

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

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 ELECTRIC MOBILE FILE SYSTEM	
Solicitation No. - N° de l'invitation G5169-130002/A	Date 2013-10-22
Client Reference No. - N° de référence du client G5169-130002	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-015-8702	
File No. - N° de dossier WPG-3-36170 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-02	
Time Zone Fuseau horaire Central Standard Time CST	
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: Nnadi, Chaz	Buyer Id - Id de l'acheteur wpg015
Telephone No. - N° de téléphone (204) 983-6109 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: HUMAN RESOURCES AND SKILLS DEVELOPMENT CANADA PHASE IV FIRST FLOOR 140 PROMENADE DU PORTAGE GATINEAU Quebec K1A0J9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period
6. Mandatory Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses
12. Shipping Instructions
13. Transportation Costs
14. Installation Services
15. Deficiency Procedures

List of Annexes:

- | | |
|---------|---|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Federal Contractors Program for Employment Equity - Certification |
| Annex D | Commercial General Liability Insurance |
| Annex E | Drawings |

PART 1 - GENERAL INFORMATION**1. Security Requirement**

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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 (2013-06-01) Standard Instructions - Goods or Services - Non-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 Alberta.

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.

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on November 7 2013, at Edmonton File Management Centre, 17412 - 116 Ave., Edmonton, Alberta at 11:00AM. Bidders must communicate with the Contracting Authority no later than two (2) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hardcopies)
Section II: Financial Bid (1 hardcopy)
Section III: Certifications (1 hardcopy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation,

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

	Mandatory Technical Criteria (MTC)
MTC1	MTC 1.1 The product bid must meet the full requirement and technical specifications detailed in Annex A, and must be in accordance with the drawings at Annex D.
MTC2	MTC 2.1 The Bidder must submit an electronic drawing(s) of the products proposed in Annex A - Statement of Work, which must include width and depth dimensions of the product and an elevation view with height dimensions of the product, in accordance with the technical specifications outlined therein. MTC 2.2 Drawings referenced in MTC 2.1 must be submitted in CD or DVD format, and written in Adobe PDF or AutoCad. The drawings must be readable by Canada. MTC 2.3 The Bidder must submit a complete listing of component parts. MTC 2.4 The Bidder must submit Finishes samples: provide duplicate sets of the full range of steel and plastic laminate finishes.
MTC3	MTC3.1 The Bidder must demonstrate their bid meets the requirements detailed in Annex A by completing the certification at Part 5, Article 1.3.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

1.2.1 Mandatory Financial Criteria

	Mandatory Financial Criteria (MFC) Mobile File Shelving Systems
MFC1	MFC 1 The Bidder must complete in its entirety - Annex B - Basis of Payment

2. Basis of Selection

Solicitation No. - N° de l'invitation

G5169-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg015

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

G5169-130002

File No. - N° du dossier

WPG-3-36170

CCC No./N° CCC - FMS No/ N° VME

- 2.1** A bid must comply with all requirements of the bid solicitation 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 documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

1.3 Product Conformance

() The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A , Requirement, and Annex C, Drawings and meet the testing requirements detailed in Annex A, Requirement.

Supplier's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

2.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

2.2 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A, Statement of Work, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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 any necessary repair or making good of the Work at that location. In such cases, the Contractor will Contract.

At Subsection 09 - Warranty, of 2010A (2013-04-25) is amended as follow:

DELETE: The warranty period will be twelve months.

INSERT: The warranty period will be five (5) years parts and labour.

Section 9 entitled Warranty of general conditions 2010A (2013-04-25) 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 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

The period of the contract will be from date of Contract to March 31, 2014, inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Chaz Nnadi
Supply Specialist, Public Works and Government Services Canada
Acquisitions Branch, Western Region
100-167 Lombard Ave., Winnipeg, Manitoba, R3C 2Z1
Telephone: 204-983-6109
Facsimile: 204-983-7796
E-mail address: chiazon.nnadi@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 named 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

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 a firm lot price, as specified in Annex B, Basis of Payment 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 Progress Payments

1.Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100% percent of the amount claimed and approved by Canada if:

- a.an accurate and complete claim for payment using form 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.the amount claimed is in accordance with the basis of payment;

c.the total amount for all progress payments paid by Canada does not exceed 90% percent of the total amount to be paid under the Contract;

d.all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if delivery of the item has been accepted by Canada and a final claim for the payment is submitted.

