

Statement of Requirement

Purchase of Washers and Dryers

Requirement:

The Agency needs 76 washers and 76 dryers to be delivered to Calgary Alberta.

Requirement:

The Agency requires the supply, delivery and installation of seventy-six (76) Front Loading Washing Machines and seventy-six (76) Front Loading Gas Dryers for delivery to Calgary, Alberta.

Objective / Background:

The Agency requires the replacement of their existing washers and dryers as they are old.

Mandatory Technical Criteria:

Can be found in the attached compliance Matrix.

Objective / Background:

The Agency requires the replacement of their existing washers and dryers in their laundry room as the existing machines have surpassed their expected life.

Mandatory Technical Criteria:

Bidders must complete the attached compliance matrix.

Deliverables:

The Agency requires the supply, delivery and installation of seventy-six (76) Front Loading Washing Machines and seventy-six (76) Front Loading Gas Dryers for the Agency located in Calgary, Alberta.

Deliverables:

The Agency requires the supply, delivery and installation of seventy-six (76) Front Loading Washing Machines and seventy-six (76) Front Loading Gas Dryers for the Agency located in Calgary, Alberta.

All machines must be new and without scratches, dents, or discolorations

All machines must be palletized for ease of cross loading and securely packaged for transportation.

Contractor must provide the same products that are the same description, brand name and model number as identified in the Compliance Matrix. Substitute products will not be accepted.

Contractor Responsibilities:

The contractor must deliver and unload all machines.

Contractor Responsibilities:

The Contractor must provide sufficient packaging to protect all goods during shipment.

All goods must be shipped in a manner that enables easy off-loading, by utilizing pallets or blocking. A forklift will be used for loading/offloading, therefore sufficient clearance must be provided underneath the items.

The Contractor must contact the Agency's Technical Authority at least 48 hours prior to delivery, to arrange a date and time for delivery and cross-loading.

The Contractor is responsible for the replacement or replacement cost of any item that is damaged or lost during transit to the delivery destination. The Contractor is responsible for any damages to the goods, including during off-loading, prior to acceptance of the goods.

Compliance Matrix – Minimum Mandatory Performance Specifications

Requirement:	Manufacturer Offered:	Model number Offered#:
Washers & Dryers	Washer: _____ Dryer: _____	Washer: _____ Dryer: _____
Item #	Performance Specification (Offeror should identify where to find this information)	Offeror Response: Substantiating Information for the specification, can be found on page: AND/OR Detailed written narrative stating how offeror bidder meets the specification

1. FRONT LOAD WASHING MACHINE MUST:	
1.1	Have stainless steel drums.
1.2	Be a Whirlpool brand.
1.3	Include two (2) minimum length three (3) foot stainless steel braided water supply hoses with a standard adaptor of 1 inch.
1.4	Include one (1) minimum length three (3) foot water discharge hose and required water connections to fit standard adaptor of 3/4 inch.
1.5	Have different cycles.
1.6	Have a maximum capacity of 4.2 cubic feet.
1.7	Must support: 120V electrical.
1.8	Must fit into existing space.
1.9	Must be non-metered, not "pay per use"
1.10	Must be commercial grade.
1.11	All units must look the same.
1.12	Include one operating manual for each machine.

2. FRONT LOAD DRYING MACHINE MUST:

2.1	Must have stainless steel drums.	
2.2	Must be non-metered not "pay per use".	
2.3	Must have a lint trap.	
2.4	Must include a four (4) inch diameter semi rigid vent hose.	
2.5	Must have different cycles.	
2.6	Must have a minimum capacity of 4.2 cubic feet	
2.7	Must support: 120V electrical.	
2.8	Dimensions must not exceed maximum dimensions: 36" W x 36"D x 60"H.	
2.9	Must be Gas Heat/15 Amp.	
2.10	Must heating minimum of 20,000 BTU/hr.	
2.11	Must have maximum cylinder volume of 7 cubic feet.	
2.12	All units must be the same color and finish as the washing machines.	
2.13	Include one operating manual, in English, for each machine.	

Are there any other categories or details we should consider adding to our Statement of Requirement?

Questions??

Statement of Work

Inspection Services
for Storage Racks and Shelving

Requirement:

The Department has a requirement to ensure all storage racks used are safe and in good working order.

Background:

The racks have never been inspected, and we are concerned they may not be safe.

Requirement:

The Department has a requirement to ensure all storage racks are compliant with Canadian Standards Association (CSA) A344-2017, User Guide for Steel Racks.

Background:

There is no record of the storage racking systems ever having an inspection. As the racks age, they are subjected to all kinds of shocks and mistreatment which can weaken them, causing serious risk of accidents, collapse, injury and loss of resources.

