

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 0A1 / Noyau 0A1
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 Personal Storage Towers - Metal	
Solicitation No. - N° de l'invitation EP454-123513/A	Date 2012-11-07
Client Reference No. - N° de référence du client E12A3000	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-965-61518	
File No. - N° de dossier pq965.EP454-123513	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-18	
Time Zone Fuseau horaire Eastern Standard Time EST	
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: Morehouse(PQ Div.), Christine	Buyer Id - Id de l'acheteur pq965
Telephone No. - N° de téléphone (819) 956-2711 ()	FAX No. - N° de FAX (819) 956-7356
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PLACE DU PORTAGE, PHASE II, 4TH FL. 165 HOTEL DE VILLE ST GATINEAU Quebec K1A0S5 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
Furniture Division/Division des produits de l'ameublement
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

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 the Statement of Work.

2. Statement of Work

The Department of Public Works and Government Services Canada (PWGSC) has a requirement for the supply, delivery, and installation of various cabinets for Place du Portage II, 4th floor, prior to March 22, 2013. Approximately 188 cabinets are required. Refer to Annex "A" Statement of Work for full details.

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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has 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 provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before 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/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this 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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than twenty (20) 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

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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 Quebec.

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 (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard 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 8.5 x 11 inch (216 mm x 279 mm) 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

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Mandatory Technical Specifications Criteria:

1.1.1.A	Mandatory Technical Specifications Criteria (MTS) METAL FILING AND OPEN STORAGE UNITS
MTS1	<p><u>MTS1.1</u></p> <p>The Bidder must submit descriptive information demonstrating compliance with the technical specifications for all articles in section 5 in Annex A herein. As a minimum, the descriptive information must address:</p> <ul style="list-style-type: none"> -Product description(s) and dimensions -3D visual drawings <p><u>MTS1.2</u></p> <p>The descriptive information in MTS1.1 must be submitted in CD/DVD format written in Adobe Acrobat PDF version 7 or older.</p>
MTS2	<p><u>MTS2.1</u></p> <p>The Bidder must submit one (1) full colour card, showing complete range of colour and finish options available for metal finishes and fabric samples.</p>
MTS3	<p><u>MTS3.1</u></p> <p>Undergone and successfully passed all the testing stipulated in Annex A - Purchase Description. The testing must be performed no later than the closing date of the solicitation and no older than five (5) years.</p> <p><u>MTS3.2</u></p> <p>To demonstrate MTS3.1, the offeror must complete, with its offer, the Testing Certification in Part 5 herein.</p>

1.2 Financial Evaluation

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The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Delivery Duty Paid (DDP) destination, Incoterms 2000, Canadian customs duties and excise taxes included.

1.2.1 SACC Manual Clauses

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

2. Basis of Selection

2.1 SACC Manual Clause A0031T (2010-08-16), Basis of Selection Mandatory Technical Criteria

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid Non-responsive.

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid Non-responsive.

The Contracting Authority 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 named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

2. 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

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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

- a.() 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;
- b.() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c.() 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;
- d.() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

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

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a.an individual;
- b.an individual who has incorporated;
- c.a partnership made of former public servants; or
- d.a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? Yes () No ()

If so, the Bidder must provide the following information:

- a.name of former public servant;
- b.date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes () No ()

If so, the Bidder must provide the following information:

- a.name of former public servant;
- b.conditions of the lump sum payment incentive;
- c.date of termination of employment;
- d.amount of lump sum payment;
- e.rate of pay on which lump sum payment is based;
- f.period of lump sum payment including start date, end date and number of weeks;
- g.number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

2.3 Testing Certification

The Bidder certifies that all the products being proposed for this requirement meet the testing requirements detailed at Annex A - Statement of Work.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the Statement of Work.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work 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 Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2012-07-16), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

The text under Subsection 4 of Section 2010A-29 - Code of Conduct and Certifications - Contract of 2010A referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

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.