3.Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

6.4 SACC *Manual* Clauses

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

7. Invoicing Instructions

1.The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

a.all information required on form PWGSC-TPSGC 1111 (available at <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>);

b.all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

2.Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

3.The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the insert Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4.The Contractor must not submit claims until all work identified in the claim 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 _____.

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 (2013-04-25) General conditions - Goods (Medium Complexity);
- (c) Annex A, Statment of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Federal Contractors Program for Employment Equity - Certification;
- (f) Anenx D, Commercial General Liability Insurance

- (g) Annex E, Drawings
 (h) the Contractor's bid dated _____ (insert date of bid)

11. **SACC Manual Clauses**

A9068C (2010-01-11), Government Site Regulations
 B7500C (2006-06-16), Excess Goods

12. **Shipping Instructions - Delivery at Destination**

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

- (a) DDP Delivered Duty Paid (Edmonton, Alberta), Incoterms 2000 for shipments from commercial contractor.

13. **Transportation Costs**

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

13.1 **Delivery Location**

17412-116 Ave.
 Edmonton Alberta
 T5S 2X2

14. **Installation Services**

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

The contractor will not have exclusive control of the site and must coordinate his installation with other trades and contractors who will be working on the site during the same time frame. The safety of the site will be the responsibility of a prime contractor other than the contractor of the Work. The contractor must do Work in accordance with the requirements of the designated Prime Contractor in all matters dealing with site safety.

The contractor should assume for the purposes of this solicitation that, by the time of installation of the mobile file shelving systems:

- the premises will be mostly constructed but vacant;
- partitions and doors indicated on the sketches will be in place;
- that the structural reinforcement for the mobile system will be complete;
- that the loading dock will be operational; and
- there will be freight elevator service to the second and fourth floors.

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 manufacturers specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;

-
6. Clean the product once installed;
 7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary; and
 8. Upon completion of the installation and at the request of the Identified User, the Contractor (or their authorized representative) must walk through the installation area with the Project Authority (or their authorized representative) verify the operating condition of all product in accordance with the deficiency procedures.

15. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Identified User when the installation is completed;
2. The Identified User must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through inspection must take place no later than three business days after installation is completed;
4. If the Contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
5. The Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Identified User 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 Identified User; and
9. The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX A

STATEMENT OF WORK

PWGSC, on behalf of their client, has the requirement for the supply, delivery and installation of a Dual Access Assisted Mobile Carriage System to the client's location at 17412-116 Ave, Edmonton, Alberta, T5S 2X2.

1. SCOPE

1.1 The purchase description applies to the high density Electrical assist mobile shelving system c/w system mounted aisle lighting that will accommodate storage for legal filing.

1.2 The purchase description may require the use of materials and or equipment that could be hazardous. The purchase description does not purport to address all the safety aspects associated with its use. Anyone using the standard has the responsibility to consult with the appropriate authorities and to establish appropriate health and safety practices in conjunction with any existing applicable regulatory requirements prior to its use.

2. APPLICABLE PUBLICATIONS

2.1 American Society for Testing and Materials (ASTM)
D 3359 Standard Test Method for Measuring Adhesion by Tape Test
D 3363 Standard Test Method for Film Hardness by Pencil Test.
D 4060 Standard Test Method for Abrasion Resistance of Organic Coating by the Taber Abraser.

2.2 Canadian Electrical Code Part 1
CSA C22.1

2.3 Service Canada - Mobile Shelving - Fire Protection Design Requirements.

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

MANDATORY CRITERIA (Sections 3 - 10)

3. CLASSIFICATION

3.1 Mobile shelving systems must be available in one of the following type:

Electrical Assist

4. GENERAL REQUIREMENTS - ALL TYPES

4.1 General - System

4.1.1. Workmanship - Framing parts must be straight, square and plumb. All parts must be aligned and securely fastened. Any connections requiring welding or bolting must be finished and non-abrasive. Any exposed surfaces of the installation with which personnel may come in contact must be smooth and non-abrasive.

4.1.2 Steel carriages and shelves must be painted in powder coat paint in the manufacturer's standard colors and meet the requirements of 7.1. All aluminium components must be anodized, painted or otherwise treated to prevent oxidation.

