

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016**

## **REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> TABLES ET ARMOIRES	
<b>Solicitation No. - N° de l'invitation</b> E0225-141800/A	<b>Date</b> 2013-12-02
<b>Client Reference No. - N° de référence du client</b> E0225-14-1800	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-9152	
<b>File No. - N° de dossier</b> HAL-3-71207 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-13</b>	<b>Time Zone Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 496-5261 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

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

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**List of Annexes:**

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with this bid solicitation.

### 2. Requirement (B4008T)

The requirement is detailed under Annex "A" - Requirement.

### 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 - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 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 Nova Scotia.

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 (1hard 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)

(<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**

See Annex "A" - Requirement.

**1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

**2. Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price for tables, and the responsive bid with the lowest evaluated price for personal storage towers will be recommended for award of (a) contract(s).

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

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

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

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Requirement**

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

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

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

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(<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.

## **4. Term of Contract**

### **4.1 Delivery Date**

Please see Annex "B".

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Linda Richard  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 3C9  
  
Telephone: 902-496-5261  
Facsimile: 902-496-5016  
E-mail address: linda.k.richard@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **5.2 Project Authority**

The Project Authority for the Contract is (to be named upon contract award):

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

#### To be completed by bidder:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Procurement Business Number: \_\_\_\_\_  
 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 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 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 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 Nova Scotia.

## 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, Requirement;
- (d) Annex B - Basis of Payment
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 11. SACC Manual Clauses

SACC Manual Clause W0002D (2000-12-01) Delivery Requirements Outside a CLCSA  
 SACC Manual Clause A9068C (2010-01-11) - Government Site Regulations  
 SACC Manual Clause B1505C (2006-06-16) - Shipment of Hazardous Materials  
 SACC Manual Clause G1005C (2008-05-12) - Insurance

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

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

- (a) DDP Delivered Duty Paid (Delivery Address), Incoterms 2000 for shipments from commercial contractor. The Contractor must unload at destination.

### **13. Transportation Costs**

The Contractor must ship the goods prepaid via the method of transportation specified at time of call-up including all delivery charges to the named place of destination at time of call-up. 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.

### **14. 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 call-up 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.

### **15. 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 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 his authorized representative) must walk through the installation area with the Identified User to verify the operating condition of all product in accordance with the deficiency procedures.

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## **ANNEX "A"**

### **REQUIREMENT**

#### **1. SCOPE OF WORK**

- 1.1 This specification consists of the supply, delivery and installation of incremental height adjustable tables, front crank operated height adjustable tables and personal storage towers.

#### **2. GENERAL REQUIREMENTS**

- 2.1 All products must be new.
- 2.2 Tables and towers do not have to be from the same supplier.
- 2.3 The bidder is responsible for supplying all necessary hardware attachments to allow for a complete installation.
- 2.4 All packaging shall be designed to minimize waste (e.g. bulk, reusable) and shall be re-used, recycled and/or recovered.
- 2.5 All products must meet ANSI/BIFMA e3-2011e Furniture Sustainability Standard, Minimum Level 1 or SCS-EC10.2-2007 Indoor Advantage Gold.
- 2.6 All furniture to be tagged by phase.

#### **3. REFERENCES**

- 3.1 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
- 3.2 Scientific Certification Systems (SCS)
- 3.3 Reference to the above publications, or test methods herein, is to the latest issue.

#### **4. PERFORMANCE REQUIREMENTS**

- 4.1 The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.
- 4.2 External surfaces must be smooth and all edges must be clean and well finished. All surfaces must be free from sharp edges, burrs and any other hazards to safety.
- 4.3 All components shall be level and square.

## 5. TEST REQUIREMENTS

- 5.1 All ANSI/BIFMA tests must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such a Standards Council of Canada, A2LA (American Association for Laboratory Accreditation), or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance program.

