

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

**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 TABLES FOR RCMP H DIVISION	
Solicitation No. - N° de l'invitation E0225-132593/A	Date 2012-12-12
Client Reference No. - N° de référence du client 20132593	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-219-8864	
File No. - N° de dossier HAL-2-69305 (219)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-22	Time Zone Fuseau horaire Atlantic Standard Time AST
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: Richard, Linda K.	Buyer Id - Id de l'acheteur hal219
Telephone No. - N° de téléphone (902) 496-5261 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN Canada	

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

Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Delivery Required - Livraison exigée SEE HEREIN	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. Security Requirement

There is no security requirement associated with this requirement.

2. Requirement

This requirement is for the supply, delivery and installation of training tables, computer room tables, project room tables, meeting tables and large meeting tables for the RCMP "H" Division in Dartmouth, Nova Scotia, in accordance with the requirement at Annex A.

3. Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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>) 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 (2012-11-09) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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 on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy 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 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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in the chart below. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.
- 1.2 Bidders must submit their firm unit prices Delivered Duty Paid (DDP) destination; Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded.
- 1.3 When preparing their financial bid, bidders should review Part 6, The Basis of Payment and clause 1.2, Financial Evaluation, of Part 4.

1.4 SACC Manual Clauses

C3010T (2010-01-11) Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

Unless otherwise stated herein, all information must be submitted with the bid.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Requirement at Annex "A".

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 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 priced on an item by item basis will be recommended for award of a contract.

However, the following are to be bid together and will be awarded together:

Types #1 and Types #2.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation, or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies, for himself and his affiliate, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a Bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms, and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from the bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as

societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. *Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.*

If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

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() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

() is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

3. Product Conformance

Bidders are to complete the certification for the products being proposed for this solicitation.

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract including the warranty period, to all specifications of, and meet the testing requirements detailed in Annex A.

Bidder's Signature

Date

4. Dealer Authorization

If the Bidder is not the manufacturer of the products proposed, but is submitting a bid offering the products of the manufacturer, the Bidder must be an Authorized Dealer of the manufacturer for whom the Bidder is acting.

The Bidder must also provide, as part of its bid, a letter of authorization from the Manufacturer that it claims to represent. The letter must be an original, under the letterhead of the prime Manufacturer, confirming that the Bidder is in fact the authorized agent/distributor.

Name of Bidder's authorizing signatory

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with this requirement.

2. Requirement

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This requirement is for the supply, delivery and installation of various tables for the RCMP "H" Division in Dartmouth, Nova Scotia, in accordance with the requirement at Annex A.

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2012-11-19), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

DELETE: The warranty period will be twelve (12) months.

INSERT: The warranty period will be ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

4. Term of Contract

4.1 Delivery

Delivery is MANDATORY FOB destination by 28 March 2013. Firms who cannot meet this delivery will be deemed non-responsive and their bid will not receive further consideration.

If your firm is awarded a contract with a mandatory 28 March 2013 delivery and the delivery is not received by this date, your firm agrees that the contract may be terminated for mutual consent and each Party release the other from any past, present and future obligations under the contract.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Linda Richard
Public Works and Government Services Canada
1713 Bedford Row

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Halifax, Nova Scotia B3J 3C9

Telephone: 902-496-5261

Facsimile: 902-496-5016

E-mail: linda.k.richard@pwgsc-tpsgc.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.

5.2 Project Authority

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.

5.3 Contractor's Representative (to be completed by Bidder)

Name: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

6. Payment

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, for a cost of \$ _____ **(to be inserted at Contract award)**. Customs duties and excise taxes are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

6.2 Single Payment

SACC Manual clause H1000C(2008-05-12) Single Payment

6.3 SACC Manual Clause T1204 - Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7. Invoicing Instructions

7.1 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.

7.2 Invoices must be distributed as follows:

- (a) The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Payment will not be authorised until all material and services have been inspected and accepted by the Technical Authority.

8. Certifications

8.1 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

8.2 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

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

10. 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 (2012-11-19) General Conditions - Goods (Medium Complexity)
- (c) Annex A, Requirement
- (d) Annex B, Furniture List
- (e) Annex C, Basis of Payment
- (f) The Contractor's bid dated _____ **(to be inserted at Contract award)**

11. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations

B7500C (2006-06-16) Excess Goods

G1005C (2008-05-12) Insurance

12. Shipping Instructions

Ship to: PWGSC/TPSGC
RCMP H Division
80 Garland Avenue
Dartmouth, Nova Scotia B3B 0A7
CANADA

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

Delivered Duty Paid (DDP) Dartmouth, Nova Scotia, Incoterms 2000 for shipments from a commercial contractor.