4.1.3 The moveable and stationary ranges must be compatible and consistent in overall height, overall length, shelving design, construction and configuration.

4.1.4 The carriages, shelves and related components must be designed, constructed, tested and furnished to support and operate within the specified weight loads.

4.1.5 Rail, tracks, wheel and all drive components must exhibit no abnormal friction, abrasion, binding or wear on or between the contact surfaces.

4.1.6 Under normal environmental and use conditions, components must not rust or exhibit any other type of corrosion.

4.2 General - Tracks and Rails

4.2.1 Rails must exhibit no movement or deflection during operation of mobile ranges.

4.2.2 All track and rail lengths must extend under all stationary ranges.

4.2.3 All rail connection joints must provide horizontal and vertical continuity between rail sections.

4.2.4 When rail sections extend underneath the stationary ranges, the rails must be attached in a manner to equally disburse the loaded ranges weight to the rail and to the grout, if applicable, in a manner of equal or greater surface disbursement, as a moveable range.

4.2.5 Rail guidance gaps must be 12.70 mm (1/2 in) or less, if no anti-tip channel is required. Rails must be either surface rails or floor embedded rails, if specified. Where no carriage is installed the rails must be equipped with rail stops.

4.3 General - Decking and Ramp

4.3.1 The deck must be constructed of 15.88 mm (5/8 in) thick, exterior grade plywood unless otherwise specified.

4.3.2 Finished flooring must be flush and level with the top of the rails and between all rails.

4.3.3 There must be no open gaps or spaces between the decking and the track and rail.

4.3.4 Decking and ramp must be installed in a manner that will prevent warping, deformation and movement during normal operation and loading.

4.3.5 Decking and ramp must be covered in a Commercial Sheet Flooring unless otherwise specified.

4.3.6 The ramp must not extend past the front of the units into the main access aisle, The ramp must have a minimum slope of 1:12.

4.4 General - Carriages

4.4.1 Fixed carriages must be of the same construction and height as the moveable carriages and anchored to the rails, when they extend underneath. If used fixed carriages are permitted on the perimeter of the system only.

4.4.2 Carriage splices must be designed to maintain proper unit alignment.

4.4.3 Carriage straightness must have no more than 6.53 mm (1/4 in) maximum deviation from a true straight line. There must be no permanent set or slippage in any joint when exposed to forces encountered in normal operation circumstances.

4.4.4 Each carriage must have a minimum of two (2) wheels per rail.

4.4.5 Carriage construction must be designed to allow the shelving uprights to be secured to the carriage frame.

4.4.6 Each drive wheel must have an axle of appropriate size considering the properties of the material used, and the stress and fatigue factors.

4.4.7 Drive shaft and wheel assemblies must exhibit no play or looseness over the entire length of that assembly.

4.4.8 When used, stationary platforms must be of the same height as the moveable carriages.

4.5 General - System Mounted Aisle Lights:

4.5.1 The system is to be equipped with system mounted aisle lights consisting of a light mount and a light fixture. Light mounts must be constructed of 1" (25 mm) square seamless tubing finished with a white powder coat paint.

4.5.2 Light mount must be securely attached to the front and rear edge of canopy top without drilling any holes in the canopy top.

4.5.3 Fixtures must be attached to the canopy tops centered over each aisle 914 mm (36 in.) wide or less.

4.5.4 Aisle lights must provide an average of 25 footcandles of illumination for the full length of the aisle.

4.5.5 Fixture must be T8, Fluorescent, cool white energy efficient lamp.

4.5.6 Entire fixture must be UL listed and labelled.

4.5.7 Entire fixture must be 1219 mm (4 ft.) long with acrylic prismatic wraparound diffuser with full depth end plates and finished with high gloss white baked enamel finish.

4.5.8 Diffuser must hinge open from either side for easy maintenance.

5. DETAILED REQUIREMENTS - ELECTRICAL ASSIST

5.1 General

5.1.1 The system alignment must be 12.70 mm (1/2 in.) maximum variation, measured between the edges of end panels within each range in all modules, in all aisle positions.

5.2 Tracks and Rails

5.2.1 Rails must be designed and manufactured to carry a minimum load of 453.6 kg (1,000 pounds) per 0.30 linear metre of carriage.

5.2.2 If the width to height ratio exceeds 4 to 1, then the rails must have anti-tip channels to prevent tipping as a minimum safety requirement.

