



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

**Industrial Vehicles & Machinery Products Division**

**LEFTD - HS Division**

**140, O'Connor Street/**

**140, rue O'Connor,**

**East Tower, 4th Floor/**

**Tour Est, 4e étage**

**Ottawa**

**Ontario**

**K1A 0S5**

<b>Title - Sujet</b> Small Crane for Laboratory	
<b>Solicitation No. - N° de l'invitation</b> U6309-210372/A	<b>Date</b> 2020-12-03
<b>Client Reference No. - N° de référence du client</b> U6309-210372	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-665-79406	
<b>File No. - N° de dossier</b> hs665.U6309-210372	<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> Eastern Standard Time EST <b>on - le 2020-12-21</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fortin-Harvey, Gabriel	<b>Buyer Id - Id de l'acheteur</b> hs665
<b>Telephone No. - N° de téléphone</b> (343) 551-4944 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **1.2 Statement of Requirement**

Measurement Canada agency of Innovation, Science and Economic Development Canada (ISED), has a requirement to purchase one (1) power lift winched jib crane for the small volume laboratory. The product to be provided is detailed with under Annex A - Statement of Requirement.

### **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

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.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.

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

#### **2.2.1 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Requirement contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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

## 2.4 Optional site visit

If the bidder deems it necessary to visit the site before submitting a bid, a virtual tour can be arranged. This includes, but is not limited to, identifying floor anchor points and, if required for installing the crane, scanning of the concrete floor. The Contractor can hire a third party to help with the assessment of the site. Any additional work deemed necessary by the contractor to complete the installation, must be declared in the quote and before a contract is accepted.

The bidder must express its interest by December 11th, 2020 4:00 PM by contacting the contracting authority. The date and time of the virtual tour will then be emailed to them along with connection instructions through the MS Teams app. A single virtual visit will be held in which several bidders who have shown their interest in visiting the site may participate simultaneously. There will be no alternative date to the virtual tour other than that given by the contracting authority and no recording available following the visit. Participation in the virtual tour is optional. Any clarification or modification to the bid solicitation resulting from the virtual site visit will be included as an amendment to the bid solicitation.

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

## 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.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. 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  
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.

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."

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**

The financial bid must be submitted as a separate package to the technical bid.

Bidders must submit their financial bid in accordance with the Basis of Payment and Annex B - Pricing.

Bidders should complete Annex B - Pricing and submit it with their bid.

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

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

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

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

#### **3.1.2 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.

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

#### **3.1.4 Best Delivery Date – Bid**

Item 001 - While delivery is requested by March 31<sup>st</sup> 2021, the best delivery that could be offered is \_\_\_\_\_.

#### **3.1.5 Best Installation Date – Bid**

Item 002 - While installation is requested by March 31<sup>st</sup> 2021, the best installation date that could be offered is \_\_\_\_\_.

#### **3.1.6 Contractor's representative**

Canada requests that the Bidder provide in Part 6 the names, addresses and telephone numbers of the Project Authority representing the Contractor and authorized to answer any questions relating to the management of the Contract or the performance of the Work.

**3.1.7 After Sales Service**

Canada requests that the Bidder provide in Part 6 the names, addresses and telephone numbers of their agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the equipment offered.

**3.1.8 Manufacturer's Standard Warranty Period**

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



## 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 (MTC)

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

In a concise format, bidders must cross-reference the Mandatory Technical Criteria and their technical documentation by referring to the page, paragraph(s) and sub-paragraphs, as applicable, so as to demonstrate explicitly the conformity of their product to each of the mandatory technical evaluation criteria.

Items	Mandatory Technical Criteria (MTC)	The reference to your technical documentation demonstrating the compliance of your product with the MTC
MTC n°1	Crane type: power lift jib winch crane. (Ref. Annex A, 4.1)	
MTC n°2	Electric winch speed: must have an electric variable speed lift movement with a speed range of zero up to eight meters per minute (0 m/min to 8 m/min). The winch's speed should be very slow in order for the full/empty standard to be gently and safely placed on the mass comparator with no angulation. (Ref. Annex A, 4.4)	
MTC n°3	Lifting capacity: the power lift jib winch crane must have a minimum capacity of one hundred kilograms (100 kg). (Ref. Annex A, 4.6)	
MTC n°4	Lifting height: the electric winch must have a lifting range measured from the hook, from 0.3 meters from the floor, to the highest attainable vertical reach. (Ref. Annex A, 4.7)	
MTC n°5	Power supply: the electric winch must have a minimum of one hundred and ten volts to one hundred and twenty five volts (110 V to 125 V) (according to available 15 A outlets on the wall). (Ref. Annex A, 4.8)	

**4.1.2 Financial Evaluation**

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

**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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 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.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Product Conformance

The Bidder certifies that the proposed product conform to all technical specifications of the purchase description at Annex A – Statement of Requirement and will continue to comply with them throughout the duration of the contract.