13. Installation Services

Installation services must be provided for the products contracted. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;

-
6. Clean the products once installed;
 7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor; and
 8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operating condition of all products in accordance with the Deficiency Procedures.

14. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
5. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
6. The deficiency list must be forwarded by the Project Authority to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
9. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied

ANNEX 'A' - REQUIREMENT

SCOPE OF WORK

This specification is for the supply, delivery and installation of training tables, computer room tables, project room tables, meeting tables and large meeting tables.

1. GENERAL REQUIREMENTS

- 1.1 All products must be new.
- 1.2 Product need not be all from the same manufacturer.
- 1.3 The bidder is responsible for supplying all necessary hardware attachments to allow for a complete installation.
- 1.4 All packaging shall be designed to minimize waste (e.g. bulk, reusable) and shall be re-used, recycled and/or recovered.
- 1.5 All seating products must meet ANSI/BIFMA e3 Furniture Sustainability Standard, minimum Level 1.
- 1.6 All table products must meet ANSI BIFMA X5.5-2008 Desk/Table products standard.
- 1.7 The products specified herein will be placed in a new facility that is being constructed to meet LEED Gold standards. In order to maintain excellent air quality, which will be monitored, all furniture products must be designed and constructed of materials that have low VOC emissions. In the event of any product found to be contributing to air quality problems, that product will be returned to its manufacturer for a full refund.

2. REFERENCES

- 2.1 American National Standards Institute (ANSI) / National Particleboard Association (NPA)
 - 2.1.1 ANSI/NPA A208.1, Particleboard.
- 2.2 American National Standards Institute (ANSI) / Hardwood Plywood and Veneer Association (HPVA)
 - 2.2.1 ANSI/HPVA HP-1-, Standard for Hardwood and Decorative Plywood.
- 2.3 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
 - 2.3.1 ANSI/BIFMA X5.5, American National Standard For Office Furnishings - Desk/Table Products - Tests.

- 2.4 American Society for Testing and Materials International (ASTM)
 - 2.4.1 ASTM C297/C297M-, Standard Test Method for Flat wise Tensile Strength of Sandwich Construction.
- 2.5 Canadian General Standards Board (CGSB)
 - 2.5.1 CAN/CGSB -44-227- 2000 Freestanding Office Desk Products and Components

NOTE: Reference to the above publications, or test methods, is to the latest issue.

3. PERFORMANCE REQUIREMENTS

- 3.1 The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.
- 3.2 External surfaces must be smooth and all edges must be as indicated. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.
- 3.3 Table components are to withstand functional and proof load tests to establish structural integrity and acceptance levels of serviceability to: CAN/CGSB-44-227- Freestanding Office Desk Products and Components.

4. TEST REQUIREMENTS

- 4.1 All ANSI/BIFMA tests only must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

5. PRODUCT DESCRIPTION

5.3 TABLES:

5.3.1 Table Materials:

- 5.3.1.1 Particleboard: must conform to ANSI A208.1, grade M2 or greater when used as substrate.
- 5.3.1.2 MDF (medium density fiberboard) core: must conform to ANSI/NPA A208.2 used as a substrate.
- 5.3.1.3 Hardwood lumber: must conform to AWMAC custom grade.
- 5.3.1.4 Hardwood plywood: must conform to ANSI/HPVA HP-1, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.

5.3.1.5 Wood:

5.3.1.5.1 Solid or veneer to be Forestry Stewardship Council (FSC) Certified or alternative sustainable wood certification.

5.3.1.5.2 All visible wood surfaces must have a clear finish, and be free from open knots.

5.3.1.6 Wood Veneers

5.3.1.6.1 Applied to furniture minimum of 0.7mm thick when applied to furniture substrate.

5.3.1.7 Plastic laminate (high pressure laminate):

5.3.1.7.1 The performance requirements for high pressure laminate of horizontal work surfaces must be tested in accordance with CAN/CGSB-44-227- Freestanding Office Desk Products and Components.

