

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 CONFERENCE ROOM TABLES (FLIP TOP)		
Solicitation No. - N° de l'invitation EP731-122062/A		Date 2012-06-13
Client Reference No. - N° de référence du client 20122062		
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-427-60671		
File No. - N° de dossier pq427.EP731-122062		CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-29		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Robitaille, Gail		Buyer Id - Id de l'acheteur pq427
Telephone No. - N° de téléphone (819) 956-0780 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>		

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 requirement.

2. Requirement

This requirement is for the supply, delivery and installation of conference room flip top tables for Department of National Defence in Gatineau, Quebec in accordance with the requirement at Annex A.

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (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: one hundred and twenty (120) 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.

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 ten (10) 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 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 (2 hard copies, 1 soft copy)

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 another 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:

- a) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- b) use an environmentally-preferable format including black and white printing instead of color 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 total firm lot price 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: C3011T (2010-01-11) Exchange Rate Fluctuation

Solicitation No. - N° de l'invitation

EP731-122062/A

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

20122062

Amd. No. - N° de la modif.

File No. - N° du dossier

pq427EP731-122062

Buyer ID - Id de l'acheteur

pq427

CCC No./N° CCC - FMS No/ N° VME

Pricing Schedule

Bidders are to bid a total firm lot price for the supply, delivery, and installation of the Conference Room flip top tables for Department of National Defence as detailed in Annex A.

Series Offered:

TOTAL FIRM LOT PRICE in Canadian Funds, GST/HST excluded

\$ _____
(this will include everything in Annex A & B)

GST or HST

\$ _____

TOTAL:

\$ _____

No other pricing is to be bid

Section III

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

1.1.1.A	Mandatory Technical Specifications Criteria (MTS) Conference Room flip top tables
MTS1	<p><u>MTS1.1</u></p> <p>The Bidder must submit a list of all products proposed. As a minimum, the product listing(s) must contain the following:</p> <ul style="list-style-type: none"> - Series Name - Model number - Short description of the product - Catalogue cut sheet of each of the products proposed <p><u>MTS1.2</u></p> <p>To demonstrate MTS1.2 the Bidder must submit the above, in CD/DVD format, in Adobe Acrobat PDF version 7 or older., or hard copy.</p>
MTS2	<p><u>MTS2.1</u></p> <p>To demonstrate MTS1.1, the offeror must complete, with its offer, the Testing Certification in Part 5 herein.</p>

1.1.2 Mandatory Environmental Criteria

MTE	Mandatory Technical Environmental Criteria
	<p><u>MTE1.1</u></p> <p>The Bidder must indicate how their product would assist in scoring points for LEED-Canada CI (commercial interiors) credits in the following categories:</p> <p>Materials & Resources</p> <ul style="list-style-type: none"> 4.1 Recycled Content, 10% 4.2 Recycled Content, 20% 6 Rapidly Renewal Materials 7 Certified Wood

Indoor Environmental Quality:

4.5 Low - emitting Materials, Systems Furniture

MTE.1.2

To demonstrate that MTE1.1 is met, the Bidder must provide supporting documentation in CD/DVD format, in Adobe Acrobat PDF version 7 or older, or hard copy of certificates from each manufacturer.

1.2 Financial Evaluation

SACC Manual Clause A0220T(2007-05-25), Evaluation of Price

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 will be recommended for award of a contract.

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.

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 Commitment is attached;

(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.

1.1 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, to all specifications of, and meet the testing requirements detailed in Annex A.

Contractor's Signature

Date

2. Set-aside for Aboriginal Business

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

2.1. The Bidder:

- (i) certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
- (ii) agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

2.2 The Bidder must check the applicable box below:

- (i) () The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- (ii) () The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

2.3 The Bidder must check the applicable box below:

- (i) () The Aboriginal business has fewer than six full-time employees.

OR

- (ii) () The Aboriginal business has six or more full-time employees. Further information on the FCP is available on the HRSDC Web site.

2.4 The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the

evidence. The Bidder must provide all reasonably required facilities for any audits.

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

3. Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (insert "an owner" and/or "a full-time employee") of _____ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with this requirement.

2. Requirement

This requirement is for the supply, delivery and installation of conference room flip top tables for the Department of National Defence in Gatineau, Quebec in accordance with the specifications detailed in 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

1. 2010A (2011-05-16), 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 9 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 Period of the Contract

4.1.1 Delivery & Installation Schedule

(a) Canada may need to vary the lead times and the final dates will be confirmed once contract is awarded.

