

**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 Workstations - Postes de travail	
Solicitation No. - N° de l'invitation 45045-130059/A	Date 2013-11-27
Client Reference No. - N° de référence du client 000001105	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-956-64001	
File No. - N° de dossier pq956.45045-130059	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-17	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Goyette, J-F	Buyer Id - Id de l'acheteur pq956
Telephone No. - N° de téléphone (819) 956-1342 ()	FAX No. - N° de FAX (819) 956-5706
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

Solicitation No. - N° de l'invitation

45045-130059/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq956

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

000001105

File No. - N° du dossier

pq95645045-130059

CCC No./N° CCC - FMS No/ N° VME

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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" and the Contractor's technical bid, dated _____.

3. Set-aside Under the Federal Government's Procurement Strategy for Aboriginal Business (PSAB)

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

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

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

4. 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 - 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 seven (7) 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 Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats->

procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, bidders 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 Pricing Table at Annex B. The total amount of Applicable Taxes must be shown separately.

Bidders must include in their pricing any additional components required to complete the floor plans at Annex C.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Mandatory Technical Specifications (MTS)	
MTS1	<p><u>MTS1</u></p> <ol style="list-style-type: none"> A) The Bidder must provide a component list for the components being proposed to complete the floor plan(s) at Annex C. At a minimum, the components must include the items specified in the Pricing Table at Annex B. B) As a minimum, the component list must include a model number. C) The component list can be supplied in electronic format, in Adobe Acrobat PDF format or as a hard copy.
MTS 2	<p><u>MTS2</u></p> <ol style="list-style-type: none"> A) The Bidder must submit descriptive information that includes as a minimum the dimensions (length, width and height) of the item(s) being proposed for this solicitation and in accordance with the Statement of Work at Annex A for the following: <ol style="list-style-type: none"> 1. Panel 36"W x 36-37"H (914.4mm x 914.4 to 938.8mm) proposed in MTS1 2. Worksurface 24"D x 48"W (609.6mm x 1219.2mm) proposed in MTS1

	<p>3. Personal Metal Storage Cabinet 24"W x 24"D x 51-54"H (610mmW x 610mmD x 1295mm-1371mmH)</p> <p>B) Descriptive Information can be provided in the form of a price list, specification guide, catalogue or other as long as the minimum dimensions required above are provided.</p>
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1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), 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 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.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program 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) 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 D 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.

2.2 Canadian Content Certification

2.2.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

2.2.2 Canadian Content Certification

This procurement is limited to Canadian goods.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

2.3 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.

2.3.1 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.

2.3.2 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.

2.3.3 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.

2.3.4 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.

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

2.4 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A.

The Bidder certifies that all the components including all required hardware to complete the workstations and floor plan(s) at Annex C must be provided and form part of this requirement.

Bidder's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid, dated _____.

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.

Section 09 - Warranty, of general conditions 2010A, is amended as follows:

DELETE: The warranty period will be twelve (12) months

INSERT: The warranty period will be a minimum of ten (10) years with the exception of user adjustable components, which will have a minimum warranty of five (5) years.

Section 09 - 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.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed in phases during the period of (date of Contract Award) to (to be inserted after Contract Award).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jean-François Goyette

Supply Officer
Furniture Division/CCPD/CASMS
Acquisitions Branch
Public Works and Government Services Canada
11 Laurier St. 6B3
Gatineau, Quebec, K1A 0S5
Telephone: 819-956-1342
Facsimile: 819-956-5706
E-mail: jean-francois.goyette@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:

Name: (To be inserted after Contract Award) _____
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 the 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 firm lot prices, as specified in Annex B for a cost of \$ (to be inserted 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 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

6.3 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone number	Deliverable (in accordance with article 1.0 Pricing Table and article 2.1 Delivery Dates of Annex B – Basis of Payment and with Annex A – Statement of Work)	Firm Amount
1	Phase 1 : Supply, delivery and installation	(to be inserted at Contract Award)
2	Phase 2 : Supply, delivery and installation	_____
3	Phase 3 : Supply, delivery and installation	_____
4	Phase 4 : Supply, delivery and installation	_____
5	Supply and delivery for phases 5, 6, 7 and 8	_____
6	Phase 5 : Delivery and installation	_____
7	Phase 6 : Delivery and installation	_____
8	Phase 7 : Delivery and installation	_____
9	Phase 8 : Delivery and installation	_____

6.4 T1204 - Direct Request by Customer Department

SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7. Invoicing Instructions

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

7.1 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.2 The invoice must contain the following:

- Name and address of the consignee,
- Item reference number, deliverable and/or quantity or description of work,
- Contract number,
- Financial codes,
- All separate charges detailed individually,
- Invoice total,
- The Contractor's Vendor Code or Procurement Business Number (PBN)

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.