5.2.3 Rails which are designed to be attached on top of an existing floor must allow for adjustments, so rails can be levelled over an uneven floor.

5.2.4 Rails must be located and positioned properly, levelled and grouted. Grout must be worked under the rail and any voids completely filled and trimmed up side flush with the rails.

5.2.5 When used, the grout must be non-corrosive, non-metallic and non-shrink and must produce a permanent foundation for the system. Specification for the grout after curing must be a minimum strength 7,000 p.s.i.

5.2.6 The grout must eliminate rail deflection, maintain alignment and eliminate separation.

5.2.7 When rails are floor embedded they must be level with and not project above or below the walking surface.

5.3 Carriages

5.3.1 All carriages must be capable of supporting a minimum load of 453.6 kg (1,000 pounds) per 0.30 metre without any distortion.

5.3.2 All carriage components must be capable of moving carriage load of 453.6 kg. (1,000 pounds) per 0.30 linear metre of carriage.

5.4 Wheels and Drive

5.4.1 All wheels must be the appropriate size considering the properties of the material used, and the stress and fatigue factors and must be equipped with two permanently lubricated bearing assemblies.

5.4.2 There must be no friction between the wheels and the carriage.

5.5 Controls: Electrical Assist

5.5.1 Motors must be of sufficient horsepower so amperage rating on the motor is not exceeded when the motor is at operating speed driving a fully loaded range.

5.5.2 Motors must be provided with an automatic time-out and current limiting or alternatively a thermal overload protection with automatic reset.

5.5.3 Motor system must be designed so starting and stopping of carriages is accomplished smoothly and gradually without jerking.

5.5.4 The motor must be easily replaceable.

5.5.5 The power transfer to drive shaft must be by a chain gear drive.

5.5.6 Each aisle must be equipped with at least one safety sweep mounted on the carriage, running the full length of the aisle, which must instantly stop carriages upon activation.

5.5.7 Each movable carriage must have a "stop" switch, which will terminate all carriage movement immediately upon activation.

5.5.8 All electrical components, lighting, motors and wiring must be products which have been tested and determined to meet the requirements of the Canadian Electrical Code, Part 1.

5.5.9 All movable units must have the ability to be moved manually in the event of a power failure.

5.6 Power, Control and Operation Requirements

5.6.1 All range ends adjoining permanent aisles must be equipped with operation, control and signal devices.

5.6.2 The devices must be designed and located to clearly indicate which aisle they control.

5.6.3 The devices must be accessible by people physically challenged as well as others.

5.6.4 Controls and signals must be provided with permanent signs and graphics to assist user operation.

5.6.5 Operator controls must be provided at the end of each access aisle.

5.6.6 Operator controls must provide a visual indication of activity and control system status.

5.7 System mounted aisle lighting

5.7.1 Lights must be programmed to automatically be activated as soon as carriage movement begins.

5.7.2 Lights must be delayed to the "on" position when aisle is fully opened and carriage movement stops.

5.7.3 After a specified period of inactivity (between 5 seconds and 18 hours) the lights must turn off.

5.7.4 Lights must have the ability to be activated manually in an open aisle and deactivated manually for an open aisle.

5.7.5 Lights must have the ability to be activated in an open aisle by aisle entry sensor, sweep or cross-aisle sensors.

5.7.6 The system mounted aisle lighting controls and circuits are to be independent from the base building light circuits.

6. SHELVING AND UPRIGHTS - ALL TYPES.

6.1 All shelving sections must be available as a 4-post design with the exception of shelving as indicated in 6.2, consisting of three basic parts, uprights, shelves and shelf supports. Parts must be assembled without nuts, bolts, studs or clips; and without the need for tools of any kind.

6.2 As a minimum, shelves must be available in one or more of the following widths: 762 mm (30 in.), 914 mm (36 in.), 1067 mm (42 in.) and 1220 mm (48 in.) and in the following depths: 381 mm (15 in.). A tolerance of +/- 25 mm (+/- 1 in.) is acceptable on the depth and width of the shelves.

6.3 Shelves must be slotted on at least 76 mm (3 in.) centers to receive dividers. Slots must coincide with the inside edge of the posts so a file divider can be used to provide a flush condition with the post at the shelf end.