## 6. ACCEPTABLE PRODUCTS:

### 6.1 Tables

- 6.1.1 Tables 1 to 6 to be incremental height adjustment tables with a minimum height range of 610mm (24") to 864mm (34").
- 6.1.2 Table tops for tables 1 to 6 are rectangular with a range in size from 610mm (24") to 762mm (30") in depth and 1524mm (60") to 1981mm (78") in length (nominal). Actual dimensions of table top to be at least 12.7mm (1/2") narrower but no greater than 50mm (2") narrower in width and at least 12.7mm (1/2") narrower but no greater than 25mm (1") narrower in depth. See Appendix 'B' for actual sizes and quantities.
- 6.1.3 Tables 7 to 16 to be crank height adjustment tables with the crank on front (under surface) of table and a minimum height range of 648mm (25.5") to 1066mm (42").
- 6.1.4 Table tops for tables 7 to 16 are rectangular with a range in size from 610mm (24") to 762mm (30") in depth and 1069mm (42") to 1676mm (72") in length (nominal). Actual dimensions of table top to be at least 12.7mm (1/2") narrower but no greater than 50mm (2") narrower in width and at least 12.7mm (1/2") narrower but no greater than 25mm (1") narrower in depth. See Appendix 'B' for actual sizes and quantities.
- 6.1.5 Tables 7 to 16 to have cut out keyboard trays. Keyboard tray to be 686mm (27") long x 279mm± (11"±) deep. Keyboard tray finishes to match table top finishes in all respects. Keyboard mounting mechanism to be dual arm and have a 330mm (13") range minimum, 152mm (6") above and 178mm (7") below and a 15 deg. positive or negative tilt. All tables up to 1524mm (60") wide to have keyboard tray mounted at centre line of table. All tables above 1525mm (60") to have keyboard tray mounted 254mm (10") from side edge of table.
- 6.1.6 Table tops and keyboard trays to be a minimum of 28.6mm (1 1/8") thick to a maximum of 38.1mm (1 1/2") thick finished with high pressure laminate and 3mm thick flat PVC edge trim. Table tops to be c/w three (3) grommets, one (1) left, one (1) center and one (1) right. Grommets to match table cover.
- 6.1.7 Table bases to be metal with cross bracing as required to assure strength and stability throughout the entire range of motion. Bases to be finished with a durable scratch resistant, heat cured powder coat paint.
- 6.1.8 Table surfaces must be predrilled to accept installation of mounting hardware and attachments.



6.1.9 Table finishes to be determined at time of award.

6.1.10 Line drawings are included to establish design intent and are intended for reference purposes only.

## **6.2 Personal Storage Towers**

6.2.1 Personal Storage Towers to be 610mm (24") deep x 610mm (24") wide (nominal).

6.2.2 Personal Storage Towers height range to be 1220mm (48") minimum and 1308mm (51.0") maximum.

6.2.3 Personal Storage Towers to be constructed of a minimum of 22 gauge steel.

6.2.4 Personal Storage Towers configuration to be one wardrobe the full height of tower, two file drawers and one open front storage area c/w adjustable shelf.