5.3.1.7.2 Laminate surfaces plastic bonded to both faces where exposed two sides, and when panel material require surface on one side only, reverse side to manufacturer's standard.

5.3.1.8 All other surfaces must meet the performance requirements for laminates.

5.3.1.9 Plastic laminate adhesives: must conform to CAN/CGSB-44.227-[which states adhesives must achieve a tensile strength of 449 kPa (65 psi) when tested in accordance with ASTM C 297-04].

5.3.1.10 Other Materials:

5.3.1.10.1 Refer to line drawings as shown in Annex B. The line drawings are for reference purposes only.

5.4 TABLE COMPONENTS:**5.4.1 Table surfaces:**

5.4.1.1 Tolerance for all dimensions must be -25.4mm/+25.4mm (-1.0"/+1.0") unless otherwise specified and where edge shapes preclude.

5.4.1.2 Table surfaces must be available in various widths, depths and shapes.

5.4.1.3 Submit complete selection of standard edge details at time of contract award.

5.4.1.4 Table surfaces must be predrilled to accept installation of mounting hardware and attachments.

5.4.2 Wood core: balanced construction to minimize warping.

5.5 TABLE TYPES:**5.5.1 Type #1 – Training Tables****5.5.1.1 Description:**

5.5.1.1.1 Rectangular table top, fixed height.

5.5.1.1.2 Table to be flip-top and to lock in both flat and upright positions.

- 5.5.1.1.3 Flip-top shall be activated by a continuous handle at the edge of the table or similar.
- 5.5.1.1.4 Flat edge profile.
- 5.5.1.1.5 Top thickness 28.5mm (1-1/8"), (+/- 1/2").
- 5.5.1.1.6 Slim C-Leg configuration with integral cable management covers.
- 5.5.1.1.7 Bases to have two lockable and two non-lockable castors.
- 5.5.1.1.8 Flip-top tables shall nest together for storage.
- 5.5.1.1.9 Tables to be ganging. Provide a ganging system for tables. Ganging brackets must be removable without tools and are to be for temporary reconfigurations.
- 5.5.1.1.10 Provide 1 recessed power and data grommet per table, in the centre at edge of each table.
- 5.5.1.1.11 Top to be MDF core, 45lb/ft³ density minimum.

5.5.1.2 Finishes:

- 5.5.1.2.1 High-pressure laminate top with matching PVC or similar edge banding.
- 5.5.1.2.2 Metal legs and base.
- 5.5.1.2.3 Table surfaces to be selected from manufacturer's standard range of laminates. Leg finish to be metallic, from manufacturer's standard range.

5.5.1.3 Dimensions:

- 5.5.1.3.1 72" x 24" (1829mm x 610).
- 5.5.1.3.2 Height of table surface must be between 738mm-787mm (29"-31") above finished floor minimum.

5.5.2 Type #2 – Computer Tables**5.5.2.1 Description:**

- 5.5.2.1.1 Rectangular table top.
- 5.5.2.1.2 Table to be flip-top and to lock in both flat and upright positions.
- 5.5.2.1.3 Flip-top shall be activated by a continuous handle at the edge of the table or similar.
- 5.5.2.1.4 Flat edge profile.
- 5.5.2.1.5 Top thickness 28.5mm (1-1/8"), (+/- 1/2").
- 5.5.2.1.6 Bases to have leveling guides that shall have an adjustment range of minimum 1" (25.4mm).
- 5.5.2.1.7 Slim C-Leg configuration with integral cable management covers.
- 5.5.2.1.8 Flip-top tables shall nest together for storage.
- 5.5.2.1.9 Tables to be ganging. Provide a ganging system for tables. Ganging brackets must be removable without tools and are to be for temporary reconfigurations.
- 5.5.2.1.10 Top to be MDF core, 45lb/ft³ density minimum.
- 5.5.2.1.11 Tables to have one pop-up data/power module in the centre at edge of each table. Module to provide table top access to data and power (one table not to have pop-up data and power. See Annex B).
- 5.5.2.1.12 Tables to have a solid continuous modesty panel on one side, either wood or metal, with integral or separate cable tray.

5.5.2.2 Finishes:

- 5.5.2.2.1 High-pressure laminate top with matching PVC or similar edge.
- 5.5.2.2.2 Metal legs and base.
- 5.5.2.2.3 Table surface to be selected from manufacturer's standard range of laminates. Leg finish to be metallic, from manufacturer's standard range.

