ANNEX “A”

REQUIREMENT

# OBJECTIVES

* 1. The Department of XXXX, has a requirement for the supply, delivery, offloading and installation of two (2) new Trace Nitrogen / Sulfur analyzers to replace existing units in XXXX and XXXX.

# Background

* 1. XXXX has a need to replace two (2) Trace Nitrogen / Sulfur analyzers used for multiple analyses on petroleum hydrocarbon. They are used to perform sample screening, targeted quantitation and research activities.

1. **PROJECT REQUIREMENTS**

* 1. **Trace Nitrogen / Sulfur Analyzer Performance Specifications**
     1. Refer to the Compliance Matrix for the complete performance specifications and instructions that must be satisfied in order for a bid to be deemed responsive.
  2. **Operating Software and Data processing**
     1. Software must have customized reporting and audit trails.
     2. Software must be capable of run creation, including sequence, methods and reporting with accurate peak integration and peak detection.
     3. All provided proprietary software must be of the most current version and must be provided with a full end-user license not limited in time and provided with a backup CD/DVD disk(s), cloud-based recovery and/or USB.
     4. Operating software must be capable of generating analysis templates and methods that can be easily deployed by employees with beginner knowledge of the instrumentation.
     5. Software must be capable of controlling a run and interoperating data at the same time.
     6. Software must have data processing capabilities that include generating calibration curves and providing calibration statistics.
     7. Full data processing and reprocessing capabilities including control or editing calibration curves, and reporting parameters without the need to re-run samples.
     8. Capable of exporting results and calculated reports to standard data file types (.txt, .xls, or .csv)
  3. **Service, Support and Training**
     1. Contractor must provide technical support of the system in accordance with Article 6.2.2 Supplemental General Conditions;
     2. Contractor must be able to provide a minimum two (2) year full parts and labour warranty.
     3. Contractor must ensure that full-service support and replacement parts are available for the duration of the warranty period. Contractor must provide Canada with one (1) year written notification prior to the Equipment parts no longer being available, and failing such notification, the Contractor must provide Canada sufficient notice to ensure that Canada may purchase the parts that are no longer available;
     4. A support service desk function must be provided to help Canada in answering questions with respect to the equipment that includes, at a minimum:
  4. telephone technical support between the hours of 08:00 and 17:00 (Mountain Daylight Time and Mountain Standard Time, when applicable throughout the calendar year), Monday to Friday, excluding statutory holidays;
  5. e-mail technical support with a response within **24 hours** excluding weekends and statutory holidays; and
  6. On-line help resources, including contact information, product information and documentation downloads (e.g. product brochures, technical manuals).
     1. Contractor must provide technical assistance services by trained technical personnel for a period of one (1) year from the date of installation and acceptance, with support to be delivered on-site if necessary and at the expense of the Contractor;
     2. Canada must be advised in writing as soon as it becomes known, in the event of:

1. safety-related product recalls or advisories, component defects, and other similar events;
2. any security vulnerabilities that are subsequently discovered;
3. any hidden or previously unknown defects that are subsequently discovered that may adversely affect product performance and/or functionality; and
4. Updates to software and product manuals.
   * 1. Contractor must provide Maintenance Releases for the duration of the warranty period;
     2. Contractor must provide onsite training in **English**, for up two (2) XXXX employees in both Devon and Ottawa (four (4) employees total). Training must include instruction on all modes of operation of the instrument, all routine maintenance, and features of the operating/data handling software. Contractor must deliver the onsite training within 5 business days of installation.
   1. **Documentation / Technical Manuals**
      1. Contractor must provide a complete and current set of end-user documentation with each system delivered, either as hard copies, CD/DVD disk(s), accessible from a cloud-based resource and/or USB.
      2. Contractor must provide technical reference manuals from the Original Equipment Manufacturer (OEM) for each item delivered.
      3. Manuals may be unilingual English. Canada has the right to translate any of the unilingual technical manuals into the second of the two Official Languages and to make free use of that translation for Canada's purpose. This right shall include the right to make, or to have made, copies for Canada's purposes only and to ultimately destroy those copies and the Contractor shall have no right to the translation.
   2. **Delivery Point**
      1. One (1) unit must be delivered to:

XXXX

XXXX

XXXX

* + 1. One (1) unit must be delivered to:

XXXX

XXXX

XXXX

* + 1. The equipment must be approved by the Canadian Standards Association (CSA), CSA International OR a National Certification body for the Country of Manufacture (i.e. EC, UL) before shipping to XXXX.
  1. **Installation**
     1. Contractor must deliver, install, integrate, and configure all deliverables at the Delivery Point.
     2. Contractor must unpack, assemble, and install the deliverables at the site to the specified location. If applicable, this includes but is not limited to the provision of required moving and installation resources, packing material, vehicles, cranes, personnel, and floor protection panels.
     3. Contractor must supply all associated materials required to effect complete installation, integration and configuration of the deliverables at the site. This must include but not be limited to such things as all the required power connectors, cables, and any other accessories required to install, integrate and configure the deliverables.
     4. Contractor must maintain all work areas at the installation site(s) in a clean and tidy condition on completion of each day’s work and on completion of acceptance, including the removal and disposal of all related packing material.
     5. Contractor must begin installation within 21 business days of delivery and must complete the installation within 5 business days from the installation start date.
     6. Upon successful completion of the installation, integration and configuration of the deliverables, the Contractor must provide the Technical Authority with written notification that the deliverables are ready for testing. Contract acceptance and approval of payment of invoice will only be completed and approved by the Project Authority after the testing stage is successfully completed and the equipment is deemed “fully operational” to the satisfaction of the Project Authority.

