

**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**

<b>Title - Sujet</b> FRIDGES AND MICROWAVES	
<b>Solicitation No. - N° de l'invitation</b> EP119-122890/A	<b>Date</b> 2012-06-06
<b>Client Reference No. - N° de référence du client</b> 20122890	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-034-60639	
<b>File No. - N° de dossier</b> pd034.EP119-122890	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-07-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Khan, Shazia	<b>Buyer Id - Id de l'acheteur</b> pd034
<b>Telephone No. - N° de téléphone</b> (819) 956-7345 ( )	<b>FAX No. - N° de FAX</b> (819) 956-7356
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en régime  
accélééré  
11 Laurier St. / 11 rue Laurier  
6B3, Place du Portage  
Phase III  
Gatineau  
Québec  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - I	455 Boulevard de la Carriere Gatineau, QC K1A0S5 Canada	EP119	DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERV LEASE PURCH&SALE LEASEBACK-NCA OPS 427 LAURIER AVE W, 3RD FLOOR OTTAWA Ontario K1A0S5 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	FRIDGES (right opening with fridge and freezer) As described in Annex A and B	D-1	EP119	22	each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	
2	FRIDGES (left opening full fridge) As described in Annex A and B	D-1	EP119	22	each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	
3	Fridge (mini) As described in Annex A and B	D-1	EP119	10	Each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	
4	Microwave As described in Annex A and B	D-1	EP119	22	each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

DND has a requirement for Refrigerators and Microwaves in accordance with the technical requirements and in the quantities specified in the line item details 1 to 4, as well as in Annex A and B.

### 3 Delivery Requirement

Delivery is requested to be completed by September 27, 2012.

1. Four (4) phase delivery between July 31, 2012 and September 27, 2012 (subject to change).
2. After hours delivery and installation required (after 4:00pm and no later than 12:00am)

While delivery is requested as indicated above, the best delivery that could be offered is

\_\_\_\_\_.

### 4. SACC Manual Clauses

SAAC Reference	Section	Date
B1000T	Condition of Material	2007-11-30

### 5. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

### 6. 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.

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

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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### **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 five (5) 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 Ontario.

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.

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## 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: One (1) hard copy

**Section II:** Financial Bid: One (1) hard copy

**Section III:** Certifications: One (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 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.

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20122890

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File No. - N° du dossier

pd034EP119-122890

Buyer ID - Id de l'acheteur

pd034

CCC No./N° CCC - FMS No/ N° VME

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## **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.

### **2. SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
C3011T	Exchange Rate Fluctuation	2010-01-11

## **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**

Bids must be completed in accordance with the Requirement.  
Bids must meet the mandatory technical criteria at Annex A and B.

#### **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, Delivery Duty Paid (DDP), Canadian customs duties and excise taxes included.

### **2. Basis of Selection**

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 price on an aggregate basis will be recommended for award of a contract.

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## 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. 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.

#### 1.1 Federal Contractors Program - over 25,000 \$ and below 200,000 \$

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.

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The bidder must provide the deliverables in accordance with the technical requirements and in the quantities specified in the line item details 1 to 4, as well as in the Annex A and B.

### 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 (2011-05-16), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery, Inspection and Acceptance

The Contractor must ship the goods prepaid DDP - Delivered Duty Paid - **Gatineau, QC**. Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

The Contractor must deliver the goods to 455 Boulevard de la Carrière by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Project Authority. The Project Authority may refuse shipments when prior arrangements have not been made.

## 4.2 Delivery Date

All the deliverables must be received on or before September 27, 2012.

1. Four (4) phase delivery between July 31, 2012 and September 27, 2012 (subject to change).
2. After hours delivery and installation required (after 4:00pm and no later than 12:00am)

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shazia Khan  
 Title: Supply Officer  
 Public Works and Government Services Canada, Acquisitions Branch  
 Directorate: Commercial and Consumer Product Directorate  
 Address: 11, Laurier Street  
 Place du Portage, Phase III, 6B3  
 Gatineau (Quebec) K1A 0S5

Telephone: 819 956-7345  
 Facsimile: 819 956-7356  
 E-mail address: shazia.khan@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 for the Contract is: *(to be advised at contract award)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone : \_\_\_\_ \_  
 Facsimile: \_\_\_\_ \_  
 E-mail address: \_\_\_\_\_

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

Sales person to be contacted for customer assistance: *(please complete)*

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Person to contact for delivery follow-up: *(please complete)*

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

## 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 a firm lot price, as specified in the contract for a cost of \$ \_\_\_\_\_ *(the amount will be inserted at contract award)*. 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.

