



**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

Title - Sujet Industrial Clothing Shredder Déchiqueteuse industriel	
Solicitation No. - N° de l'invitation T8518-210041/A	Date 2021-07-09
Client Reference No. - N° de référence du client T8518-210041	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-465-80182	
File No. - N° de dossier hn465.T8518-210041	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-08-23 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: Nadeau, Alexandra	Buyer Id - Id de l'acheteur hn465
Telephone No. - N° de téléphone (613) 296-9279 ()	FAX No. - N° de FAX (819) 953-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Electrical & Electronics Products Division
L'Esplanade Laurier
East Tower, 4th floor,
Ottawa
Ontario
K1A 0S5

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Requirement

Transport Canada has a requirement for the supply, delivery, installation and training of an industrial shredder to be delivered to Ottawa, ON. Excluding the electrical connection to the unit, which will be handled separately.

The Contractor must provide the goods and services in accordance with the technical requirements and in the quantities stated herein at Annex A – Requirement and Annex B – Basis of Payment.

1.2.1 Delivery Requirement

Delivery is requested to be completed by no later than December 3rd, 2021.

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

SACC Reference	Section	Date
B1000T	Condition of Material	2014-06-26

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

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.

2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain

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

2.4 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.

2.5 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

- 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.

Canada requests that the bid be gathered per section and separated as follows:

- Section I: Technical Bid
 - Section II: Financial Bid
 - Section III: Certifications
 - Section IV: Additional Information
- Due to the nature of the bid solicitation, only bids transmitted by facsimile or e-post will be accepted.
 - Prices should appear in the financial bid only. No prices should 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 described in Annex A – Statement of Requirement.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

3.1.2 Electronic Payment of Invoices – Bid (Bidder to complete)

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

If none are chosen, 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.

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Delivery Offered (Bidder to complete)

While delivery is requested as indicated above, the best delivery that could be offered is _____.

3.1.4 Contractor Representatives (Bidder to complete)

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

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

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance with all mandatory criteria as detailed in Annex C – Mandatory Technical Criteria.

4.1.2 Financial Evaluation

The following Mandatory factors will be taken into consideration in the evaluation of each bid: Compliance with Pricing Basis;

The Bid price will be determined by processing items at Annex B – Basis of Payment as follows:

- a. Sum of all items total price (unit price x qty.)

4.1.2.1 Pricing Basis

The Bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (Ottawa, ON), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included, as applicable.

4.2. Basis of Selection

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

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 General Environmental Criteria Certification (Bidder to complete)

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.

Bidders' Authorized Representative Signature

Date

or

b) The Bidder certifies that the Bidder 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.

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.	
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.	

Bidders' Authorized Representative Signature

Date

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must supply, deliver, and install an industrial shredder as well as provide training to a maximum of six (6) Transport Canada staff in Ottawa ON. The electrical connection to the unit, will be handled separately. The requested completion date is prior to December 3rd, 2021.

The Contractor must provide the goods and services in accordance with the technical requirements and in the quantities stated herein at Annex A – Statement of Requirement and Annex B – Basis of Payment.

6.2.1 SACC Manual Clauses

SACC Reference	Section	Date
<u>B1501C</u>	Electrical Equipment	2018-06-21

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 Delivery Date

All the deliverables must be received on or before _____ (*delivery as offered and accepted will be inserted at contract award*)

6.4.2 Delivery Points

Delivery of the requirement will be made to:

Chief, Operational Support Services
Transport Canada (AAET-OSS)

2655 Lancaster Road
Ottawa, ON, K1B 4L5

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alexandra Nadeau – Supply Specialist
Public Works and Government Services Canada - Acquisitions Branch
Industrial Products and Vehicles Procurement Directorate - "HN" Division
4th Floor East Tower, L'Esplanade Laurier Bldg,
140 O'Connor St. Ottawa ON K1A 0R5
Telephone: 613-296-9279
E-mail address: Alexandra.nadeau@pwgsc-tpsgc.gc.ca

6.5.2 Technical Authority *(will be inserted at contract award)*

The Technical Authority for the Contract is:

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

The Technical Authority named above 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 Technical Authority; however the Technical 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 *(will be inserted at contract award)*

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Basis of Payment for a cost of \$ _____ *(will be inserted at*

contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): (*remove payment types that do not apply at award*)

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.6.5 SACC Manual Clauses

SACC Reference	Section	Date
<u>G1005C</u>	Insurance	2016-01-28

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 copy must be forwarded to the address shown below for certification and payment:

Chief, Operational Support Services
Transport Canada (AAET-OSS)
2655 Lancaster Road
Ottawa, ON, K1B 4L5

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

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

6.10 Priority of Documents

If there is a discrepancy between the wordings 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;
- (d) Annex B - Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*).