6.4 The front and back flange of the shelf must be flush with the outside face of the post.

6.5 Shelves must be adjustable on at least 38 mm (1.5 in.) centers.

6.6 At least two (2) upright heights must be available which are greater than 1905 mm (75 in.). There must be no holes on the face of the upright.

6.7 Back Stop - The face of the back stop must be slotted on the same centers as the shelf to receive and retain file dividers.

6.8 Centre Stop - must be securely fastened at the centre of double entry shelves and must be slotted on the same centers as the shelf to receive and retain file dividers.

6.9 File Dividers - must be a flat shape with two tabs to enter slots in shelf and a retaining tab on the back edge to stabilize divider against the back stop or centre stop. Provide 3 dividers per shelf.

6.10 Dividers must be self locking and at least 152 mm (6 in.) high and 330 mm (13 in.) deep for legal size filing.

6.11 Face Panels - all exposed ends must be finished in a laminate or steel.

6.12 Card holders and all necessary hardware for a complete installation must be provided.

6.13 Must provide one double faces reference shelf every other unit.

6.14 Must provide finished metal top shelf per carriage unit.

7. PERFORMANCE CRITERIA

7.1 Metal Finishes

7.2 Adhesion - The adhesion rating of the finish must not be less than 4B when tested in accordance with ASTM D 3359 Method B.

7.3 Abrasion Resistance - The loss of the finish must not exceed 0.020 g per 500 cycles, using at least a CS-10 wheel tested in accordance with ASTM D 4060.

7.4 Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.

7.5 Shelf Deflection - Horizontal surface deflection - Load the shelf surface in accordance with BIFMA X5.5 functional distributed load. Measure the vertical height of the surface. Average the height of the end points and subtract the height of the center. The resultant dimension is the deflection.

8. CAPACITY

Require two systems. System one must meet the total file capacity of (minimum) 216,788 lineal filing inches (550641.52cm). Due to physical constraints, system one must fit into an area within a maximum footprint of 13.3 metres (43' 8") wide x 20.3 metres (66' 6") long, overall height cannot exceed 3.23 metres

(127"). System two must meet the total file capacity of (minimum) 182,996 lineal filing inches (464,809.84 cm). Due to physical constraints system two must fit into an area within a maximum foot print of 11.23 metres (36'-10") wide x 20.3 metres (66'-6") long, overall height cannot exceed 3.23 metres (127").

9. CAPABILITY

The system must allow for two dual accessible aisles in each unit for Service staff to access files. If Static carriages are being utilized they must be placed on the perimeter of the Mobile system.

10. OTHER

The supplier must make allowances for system one to be completely installed prior to installing system two.

The supplier must provide a written instruction manual for the operation of the system.

The supplier must provide training to 12 - 15 users upon completion of the installation. This training must provide the users with a minimum of a one (1) hour session in the operation and safety requirements of the system.

11. SAFETY

11.1 Each aisle must be equipped with safety sweeps mounted 19mm (3/4") above finished floor on both side of the carriages running the full length of the aisle, which must instantly stop carriages upon activation. Safety sweeps must be fully identified on the front of the carriages.

11.2 Each movable carriage must have a "stop" switch, which will terminate all carriage movement immediately upon activation.

11.3 All safety controls are UL listed and CSA certified. Must provide proof.

11.4 HRSDC compliance: bumpers to be located at each end of the carriage to provide a 100mm (4") clearance between all fixed and mobile carriages on all systems to comply with mobile system fire code.

11.5 Auditory movement warning signal to alert personnel that mobile file system is moving. Preferably a different sound for each unit.

11.6 Visual warning system so as to visually alert any hearing impaired personnel to mobile shelving movement.

11.7 Provide entry detection sensor on every possible aisle.

11.8 Provide cross aisles detection sensors on every possible aisle. Cross aisle sensors to cover the entire length of the aisle at 305mm (12") centres.

Or

A safety floor will be of a ribbon safety mat material design sandwiched between tile and plywood decking. The safety floor will actively not allow the carriages to move when weight is applied. The safety floor is UL and CSA listing. Provide documents.

12. MAINTENANCE

Provide a maintenance schedule and check list.

13. WARRANTY AND TRAINING

13.1 Provide a warranty for 10 years on materials and 2 years for workmanship. Warranty must be in writing.

13.2 Provide on complete set of written operating and maintenance manuals. The manual must include instructions on operating, cleaning and maintenance of all components and finishes. Names and addresses and telephone numbers for parts and services.

