

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Public Works and Government Services / Travaux  
publics et services gouvernementaux**  
**Kingston Procurement**  
**Des Acquisitions Kingston**  
**86 Clarence Street, 2nd floor**  
**Kingston**  
**Ontario**  
**K7L 1X3**  
**Bid Fax: (613) 545-8067**

**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> Shelving	
<b>Solicitation No. - N° de l'invitation</b> 21120-133620/A	<b>Date</b> 2013-07-11
<b>Client Reference No. - N° de référence du client</b> 21120-13-3620	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-690-6142	
<b>File No. - N° de dossier</b> KIN-3-40047 (690)	<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 2013-08-21</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> Rider, Kim (Buyer)	<b>Buyer Id - Id de l'acheteur</b> kin690
<b>Telephone No. - N° de téléphone</b> (613) 545-8739 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA 340 LAURIER AVE W. OTTAWA Ontario K1A0P9 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**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<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>

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## 1. Security Requirement.

There is a security requirement associated with the requirement. For additional information, consult Part 6 - Resulting Contract Clauses

### 1.2. Requirement

Correctional Service Canada, requires a Contractor to supply and deliver shelving systems to Millhaven and Bath Institutions in Kingston, Ontario and Utility Carts for Bath Institution in accordance with Annex "A" Requirement.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT). (Canada-Peru & Canada-Chile)

## 3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) 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.

### 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 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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)  
Section II: Financial Offer one (1) hard copy and one (1) soft 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 should:

- 
- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 in Annex "B". The total amount of Applicable Taxes must be shown separately,

**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**

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately and the Bidder must provide the necessary documentation to support compliance with this requirement.

**1.1.1 Mandatory Technical Criteria**

#	DESCRIPTION
1	<p>The Manufacturer and/or Distributor must demonstrate that they have a minimum of 5 years experience within 10 years of the RFP's closing date, selling custom and commercial off the shelf - shelving systems which includes the following five items where the systems were used in Institutional Operations which includes such things as schools, hospitals, military, large venues, prisons.</p> <p><b>1) Dry Storage Shelving Systems</b>  <b>2) Dunnage Racks</b>  <b>3) Mobile Shelving Angle Rack</b>  <b>4) Fixed Shelving</b>  <b>5) Vertical Tray Drying Rack</b></p> <p>As proof of compliance, at a minimum, the Bidder must provide details of two (2) Shelving systems Projects for which similar work was completed and where the project had a minimum dollar value of \$ 10,000 (taxes not included).</p> <p><b><u>To demonstrate similarity, the Bidder must demonstrate that a minimum of 3 of the 5 listed items were included in the shelving system project</u></b></p> <p>The Bidder must include, as a minimum, for each project submitted:</p> <ul style="list-style-type: none"> <li>•Project description, drawings, technical specs of products installed</li> <li>•The start and end dates of the project</li> <li>•The total dollar value of the sale</li> <li>•A contact person of reference that can verify the work</li> </ul> <p>The shelving systems must have been completed within five (5) years, from the RFP's closing date.</p> <p>The Bidder must demonstrate compliance in written format which does not exceed one (1) page per project.</p>
2	The manufacturer and/or distributor must provide manufacturers cut sheets for off the shelf products they are providing and the designs currently sold .

## 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, Delivered Duty Paid, Canadian Customs Duties and Excise Taxes included.

(a) To be responsive the Bidder must:

- 1) Provide unit pricing for all items in the Annex "B" and
- 2) Not alter the format of the Pricing in Annex B.

(b) The Bidder's unit pricing will be multiplied by the quantity to arrive at the extended price. The extended prices will be added together to calculate the total price. The total price for each Institution will be added together to calculate the Bidder's total evaluated 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 and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

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

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are, in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **PART 6 - SECURITY RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

Prior to admittance to the Institutions, the Contractor's personnel, subcontractor(s) or trades people shall submit to a local verification of identity / information in the form of a criminal record check through an authorized Canadian Police Information Centre (CPIC) agency. All personnel will be escorted while on site.

Correctional Service Canada reserves the right to deny access at any time

### **2. Requirement**

The contractor must provide the items detailed under the "Requirement" at Annex "A".

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions 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 (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### **3.2 Warranty Period**

Section 9 of general conditions 2010A is amended by replacing the period of the warranty period as stated in the general conditions) by 24 months.

All other provisions of the warranty section remain in effect.

### **4. Term of Contract**

#### **4.1 Delivery Date**

CSC requests delivery of Shelving Systems and Utility Cart within 8 weeks from date of Project Authority request.

