



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid

Receiving - PWGSC

Voir dans le document/

See herein

NA

Quebec

NA

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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 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

TPSGC/PWGSC
1550 Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet Acquisition of an Industrial Floor	
Solicitation No. - N° de l'invitation W1941-200011/A	Date 2020-08-05
Client Reference No. - N° de référence du client W1941-200011	GETS Ref. No. - N° de réf. de SEAG PW-\$QCV-006-17968
File No. - N° de dossier QCV-0-43075 (006)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-02	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Parent, Mélanie	Buyer Id - Id de l'acheteur qcv006
Telephone No. - N° de téléphone (418) 951-6732 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEFENSE NATIONALE/25 DAFC 6363, Notre-Dame Est MONTREAL Québec H1N 3V9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

PART 1 - INFORMATION AND INSTRUCTIONS

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The requirement is described in detail in article 2.2 of the clauses of the eventual contract.

1.3 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.

1.3.1 SACC Manual Clauses

Exchange Rate Fluctuation (2013-11-06) C3011T

1.3.2 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.

1.4 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit no later than the date, time and place indicated on page 1 of the Request for Bids at orders.

Note: For bidders who choose to bid using epost Connect for Bid Closing at the Bid Receiving Unit in the National Capital Region, the email address is as follows:

The email address of the Quebec region's Quote Receiving Module is:

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

NOTE THAT YOU MUST NOT SEND YOUR OFFERS DIRECTLY TO THIS EMAIL ADDRESS BUT PROCEED WELL THROUGH THE POSTEL CONNECTION SERVICE OF CANADA POST. REFER TO UNIFORMED INSTRUCTIONS 2003 (2020-05-28).

1.5 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 with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1.5.1 Certifications Required with the Bid

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

1.5.1.1 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.

1.5.2 Certifications Precedent to Contract Award and Additional Information

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

1.5.2.1 Integrity Provisions – Required Documentation

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

1.5.2.2 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#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.

1.6 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

1.7 Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

1.7.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.7.1.1 Mandatory Technical Criteria

The bidder must include with its proposal:

1. The Table of technical compliance below duty filled-in:

The floor scrubber must meet or better all of the requirements defined below. Floor scrubber not meeting all the following Mandatory Requirements will be considered non-responsive.

Bidder must provide with their proposal technical literature/brochures, operating manuals, written documentation (such as a description of equipment components and capabilities) etc., to demonstrate compliance with each area of the criteria stated below at time of bid closing. Proposal evaluation will be based upon the information supplied with the bid only. Failure to demonstrate compliance with any area of the criteria will render your proposal non-responsive and no further consideration will be given.

The Bidder must indicate, for each of the mandatory criteria, whether or not the proposed product complies with it by checking the appropriate box. Although bidders must propose products meeting all mandatory specifications and components outlined in Annex "A"; at the bid closing date, bids will be evaluated on following preselected mandatory specifications and components:

TABLE OF TECHNICAL COMPLIANCE		
Mandatory Technical Specification :		Bidder's Specifications (should indicate the reference to the technical documentation of the proposed equipment or indicate the exact information
1	Type of auto-scrubber must be rear-operated.	
2	Width must be a minimum of 28 inches to a maximum of 31 inches, overall.	
3	The motor enclosure must be UL type EE explosion-proof	
4	Solution and recovery tanks must have a capacity of more than 30 gallons.	

5	Brush motor power must be at least 0.6 HP / 0.45 KW / 200 RPM.	
6	Travel speed must be variable and the lowest speed must be a minimum of 4 km/hr .	
7	The battery life must be more than four (4) hours.	
8	The ground pressure must be adjustable and more than 150 lbs	
9	The proposed model shall include an anti-static belt, an hour meter and an easily accessible emergency stop button.	
10	The length of the loading wire must be more than 12' (feet).	
11	The charger must be integrated into the machine II One scrubbing brush must be included (We are also looking for recommendation and suggestions for different types of brushes available)	

1.7.1.2 Financial Evaluation

Clauses and Conditions SACC A0220T (2014-06-26), [Evaluation of Price - Bid](#)

1.8 Basis of Selection

1.8.1 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 will be recommended for award of a contract.

1.9 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.

1.10 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.

1.11 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 2 - RESULTING CONTRACT CLAUSES

2.1 Security Requirements

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

2.2 Requirement

The Contractor must provide the items detailed in Annex "A", Statement of Requirement.

2.3 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>) issued by Public Works and Government Services Canada.

2.3.1 General Conditions

[2029](#) (2020-05-28) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

2.3.1.1 Period of Guarantee

Article 05 of general conditions 2029 (2014-09-25) is amended as follows:

1. In paragraph 4, replace "The warranty period is automatically extended by the period during which the work is unusable due to a defect or non-conformity. The warranty applies to any part of the work which is replaced, repaired or corrected in accordance with paragraph 2, during the longer of the following two

Periods:

- a. the remaining warranty period including the extension; or
- b. 90 days or any other period stipulated for this purpose after agreement between the parties.

By

"The warranty period will be 3 years after delivery and acceptance of the work or the duration of the standard warranty period of the contractor or manufacturer, whichever is longer."