### 6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

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### 6.3 Multiple Payments - Milestone Payments (H3010C)

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### 6.4 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 following address for certification and payment.  
PWGSC  
427 Laurier Ave.  
3rd Floor, Station 37  
Ottawa (Ontario) K1A 0S5 Canada  
Attn: Andréane Deschamps Lepage
- (b) One (1) copy must be forwarded to the Contracting Authority (Shazia Khan) identified under the section entitled "Authorities" of the Contract.
- (c) One (1) copy must be forwarded to the consignee.

### 7. Certifications

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.

## 8. Applicable Laws

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

The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

## 9. 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) 2010A (2011-05-16), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract;
- (c) Annex A, Requirement;
- (d) The Contractor's bid dated \_\_\_\_\_ (insert date of bid), as clarified / amended on \_\_\_\_\_.

## 10. SACC Manual Clauses

SACC Reference	Section	Date
C2000C	Taxes - Foreign-based Contractor	2007-11-30
G1005C	Insurance	2008-05-12
C2608C	Canadian Customs Documentation	2010-08-16
D2000C	Marking	2007-11-30
D2025C	Wood Packaging Materials	2008-12-12
C2605C	Canadian Customs Duties and Sales Tax - Foreign-based Contractor	2008-05-12
B1501C	Electrical Equipment	2006-06-16

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## ANNEX "A"

### REQUIREMENT

#### FRIDGES AND MICROWAVES

This requirement is for the purchase and delivery seventy-six (76), 'Fridges and Microwaves' for their Gatineau, QC location.

Wall/under counter dimensions are critical for installation.

#### **Appliance Requirement**

##### **Refrigerators right opening (with Fridge & Freezer):**

- Quantity: 22
- Color: white
- Volume: 18 cu ft or more (height and width dimensions must not exceed wall openings)
- Wall openings dimensions for fridge: Width 975mm (38"), Height 1767mm (69.5"), and Depth 598mm (23.5").
- Height and width dimension must not exceed wall openings
- Top mount freezer
- Ice maker: No
- Interior Light: Yes
- Energy Star Qualified
- Minimum 1 year warranty, as per General Conditions

##### ***Fridge Portion:***

Fruit & Vegetable Crisper: 2 Clear Humidity-Controlled Crispers  
Shelf Type: Glass with 2 Spill Safe Slide Out Glass Shelves  
Door Storage: Minimum 2 door bins (2-Litre bottle storage bins)  
Fresh Food Temperature Control: Single Knob Control

##### ***Freezer Portion:***

Door: Swing-Out Door With 2 Fixed Door Bins  
Defrost System: Frost Free  
Shelf Type: Full-Width Fixed Wire Shelf

**Refrigerators left opening (Full Fridge - NO Freezer):**

- Quantity: 22
- Color: white
- Volume: 17 cu ft or more (height and width dimension must not exceed wall openings)
- Wall openings dimensions for fridge: Width 975mm (38"), Height 1767mm (69.5"), and Depth 598mm (23.5").
- Height and width dimension must not exceed wall openings
- Ice maker: No

Shelf Type: Glass

- Minimum 3 Sliding Glass Shelves if Crisper is included.  
**OR** Minimum 5 Sliding Glass Shelves if Crisper if not included
- Slide Out Shelf

Door Storage: Minimum 4 door bins

- Interior Light: Yes
- Energy Star Qualified
- Minimum 1 year warranty, as per General Conditions

**Compact (mini) Refrigerators (Fridge only - NO Freezer):**

- Quantity: 10
- Color: white
- Volume: Minimum 2.3 cu ft
- No freezer or half-width freezer
- 2-liter bottle door storage
- Slide-out glass or wire shelves
- Adjustable thermostat
- Under-counter fridge, wall openings dimensions: Height 811mm (32"), Width 558mm (22"), Depth 598mm (23.5")
- Height and width dimension must not exceed wall openings
- Energy Star Qualified
- Minimum 1 year warranty, as per General Conditions