5.5.2.3 Dimensions:

- 5.5.2.3.1 48"L x 30"D (1220L x 762D)
- 5.5.2.3.2 Height of table surface to be between 738mm-787mm (29"-31") above finished floor, minimum.

5.5.3 Type #3 – Project Room Tables**5.5.3.1 Description:**

- 5.5.3.1.1 Rectangular table top, fixed height.
- 5.5.3.1.2 Table to have a fixed top.
- 5.5.3.1.3 Flat edge profile.
- 5.5.3.1.4 Top thickness 28.5 mm (1-1/8"), (+/- 1/2")
- 5.5.3.1.5 Table to have 4 metal post legs. Profile to be round or shaped.
- 5.5.3.1.6 Legs to have two lockable and two non-lockable castors.
- 5.5.3.1.7 Tables to be ganging. Provide a ganging system for tables. Ganging brackets must be removable without tools and are to be for temporary reconfigurations.
- 5.5.3.1.8 Legs to be close to table edges to maximize space between table legs.
- 5.5.3.1.9 Top to be MDF core, 45lb/ft³ density minimum.

5.5.3.2 Finishes:

- 5.5.3.2.1 High-pressure laminate top with matching PVC or similar edge banding.
- 5.5.3.2.2 Metal legs and base.
- 5.5.3.2.3 Table surface to be selected from manufacturer's standard range of laminates. Leg finish to be metallic, from manufacturer's standard range.

5.5.3.3 Dimensions:

- 5.5.3.3.1 Table top dimensions vary – See Annex B
- 5.5.3.3.2 Height of table surface must be between 738mm-787mm (29"-31") above finished floor minimum.

5.5.4 Type #4 – Meeting Room Tables**5.5.4.1 Description: Table Type 4A**

- 5.5.4.1.1 Rectangular table top.
- 5.5.4.1.2 Table to have a fixed top.
- 5.5.4.1.3 Table edge profile to be selected.
- 5.5.4.1.4 Top thickness 28.5mm (1-1/8"), (+/- 1/2").
- 5.5.4.1.5 Table to have 4 metal post legs, profile to be round or shaped.
- 5.5.4.1.6 Table legs to be close to table edges to maximize space between table legs.

5.5.4.1.7 Table legs to have adjustable glides. Glides to adjust minimum of ½" (12.5mm).

5.5.4.1.8 Tables to be ganging. Provide a ganging system for tables. Ganging brackets must be removable without tools and are to be for temporary reconfigurations.

5.5.4.1.9 Provide 1 power and data grommet per table (not all tables require grommets – see Annex B).

5.5.4.1.10 Top to be MDF core, 45lb/ft³ density minimum.

5.5.4.2 Finishes:

5.5.4.2.1 Wood veneer table top with durable wood veneer edge or a solid wood edge.

5.5.4.2.2 Metal legs and base.

5.5.4.2.3 Table surface to be selected from manufacturer's standard range of maple wood veneers. Leg finish to be metallic, from manufacturer's standard range.

5.5.4.3 Dimensions:

5.5.4.3.1 Table top dimensions vary. Refer to Annex B.

5.5.4.3.2 Height of table surface to be between 738mm-787mm (29"-31") above finished floor, minimum.

5.5.5 Type #4 – Meeting Room Tables

5.5.5.1 Description: Table Type 4B

5.5.5.1.1 Rectangular table top.

5.5.5.1.2 Table to have a fixed top.

5.5.5.1.3 Table edge profile to be selected.

5.5.5.1.4 Top thickness 28.5mm (1-1/8"), (+/- ½").

5.5.5.1.5 Table to have 4 shaped and tapered legs.

5.5.5.1.6 Leg profile to allow for maximum room for seating while providing a pleasing aesthetic appearance.

5.5.5.1.7 Table legs to be close to table edges to maximize space between table legs.

5.5.5.1.8 Tables to be ganging. Provide a ganging system for tables. Ganging brackets must be removable without tools and are to be for temporary reconfigurations.