8.2 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. 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 expiry 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 access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the Contracting Authority 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 Contracting Authority 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 Contracting Authority specifies.

8.3 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

8.4 SACC Manual Clauses

A3000C (2011-05-16) Aboriginal Business Certification
A3060C (2008-05-12) Canadian Content Certification
A9068C (2010-01-11) Government Site Regulations
B7500C (2006-06-16) Excess Goods
G1005C (2008-05-12) Insurance

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 (2012-11-19) General Conditions – Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (f) the Contractor's bid dated _____ (to be inserted at Contract Award).

11. Shipping Instructions

The goods must be shipped in accordance with the delivery destinations identified at Annex B – Basis of Payment.

Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) Ottawa, ON, Incoterms 2000 for shipments from a commercial contractor.

12. 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;
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.

13. 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 STATEMENT OF WORK

1.0 **TITLE:** Workstations for Statistics Canada

2.0 OBJECTIVE

To supply, deliver and install Interconnecting Panels systems and supported components, panel glass add-ons, freestanding furniture and seated mobile pedestal for 1166 workstations.

3.0 PUBLICATIONS AND TEST METHODS

3.1 Publications: All referenced publications are to be the latest issue by the closing date of this solicitation unless otherwise indicated herein.

3.2 The products must meet the following performance standards:

3.2.1 The CAN/CGSB-44.229 and CAN/CGSB-44.227

3.2.2 ANSI/BIFMA x 5.9

3.2.3 ANSI/BIFMA x 5.6- 2010

3.2.4 ANSI/BIFMA x5.5-2008

3.2.5 ANSI1BIFMA x5.6-2010, Section 5.1 & 5.2

3.2.6 UL 1286-par.27.1_Test 6.1.5

4.0 TERMINOLOGY

4.1 Stackable Panel is comprised of a one piece base frame of a least work surface privacy height and is capable of increasing from work surface privacy height to seated privacy height.

4.2 Centre to centre is defined from mid-point of a connector to mid-point of a connector including the panel (thus in a run of 3 same size panels – the centre to centre dimension would be from the mid-point of the connector to the mid-point of the next connector)

5.0 TECHNICAL SPECIFICATIONS

5.1 PANELS

5.1.1 Panels must be in widths ranging from at least 609.6mm (24 inches) and must include up to 1371.6mm (54 inches) increasing in 6" increments.

5.1.2 Panels must be capable of being increased in height on site with minimum disruption to the end user.

5.1.3 Panels must have a base that extends to floor.

5.1.4 Panels must be covered in fabric.

5.1.5 Panel Glass add-on screens must be supplied in widths from 24" to 54" increasing in 6" increments.

5.1.6 Panel glass add-on screens must be available in 12" or 15" heights.

- 5.1.7 Panels must have a tolerance in width, centre to centre of +37mm (1.5 inches.)
- 5.1.8 All panels must be, stackable, de-stackable and load bearing unless otherwise specified.
- 5.1.9 For work surface privacy height – acceptable height range: 36” (914.4mm) to 37” (939,8mm)
- 5.1.10 For seated privacy height – acceptable height range: 1295mm (51inches) to 1372mm (54inch).
- 5.1.11 Maximum panel thickness must be 76mm (3 inches).
- 5.1.12 Panel glass add-ons must be easily removable on-site, stackable, frameless and include all hardware required for proper installation. They must be at least 6mm thick and supplied in etched (frosted) tempered glass.
- 5.1.13 Panel glass add-ons must be able to span single panel or span across two panels.
- 5.1.14 Panel glass add-ons must be installed on all 36-37” high panels.
- 5.1.15 Fabric panels/tiles must be easily removable on-site without tools, and can be interchanged with glazing, whiteboard, metal, pass-thru options. To facilitate this change in panel function and the stacking requirement, panels must be segmented not monolithic.
- 5.1.16 Panels must be capable of providing power and communications at both base and work surface heights.
- 5.1.17 All exposed panel ends at the “L” and “T” connections must be finished with a compatible end trim or similar filler piece.