This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

#### 5.2.3.2 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

Or

B) The Bidder certifies that he meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below. The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	

Solicitation No. - N° de l'invitation

U6309-210372/A

Client Ref. No. - N° de réf. du client

U6309-210372

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

HS665

CCC No./N° CCC - FMS No./N° VME

Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

## 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. However, the Contractor and possible resources must sign in and be escorted at all times while being in Measurement Canada agency of Innovation, Science and Economic Development Canada (ISED) offices. The Contractor and possible resources must stay within the designated work area.

### 6.2 Statement of Requirement

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

### 6.4 Term of Contract

Delivery and installation of the power lift winched jib crane must be made as follows:

#### 6.4.1 Delivery Date

Item 001 - All the deliverables must be received within \_\_\_\_\_ weeks/calendar days from the effective date of the contract. [\(to be inserted by CA at time of contract\)](#)

#### 6.4.2 Installation Date

Item 002 - All the deliverables must be installed within \_\_\_\_\_ weeks/calendar days from the effective date of the contract. [\(to be inserted by CA at time of contract\)](#)

#### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex B - Pricing of the Contract.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Gabriel Fortin-Harvey

Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: HS  
Address: 140 O'Connor Street, Ottawa, ON, K1A 0R5

Telephone: (343) 551-4944  
E-mail address: Gabriel.Fortin-Harvey@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

The Project Authority for the Contract is:

(to be inserted by CA at time of contract)

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: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.5.4 After Sales Service

The following agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the equipment offered:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

### 6.6 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) (...named place of destination) Incoterms 2000 for shipments from a commercial contractor.

The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Project Authority. The consignee may refuse the shipments if prior arrangements have not been made.

## 6.7 Delivery and Unloading

Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility. When making deliveries, sufficient personnel must be provided to permit unloading of any type of equipment without the assistance of federal government personnel.

## 6.8 Installation Instructions

The Contractor must proceed with the installation of the goods by appointment only by contacting the Project Authority. The Project Authority may deny the Contractor access to the designated work area for the installation of the goods if prior arrangements have not been made. The Contractor and possible resources are responsible for the travel and living expenses incurred in the performance the work.

## 6.9 Inspection and Acceptance

The Project Authority or his representative is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the of the Contractor before recommending payment.

## 6.10 Payment

### 6.10.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B – Pricing for a cost of \$ \_\_\_\_\_ **(to be inserted by CA at time of contract)**. Customs duties are included and Applicable Taxes are extra.

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

### 6.10.2 Limitation of Price

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

### 6.10.3 Multiple Payment

SACC Manual clause H1001C (2008-05-12), Multiple Payment

### 6.10.4 Electronic Payment of Invoices – Contract

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

**(to be inserted by CA at time of contract)**

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);



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## **6.11 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
2. Invoices cannot be submitted before delivery, installation, inspection and acceptance of the equipment.
3. The Applicable Taxes must be calculated on the total amount of the invoice before the holdback is applied. At the time the holdback is claimed, there will be no taxes payable as they were claimed and payable under the previous invoice for the equipment.
4. Upon delivery, installation, inspection and acceptance of all ancillary items related to such equipment the Contractor can submit an invoice for the release of the holdback.
5. Each invoice must be supported by:
  - (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses, if applicable.
6. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
7. Invoices must be distributed as follows:
  - (a) The original must be forwarded or emailed to the Project Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.
  - (b) One (1) copy must be forwarded or emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - (c) One (1) copy must be forwarded to the consignee.

### **6.11.1 Holdback**

Canada will apply a ten (10) percent holdback on any due payment for the equipment until delivery, installation, inspection and acceptance of all ancillary items related to such equipment.

Subsequent to delivery, installation, inspection and acceptance of all ancillary items related to such equipment the Contractor must submit an invoice for the release of the Holdback in accordance with "Invoicing Instructions" found in this contract.