INSERT:

Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on March 21, 2013.
Installation Completion must be from March 21, 2013 to March 22, 2013.

5. Authorities

5.1 Contracting Authority

Christine Morehouse
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Furniture Division
Portage III, 11 Laurier Street, 6B3,
Gatineau, QC K1A 0S5
Telephone: 819-956-2711
Facsimile: 819-956-7356
E-mail: christine.morehouse@pwgsc.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 Technical Authority

To be indicated at Contract award.

5.3 Contractor's Representative

The Contractor Contact is:

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Plant Location: _____

Postal Zip Code: _____

6. Payment

6.1 Basis of Payment - Firm Price

1. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B - Basis of Payment for a cost of To Be Determined. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax 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 Payment

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

6.3 SACC Manual Clauses

SACC Manual clause B7500C (2006-06-16) Excess Goods

7. Invoicing Instructions

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.

Invoices must be distributed as follows:

- a) The original and one (1) copy 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.

8. Certifications

8.1 Testing and other Certifications

The Contractor warrants that the Certification submitted by the Contractor in its bid is accurate and complete, and that the goods provided under the Contract are in accordance with Annex A. The Contractor must keep proper records and documentation relating to the Requirements of 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. In addition, if requested, the Contractor must provide all records and documentation, including Test Reports, to Canada, no later than the time prescribed by Canada in the request.

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

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 _____.

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 (2012-07-16), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

11. SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause G1005C (2008-05-12) Insurance

12. Shipping Instructions

Ship To:

Public Works and Government Services Canada

Place du Portage, Phase II, 4th Floor

165 Hotel de Ville

Gatineau, QC K1A 0S5

Contact Information will be provided at the time of Contract issuance.

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

Delivered Duty Paid (DDP) Gatineau, Quebec Incoterms 2000 for shipments from a commercial Contractor.

13. Transportation Costs

The Contractor must ship the goods prepaid via the method of transportation specified in the contract, including all delivery charges to the named place of destination. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

14. Installation Services

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

1. Receive, unload, store and transport all product/pieces to the staging and/or installation area;

-
2. Unpack all pieces and inspect product 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 furniture that may have occurred during installation;
 6. Clean the product 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 request of the Project Authority, the Contractor (or his authorized representative) must walk through the installation area 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.

15. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Consignee when the installation is completed;
2. The Consignee must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through 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 Consignee, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Consignee 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 6, 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 Consignee and
9. The Contractor must notify the Consignee when all deficiencies have been completed. If satisfied, the Consignee must provide the Contractor a final sign-off that the deficiencies have been satisfied.

**ANNEX A
STATEMENT OF WORK
EP454-123513**

1. SCOPE

- 1.1. The scope of this requirement includes personal storage cabinets, seated pedestals and wardrobe cabinets. All cabinets and pedestals must be manufactured from Steel and must meet all of the mandatory requirements detailed herein.
- 1.2. The requirements contained in this statement of work are the minimum required features to be accepted under this solicitation. Manufacturers may offer additional features and/or products, which are designed to enhance the function of the storage units.

2. APPLICABLE PUBLICATIONS

- 2.1. The following publications are applicable:

- a) **American Society for Testing and Materials (ASTM)**

ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test

ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test

- b) **American National Standards Institute (ANSI)**

ANSI/BIFMA X 5.9 American National Standard for Office Furnishings - Storage Units - Tests

ANSI/BIFMA X 5.3 American National Standard for Office Furnishings - Vertical Files Tests

- c) **Canadian General Standards Board (CGSB)**

1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light

- d) **American Association of Textile Chemists and Colorists (AATCC)**

EP1 - Grey Scale for Color Change - Instructions

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

3. GENERAL REQUIREMENTS

- 3.1. Workmanship - The finished cabinets must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.
- 3.2. All edges with which the user, public or persons maintaining the cabinets may come in contact with, must have all corners and edges eased or radius.
- 3.3. Doors and drawers must fit squarely and evenly into the openings on all sides
- 3.4. Welds - All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 3.5. Recycled Material - No limit is imposed on the amount of recycled material used in the manufacture of new components and manufacturers are encouraged to use recyclable material whenever possible and applicable.