5.2 PANEL TRIM

- 5.2.1 The system must provide panel top cap, panel end and variable height end trims and corner covers that can be attached to the panel without visible connecting devices in order to provide homogenized look and uniform, uninterrupted line of sight.
- 5.2.2 Panel top caps, panel end and variable height end trims must be metal.

5.3 FABRICS/FINISHES

- 5.3.1 The fabric must meet the requirements of the Association for Contract Textiles (ACT) Performance Guidelines for panels and upholstered walls and meet CGSB 44-229-2008 section 6.1.4.
- 5.3.2 Fabric cards/patterns must be provided and chosen after contract award.
- 5.3.3 Paint Finishes must meet CGSB 44-229-2008 section 5 Detailed Requirement For Finishes – Gloss, Finish Hardness, Abrasion Resistance, Colour Stability, Impact Resistance.

5.4 MARKING

As per CGSB 44-229. 2008 Section 9.and CGSB 44-227 2008. Office furniture products must be permanently and legibly marked with the manufacturer's name or recognized trademark.

Operating Instructions – User-adjustable products must be provided with pictorial or written (French and English) instructions or both.

5.5 POWER AND COMMUNICATIONS

- 5.5.1 All power and communication cabling must have the option of connecting to the base building electrical from the ceiling.
- 5.5.2 All electrical components must be CSA listed and meet the applicable requirements of the National Electrical Code/Canadian Electrical Code. As per CGSB, the panels and all components shall comply with CSA C22.2 No. 203
- 5.5.3 The electrical system must be made up of self-contained cable pathways, power connectors, pass through cabling, base power and top power-in and receptacles
- 5.5.4 Cable Pathways – Cable pathways must be capable of accommodating at least (3) eight-wire circuits. The cable pathway must comply with CAN/CSGSB-44.229-2008 section 6.1.8.
- 5.5.5 Communication cabling may be placed in the same cableway. The electrical system must be rated 110V volt, with capability for 15 and 20 amp outlets.
- 5.5.6 Electrical System: Must be at least 8 wires with a minimum 4-circuit system and have isolated/dedicated capabilities
- 5.5.7 The electrical system must allow circuits to share a common ground or change to sharing an isolated ground in the field for the future electronic equipment protection
- 5.5.8 Electrical duplex receptacles must be interchangeable along the panel in at least two (2) pre-designated positions per side for all panels of greater than 24 inches in width.
- 5.5.9 All powered panels and non-powered panels must be capable of accommodating at least three (3) circuits and a minimum 6 CAT 6 data and telecommunications cables at no more than a 60% fill rate.
- 5.5.10 Data and Voice Outlets (DVO) –All panels must be capable of accommodating the industry standard data and voice modules and be able to accept back-to-back DVO's when required.
- 5.5.11 Each workstation must have 3 duplex outlets.
- 5.5.12 All non-powered panels must be capable of field conversion to powered panels, without the requirement of the workstation being dismantled and at no cost, except for the necessary electrical components and no disruption to data and telecommunications
- 5.5.13 The Contractor must provide covers for unused knockout access points, which are visible under normal use or installation.
- 5.5.14 Panels must enable internal horizontal wire management of Datacom cables both above and below desk height
- 5.5.15 Panel cavity must be capable of storing excess Datacom cables. No paper septum on the interior cavity will be acceptable

5.6 FREESTANDING & SCREEN MOUNT WORKSURFACE

- 5.6.1 Work surfaces must be in rectangular shapes in depths of 610mm (24 inches). The work surfaces must be in widths that correspond to panel widths.
- 5.6.2 Work surfaces must be supplied with incremental height adjustment.
- 5.6.3 Work surface supports – Work surface must be supported by cantilevers, c-legs, end gables or other applicable supports.

- 5.6.4 Work surface height adjustable supports – Height adjustable supports must be capable of allowing panel mounted work surfaces the ability to adjust in a height range of at least 686mm – 787mm (27 – 31 inches) with supports such as legs, C-legs and other type of height adjustable support.
- 5.6.5 Work surface off module support – is a work surface support that allows the work surface to be mounted onto a panel at various locations horizontally. Off module work surface supports must be provided.
- 5.6.6 Work surfaces must be finished in high pressure laminate. Secured with a metal-to-metal connection. Surfaces must be finished on all six sides (top, underside and four edges).
- 5.6.7 Work surfaces must include at least 1 grommet or scallop to facilitate wire transfer above and below the work surface.
- 5.6.8 Surfaces must be height adjustable to accommodate various work surface heights.