6.2.5 Personal Storage Towers to be c/w 2 locks. One for wardrobe door and one for drawers.

6.2.6 All drawers to have full extension steel ball-bearing slides.

6.2.7 Glides to provide a minimum adjustment of 25.4mm (1").

6.2.8 Personal Storage Towers finishes and handles to be determined at time of award.

## **6.3 Drawings**

6.3.1 Line drawings are included to establish design intent and are intended for reference purposes only. See Annex "C".

## **7. Delivery and Installation**

7.1 Locations: See Annex 'B'

7.2 Delivery dates: See Annex 'B'

## **8. Loading Dock Notes:**

8.1 Loading Dock Limitations 95 Foundry Street, Moncton

8.1.1. Dock locations: Back of building, entrance from Lutz Street.

8.1.2 Size: can accommodate a 53 foot trailer.

8.1.3 Lift: yes

8.1.4 Lift type: hydraulic

- 8.1.5 Special Instructions: Supplier or Dealer to contact the Departmental Representative (2) weeks prior to delivery of furniture so that arrangements can be made to book the loading dock and have an elevator operator in place.
- 8.1.6 53 foot trailers must be unloaded after hours. Smaller trucks may be unloaded during normal business hours.
- 8.2 Loading Dock Limitations: 1045 Main Street, Moncton
  - 8.2.1 Dock location: rear of Moncton GOCB, 1045 Main Street, Moncton. Access from Highfield Street.
  - 8.2.2 Size: can accommodate a straight body truck to a maximum of 50 feet total length.
  - 8.2.3 Lift: yes
  - 8.2.4 Lift type: hydraulic
  - 8.2.5 Special instructions: Supplier or Dealer to contact the Departmental Representative two (2) weeks prior to delivery of furniture so that arrangements can be made to book the loading dock and have an elevator operator in place.
  - 8.2.6 Trucks may be unloaded during normal business hours.

**ANNEX B****BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in the contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Price is to include all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

Table I - Product						
A	B		C	D	E	F
Product	Standardized Product Descriptions Phases		Unit (EA)	Qty	Bidder's Proposed Firm Unit Price	Extended Total (D x E) \$
1	1524mm (60") long x 610mm (24") deep rectangular table. Incremental height adjustable.	Phase 1	Ea	6		
		Phase 2	Ea	24		
2	1829mm (72") long x 610mm (24") deep rectangular table. Incremental height adjustable.	Phase 2	Ea	36		
		Phase 4	Ea	21		
3	1372mm (54") long x 762mm (30") deep rectangular table. Incremental height adjustable.	Phase 3	Ea	1		
4	1524mm (60") long x 762mm (30") deep rectangular table. Incremental height adjustable.	Phase 1	Ea	22		
		Phase 3	Ea	29		
		Phase 4	Ea	4		

5	1829mm (72") long x 762mm (30") deep rectangular table. Incremental height adjustable.	Phase 1	Ea	19		
		Phase 2	Ea	5		
		Phase 3	Ea	17		
6	1981mm (78") long x 762mm (30") deep rectangular table. Incremental height adjustable.	Phase 3	Ea	4		
INTENTIONALLY LEFT BLANK						
7	1067mm (42") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on left.	Phase 1	Ea	6		
		Phase 2	Ea	5		
		Phase 3	Ea	13		
8	1067mm (42") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on right.	Phase 1	Ea	13		
		Phase 2	Ea	6		
9	1219mm (48") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on left.	Phase 4	Ea	16		
10	1219mm (48") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on right.	Phase 2	Ea	36		
		Phase 4	Ea	5		
11	1372mm (54") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on left.	Phase 1	Ea	15		
		Phase 3	Ea	9		
		Phase 4	Ea	2		

12	1372mm (54") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on right.	Phase 1	Ea	7		
		Phase 3	Ea	20		
		Phase 4	Ea	2		
13	1524mm (60") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on left.	Phase 1	Ea	6		
		Phase 2	Ea	14		
14	1524mm (60") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on right.	Phase 2	Ea	10		
		Phase 3	Ea	1		
15	1676mm (66") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on left.	Phase 3	Ea	1		
16	1676mm (66") long x 610mm (24") deep rectangular table c/w keyboard cutout. Front crank on right.	Phase 3	Ea	1		
INTENTIONALLY LEFT BLANK						
	Subtotal for tables Phase 1					
	Subtotal for tables Phase 2					
	Subtotal for tables Phase 3					
	Total for tables Phases 1, 2 & 3 (FY 2013-14)					
	Total for tables Phase 4 FY 2014-15)					

	Total for Tables					
17	610mm (24") x 610mm (24") Personal Storage Tower with a height range of 1220mm (48") min. To 1295 (51") max. Wardrobe on left.	Phase 1	Ea	13		
		Phase 2	Ea	28		
		Phase 3	Ea	35		
		Phase 4	Ea	15		
18	610mm (24") x 610mm (24") Personal Storage Tower with a height range of 1220mm (48") min. To 1295 (51") max. Wardrobe on right	Phase 1	Ea	31		
		Phase 2	Ea	37		
		Phase 3	Ea	19		
		Phase 4	Ea	10		
	Subtotal for towers Phase 1					
	Subtotal for towers Phase 2					
	Subtotal for towers Phase 3					
	Total for towers Phases 1, 2 & 3 (FY 2013-14)					
	Total for towers Phase 4 (FY 2014-15)					
	Total for Towers :					