6.11 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
<u>D2000C</u>	Marking	2007-11-30
<u>D2001C</u>	Labelling	2007-11-30
<u>D9002C</u>	Incomplete Assemblies	2007-11-30

6.11.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid –DDP– (Ottawa, ON) Incoterms 2000 for shipments from a commercial contractor.

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 – STATEMENT OF REQUIREMENT

1. OBJECTIVE:

Transport Canada requires an industrial shredder which is capable of shredding, including but not limited to the following: clothing, flotation equipment, safety hard hats and specialized equipment, such as leather boots, equipment bags, and safety glasses.

2. SCOPE OF WORK:

The Contractor must supply, deliver, and install an industrial shredder, excluding electrical connection to the unit, which will be handled separately. The Contractor must also provide training for the industrial shredder to a maximum of six Transport Canada personnel.

3. REQUIREMENT:

One industrial shredder that meets the following specifications:

- a. The shredder must be capable of shredding these types of material, including but not limited to: clothing textiles, leather, plastic, rubber, synthetics, small metallics (grommets, zippers, etc.), etc**

Examples:

- Clothing textiles (including some small metallic and synthetics):
 - Pants
 - Shirts
 - Winter Jackets
 - Parkas
 - Safety Vests
 - Flight Helmets
 - Baseball caps
 - Toques
 - Tilley Hats
 - Ear Muffs
 - Equipment Bags
 - Flame retardant clothing, such as coveralls, both insulated and non-insulated
- Clothing textiles and synthetics:
 - Flotation equipment
 - Life Jackets
 - Survival Suits
 - Respirators (Silicone)

- **Plastics:**
 - Safety Hard Hats
 - Safety Glasses
- **Rubber and Leather**
 - **Specialized Equipment:**
 - Baffin Boots
 - Leather Boots
 - Leather Belts
 - Web Belts
 - Rain Suits

b. Frequency of use:

- The industrial shredder must be capable of running continuously for a minimum of at least 7.5 hours duration per use. Expected usage frequency is at least once a month.

c. Feed type:

- Items to be shredded would be fed one at a time via a feed conveyor.
- The unit will be installed in the Transport Canada warehouse, on a concrete floor with 20 foot high ceiling.

d. Equipment specifications:

- Equipment will have minimum standards of:
 - a 12" by 20" cutting chamber or greater;
 - a minimum of 30 knives made of heat-treated alloy steel with cleaning fingers;
 - two hexagonal counter-rotating shafts;
 - a semi-enclosed hopper (with a minimum 18" x 18" opening and 40" high);
 - discharge chute;
 - minimum 220V, maximum 575V;
 - maximum 5,000 A SCCR, electric drive, dual shaft;
 - minimum 30HP gear reduced motor;
 - keyed 'power' switch;
 - HMI touch screen operation;
 - run time hour meter; and
 - a CSA certified electric panel.
- The proposed shredder must fit within an indoor 15' x 15' x 15' space.

4. TASKS:

The Contractor must do the following tasks:

1. The Contractor to contact the Technical Authority to visit the facility to determine location for installation and any specific needs. The proposed location for the

shredder exceeds 15' x 15' x 15'. A location is known within the warehouse and Transport Canada seeks concurrence as the best location.

2. The Contractor to provide Technical Authority electrical connection requirements for the unit.
3. The Contractor to supply and deliver the industrial shredder.
4. The Contractor to install the industrial shredder.
5. Once unit has been installed, the Contractor is to train up to 6 Transport Canada staff at Transport Canada's facility within two weeks of installation. All proper safety COVID protocols in place at the time of training are to be followed.

5. SECURITY REQUIREMENTS:

There are no security requirements.

On-site requirements:

For installation by the Contractor at Transport Canada's location, the Contractor will be required to obtain a visitor pass by providing some form of government ID with a picture, such as a Driver's Licence. The building pass will state an escort is required and Transport Canada (or TA) will ensure someone is able to be their escort. When they leave Transport Canada's building, they turn over their building pass and get back the ID they provided.

