove dangerous pollutants, a primary cause of lung disease.

The scope of work includes supply, delivery, installation and documentation.

The Contractor must provide two (2) articulated extraction arms of two (2) inches in diameter.

2.0 Constraints N/A

3.0 Mandatory Technical Specifications

The extraction system must meet the following specifications:

- 3.1. Ventilator requirements
 - 3.1.1. Capacity of 1,000 CFM
 - 3.1.2. Compatibility with 120 V electricity (available at the Saguenay site)
 - 3.1.3. A manual start switch in the laboratory

- 3.2. Extraction arm requirements
 - 3.2.1. Articulated type
 - 3.2.2. Diameter of two (2) inches

4.0 Deliverables

- 4.1. Air distribution
 - 4.1.1. Two (2) extraction arms two (2) inches in diameter designed for laboratory work
 - 4.1.2. Installed on wall or ceiling:
 - 4.1.2.1. One (1) arm for the automatic polishing unit (L210)
 - 4.1.2.2. One (1) arm for the hot mounting presses (single and double) (L211)
 - 4.1.3. Must have a network of galvanized steel ducts connecting the extraction arms to a ventilator on the roof
 - 4.1.4. Must have a centrifugal, spark-resistant ventilator with a funnel and guy wires installed on wooden tracks on the roof
 - 4.1.5. Must complement the flashings and preserve the airtightness of the duct that passes through the existing opening on the roof

- 4.2. Duct insulation
 - 4.2.1. Inner ducts 3.5 m or closer to the roof opening must be insulated

4.3. Regulation and instrumentation

- 4.3.1. Existing ventilation controls must be updated to add new equipment and obtain an adequate air balance (supply and return) for the room
- 4.3.2. A push-button must be installed in the room to turn the ventilator on and off

4.4. System testing and settings

- 4.4.1. Must carry out the air balancing of ventilation systems in the room

4.5. Electrical system and distribution

- 4.5.1. A 120 V electrical connection must be made
- 4.5.2. A magnetic starter must be installed in the laboratory for the ventilator

5.0 Delivery

- 5.1. The system is to be delivered to:

NRC, Saguenay Site
501 Université Boulevard East
Via Newton Street, door 6
Saguenay, Chicoutimi sector, Quebec
G7H 8C3

6.0 Installation

- 6.1. Utilities: water, air, electricity and building modifications

- 6.1.1. NRC Saguenay is responsible for providing water, air, electricity and all necessary building modifications.
- 6.1.2. The Supplier must indicate in its proposal all utilities required (water, air, electricity) as well as special requirements and must provide any necessary connectors.

- 6.2. As specified in section 4, "Deliverables."

7.0 Technical drawing

See Attachments

Solicitation No. - N° de l'invitation
 31206-213384/A
 Client Ref. No. - N° de réf. du client
 31206-21-3384

Amd. No. - N° de la modif.
 File No. - N° du dossier
 MTA-0-43055

Buyer ID - Id de l'acheteur
 MAT490
 CCC No./N° CCC - FMS No./N° VME

ANNEX "B" BASIS OF PAYMENT

System: Extraction arm for fumes and dust

Item	Item Description	Quantity	Unit Price *
1	<u>System: Extraction arm</u> Brand offered: _____ Model offered: _____	2	\$ _____
2	Transportation and delivery charges	1	\$ _____
3	Set-up/installation	1	\$ _____
Total (A)			\$ _____ *

* Currency (if not CAD): _____

*Excluding applicable taxes

*** Bidders must include prices for all system items.

ANNEXE "D" COVID-19 PROTOCOL FOR WORK ON NRC PREMISES

This protocol is meant as an addition to the normal safe working procedures already in place in the workplace, including those relating to standard Personal Protective Equipment (PPE) requirements, facility work instructions, and procedures for working alone.

Practice Proper Hygiene

Proper hygiene can help reduce the risk of infection and of spreading infection to others:

- Wash your hands often, with soap and water and for at least 20 seconds
 - If soap and water are not available (preferred option), use an alcohol-based hand sanitizer. Sanitizing stations can be found throughout NRC facilities.
- When coughing or sneezing
 - Cough or sneeze into a tissue or into the bend of your arm, not on your hand
 - Dispose of any tissues you have used as soon as possible in a lined waste basket and remember to wash your hands after coughing or sneezing.
- Avoid touching your eyes, nose, or mouth with unwashed hands
- At the beginning and the end of each shift and after eating, wipe:
 - Phones
 - Electronics (keyboards, mouse, screens)
 - Door handles
 - Tools and other equipment used throughout the day
- Eating and drinking is not allowed inside labs or workshops. Do not share food, drinks, utensils, etc.
- If you feel ill, or are showing symptoms of COVID-19, contact your supervisor immediately.
- Special PPE is not recommended unless specifically identified as a control measure for the activity or task being performed through the Hazard Prevention Program risk assessment process. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

**NRC continues to monitor the most up to date information with respects to COVID-19 PPE requirements.*

Practice Social Distancing

- Avoid non-essential gatherings
- Avoid common greetings, such as handshakes
- Keep a distance of at least 2 arms-length (approximately 2 meters) from others

Worksite Specific Protocol (add additional information here)

- *Include working alone procedures*
- *Include risk assessments, as required*

AND

- The service provider submits its COVID-19 protocol to inform the ATC of its own preventive measures, with the NRC protocol taking precedence.
- The service provider minimizes the number of workers required to carry out on-site activities. It also plans activities to limit the simultaneous presence of different trade shifts at the same time on the site.
- The following information is confirmed prior to coming on site, to allow planning of PPE to be provided by the ATC if required and to plan the occupation of the work areas by ATC staff :
 - o Details of planned dates of presence on site. **At least, Thursday AM the week before the visit.**
 - o The number of workers on site
 - o The identification of the work spaces where the activities will be carried out
- Persons wishing to wear a mask must make a request, with surgical masks being provided on request by the ATC. Only certified surgical masks or masks with an equivalent or higher level of protection are permitted on site.
- Workers arriving at the ATC with a personal mask must remove it upon arrival.
- Masks and visors are made available to workers for tasks where the 2-metre distance may not be maintained.
- Surfaces and equipment are disinfected before and after use by workers using the products provided in the work areas.

For each employee or client entering the workplace, the following Self-Assessment Questionnaire may be administered daily by the manager. If any response is YES, access to the worksite should be denied.

- Have you traveled in the past 14 days?
- Have you been in contact with someone who has traveled in the past 14 days?
- In the past 14 days, have you come into close contact (within 6 feet) with someone who has received a laboratory-confirmed COVID – 19 diagnosis?
- Do you feel ill in any way – e.g. sore throat, coughing, feverish?

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31206-213384/A
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File No. - N° du dossier
MTA-0-43055

Buyer ID - Id de l'acheteur
MAT490
CCC No./N° CCC - FMS No./N° VME

ANNEXE "D" MANDATORY TECHNICAL CRITERIA

Brand offered: _____

Model offered: _____

No.	Mandatory technical criteria to demonstrate (see Annex "A")	Supplier reference Specify the location in the documentation or technical sheets where the required mandatory specifications are demonstrated.
1	The ventilator must have a capacity of 1000cfm.	
2	The ventilator must operate on 120v	

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ANNEX "E" 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);