**Countertop Microwaves:**

- Quantity: 22
- Color (Cabinet/Door): white
- Suggest dimensions: mid size Height: 301 mm (12"). Width 518 mm (20") and Depth 402 mm (16"). *Height must not exceed 16", and Depth must not exceed 20".*
- Output: minimum 850W maximum 1200W
- Turntable: Glass
- Auto Cook
- Auto Defrost
- Auto Reheat

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- Clock feature
- Kitchen Timer
- Display Language Option: English/French
- Display Screen Readout: LCD
- Door Opening Type: Push In or Handle
- One-Touch Functions
- Oven Capacity (Cu. Ft.): Min 1.6 Cu. Ft.
- Power Levels: Minimum 10 levels
- Quick On Option
- Included Accessories: Operating Instructions
- Energy Star Qualified
- Minimum 1 year, as per General Conditions

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## ANNEX "B"

### Hours of Work – Delivery Installation Schedule & Mandatory Directives

1. Moving of heavy material, and special items will occur after 16:00 pm and will be going on until the receiving floor is completed and as specifically instructed by the PWGSC Representative.
2. Equipment must be delivered and completely installed on site in each requested location: 4 fridges and 2 microwaves to be delivered on each floor, starting on the second floor, in the kitchenette area, and 1 mini fridge in the café area starting starting on the third floor to the twelfth floor.
3. Site visits may be arranged.
4. Escorts will be provided on delivery dates.
5. During this contract the 455 BDLC loading dock and freight elevator will be available after 16:00 pm on Tuesday and Thursday only. The delivery and installation of the appliances is divided in four (4) Phases and must be executed as per the schedule below.
6. No storage space available.
7. All staff provided by the Contractor shall be uniformed appropriately for the nature and location of the Work. They shall display their access security badge along with the Contractor's name or logo on the outer garment for identification purposes at all times. At any time while on the work site, the Contractor's staff/personnel could be asked to identify themselves by providing a photo ID such as a valid driver's permit or health card.
8. The Contractor's staff/personnel must wear protective footwear and clothing, and must use appropriate protective equipment, materials and devices as required and in accordance with the Canadian Occupational Safety and Health Regulations.
9. 455 BDLC Contractor Personnel Parking – No parking will be available.
10. 455 BDLC Washrooms – Washrooms will be assigned for use by Contractor by the PWGSC Representative.
11. During and on completion of the delivery and installation, the Contractor must collect and remove all rubbish, crates and materials from the premises. The Contractor is responsible to keep the area safe and clean at all times.
12. The manager assigned to the project is the PWGSC Project Representative.

13. The PWGSC Project Representative is the liaison between the, PWGSC, the Building Owner representative, and the Client Department.
14. The Contractor will correspond with the PWGSC Project Representative. The Contractor shall not communicate with the Client Department or the Building Owner representative unless authorize by the PWGSC Project Representative.
15. The Contractor will furnish all managerial, administrative, direct labour personnel, materials and transportation that are necessary to accomplish all required services.
16. While performing services under this Contract, Contractor employees shall at no time engage in the following activities, including but not limited to:
- ◆ Smoking in the client's facilities;
  - ◆ Arrive at the facility under the influence of illegal drugs or alcohol, or even with alcohol on the breath;
  - ◆ Consume alcoholic beverages on the job;
  - ◆ Use unassigned washrooms without permission;
  - ◆ Use government telephones without prior approval from the Project Representative;
  - ◆ Engage in prolonged discussions or arguments regarding the job;
  - ◆ Perform any work for the client not specified in this contract without approval of the Project Representative;
  - ◆ Request or accept any articles or currency as a gratuity for Work performed under this contract.

### **Delivery Schedule:**

<b>PHASE</b>	<b>Floor</b>	<b>Duration</b>	<b>Tuesday</b>	<b>Thursday</b>
1	2 & 3	Tuesday <b>OR</b> Thursday	July 31st, 2012	August 2nd, 2012
2	4, 5 & 6	Tuesday <b>OR</b> Thursday	August 14th, 2012	August 16th, 2012
3	7, 8 & 9	Tuesday <b>OR</b> Thursday	September 4th, 2012	September 6th, 2012
4	10, 11 & 12	Tuesday <b>OR</b> Thursday	September 25th , 2012	September 27th, 2012

### **Delivery Location**

- ◆ 455 boulevard de la Carrière, Gatineau, Quebec.