#### **4.2 Shipping Instructions - Free on Board Destination and Delivered Duty Paid**

Incoterms 2000 "DDP Delivered Duty Paid" to the destinations specified in Annex A - Requirement.



## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kim Rider

Title: A/Supply Specialist.

Public Works and Government Services Canada

Acquisitions Branch

Address: 86 Clarence St. 2<sup>nd</sup> Floor

Telephone: 613-545-8739

Facsimile: 613-545-8067

E-mail address: kim.rider@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 *(To be completed at time of Contract Award by PWGSC)*

The Project Authority for the Contract is:

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 *(To be completed by Bidder at time of Bid Submission)*

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

## **6. Payment**

### **6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ \_\_\_\_\_ **(insert the amount at contract award)**. Customs duties are included and Applicable Taxes are extra.

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*

### **6.3 Method of Payment.**

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

## **7. Invoicing Instructions**

Contractor must submit an invoice in accordance with the section entitled "Invoice Submission" of the general conditions. Invoice cannot be submitted until all work is completed.

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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) 2010A (2013-04-25) General Conditions (Medium Complexity), apply to and form part of the Contract.

Solicitation No. - N° de l'invitation

21120-133620/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin690

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

21120-13-3620

File No. - N° du dossier

KIN-3-40047

CCC No./N° CCC - FMS No/ N° VME

- 
- (d) Annex "A" Requirement;
  - (e) Annex "B" Basis of Payment.;
  - (f) the Contractor's bid dated \_\_\_\_\_

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## **Annex "A"**

### **Requirement**

#### **Dry Storage Shelving System (Bath Institutions)**

##### **General:**

Unit must be a double-deep shelving system;

To be composed of stationary units, mobile units, intermediate units, and a guiding track;

Unit must be resistant to bacteria, fungi and corrosion-proof.

##### **Overall Dimension:**

Quantity 14, must be 72"L x 24"W x 74"H (1829mm x 610mm x 1895mm);

Quantity 19, must be 72"L x 18"W x 74"H (1829mm x 457mm x 1895mm).

##### **Capacity:**

Each unit shall hold up to 3,000 lbs (1364kg).

##### **Furnish With Standard Features as Follows:**

Each unit must have a 5 adjustable shelves;

Stationary units anchor the system and track into position;

Mobile units shall be positioned between stationary units or an end unit and an intermediate unit, and permit an aisle to be opened between any two units as needed for easy access to all stored products;

Active aisle width shall be minimum 36" (914mm);

The guiding track shall be assembled and positioned on the floor to provide a smooth and level surface for the mobile units;

A stationary intermediate unit must be supplied once the track length exceeds 21' (6400mm).

##### **Wire Shelves and Posts:**

Shelves and posts shall be constructed of heavy gauge carbon steel with nickel-chrome plated finish; Open wire design to minimize dust accumulation and allow a free circulation of air and visibility of stored items;

Shelf adjustment without tools;

Top mat wire run to back for ease of loading and unloading;

Leveling legs for fixed unit;

Stem casters for mobile unit.

##### **Certification:**

National Sanitation Foundation (NSF) listed.

##### **Warranty:**

- Minimum two (2) year manufacturer warranty on parts and labor;
- Minimum ten (10) year warranty against rust.

## **Dunnage Racks (Bath Institution)**

Conveniently store dry food, paper products or clean equipment in dry storage areas  
Keep products off the floor to prevent contamination from dirt and cleaning solutions  
Antimicrobial protection to inhibit the growth of bacteria, mold, mildew, and fungi that cause odors, stains, and product degradation floor. (a heavy-duty coating that inhibits the growth of mold, mildew and bacteria for a more sanitary work environment)

**Quantity:** 2 lots. the Contractor is responsible to:

Measure all available space for Dunnage Racks section in room 114 approximately 10 units  
Calculate the required units  
Utilize all available space to maximize the storage capacity

**Overall Dimension:**

48"L x 22"D x 12"H (1219mm x 550mm x 305mm)

**Capacity:**

Each unit can hold up to 3000 pounds (1360 kg)

**Construction:**

Smooth rust and corrosion proof polymer construction

**Furnish with standard features as follows:**

Slotted top for air circulation;  
Slots run front to back for easy loading and unloading;  
A polymer "tie" for joining racks in "end-to-end" or "back-to-back" configurations without any tools;  
A polymer "tie" provided with each rack;  
All rack edges shall have generous radius to prevent product snagging;  
4" square legs. **(101.6mm)**

**Certifications:**

National Sanitation Foundation (NSF) listed.