5.5.5.1.9 Provide 1 metal power and data grommet per table (not all tables require grommets – see Annex B).

5.5.5.1.10 Table legs to have adjustable glides. Glides to adjust minimum of ½" (12.5mm).

5.5.5.2 Finishes:

5.5.5.2.1 Wood veneer table top with a solid wood edge.

5.5.5.2.2 Metal legs and base.

5.5.5.2.3 Table surface to be selected from manufacturer's standard range of wood veneers. Leg finish to be chrome finish on metal leg. Grommets to be brushed metal finish.

5.5.5.3 Dimensions:

5.5.5.3.1 Table top dimensions vary. Refer to Annex B.

- 5.5.5.3.2 Height of table surface to be between 738mm-787mm (29"-31") above finished floor, minimum.

5.5.6 Type #5 – Large Meeting Room Tables

5.5.6.1 Description:

- 5.5.6.1.1 Rectangular and boat shape table tops.
 5.5.6.1.2 Table to have a fixed top.
 5.5.6.1.3 Edge profile to be knife edge reversed or similar.
 5.5.6.1.4 Top thickness 28.5mm (1-1/8"), (+/- 1/2").
 5.5.6.1.5 Provide appropriate numbers of bases to support meeting table size.
 5.5.6.1.6 Edge to be solid wood, maple species.
 5.5.6.1.7 Top to be wood veneer, maple species.
 5.5.6.1.8 Provide combination power and data concealed pop-up boxes.
 5.5.6.1.9 See Annex B for quantity of recessed metal pop-up power and data boxes. Metal finish to coordinate with table.
 5.5.6.1.10 Table bases to be panel type with cable management capacity. Shape to be elliptical or similar.

5.5.6.2 Finishes:

- 5.5.6.2.1 Wood veneer top with solid wood edge.
 5.5.6.2.2 Base: wood veneer on panel-type base or metal base.
 5.5.6.2.3 Table surface to be selected from manufacturer's standard range of wood veneers. Base finishes to be selected from manufacturer's standard range. Power and data box to be brushed metal finish.

5.5.6.3 Dimensions:

- 5.5.6.3.1 Table top dimensions vary. See Annex B.
 5.5.6.3.2 Height of table surface must be between 738mm-787mm (29"-31") above finished floor, minimum.

5.7 MARKING

- 5.7.1 In addition to the labeling requirement stated in CAN/CGSB-44.227-, all freestanding office furniture components must also be permanently and legibly marked with the product code and the date of the manufacture or alternatively the expiry date of the warranty.
- 5.7.2 Adequate operating instructions in pictorial form and/or in both French and English must be provided with each user-adjustable product.
- 5.7.3 All items to be tagged with room location. The successful bidder will be provided with this information after contract award.

Solicitation No. - N° de l'invitation

E0225-132593/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69305

Buyer ID - Id de l'acheteur

hal219

CCC No./N° CCC - FMS No/ N° VME

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

20132593

Solicitation No. - N° de l'invitation

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20132593

ANNEX 'B' COMPONENT LIST

See Annex B - Component List Attached

ANNEX "C"**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, for the supply, delivery, and installation of upholstered soft seating, upholstered benches, and tables as specified in the contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. 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.

Price is to include all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

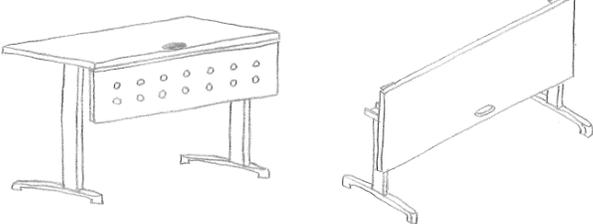
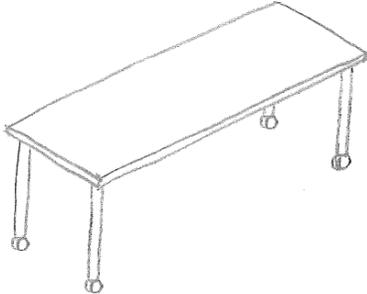
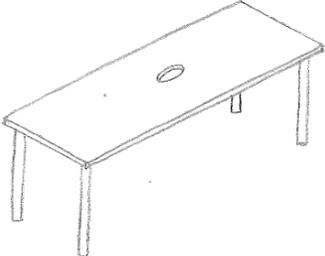
The responsive bid with the lowest evaluated price on an item by item basis will be recommended for award of contract. Please note, however, that Types #1 and Types #2 must be bid together.