6.0 STORAGE

6.1 PEDESTAL

- 6.1.1 All pedestals must have a metal or laminate finish.
- 6.1.2 The seated pedestals must be supplied in sizes to fit beneath 24"D surfaces as per CAN/CGSB-44.229 section 6.2.2 or CAN/CGSB-44.227 section 6.1, with a configuration of one box drawer & one file drawer (BF). All pedestals must be locking. BF pedestals must include a pencil tray.
- 6.1.3 The pedestals must be finished on the top and on all sides. There must not be any sharp edges, which may cause a safety hazard.
- 6.1.4 The fabric used to upholster the pedestal must be the complete selection of standard fabric and must be manufactured from recycled material.
- 6.1.5 All mobile pedestals must have an integrated seat cushion.
- 6.1.6 All storage units within a single workstation must be keyed alike with (2) keys provided for each locked unit. A total of three (3) master keys are to be provided to the client. The minimum number of key combinations must be 50.
- 6.1.7 Seated Mobile pedestals must be counter weighted in order to avoid any tipping of the unit.
- 6.1.8 Each mobile pedestal must have one box drawer with removable pencil tray and one file drawer. File drawers must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.
- 6.1.9 Drawer glides must run smoothly and quietly and be equipped with safety catches to prevent accidental removal
- 6.1.10 There must be one seated mobile pedestal per workstation unless otherwise noted.
- 6.1.11 Seated Mobile pedestals must have cushioned seat on top finished in upholstery fabric.
- 6.1.12 Workmanship. All finished seated mobile pedestal must be uniform in quality, style, material and workmanship and be clean and free from any defects that may affect appearance, serviceability or safety
- 6.1.13 All edges with which the user, public or persons maintaining the cabinets may come in contact must have all corners and edges eased or must have a radius.

- 6.1.14 Doors and drawers must fit squarely and evenly into the openings on all sides.
- 6.1.15 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 of final finish.
- 6.1.16 Packaging being used must be designed to minimize waste.

6.2 STORAGE CABINETS

- 6.2.1 All storage must be metal with baked enamel or powder coat finish.
- 6.2.2 All storage units within a single workstation must be keyed alike. There must be (2) keys provided for each locked unit. The minimum number of key combinations must be 50. A total of three (3) master keys is to be provided to the Project Authority.
- 6.2.3 Drawer glides must run smoothly and quietly and be equipped with safety catches to prevent accidental removal.
- 6.2.4 Workmanship. All finished storage cabinets must be uniform in quality, style, material and workmanship and be clean and free from any defects that may affect appearance, serviceability or safety.
- 6.2.5 All edges with which the user, public or persons maintaining the cabinets may come in contact with must have all corners and edges eased or radius.
- 6.2.6 Doors and drawers must fit squarely and evenly into the openings.
- 6.2.7 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 of final finish.
- 6.2.8 All storage within a single workstation must be metal, identical in finishes and provide a uniform appearance.
- 6.2.9 File drawers must be able to accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.
- 6.2.10 All surfaces of the unit are to be smooth and covered entirely in a consistent, dust-free paint finish.
- 6.2.11 Metal personal storage cabinets must be 610mm (24") deep, 610mm (24") in width by 1295mm (51inches) to 1372mm (54inches) in height.
- 6.2.12 Metal personal storage cabinets must be in heights to match the height of the interconnecting panel system 1295mm (51 inches) to a maximum 1372mm (54 inches) high.
- 6.2.13 Metal personal storage cabinets must be comprised of the following: One (1) full height space to hang a coat complete with all hardware for coat hanging (metal coat rod preferred). One (1) adjustable shelf complete with door; and two 610mm (24") wide file drawers. Top of storage cabinet must be perforated for ventilation.
- 6.2.14 Locks – Metal personal storage cabinets must be provided with three (3) locks; one (1) for the coat storage door, one (1) for the shelf door and one (1) for the file drawers. Two (2) keys must be provided.
- 6.2.15 Glides: Metal personal storage cabinets must be equipped with 4 glides with a minimum vertical adjustment of 38mm (1.5"). The glides must be adjustable from the interior of the cabinet.