## **6.12 Certifications and Additional Information**

### **6.12.1 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.

## **6.13 Applicable Laws**

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

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#### 6.14 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, Statement of Requirement;
- (e) the Contractor's bid dated \_\_\_\_\_ (to be inserted by CA at time of contract)

#### 6.15 SACC Manual Clauses

SACC Manual clause G1005C (2016-01-28), Insurance - No Specific Requirement

#### 6.16 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".

#### 6.17 Post-Contract Award Meeting

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Project Authority after contract award to review technical and contractual requirements. The Contractor must be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at Measurement Canada agency of Innovation, Science and Economic Development Canada (ISED) facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, Measurement Canada and Public Works and Government Services Canada.

## ANNEX A – STATEMENT OF REQUIREMENT

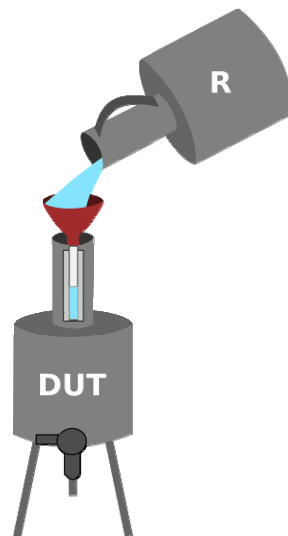
### 1.0 Project Title

Evaluation, procurement and installation of a power lift winched jib crane and winch at Measurement Canada's small volume laboratory.

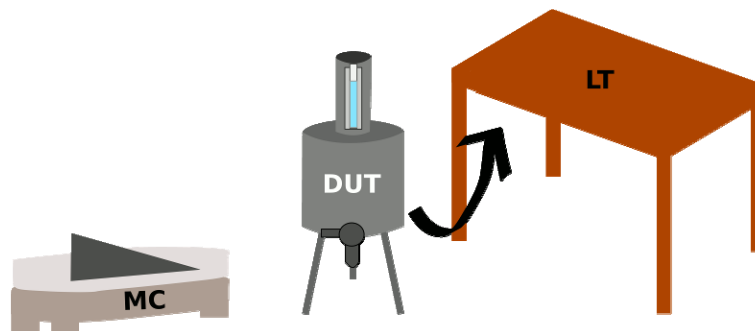
### 2.0 Background

The laboratory calibrates standards for internal and external clients as part of Measurement Canada's mandate. Standards can range from one liter (1 L) up to but not including forty liters (40 L). They are mainly made of stainless steel or mild steel. The calibration is done with water, so when a standard is full, this exceeds the maximum lifting limit of 23 kg (50 lbs.) for one metrologist. Filled standard weighs up to 60 kg. Pouring the water into the standards is also an overall issue, as the reservoir needs to be lifted at about shoulder height.

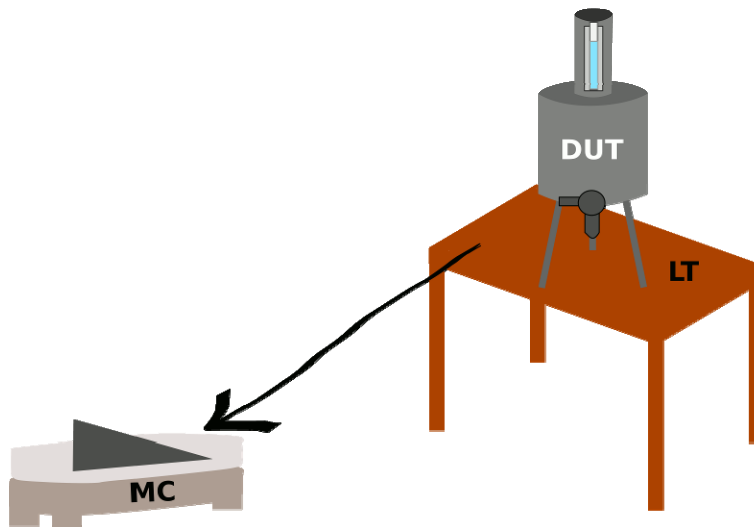
The following figures show a few steps of a typical calibration run:



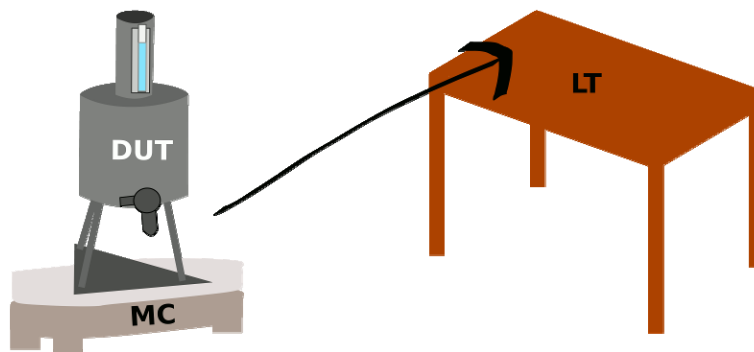
1. The device under test (DUT) is filled with distilled water from the reservoir (R).



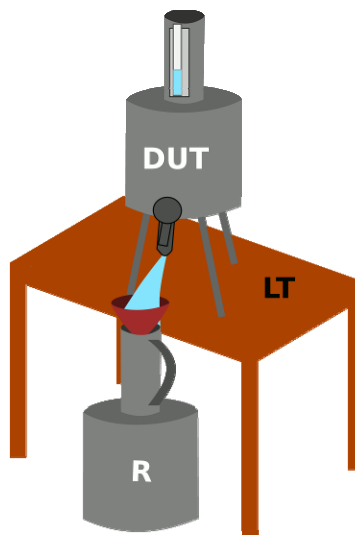
2. The filled DUT is lifted onto the levelled table (LT) for further adjustments



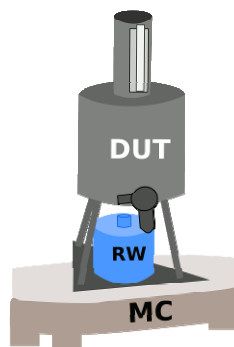
3. The full DUT is then moved on the mass comparator (MC).