Item #	Description	Qty.	Unit of Issue (a)	Unit Price (b)	Ext. Price (a x b)
1	Type #1 - Training Tables as detailed in 5.5.1 Annex A	27	ea.	\$ _____	\$ _____
2	Type #2 - Computer Tables as detailed in 5.5.2 Annex A	25	ea.	\$ _____	\$ _____
	Total Type #1 and Type #2				\$ _____
3	Type 3 Project Room Tables as detailed in 5.5.3 Annex A				
a	Project Room Table 36 x 30	6	ea	\$ _____	\$ _____
b	Project Room Table 42 x 24	7	ea	\$ _____	\$ _____
c	Project Room Table 42 x 30	19	ea	\$ _____	\$ _____
d	Project Room Table 48 x 24	6	ea	\$ _____	\$ _____
e	Project Room Table 48 x 30	26	ea	\$ _____	\$ _____
f	Project Room Table 54 x 30	5	ea	\$ _____	\$ _____
g	Project Room Table 60 x 24	7	ea	\$ _____	\$ _____
h	Project Room Table 60 x 30	15	ea	\$ _____	\$ _____
i	Project Room Table 60 x 36	5	ea	\$ _____	\$ _____
j	Project Room Table 66 x 30	3	ea	\$ _____	\$ _____
k	Project Room Table 72 x 24	1	ea	\$ _____	\$ _____
l	Project Room Table 72 x 30	7	ea	\$ _____	\$ _____
m	Project Room Table 72 x 36	12	ea	\$ _____	\$ _____

n	Project Room Table 90 x 30	1	ea	\$ _____	\$ _____
	Total Type #3 (Sum of 3a to 3n)				\$ _____
4A	Type 4A Meeting Room Tables as detailed in 5.5.4 Annex A				
a	Meeting Room Table with grommet in centre; size 48 x 30	6	ea	\$ _____	\$ _____
b	Meeting Room Table without grommets, size 48 x 30	33	ea	\$ _____	\$ _____
c	Meeting Room Table with grommet in centre, size 72 x 30	2	ea	\$ _____	\$ _____
d	Meeting Room Table without grommets in centre, size 72 x 30	6	ea	\$ _____	\$ _____
	Total Type #4A (sum of 4Aa to 4Ad)				\$ _____
4B	Type #4B - Meeting Room Tables as detailed in 5.5.5 Annex "A"				
a	Meeting Room Tables with grommet center/center, size 60 x 30	4	ea	\$ _____	\$ _____
b	Meeting Room Tables without grommets centre, size 60 x 30	22	ea	\$ _____	\$ _____
	Total Type #4B (sum of 4Ba to 4Bb)				\$ _____
5	Type 5 - Large Meeting Room Tables as detailed in 5.5.6 Annex A				
a	Size 96 x 36, rectangle, 1 pop up	1	ea		\$ _____
b	Size 108 x 48, rectangle, 1 pop up	1	ea		\$ _____
c	Size 120 x 42, rectangle, 2 pop ups	2	ea		\$ _____
d	Size 216 x 54, boatshaped, 2 pop ups	1	ea		\$ _____
	Total Type #5 (Sum of 5a to 5d)				\$ _____

Annex B

Component List

Item no.	Item	Size	Total Quantity	Image (line drawing) Note that line drawing is generic and is to represent design intent.
1	Training Tables	72 x 24	27	
2	Computer Tables	48 x 30	25	
3	Project Room Tables	36 x 30 42 x 24 42 x 30 48 x 24 48 x 30 54 x 30 60 x 24 60 x 30 60 x 36 66 x 30 72 x 24 72 x 30 72 x 36 90 x 30	6 7 19 6 26 5 7 15 5 3 1 7 12 1	
4A	Meeting Room Tables with grommet in center/center	48 x 30 72 X 30	6 with grommets 33 without grommets Total 39 2 with grommets 4 without grommets Total 6	

4B	Meeting Room Tables with grommet center/center	60 x 30	4 with grommets 22 without grommets Total 26	
5	Large Meeting Room Tables (Rectangle and Boat Shaped)	96 x 36 1 pop up Rectangle 108 x 48 1 pop up Rectangle 120 x 42 2 pop ups Rectangle 216 x 54 2 pop ups Boatshaped	1 1 2 1 Total 5	