**Delivery and Installation**

Unit to be delivered, uncrated, assembled and put in place;  
All packing material to be removed from jobsite.

**Warranty:**

Minimum two (2) year manufacturer warranty on parts and labor.

## **Mobile Shelving/ Angle Rack (Bath Institution)**

**General:**

Shall be heavy duty angle pan rack, full height, open sides, with side loading.

**Quantity:** 10

**Overall Dimension:**

Minimum 28 3/8"W x 18 1/8" "D x 62"H (720mm x 460mm x 1575mm).

**Capacity:**

Hold up to 18 18" x 26" (457mm x 660mm) sheet pans.

**Construction:**

All-welded aluminum construction.

**Furnish with standard features as follows**

18 aluminum angle slides on 3" (76mm) centers;  
Accepting 18" x 26" sheet pans; (457 x 606 mm)  
Knock down aluminum frame;  
5" heavy duty casters. (635 mm)

**Certifications:**

National Sanitation Foundation (NSF) listed.

**Delivery:**

Unit to be delivered in one piece (assembled). No installation required.

**Warranty:**

Minimum two (2) year warranty on parts and labor.

## **Dry Storage Shelving System (Millhaven Institution)**

**General:**

Unit must be a double-deep shelving system;  
To be composed of stationary units, mobile units, intermediate units, and a guiding track;  
Unit must be coated antimicrobial steel and corrosion-proof.

**Quantity:** 7

**Overall Dimension:**

Must be 72"L x 24"W x 74"H (1829mm x 610mm x 1880mm)

**Capacity:** Each unit shall hold up to 3,000 lbs (1364kg)

**Furnish With Standard Features as Follows:**

Each unit must have a 5 adjustable shelves;

Stationary units anchor the system and track into position;

Mobile units shall be positioned between stationary units or an end unit and an intermediate unit, and

permit an aisle to be opened between any two units as needed for easy access to all stored products;

Active aisle width shall be minimum 36" (914mm);

The guiding track shall be assembled and positioned on the floor to provide a smooth and level surface for the mobile units;

A stationary intermediate unit must be supplied once the track length exceeds 21' (6405mm).

### **Chrome Plating Wire Shelves and Posts:**

Shelves and posts shall be constructed of heavy gauge carbon steel with nickel-chrome plated finish; Open wire design to minimize dust accumulation and allow a free circulation of air and visibility of stored items;

Shelf adjustment without tools;

Top mat wire run to back for ease of loading and unloading;

Leveling legs for fixed unit;

Stem casters for mobile unit.

**Certifications:** National Sanitation Foundation (NSF) listed.

### **Warranty:**

- Minimum two (2) year manufacturer warranty on parts and labor;
- Minimum ten (10) year warranty against rust.

## **Fixed Shelving (Millhaven Institution)**

### **General:**

Unit shall be a set of 4-tier and 4 posts wire shelves, anti-scratch and corrosion-resistant;

Open wire design allowing free circulation of air, visibility of stored items and light penetration.

### **Quantity:**

1 lot (including total of 7 wire shelving, 1 longer shelving and 6 regular shelving).

### **Overall Dimension:**

Must be compatible with room dimension 22' 3<sup>23</sup>/<sub>32</sub>" x 8' 6<sup>23</sup>/<sub>64</sub>" (6782 x 2590 mm)

### **Capacity:**

Capacity per shelf shall be able to hold up to 600 lbs (272kg).

### **Construction:**

Coated antimicrobial steel.

### **Adjust Feet:**

Bolt levelers compensate for surface irregularities.

**Delivery and Installation**

Unit to be delivered, uncrated, and put in place;  
All packing material to be removed from jobsite.

**Certification:** NSF listed

**Warranty**

- Minimum two (2) year manufacturer warranty on parts and labor;
- Minimum ten (10) year warranty against rust.

**Vertical Tray Drying Rack (Millhaven Institution)****General:**

Unit shall be custom Vertical Tray Drying Rack, accommodating 16"L X 10"W X 4½"H (406 mm X 254 mm X 104 mm) CSC Four-Compartment Insulated Trays for maximum air circulation drying and for storing trays. As per drawing# ALUMINUM VERTICAL DRYING RACK.

**Quantity:** 12 (Millhaven Institution inmates population 540, 2 set trays per a day per a inmate,  $(540 \times 2) / 90 = 12$ )

**Rack Overall Dimension:**

Approx 60"L x 30"W x 58¼"H (1524 mm x 762 mm x 1480 mm)

**Capacity:**

Accepting minimum 90 CSC Four-Compartment Insulated Trays, 30 trays per a level  
Minimum Load Capacity (Lb.): 400

**Configuration:**

Three (3) shelves, 33 fixed slots per shelf. Each shelf shall have three (3) sections. Each section shall have 10 fixed slots ("U" channels) to hold up to 10 trays.