Objective:

To obtain a Contract for the inspection, and recommendations to fix and maintain our shelves in good and safe condition. The Department utilizes multiple styles and configurations of racking and shelving systems throughout its warehouse.

Objective:

To obtain a Contract for the inspection, report, recommended replacement of unsatisfactory shelving, and calculated capacity metrics to be compliant with storage rack regulations.

The Federal department utilizes multiple styles and configurations of racking and shelving systems throughout its warehouse. The following table provides an approximate summary of the quantity and types of racking currently in use within the facility.

Racking Type	Row #	Bays #	Bay Type #
Selective Racking	186	2600	20
Cantilever Racking	4	90	2
Double Deep Racking	12	80	3
Push Back Racking	12	152	3
Drive-In Racking	8	169	3
Shelving	78	3313	5

Services Required:

The Contractor must perform storage racking inspections, provide reports including advising how much weight we can store on our shelves. The contractor must also provide engineer stamped drawings and advise how we should maintain our shelves over the next 5 years.



Services Required:

The Contractor must perform storage racking inspections, provide a detailed report, calculate the capacity for all warehouse shelving inside building. The contractor must also provide engineer stamped drawings, recommendations for continued maintenance or replacement of structures within three separate timelines: 0-2 years, 3-5 years, and 5+ years.

Location of Work:

The Federal building, 123 Main Street, Happytown Canada. All work must be completed during normal operating hours. Personnel and Vehicle Information: The Contractor must provide the names of all personnel along with their vehicle information be allowed entry. Contractor personnel must be escorted at all time. When you arrive, you will be shown around and given the told emergency information.

Location of Work:

The Federal building, 123 Main Street, Happytown Canada. All work must be completed during normal operating hours (typically between 6:00 a.m. and 5:00 p.m., Monday to Friday. Priority schedule is between 8:00 a.m. and 4:00 p.m. It is therefore possible that the inspection may be interrupted momentarily if goods MUST be retrieved from the inspected range during this period.

Personnel and Vehicle Information: when a date for the inspection is confirmed, the Contractor must provide the names of all personnel who will be on site, along with vehicle details (make, model, and license plate number) at least 48 hours in advance. This information will be used to coordinate entry.

On-Site Escort: All Contractor personnel will be met at the designated entry point and escorted by DND representatives throughout the duration of the inspection. Unescorted access is not permitted.

Orientation and Safety Briefing: Upon arrival, Contractor personnel will receive a brief site orientation, including any relevant safety information, emergency procedures, and site-specific protocols.

Language of Work:

Contractor must be able to speak English

Language of Work:

While onsite the Contractor must be able to communicate in English to ensure compliance with safety regulations while onsite. The contractor is required to provide the written reports in English.

Contractor Obligations:

The Contractor must provide all equipment to safely perform the work.

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The Contractor must provide electrical or manual lifting platforms and the necessary protective equipment (e.g., fall protection system while operating all lifting platforms). The components of the fall protection system must comply with the latest CSA Z259 standards, applicable to the components used, as well as the safety boots and high-visibility vests.

The Contractor must ensure all work is performed by a “competent person” as defined in the Canada Occupational Health and Safety Regulations, SOR/86-304, Section 1.2:

- (a) is qualified, because of their knowledge, training and experience, to perform the work safely;
- (b) is familiar with the Canada Labour Code, Part II and with the regulations that apply to the work being performed; and
- (c) has knowledge of all potential or actual hazards related to the work and the means to control or eliminate those hazards.

The Contractor must ensure all employees are trained at work from heights.

The Contractor must ensure work conforms to the Canada Labour Code and Canadian Occupational Health and Safety Regulations.

Deliverables:

The Contractor must provide a detailed reports of the condition of all warehouse storage racks within building and how we should maintain them over the next few years.

Deliverables

The Contractor must provide a comprehensive inspection report detailing the condition, capacity, and compliance status of all warehouse storage racks within building. The report must include:

1. A summary of inspection procedures, findings, and observations.
2. Photographs of all racking systems and components, annotated to identify damage, deformation, or hazards.
3. An assessment of structural integrity and compliance with CSA A344-2017, confirming that all components (e.g., uprights, beams, safety bars) are in safe working condition.
4. A detailed capacity evaluation for all racks and shelving systems, including engineer-stamped drawings documenting layouts and load capacities.
5. Recommendations for corrective actions, repairs, and replacement schedules, categorized into the following timeframes:
 - Immediate (0–2 years)
 - Medium-term (3–5 years)
 - Long-term (5+ years)
6. Suggested inspection and maintenance cycles to ensure ongoing compliance and structural safety.
7. Delivery of both digital and hard copies of the complete report, including all supporting data, photographs, and engineering documentation.

Considering this type of work, what are other categories or details that we could consider adding?