- 6.2.16 Doors – Personal storage cabinet doors must be capable of opening a minimum of 110 degrees.
- 6.2.17 Personal storage cabinet doors must be supplied in both left and right hand swing. **LEFT HAND SWING: 582 required** - When facing the cabinet the wardrobe section must be on the left side of the cabinet and the door must be left hand swing. **RIGHT HAND SWING: 584 required** – When facing the cabinet the wardrobe section must be on the right side of the cabinet and the door must be right hand swing.
- 6.2.18 Shelves – The personal storage cabinet shelves must be adjustable on increments of no more than 63.5mm (2.5"). Shelves within the same cabinet compartment must be interchangeable and extend the full width and depth of the interior cabinet compartment.
- 6.2.19 Bumpers – Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers of the personal storage cabinet.
- 6.2.20 Counterweights must be supplied and installed with personal storage cabinets when required through ANSI/BIFMA x 5.9 compliancy.
- 6.2.21 Packaging being used must be designed to minimize waste. The Contractor must dispose of it at an offsite location where it will be reused, recycled and/or recovered.

7.0 Environmental

It is preferred that the furniture and its manufacturer meet the following criteria for environmental standards:

- 7.1 All products bid have been Greenguard certified or equivalent (i.e. provide proof that products have been tested to ensure they emit Formaldehyde and VOC at levels required to comply with Greenguard standards).
- 7.2 All product meet ISO 9001 and ISO 14001 standards.
- 7.3 Work surface core consist of 50% recycled materials and adhesive glue are 100% water based.
- 7.4 All metal surfaces are painted using a powder coat process.
- 7.5 All packaging are recyclable and a process is in place to ensure all waste is recycled.

ANNEX B – Basis of Payment

1.0 Pricing Table

Series Offered :														
Item	Product Description	Qty Total	PHASE 1 Floor : JT-04	PHASE 2 Floor : RHC-12	PHASE 3 Floor : RHC-26	PHASE 3 Floor : RHC-13	PHASE 4 Floor : RHC-03	PHASE 5 Floor : RHC-14	PHASE 6 Floor : JT-07	PHASE 7 Floor : RHC-11	PHASE 8 Floor : RHC-19	Model number	Firm Unit Price (in CAD)	Extended Price (Qty X Firm Unit Price)
	Panels													
1	Panel 24"W x 36-37"H (609.6mm x 914.4 to 938.8mm)	707	189	54	7	54	54	54	187	54	54			
2	Panel 30"W x 36-37"H (762mm x 914.4 to 938.8mm)	286	140						146					
3	Panel 36"W x 36-37"H (914.4mm x 914.4 to 938.8mm)	858	139	96	13	88	116	80	148	98	80			
4	Panel 42"W x 36-37"H (1066.8mm x 914.4 to 938.8mm)	5	4						1					
5	Panel 48"W x 36-37"H (1219.2mm x 914.4 to 938.8mm)	340		57	7	55	54	55		57	55			
6	Panel 54"W x 36-37"H (1371.6 x 914.4 to 938.8mm)	376	185						191					
7	Panel 24"W x 51"-54"H	141	52	13		13	24	13		13	13			

16	add-ons 48"W x 12"-15"H (1168.4mm x 304.8-381mm)	340	57	7	55	54	55		57	55	_____	_____	
17	Panel glass add-ons 54"W x 12"-15"H (1371.6mm x 304.8-381mm)	377	185					192			_____	_____	
	Worksurfaces												
18	Work surface 24"D x 36"W (609.6mm x 914.4mm)	1							1		_____	_____	
18	Work surface 24"D x 48"W (609.6mm x 1219.2mm)	702	119	11	116	109	114		119	114	_____	_____	
19	Work surface 24"D x 54"W (609.6mm x 1371.6mm)	517	258					259			_____	_____	
20	Work surface 24"D x 66"W (609.6mm x 1676.4mm)	501	250					251			_____	_____	
21	Work surface 24"D x 72"W (609.6mm x 1828.8mm)	666	112	6	111	107	109		112	109	_____	_____	
	Mobile Pedestals												
22	Mobile Pedestal 15"W x 24"D x 22"H	1166	250	111	6	111	107	109	112	109	_____	_____	
	Personal Metal Storage Cabinets												
	Personal												