13.3 Provide a written instruction manual on safety systems

13.4 Provide on-site training for up to 15 users on the operation and safety requirements of the system.

14. DOCUMENTS

Provide a drawing showing the mobile file bay layout within the foot print provided.

ANNEX B**BASIS OF PAYMENT**

- Bidders must provide bids as per unit of issue requested. Bidders must submit firm all inclusive prices.
- The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, Delivered Duty Paid (DDP) and the contractor is responsible for all delivery charges, administration costs, and risks of transport and customs clearances, including the payment of customs duties and taxes.
- GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

PRICING SCHEDULE A			
Workplan			
Item	DESCRIPTION	UNIT OF ISSUE	LOT PRICE
1	Total cost of developing a Workplan, detailing delivery and installation plan of Unit 1 and Unit 2	Lot	\$ _____
TOTAL REPORT PRICE			\$ _____

PRICING SCHEDULE B			
Unit 1- Capacity of 216,586 Linear Filing Inches			
Item	DESCRIPTION	UNIT OF ISSUE	LOT PRICE
1	Total ALL-INCLUSIVE pricing for all components required for the complete High Density Mobile Shelving system, as described in Annex A - Statement of Work.	Lot	\$ _____
2	Total ALL-INCLUSIVE <u>Installation</u> charges for the complete installation, as detailed in Annex A. Lot price is to include all travel and living expenses. Installation to be completed during working hours from 08:00 to 17:00, Monday to Friday inclusive.	Lot	\$ _____
3	Total ALL-INCLUSIVE <u>Installation</u> charges for the complete installation, as detailed in Annex A. Lot price is to include all travel and living expenses. Installation to be completed during working hours from 17:00 to 08:00, Friday to Monday inclusive.		\$ _____
4		Lot	\$ _____

Solicitation No. - N° de l'invitation

G5169-130002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg015

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

G5169-130002

WPG-3-36170

Total ALL-INCLUSIVE <u>Transportation and Delivery</u> Charges	
TOTAL UNIT 1 PRICE (ITEMS 1 + 2 + 3+4)	\$ _____

PRICING SCHEDULE C			
Unit 1- Capacity of 308,800 Linear Filing Inches			
Item	DESCRIPTION	UNIT OF ISSUE	LOT PRICE
1	Total ALL-INCLUSIVE pricing for all components required for the complete High Density Mobile Shelving system, as described in Annex A - Statement of Work.	Lot	\$ _____
2	Total ALL-INCLUSIVE <u>Installation</u> charges for the complete installation, as detailed in Annex A. Lot price is to include all travel and living expenses. Installation to be completed during working hours from 08:00 to 17:00, Monday to Friday inclusive.	Lot	\$ _____
3	Total ALL-INCLUSIVE <u>Installation</u> charges for the complete installation, as detailed in Annex A. Lot price is to include all travel and living expenses. Installation to be completed during working hours from 17:00 to 08:00, Friday to Monday inclusive.		\$ _____
4	Total ALL-INCLUSIVE <u>Transportation and Delivery</u> Charges	Lot	\$ _____
TOTAL UNIT 2 PRICE (ITEMS 1 + 2 + 3+4)			\$ _____

PRICING SCHEDULE SUMMARY		
Item	DESCRIPTION	PRICE
1	Pricing Schedule A	\$ _____
2	Pricing Schedule B	\$ _____
3	Pricing Schedule C	\$ _____
	TOTAL EVALUATED PRICE	\$ _____

*If upon delivery and acceptance, the product is found to not meet the Minimum Specifications, the product will be returned at the supplier's expense and the Contract will be terminated.

ANNEX C

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
 - ☐ A2. The Bidder certifies being a public sector employer.
 - ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
 - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
 - A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
- OR**
- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX D

COMMERICAL GENERAL LIABILITY INSURANCE

1.The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2.The Commercial General Liability policy must include the following:

a.Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

b.Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c.Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d.Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

e.Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

f.Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g.Employees and, if applicable, Volunteers must be included as Additional Insured.

h.Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i.Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j.Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k.If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Solicitation No. - N° de l'invitation

G5169-130002/A

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

G5169-130002

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36170

Buyer ID - Id de l'acheteur

wpg015

CCC No./N° CCC - FMS No/ N° VME

ANNEX E

DRAWINGS

***see attached ***