4. The full DUT is moved back onto the LT.

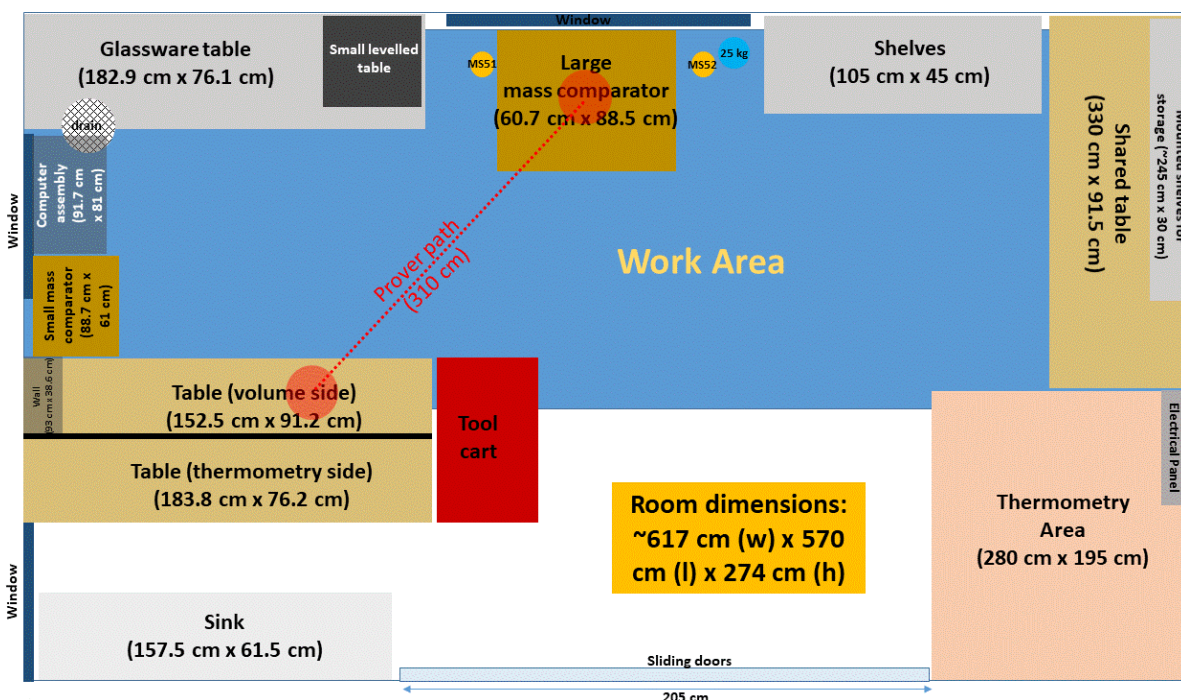


5. The water is drained from the DUT into the R.



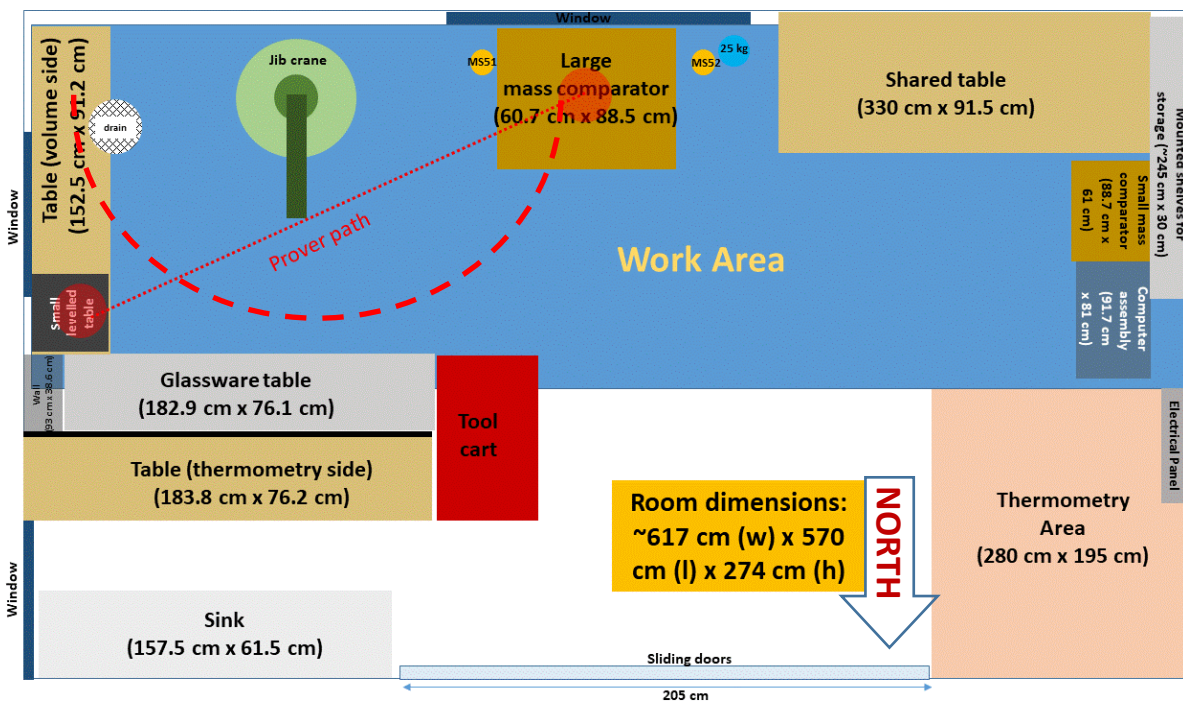
6. The empty DUT is placed on the MC together with the reference weights (RW).

The crane must provide assistance from steps 1-4 and 6 by lifting the DUT, the reservoir and/or the RW. The following sketches represent a recent arrangement of the working area and viable solutions for installing the crane:



**Sketch 1.** A recent arrangement of the working area in Room 136.

The room is located on the main floor and is above a basement, whose ceiling is the room's lower floor. The floor is made of reinforced concrete. The entrance to the room is from North. The room must be accessed from an anteroom (not shown) first and then from the sliding doors represented in the sketch. Environmental conditions (temperature and relative humidity) of the room are controlled.



**Sketch 2.** Proposed arrangement of the working area with a crane in Room 136.

**Disclaimer:** the above pictures are just for informative purpose. Measures and proportions were taken with a regular measuring tape and are approximate.

### 3.0 Project Requirement / Objective

- The Contractor must supply and install a permanent power lift jib winch crane.
- The area serviced by the power lift winched jib crane is approximately about two meters by two meters (2 m x 2 m) or a 2 m radius with around 180 degrees swivel.
- The contractor must provide all the installation.