4. DETAILED REQUIREMENTS

- 4.1. Glides - All cabinets, except mobile cabinets, must be equipped with 4 glides with a minimum vertical adjustment of 19 mm (0.75 in.). The glides must be accessible from the interior of the cabinet.

- 4.2. Suspension - The suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.
- 4.3. Doors - All doors must be capable of opening a minimum of 110°.
- 4.4. Storage Cabinet Shelves - Shelves must be adjustable on increments of no more than 51 mm (2 in.). Shelves within the same cabinet compartment must be interchangeable and must extend the full width and depth of the interior cabinet compartment.
- 4.5. Locks - All cabinets must be equipped with a locking device capable of securing all drawers or doors simultaneously, per cabinet unless otherwise specified. Locks or cylinders must be designed to allow for easy installation or replacement by the user in the field. The locks must have a minimum of 50 key changes and must be capable of being keyed alike, with two (2) keys.
- 4.6. Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.
- 4.7. Counterweights - Counterweights must be supplied and installed with all cabinets when required through ANSI/BIFMA x5.3 and ANSI/BIFMA x5.9 compliancy.
- 4.8. Metal Components - All metal components are to be finished using a low VOC emitting technology.

5. DETAILED REQUIREMENTS FOR FINISHES

- 5.1. Metal Finishes - The metal components must meet the following performance requirements:
 - 5.1.1. Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.
 - 5.1.2. Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrast by reference to AATCCP EP1 after exposure for 40 h in the Fade-Ometer in accordance with CGSB standard 1-GP-71, Method 120.1 or tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3
 - 5.1.3. Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.

6. STORAGE REQUIREMENTS

6.1. Personal Storage Cabinets

- 6.1.1. Personal storage cabinets must consist of a combination of 2 file drawers, upper shelves, personal wardrobe compartment, doors and locks.
- 6.1.2. Personal storage cabinets must be 610 mm wide x 610 mm deep (24 in. x 24 in.), with a minimum height of 1270 mm (50 in.) and a maximum height of 1372 mm (54 in.).
- 6.1.3. All personal storage cabinets must be equipped with locks for each of the extendible members and doors. All locks shall be keyed alike and each cabinet shall be supplied with two (2) keys.
- 6.1.4. All storage requirements (personal storage cabinets and seated mobile pedestals) installed within a single workstation must be keyed alike.
- 6.1.5. Both left and right configurations are required for personal storage cabinets. Refer to drawing for locations and quantities.

6.2. Seated Mobile Pedestals

- 6.2.1. Pedestals must be mobile, and must have a maximum depth of 483 mm (19 in.), and a maximum height of 635 mm (25 in.).
- 6.2.2. Pedestals must have a minimum of four carpet casters.
- 6.2.3. Pedestals must include an upholstered padded cushion seat on top, and integrated recessed handle.
- 6.2.4. A pencil drawer and a file drawer must be provided in all seated pedestals.
- 6.2.5. The top box drawer must have a moveable pencil tray which is to extend from one side of the inside of the drawer to the other.
- 6.2.6. All pedestals must be equipped with locks.

- 6.2.7 All storage requirements (personal storage cabinets and seated mobile pedestals) installed within a single workstation must be keyed alike.
- 6.2.8. Alternate means to minimize the impact noise of drawers will be acceptable.
- 6.2.9. Fabric used to upholster the seat cushion must be manufactured from recycled or other environmentally appropriate material and must meet the requirements of the ACT Performance Guidelines for upholstery.
- 6.2.10. The cushioning material used for the seat cushion must comply with the requirements of Testing for flammability shall comply with the requirements of the California Technical Bulletin 117.