Delivery/Installation Schedule

Floor	Quantities	Date
2nd Floor	32	August 06th to the 10th, 2012
3rd Floor	10	August 06th to the 10th, 2012
5th Floor	10	August 06th to the 10th, 2012
7th Floor	10	August 06th to the 10th, 2012
8th Floor	10	August 24, 2012
11th Floor	20	September 24, 2012

4.2 Delivery and Installation instructions and loading dock limitations

Delivery and Installation are to be completed after working hours as defined below:

- Monday to Friday: from 4:30pm to 11:00pm.
- Saturday: 7:30am to 4:00pm.
- Sunday: on request only and to be confirmed by the project authority.

There is a freight elevator and a lift available for use by the Contractor, and the loading dock can accommodate a 53' trailer. All packaging are to be taken back by the supplier. Contact person is XXXXXXXXXX (to be inserted at Contract Award) and can be reached at 819-956-XXXX.

Delivery and installation are requested as follows:

Can these dates be met:

Floor 2: Yes _____
No _____, the best date that can be offered is _____

Floor 3: Yes _____
No _____, the best date that can be offered is _____

Floor 5: Yes _____
No _____, the best date that can be offered is _____

Floor 7: Yes _____
No _____, the best date that can be offered is _____

Floor 8: Yes _____
No _____, the best date that can be offered is _____

Floor 11: Yes _____
No _____, the best date that can be offered is _____

The Contractor is to advise the delivery and installation schedule with the Project Authority at least two weeks in advance of accessing the delivery location.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Gail Robitaille
Furniture Division
Public Works and Government Services Canada
Commercial & Consumer Products Directorate / CASM Sector
11 Laurier, Portage III, 6B3, Office 55, Gatineau, QC, K1A 0S5

Telephone: 819-956-0780
Facsimile: 819-956-5706
Email: gail.robitaille@tpsgc-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 Project Authority

The Project Authority for the Contract is to be provided at Contract award. 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 a firm lot price, for a cost of \$ _____ **(to 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 Single Payment

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

6.3 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.
- (c) The original and one (1) copy of the suppliers own invoice form shall be forwarded by mail to:

Public Works Gouvernement Services Canada
Real Property Branch
Place du Portage - 10B3
11 Laurier, Gatineau, Quebec K1A 0S5

7.3 The invoice must contain the following:

Name and Address of the consignee
Item/reference number, deliverable and/or quantity or description of work
Contact/purchase order serial number and financial codes
All separate charges detailed individually
The amount invoices
Client Reference Number (CRN)
The contractor's Vendor Code or Procurement Business Number (PBN)
Company GST Registration Number

Invoices are not to be submitted prior to the shipment or delivery of the goods and services and all invoices must have original signatures and be stamped as ``Original``.

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 the Contracting Authority (CA) access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the CA 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 the CA 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 the CA 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 Ontario.

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 (2011-05-16) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Purchase Description - Conference Room flip top tables
- (d) Annex B, Component List
- (e) 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: Department of National Defence
 455 Blvd. De la Carrière
 Gatineau, Québec
 K1A 0K2

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

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

13. 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 adjustments/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 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 likes 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.

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
Purchase Description -
Conference Room Flip Top Tables

1.0 DESCRIPTION

- 1.1 This specification is for the supply and installation of flip top tables within conference rooms, complete with wire management and electrical & data connectivity.
- 1.2 The Contractor is responsible for supplying all necessary accessories (trim, hardware, supports, etc.) to allow the configuration to be integrated as illustrated in the 'typical' drawings and floor plans provided.
- 1.3 Products do not need to be from the same manufacturer.
- 1.4 All products must be new.

2.0 REFERENCES

- 2.1 American National Standards Institute (ANSI) / National Particleboard Association (NPA)

2.1.1.1 American National Standards Institute (ANSI)/BIFMA International
 ANSI/BIFMA X 5.5- Desk/Table Products - Tests

- 2.2 Canadian General Standards Board (CGSB)

2.2.1 CAN/CGSB 44.227 - Freestanding Office Desk Products and Components

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

3.0 TEST REQUIREMENTS

- 3.1 All table products and components offered under this solicitation must meet the acceptance criteria provided in ANSI/BIFMA X5.5, and CAN/CGSB 44.227 when tested in accordance with the appropriate tests from the referenced standards and purchase description.
- 3.2 All ANSI/BFMI tests only must be completed at an acceptable testing facility. An independent testing laboratory and 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.
- 3.3 Test reports must be not more than five (5) years old at the time of submittal.