23	Metal Storage Cabinet (LEFT HAND SWING) 24"W x 24"D x 51-54"H (610mmW x 610mmD x 1295mm-1371mmH)	582	125	55	3	56	53	54	125	56	55				
24	Personal Metal Storage Cabinet (RIGHT HAND SWING) 24"W x 24"D x 51-54"H (610mmW x 610mmD x 1295mm-1371mmH)	584	125	56	3	55	54	55	126	56	54				
Shipping and installation charges for Phase 1															
Shipping and installation charges for Phase 2															
Shipping and installation charges for Phase 3															
Shipping and installation charges for Phase 4															
Shipping charges to storage facility for Phases 5, 6, 7 and 8															
Shipping and installation charges for Phase 5															
Shipping and installation charges for Phase 6															
Shipping and installation charges for Phase 7															
Shipping and installation charges for Phase 8															

Item	Additional components	Qty Total	PHASE 1 JT 04 Floor	PHASE 2 RHC 12 Floor	PHASE 3 RHC 26 Floor	PHASE 3 RHC 13 Floor	PHASE 4 RHC 03 Floor	PHASE 5 RHC 14 Floor	PHASE 6 JT 07 Floor	PHASE 7 RHC 11 Floor	PHASE 8 RHC 19 Floor	Model number	Firm Unit Price (in CAD)
25													
(Evaluated price = (Firm Unit Prices of all items X QTY Total) + Shipping and installation charges)												Evaluated price :	

2.0 Delivery Dates, Installation Schedule and Loading Dock Limitations

2.1 Delivery Dates

Phase	Delivery Destination	Deliverable	Requested delivery date	Best delivery date
Phase 1 JT04	Loading Dock 170 Tunney's Pasture Driveway Jean Talon Bldg. Ottawa	250 workstations	Feb. 17, 2014	(to be inserted by the Bidder) _____
Phase 2 RHC12	Loading Dock Main Building 150 Tunneys Pasture Driveway - Ottawa	111 workstations	Feb.17, 2014	_____
Phase 3 RHC 26	Loading Dock Main Building 150 Tunneys Pasture Driveway - Ottawa	6 workstations	March 22, 2014	_____
Phase 3 RHC 13	Loading Dock Main Building 150 Tunneys Pasture Driveway - Ottawa	111 workstations	March 10, 2014	_____
Phase 4 RHC 3	Loading Dock Main Building 150 Tunneys Pasture Driveway - Ottawa	107 workstations	March 10, 2014	_____
Storage for Phases 5, 6, 7 & 8	Storage building in the National Capital Area (address to be determined)	581 workstations for storage	March 31, 2014	_____
Phase 5 RHC 14	Loading Dock Main Building 150 Tunneys Pasture Driveway - Ottawa	Delivery and installation of 109 workstations from storage.	To be determined ¹	_____
Phase 6 JT 07	Loading Dock 170 Tunney's Pasture Driveway Jean Talon Bldg. Ottawa	Delivery and installation of 251 workstations from storage.	To be determined ¹	_____
Phase 7 RHC 11	Loading Dock Main Building 150 Tunneys Pasture Driveway - Ottawa	Delivery and installation of 112 workstations from storage.	To be determined ¹	_____
Phase 8 RHC 19	Loading Dock Main Building 150 Tunneys Pasture Driveway - Ottawa	Delivery and installation of 109 workstations from storage.	To be determined ¹	_____

1. The installation for Phases 5, 6, 7 and 8 will be completed at date that will be mutually agreed upon by the Contractor and the Project Authority

2.2 Installation Schedule and Loading Dock Limitations

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

- Monday to Friday: from 8:00am to 4:00pm
- Loading Dock can accommodate a 35' trailer bumper to bumper.
- Time from loading dock to freight elevator - approximately two (2) minutes walk.
- Cabinets will have to be on dollies.
- A freight elevator is available for the delivery of the products.
- Size of freight elevator :
 - 66.5"W x 63"D (hand rail to hand rail) (1689mm x 1600mm)
 - 74"W x 67"D (wall to wall) (1880mm x 1702mm)
 - Ceiling Height Front area: 106"H at front, 130"H at back (2692mm and 3302mm)
 - Door opening: 42"W x 84"H (1168.4mm x 2133.6)
- Each Personal Storage Cabinet to be placed and leveled in the workstations.

The site contact for the delivery will be (to be inserted at Contract Award), who will escort the installers on site.

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.

The Contractor is to provide catalogue of product after contract award.

ANNEX "C"

Floorplans

Contact the Contracting Authority with your full address to obtain the floorplans.

ANNEX D
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)