All other warranty provisions will remain in effect.

2.4 Term of Contract

2.4.1 Period of the Contract

The period of the contract is from issuance to the end of the warranty period.

2.4.2 Delivery Date

All deliverables must be received 5 weeks from contract award.

6.4.3 Delivery Points

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

2.5 Authorities

2.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Melanie Parent
Supply Specialist, Supply and Compensation Directorate
Public Services and Procurement Canada
1550, avenue d'Estimauville, 6th floor
Quebec (Quebec) G1J 0C7
melanie.parent@tpsgc-pwgsc.gc.ca
Tel. : 418-951-6732/ Facsimile 418-648-2209

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.

2.5.2 Project Authority *(will be completed at 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.

2.5.3 Contractor's Representative *(will be completed at contract award)*

2.6. Payment

2.6.1 Basis of Payment – Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price as specified in Annex B for a cost of _____ \$ (will be completed 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.

2.6.2 Limitation of Price

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

2.6.3 Single Payment

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

2.6.4 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);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

2.7 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the timesheets to corroborate the time claimed;
- b. a copy of the release document and any other document as specified in the contract;
- c. a copy of invoices, receipts, vouchers for all direct expenses and for all travel and living expenses;

2. Invoices should be distributed as follows:

a. The original and one (1) copy must be sent to the following address for certification and payment.

National Defense / 25 CFSD
C.P. 4000, Succ K
Montreal, Quebec, H1N 3R9

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

2.8 Certifications and Additional Information

2.8.1 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.

2.9 Applicable Laws

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

2.10 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) 2029 (2020-05-28) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, List of Electronic Payment Instruments;
- (f) the Contractor's bid dated _____. (*will be completed at contract award*)

2.11 SACC Manual Clauses

G1005C 2013-11-06 Insurance – No specific requirement
B7500C 2006-06-16 Excess Goods
D9002C 2007-11-30 Incomplete Assemblies

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QCV-0-43075

Buyer ID - Id de l'acheteur
qcv006
CCC No./N° CCC - FMS No./N° VME

2.12 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](#)".

APPENDIX "A" - STATEMENT OF NEED

1.0 Introduction

The requirement is for the acquisition of an industrial floor scrubber that can perform regular cleaning in small, narrow and confined spaces throughout the 25 Canadian Forces Supply Depot (25 CFSD).

2.0 Background

Our current machine is due to be replaced as it is nearing the end of its lifespan (manufactured in February 2000) and can no longer support our basic needs (more than 3 to 5 hours/week). The machine is always in need of repair at this stage.

It is commonly used for cleaning the pedestrian crossings and walkways, cleaning up after a spill, reaching around tight corners and/or confined spaces.

3.0 Objective

Acquire a floor scrubber that meets the technical requirements noted in 4.0 to replace the obsolete model we currently have.

4.0 Requirements

Please note that all of the following technical specifications are mandatory:

- Type of auto-scrubber must be rear-operated.
- Width must be a minimum of 28 inches to a maximum of 31 inches, overall.
- The motor enclosure must be UL type EE explosion-proof
- Solution and recovery tanks must have a capacity of more than 30 gallons.
- Brush motor power must be at least 0.6 HP / 0.45 KW / 200 RPM.
- Travel speed must be variable and the lowest speed must be a minimum of 4 km/hr .
- The battery life must be more than four (4) hours.
- The ground pressure must be adjustable and more than 150 lbs.
- The proposed model shall include an anti-static belt, an hour meter and an easily accessible emergency stop button.
- The length of the loading wire must be more than 12' (feet).
- The charger must be integrated into the machine
- One scrubbing brush must be included (We are also looking for recommendation and suggestions for different types of brushes available)

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5.0 Constraints

- The supplier must be able to offer a minimum three (3) year warranty, including parts, batteries and tanks as well as labour.
- The supplier must offer a 3-year annual maintenance plan to prevent breakdowns.
- A test run and training for at least one user must be included at delivery.

6.0 Deliverables

- The unit must be delivered to 6363 Notre-Dame Street East, Montreal, QC, H1N 3V9 within a maximum of 5 weeks following the signature of the contract.
- Delivery must be made between 6:30 a.m. and 2:30 p.m. Monday to Friday.

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ANNEX B – BASIS OF PAYMENT

Article	Description	Qty	Unit	Unit Firm Price	Total Firm Price (CAD)
1	Floor scrubber	1	ea	_____\$/ea	_____ \$
2	3-year annual maintenance plan, including parts, batteries and tanks and labour	1	ea	_____\$/ea	_____ \$
3	Delivery and unloading DDP 6363, Rue Notre-Dame Est, Montreal, QC, H1N 3V9 (Quebec, Canada), including custom duties, handling and delivery	1	ea	_____\$/ea	_____ \$
4	1 test run and one training at the delivery (Annex A, section 5 - Training	1	ea	_____\$/ea	_____ \$
5	EVALUATION COST OF THE PROPOSAL A (ECPA)=				_____ \$

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ANNEX “C” - ELECTRONIC PAYMENT INSTRUMENTS

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

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