4.0 GENERAL REQUIREMENTS FOR FLIP TOP TABLES

- 4.1 Quality of Workmanship – The assembled components 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. When assembled in all possible configurations there must be no visible unfinished edges or surfaces, other than stainless steel. Metal edges, corners and parts with Which the user is intended to come in contact, must have rounded corners or be covered with

protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warping.

- 4.2 Wire management and electrical & data connectivity - Tables must provide concealed cable management and allow for electrical & data to connect from one table to the next when ganged together. Tables must be pre-wired with electrical & data. Provide removable connection to floor monuments, locations as indicated in drawings.
- 4.3 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.
- 4.4 Complete selection of standard edge details for work surfaces must be available.
- 4.5 Safety – Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 4.6 The tolerance for all dimensions must be +/- 25.4mm (+/- 1") unless otherwise specified and where edge shapes preclude.
- 4.7 Supports – All tables to have its own supports. Legs are not to be shared in table configurations. Metal legs must be T-legs and compatible with vertical wire management. Must have levelling mechanism with vertical adjustment of a minimum 25mm(1").
- 4.8 Casters: minimum of four carpet casters .The two front casters must be lockable.
- 4.9 Partial height modesty panel – Must come compete with hardware and concealed wire management. Partial height modesty panel to run width of table, and be mounted under table work surface.
- 4.10 Configuration – All tables must have the ability to butt against one another end-to-end, without Tools or separate parts. Allow for electrical & data to connect from one table to the next when ganged together.
- 4.11 Storage – Tables must be flip top: work surfaces collapse and lock in an upright position. Tables must be capable of nesting together in upright position.

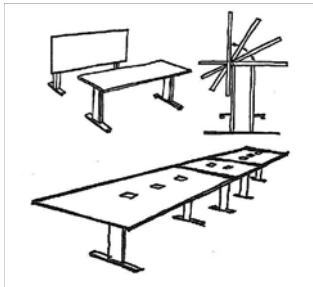
5.0 DETAILED REQUIREMENTS FOR FLIP TOP TABLES

- 5.1 Table substrate must be minimum 25.4mm (1") thick.
- 5.2 Cord and Cable Management – Horizontal wire management to run the length of the table and be hidden. Provide concealed vertical wire management through legs.
- 5.3 Provide one table top electricalr/data module with two data & 2 electrical outlets for each table. The table mounted monuments must have a hinged cover. Cover must be flush with table Top. Refer to Annex B "Component List" for detailed requirements
- 5.4 Table top shall be rectangular and sizes must be min. 1778mmW to max. 1829mmW x

762mmD x 737mmH (min. 70"W to max. 72"W x 30"D x 29"H).

6.0 DETAILED REQUIREMENTS FOR FINISHES

- 6.1 Vertical surfaces and supports must meet the performance requirements for finishes as stated in CAN/CGSB-44.227- Table 1.
- 6.2 Deflection – The horizontal work surface must meet the deflection requirement for work surfaces as stated in CAN/CGSB-44.227- par. 6.1.1.
- 6.3 Wood:
- 6.3.1 Solid or veneer to be Forest Stewardship Council (FSC) certified.
- 6.3.2 All visible wood surfaces must be free from open knots, clear finish.
- 6.3.3 Wood Veneers: applied to substrate minimum of 0.7mm thick.
- 6.4 Finishes – Horizontal surfaces must be constructed of wood veneer complete with matching wood veneer edge or PVC edge. Supports must be constructed of metal . Modesty panel must be constructed of wood veneer or metal . Table top monuments must be metal or PVC.
- 6.5 The Bidder must submit one (1) full colour card, showing complete range of solid wood or wood veneer surfaces colour and finish for the top and one (1) full card showing complete range metal legs.



6.6 Finishes – Veneer & finish colour T.B.D. by designer ..

6.7 Drawing:

7.0 MARKING

- 7.1 In addition to the labelling 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 manufacture or alternatively the expiry date of the warranty.
- 7.2 All components must be permanently and legibly marked with the manufacturer's name or recognized trademark.
- 7.3 Adequate operating instructions in pictorial form and/or in both French and English must be provided with each user-adjustable product.

Solicitation No. - N° de l'invitation

EP731-122062/A

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

20122062

Amd. No. - N° de la modif.

File No. - N° du dossier

pq427EP731-122062

Buyer ID - Id de l'acheteur

pq427

CCC No./N° CCC - FMS No/ N° VME

Annex B
Component List

ITEM DESCRIPTION	QTY.	MODEL NUMBER
Table Type A1		
Size: min. 1778mmW to max. 1829mmW x 762mmD x 737mmH (min.70`W to max. 72"W x 30"D x 29"H).	92	