**Construction:**

All welded and polished aluminum construction.

**Shelf frames:**

2" x 1" rectangle aluminum tubing. (50.8 x 25.4 mm)

**Tray Holding Slats:**

"U" channels, approx 4¾"W with lip 1¼"H. (121 x 32 mm)

**Space between Shelves:** Approx 16¾" (426mm)

**Casters:**



Four (4) 6" casters with poly (PPG) wheels, 2 rigid and 2 swivel. (153 mm)

### **Delivery and Installation**

Unit to be delivered, uncrated, and put in place;  
All packing material to be removed from jobsite.

### **Certification:**

National Sanitation Foundation (NSF) certified.

### **Warranty:**

Minimum two (2) year manufacturer warranty on parts and labor.

## **Utility Cart (Bath Institution)**

### **General:**

Heavy-Duty Stainless Steel Utility Cart shall be designed for multiple functions, such as transporting food, heavy dishes and loads, receiving goods, and moving loads for ware-washing.

### **Quantity:** 8

### **Overall Dimension:**

Maximum 39½"L x 21"W x 33¼"H (1003 mm x 530 mm x 845mm)  
with distance between shelves 12½" (318 mm).

### **Capacity:**

Holding up to 500 lbs. (225 kg).

### **Construction:**

All welded and polished heavy duty stainless steel construction.

### **Furnish with standard features as follows**

3 stainless steel shelves;  
ABS handle to help prevent damage to walls and doors;  
Four (4) 5" (127 mm) heavy duty casters (2 locking, 2 non-removable)/ Four (4) 5" (127 mm) diameter swivel casters 2 with foot brakes. Casters shall be removable by using a special tool with the connections easily accessible

### **Certifications:**

National Sanitation Foundation (NSF) listed.

### **Delivery:**

Unit to be shipped assembled (in one piece). No installation required.

**Warranty:**

Minimum two (2) year warranty on parts and labor

**Preliminary Drawings**

- Upon contract award, the Contractor will provide preliminary drawings detailing the dimensions and features from the performance specification. The drawings need to be reviewed and accepted by the Project Authority before approval is granted to proceed with final drawings.
- Preliminary drawings must be supplied in PDF file format.

**Final Drawings**

- Upon contract award, the Contractor will provide final detailed drawings in a 3 CAD format for each custom Shelving design.
- Manufacturing of the Shelving Products will only begin once the final drawings have been approved by the Project Authority.

**Pre-Commencement Meeting**

Upon award of the contract and prior to commencing any work, the Contractor must report to the Project Authority. This initial post award meeting will serve to permit the contractor to acquaint himself with all conditions that may affect his work prior to beginning manufacturing. Meeting to be held through the use of teleconference or WebEx. Details will be arranged upon award of the Contract.

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## ANNEX "B" BASIS OF PAYMENT

The Bidder must submit all-inclusive unit prices in **Canadian Dollars**. "DDP Delivered Duty Paid" to the destinations specified in Annex "B".

Harmonized Sales Tax (HST) is not to be included in the prices but will be shown as a separate line item on the invoice.

Description	Qty	Unit Price	ExtendedTotal
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### Bath Institution:

Equipment Model Offered \_\_\_\_\_

Dry Storage Shelving Systems	14 ea	\$ _____	\$ _____
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	19 ea	\$ _____	\$ _____
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Dunnage Racks	2 (Lot)	\$ _____	\$ _____
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Mobile Shelving	10 ea	\$ _____	\$ _____
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	<b>Total</b>	\$ _____
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### Utility Cart (Bath Institution)

	8 ea	\$ _____	\$ _____
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Equipment Model Offered \_\_\_\_\_

	<b>Total</b>	\$ _____
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### Millhaven Institution:

Equipment Model Offered \_\_\_\_\_

Dry Storage Shelving System	7 ea	\$ _____	\$ _____
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Fixed Shelving	1 (Lot)	\$ _____	\$ _____
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Vertical Tray Drying Rack	12 ea	\$ _____	\$ _____
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	<b>Total</b>	\$ _____
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	<b>Total</b>	\$ _____ Lot
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HST		\$ _____
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Grand Total		\$ _____
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## **ANNEX "C"**

**SPECIFICATIONS AND DRAWINGS ATTACHED.**