For installation at Transport Canada's location, installers must wear CSA approved footwear in the warehouse facility. Based on building health protocols and procedures during COVID-19, installers will need to wear appropriate PPE (e.g. face covering) and have temperature checks upon entering facility.

6. TRAINING AND TECHNICAL SUPPORT:

Contractor must provide a one-time training of a maximum of 6 Transport Canada Operational Support Services (OSS) staff at the installation site, 2655 Lancaster Avenue Ottawa ON, in English. Training manuals will be supplied in English in both print and PDF. Training must include a demonstration of the hardware and software including calibration and routine maintenance as applicable.

Contractor must provide technical support for 1-year after installation via telephone and/or email.

Contractor must provide User Manuals in English and French, both paper and PDF versions.

7. DELIVERY

Delivery of the equipment will be to the following address:

Transport Canada
2655 Lancaster Road

Ottawa, ON K1B 4L5

8. SUPPORT BY CANADA:

Transport Canada will provide access to the warehouse facility for installation. Transport Canada also has a forklift and operator available to off load any deliveries. Contractor to provide weight limits to ensure forklift is compatible.

Electrical connection to the shredder will be done by Transport Canada. The Contractor must provide electrical connection requirements for the unit.

9. TIMEFRAME AND DELIVERY DATES:

Transport Canada requests the unit to be installed and functional by no later than December 3rd, 2021.

ANNEX B – BASIS OF PAYMENT

Transport Canada has a requirement for the supply, delivery, installation and training of an industrial shredder in Ottawa, ON.

Delivery Destination:

Chief, Operational Support Services
Transport Canada (AAET-OSS)
2655 Lancaster Road
Ottawa, ON, K1B 4L5

The Bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (Ottawa, ON), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included, as applicable.

Item	Description	Qty	UoM	Unit Price	Total Price
1.	Industrial Shredder (including all required user manuals)	1	each	\$	\$
2.	Installation of the Industrial Shredder	1	each	\$	\$
3.	Training for a maximum of six (6) staff	1	each	\$	\$
4.	Technical Support Services (1 year)	1	each	\$	\$
Subtotal:					\$
Taxes:					\$
TOTAL:					\$

ANNEX C – MANDATORY TECHNICAL CRITERIA

In their bid submission, Bidders must demonstrate how they meet all requirements detailed in the Requirement at Annex “A” and address clearly and in sufficient depth all points that are subject to evaluation criteria listed below, against which the bid will be evaluated. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The Bidder must provide proof and/or verification of the Mandatory Evaluation Criteria herein through supporting documentation, as applicable. Bidders are required to provide a page reference number by each compliant requirement that refers to the supplied literature; if left blank, it may be evaluated as not met. It is the Bidder’s responsibility to ensure that the submitted supporting documentation provides detail to prove that the proposed good(s) meet the requirements of the mandatory criteria.

If published supporting documents or certifications are not available, Bidders should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid. To be considered responsive, proposals must meet all of the mandatory criteria specified in the solicitation document.

Item	Mandatory Criteria	Cross Reference Page/Paragraph of Technical Proposal
1.0 General		
1.1	Minimum cutting chamber of 12” x 20”	
1.2	Minimum of 30 knives made of heat-treated alloy steel with cleaning fingers present.	
1.3	Two hexagonal, counter rotating shafts	
2.0 Infeed / Outfeed		
2.1	Infeed conveyor feed method, minimum 18” width	
2.2	Semi-Enclosed feed hopper, Minimum 18” x 18” opening and minimum 40” High	
2.3	Discharge Chute	
2.4	Must shred heavy and thick textiles (including parka’s, boots (up to a 1.5” sole) and coveralls) including zippers.	
2.5	Must shred plastics, such as hard hats	
2.6	Must shred rubberized products, such as flotation equipment and survival suits	
3.0 Electrics		
3.1	Minimum 220V, Max. 575V	

Solicitation No. - N° de l'invitation
T8518-210041/A
Client Ref. No. - N° de réf. du client
T8518-210041

Amd. No. - N° de la modif.
File No. - N° du dossier
HN465. T8518-210041

Buyer ID - Id de l'acheteur
HN465
CCC No./N° CCC - FMS No./N° VME

3.2	Max 5,000 A SCCR	
3.3	Electric Drive, dual shaft	
3.4	Minimum 30HP gear reduced motor	
3.5	Keyed 'Power' Switch	
3.6	HMI Touch Screen Operation	
3.7	Run Time Hour Meter	
3.8	CSA Certified Electrical Panel	