6.3. **Wardrobe Cabinets**

- 6.3.1. Wardrobe cabinets must be 914 mm (36 in.) wide x 457 mm (18 in.) deep x 1829 mm (72 in.)
- 6.3.2. Wardrobe cabinets must include 1 coat rod, 1 upper shelf and 2 doors.

7. **Delivery and Installation**

- 7.1 The Delivery and Installation of the requirement will be on one floor (4th floor).
- 7.2 Delivery and Installation must be completed during regular hours, Monday to Friday, 9:00 a.m. - 5:00 p.m.
- 7.3 The building is a completely restricted area requiring on-site staff to be present during delivery and installation. Please note that all contractor/personnel will be escorted and supervised during delivery and installation.
- 7.4 Loading dock location: 165 Hotel de Ville
- 7.5 Loading dock size limitation: 5 tons truck maximum
- 7.6 Facilities available for transporting product from loading dock to 4th floor:
 - One large freight elevator (measures around 8' wide x 9'-6") must be taken down from dock level to B1;
 - Secondary freight elevator (measures: 81" wide, 58.5" deep x 101" high) goes up directly to 4th floor;
 - Distance from first freight elevator to secondary freight elevator is approximately 30'.

8. **MANUFACTURER'S IDENTIFICATION**

- 8.1. The vendor must mark each cabinet permanently and legibly with his recognized trademark or name.

ANNEX B - Basis of Payment Pricing Table & Component Listing

1. Component Listing

In consideration of the work satisfactorily performed in accordance with the Contract, the Contractor will be paid in accordance with the following Basis of Payment. All deliverables are D.D.P. Destination, Delivery and Custom Duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Requirements:

Item No.	Item Description	Model Number	QTY	Unit Price
1	<p>Personal Storage Cabinet:</p> <p>610 mm (24 in.) wide x 610 mm (24 in.) deep, with wardrobe one side, 2 file drawers at bottom and closed cupboard above, with lock</p> <p>Minimum height 1270mm (50 in.) maximum height 1372mm(54 in.)</p> <p>Wardrobe – Left Side</p>		50	
2	<p>Personal Storage Cabinet:</p> <p>610 mm (24 in.) wide x 610 mm (24 in.) deep, with wardrobe one side, 2 file drawers at bottom and closed cupboard above, with lock</p> <p>Minimum height 1270mm (50 in.) maximum height 1372mm(54 in.)</p> <p>Wardrobe – Right Side</p>		56	
3	<p>Seated Mobile Pedestal:</p> <p>Maximum depth 483 mm (19 in.), maximum height 635 mm (25 in.), minimum four carpet casters, upholstered padded cushion seat, integrated recessed handle, pencil drawer with movable pencil tray, file drawer, with lock</p>		175	
4	<p>Wardrobe:</p> <p>914 mm (36 in.) wide x 457 mm (18 in.) deep x 1829 mm (72 in.) high, includes 1 coat rod, 1 upper shelf and 2 doors.</p>		7	
5	<p>Installation at a percentage rate of ____% (During hours specified in the RVD)</p>			

Solicitation No. - N° de l'invitation

EP454-123513/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq965

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

E12A3000

File No. - N° du dossier

pq965EP454-123513

CCC No./N° CCC - FMS No/ N° VME

2. Total Price for personal storage cabinet (left) \$ _____

3. Total Price for personal storage cabinet (right) \$ _____

4. Total Price for seated mobile pedestal \$ _____

5. Total Price for wardrobe \$ _____

6. Installation Charges

This price includes all cost, including travel and living expenses, related to the installation of products as identified in this contract.

FIRM LOT PRICE \$ _____

7. Transportation Charges

This price includes all costs associated with the transportation of all goods to all locations identified in this contract.

FIRM LOT PRICE \$ _____

TOTAL PRICE FOR EVALUATION: \$ _____
(Sum of articles 2, 3, 4, 5, 6 and 7)

GST/HST: \$ _____