



ANNEX
STATEMENT OF REQUIREMENT

1.0 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.

2.0 OBJECTIVE

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

3.0 MANDATORY TECHNICAL CRITERIA

Bidders must complete the attached Compliance Matrix in Annex A.

4.0 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.

- 4.1 All items supplied shall be new and in pristine condition.
- 4.2 All items must be palletized for ease of cross loading and securely packaged for transportation.
- 4.3 The Contractor must provide products that are of the same description, brand name and model number as proposed in Annex Technical Criteria. Substitute products will not be accepted.
- 4.4 The Contractor must provide one operating manual, in English language, for each piece of equipment. An electronic copy is acceptable.

5.0 CONTRACTOR RESPONSIBILITIES

- 5.1 The Contractor must provide sufficient packaging to protect all goods during shipment.
- 5.2 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 should be provided underneath the items.
- 5.3 The Contractor must contact the Technical Authority at least 48 hours prior to delivery, to arrange a date and time for delivery and cross-loading.
- 5.4 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 by the Agency.



6.0 AGENCY RESPONSIBILITIES

The Agency will:

- 6.1 Provide a Point of Contact (POC) prior to, and upon delivery;
- 6.2 Provide material handling equipment and personnel for the cross-loading of supplied materials, if or when required; and
- 6.3 Contact the Contractor with any operational issues.

7.0 DELIVERY

All items to be Delivered Duty Paid (DDP) Incoterms 2020 to:

The Agency
1234 Main Street
Calgary, Alberta



ANNEX A

TECHNICAL CRITERIA

Offerors are to provide substantiating information in their technical bid package that shows that they meet each mandatory specification.

Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations.

Instructions to Offerors

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. Offers must provide supporting technical documentation to prove they meet each mandatory evaluation criteria. If no supporting technical documentation is available, a detailed, written narrative can be submitted stating how the offeror meets the mandatory specification.
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 offeror is compliant will not be sufficient.
5. All substantiating information should be provided with the bid at solicitation closing date. It is the Offerors 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 may notify the Offeror 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 offerors address and present the topics in the order of the evaluation criteria listed below, and use the matrix document below to identify their supporting documentation.
8. Offerors 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 offered:	Model number offered:
Washers and Dryers		Washers: _____ Dryers: _____	Washers: _____ Dryers: _____
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
1.0	FRONT LOAD WASHING MACHINES MUST:		
1.1	Have stainless steel drums		
1.2	Include two (2) minimum length three (3) foot stainless steel braided water supply hoses with a standard adaptor of on (1) inch.		
1.3	Include one (1) minimum length three (3) foot water discharge hose and required water connections to fit standard adaptor of $\frac{3}{4}$ inch.		
1.4	Include a minimum of three (3) different cycles.		
1.5	Have a minimum capacity of 4 cubic feet.		
1.6	Support 120V electrical		
1.7	Be a non-metered, NOT "pay per use" machine		
1.8	Be commercial grade		
1.9	Must have minimum of 300 up to 400 G Force extraction		
1.10	Over-suds and unbalance tolerance; must have minimum 5 points, up to 8 points suspension (between 5 and 8 points suspension)		
1.11	Wash Capacity: Minimum 22 lb		
1.12	Cylinder volume: Minimum 3.5 cu ft		
1.13	Must be within the following maximum measurements: Height – maximum of 44 inches Width - maximum of 28 inches Depth – maximum of 32 inches		
1.14	Drain to fit standard adaptor of 1 in		
1.15	Inlet to fit standard adaptor of 3/4 in		
1.16	Color/finish: All units must be the same color and finish		
2.0	FRONT LOAD DRYERS:		
2.1	Non-metered, not "pay per use" machine		
2.2	Commercial Grade		
2.3	Must be Gas Heat/15 Amp		
2.4	Gas heating between 20,000 and 22,000 BTU/hr		
2.5	Roller supported for unbalance tolerance; must have minimum 5 points, up to 8 points roller support (between 5 and 8 points roller support)		
2.6	Capacity: Minimum 22 lb		
2.7	Cylinder volume: Minimum 7 cu ft		



2.8	Standard height and width: <ul style="list-style-type: none">• Max overall height: 44 in• Max overall width: 28 in• Max overall depth: 30 in	
2.9	Color/finish: All units must be the same color and finish	