### 4.0 Specifications

The contractor must provide a crane and its ancillary items with the following specifications:

- Crane type: power lift jib winch crane.
- Installation: the crane must be anchored to the reinforced concrete floor with anchor bolts.
- Winch type: must have an electric 110 V winch for use with the installed jib crane.
- Electric winch speed: must have an electric variable speed lift movement with a speed range of zero up to eight meters per minute (0 m/min to 8 m/min). The winch's speed should be very slow in order for the full/empty standard to be gently and safely placed on the mass comparator with no angulation.
- Accessories required with the winch: the electric winch must be equipped with a remote control and a power cable and plug to connect to a wall power outlet.

- 4.6 Lifting capacity: the power lift jib winch crane must have a minimum capacity of one hundred kilograms (100 kg).
- 4.7 Lifting height: the electric winch must have a lifting range measured from the hook, from 0.3 meters from the floor, to the highest attainable vertical reach.
- 4.8 Power supply: the electric winch must have a minimum of one hundred and ten volts to one hundred and twenty five volts (110 V to 125 V) (according to available 15 A outlets on the wall).
- 4.9 The power lift jib winch crane must be operational when installed without the user having to perform any electrical work or additional modifications to the installation.
- 4.10 Load Testing, Commissioning & Inspection as per provincial and/or federal regulations, as applicable.
- 4.11 Certified technical drawings (one hard copy and one soft copy on a flash drive).
- 4.12 Warranties and after-installation services as agreed in the contract.
- 4.13 User manuals, maintenance manuals and maintenance schedules in English and French.

#### **5.0 Scope of Requirement / Tasks**

- a. The Contractor must identify anchor points and make any modifications to the floor to mount the power lift winched jib crane. The Contractor must modify the concrete floor to accommodate the power lift winched jib crane's anchor points.
- b. The contractor must ensure that the installation allows for movement through the entire area serviced but limit it from going into an adjacent work area.
- c. The power lift winched jib crane's installation must not interfere with existing surrounding structure and equipment and must be within the required operating speeds. Installation should minimize the moving of equipment currently set up in the room.
- d. The Contractor is responsible for carrying the crane components and the items required for the installation and load testing of the crane. Note that items cannot be carried to the installation spot from the shipping area using a forklift. However, a scissor lift of an appropriate size may be used when provided by the Contractor. Note that the corridors leading from the warehouse to the work area are approximately 1.5 meters wide while the doorways are approximately one meter wide.
- e. The Contractor must complete Load Testing, Commissioning & Inspection and provide a copy stipulating that the work has been done and is in accordance with the specifications of the Statement of Requirement.

#### **6.0 Constraints (if applicable)**

- a. Some equipment already set up cannot be moved (e.g. mass comparator, shared table) and installation must be done around it and without damaging it. However, either the glassware table or the shelves (refer to the sketches above) can be moved to accommodate the crane.
- b. The climate of the installation site is controlled. Therefore, the Contractor must alert the Project Authority prior to starting any work that can disrupt the environmental conditions.
- c. Adherence to all safety measures and respecting all Personal Protective Equipment (PPE) requirements in place, including any measures in place due to the Covid-19 situation. PPE must be supplied by the contractor.

## **7.0 Client Support (if required)**

Some building plans and drawings may be available on demand from the building manager, BGIS.



## ANNEX B – PRICING

### Pricing

The Contractor must supply, deliver and install one (1) Small crane for the Volume laboratory and ancillary items such as but not limited to remote control, power cable and plug, certified technical drawings, equipment manuals, preventive maintenance schedule and warranty letter(s) as described in Annex A – Statement of Requirement.

Crane Maker: *(to be inserted by CA at time of contract)*

Crane Model: *(to be inserted by CA at time of contract)*

### Price Breakdown

Section A – Requirement		Section B – Soumission de l'entrepreneur
Items	Description	Price (CAD)*
001	Supply and delivery of a power lift winched jib crane and its ancillary items <sup>1</sup>	\$
002	Installation and commissioning of the power lift winched jib crane and its ancillary items <sup>2</sup>	\$
Total		\$

#### \*Notes:

1 Firm price per equipment and ancillary items, Delivered Duty Paid (DDP) (... named place of destination) Incoterms 2000, in accordance with Part 6, Basis of Payment.

2 The Contractor and possible resources are responsible of their travel arrangements and related expenditures

### Delivery & Installation Point

The equipment must be delivered to:

Measurement Canada  
151 Tunney's Pasture Driveway.  
Ottawa, ON  
K1A 0C9

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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