ANNEX “B”

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices for the period of the proposed Contract for all items listed hereafter. This section, when completed, will be considered as the Bidder's financial proposal.

* Bidders MUST provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.
* Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.
* Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the goods and/or services in accordance with the Requirement, Annex “A” attached herein. **GST**, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing. All prices are firm unit prices exclusive of any applicable taxes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 1 – Delivery to Devon, Alberta** | | | | |
| **Item** | **Description** | **Number of Units** | **Unit of Issue** | **Firm Price** |
| 1 | One (1) Trace Nitrogen / Sulfur analyzer | 1 | Each | $ |
| 2 | Installation | 1 | Each | $ |
| 3 | Onsite Training | 1 | Each | $ |
| 4 | Shipping/Delivery  Incoterms 2000 "DDP Delivered Duty Paid" Devon, Alberta. | 1 | Each | $ |
| Table 1 Total | | | | $ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 2 – Delivery to Ottawa, Ontario** | | | | |
| **Item** | **Description** | **Number of Units** | **Unit of Issue** | **Firm Price** |
| 1 | One (1) Trace Nitrogen / Sulfur analyzer | 1 | Each | $ |
| 2 | Installation | 1 | Each | $ |
| 3 | Onsite Training | 1 | Each | $ |
| 4 | Shipping/Delivery  Incoterms 2000 "DDP Delivered Duty Paid" Ottawa, Ontario | 1 | Each | $ |
| Table 2 Total | | | | $ |

Total Evaluated Price = Table 1 Total + Table 2 Total

ANNEX “D”

MANDATORY TECHNICAL EVALUATION CRITERIA

**COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS**

**Instructions to Bidders**

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
8. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

**COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **Requirement:** | **Manufacturer(s) Offered:** | **Model Number(s) Offered:** |
| Trace Nitrogen / Sulfur analyzers |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Performance Specification** | **Status**  (M) Mandatory  (D) Desirable\* | **Performance Specification Offered:** Bidder should indicate how they meet the performance specification by recording this information in this column | **Cross Reference:**  In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents |
| 1 | All electrical components must be approved for use in Canada with CSA or other equivalent certification. | **M** |  |  |
| 2 | Equipment must operate on 120 or 230V AC 60Hz current with North American standard plugs. | **M** |  |  |
| 3 | Analyzer must have appropriate system for leak check process. | **M** |  |  |
| 4 | Analyzer’s inside furnace combustion working temperature must be minimum 1050 °C. | **M** |  |  |
| 5 | Analyzer must have UV-Fluorescence (UVF) detector for sulfur and Chemiluminescence (CLD) detector for Nitrogen. | **M** |  |  |
| 6 | Analyzer must have a computer controlled liquid autosampler with minimum 100 sample vial capacity, automated rinsing. | **M** |  |  |
| 7 | Analyzer detection range for Nitrogen & Sulfur must be minimum 0-1000mg/kg. | **M** |  |  |
| 8 | Analyzer Nitrogen / Sulfur lowest detection limit must be maximum 100ppb. | **M** |  |  |
| 9 | Analyzer repeated standard deviation for Nitrogen & Sulfur must be maximum 5%. | **M** |  |  |
| 10 | Analyzer must run the Nitrogen and sulfur test synchronous. | **M** |  |  |
| 11 | Must have calibration standards set, and reference standards set. | **M** |  |  |
| 12 | Must be capable of using Argon or Helium as carrier gas. | **M** |  |  |
| 13 | Analyzer must run the heavy petroleum hydrocarbon sample to meet ASTM5453 for Sulfur and ASTM4629 for Nitrogen requirement. | **M** |  |  |
| 14 | Analyzer must have good stability - calibration must last minimum 1 week (5 business days). | **M** |  |  |
| 15 | Analyzer must have easy maintenance requirements, including:  a. Annual cleaning for combustion tubes  b. Filters can be changed without shut down or opening instrument. | **M** |  |  |
| 16 | Instrument must come with stand-alone computer to operate the software and communicate with the instrument. | **M** |  |  |
| 17 | Equipment must have demonstrated industry acceptability by having been manufactured, marketed and sold on the commercial market for at least one (1) year. Equipment must be new, not a loaner unit, demo model or remanufactured. | **M** |  |  |