## Delivery and installation Notes:

1. Mandatory delivery location for Phase 1, 2 and 4 is:

Transport Canada  
Heritage Court  
95 Foundry Street  
Moncton, NB E1C 5H7

2. Mandatory delivery location for Phase 3 is:

PWGSC  
1045 Main Street  
Moncton, NB  
E1C 1H1

3. The delivery and installation of the furniture will be phased to coincide with the completion of construction.

4. Tentative delivery dates are as follows and are subject to change:

Phase 1 (6th Floor); February 1, 2014  
Phase 2 (6th Floor); March 18, 2014  
Phase 3 (6th Floor); Prior to March 25, 2014  
Phase 4 (4th Floor); June 23, 2014

5. Mandatory installation location for Phase 1 to 4 is:

Transport Canada

Heritage Court  
95 Foundry Street  
Moncton, NB E1C 5H7

6. Tentative installation start dates are as follows and are subject to change:

Phase 1 (6th Floor): February 1, 2014  
Phase 2 (6th Floor): March 18, 2014  
Phase 3 (6th Floor): May 6, 2014  
Phase 4 (4th Floor): June 23, 2014

Table II - Delivery								
A	D	H	I	J	K	L	M	N
Product	Qty	Mandatory Delivery Location	Tentative Delivery Date	Bidder Agrees to Delivery Date	Mandatory Delivery Time	Bidder Agrees to Delivery Time	Bidder's Proposed Firm Delivery Charge	Extended Total (D x M) \$
		See Delivery and Installation Notes above	See Delivery and Installation Notes above	Yes/No or Offers Y/M/D	See Loading Dock Notes 6 and 12 below	Yes/No Or Offers Hour s**	% of E	
1	6		Phase 1					
	24		Phase 2					
2	36		Phase 2					
	21		Phase 4					
3	1		Phase 3					
4	22		Phase 1					
	29		Phase 3					
	4		Phase 4					
5	19		Phase 1					
	5		Phase 3					
	17		Phase 4					
6	4		Phase 3					
Intentionally left blank.								
7	6		Phase 1					
	5		Phase 2					
	13		Phase 3					
8	10		Phase 1					
	9		Phase 3					
9	16		Phase 4					
10	36		Phase 2					

	5		Phase 4					
11	15		Phase 1					
	9		Phase 3					
	2		Phase 4					
12	7		Phase 1					
	2		Phase 3					
	20		Phase 4					
13	6		Phase 1					
	14		Phase 2					
14	10		Phase 2					
	1		Phase 3					
15	1		Phase 3					
16	1		Phase 3					
Subtotal for Delivery of tables Phase 1 (FY 2013-14)								
Subtotal for Delivery of tables Phase 2 (FY 2013-14)								
Subtotal for Delivery of tables Phase 3 (FY 2013-14)								
Total for Delivery of tables Phase 1, 2 & 3 (FY 2013-14)								
Total for Delivery of tables, Phase 4 (FY 2014-15)								
<b>Intentionally left blank</b>								
17	13		Phase 1					
	28		Phase 2					
	35		Phase 3					
	15		Phase 4					
18	31		Phase 1					
	37		Phase 2					
	19		Phase 3					
	10		Phase 4					
Subtotal for Delivery of towers Phase 1 (FY 2013-14)								
Subtotal for Delivery of towers Phase 2 (FY 2013-14)								
Subtotal for Delivery of towers Phase 2 (FY 2013-14)								
Total for Delivery of towers Phase 1, 2 & 3 (FY 2013-14)								
Total for Delivery of towers, Phase 4 (FY 2014-15)								



Table III - Installation								
A	D	O	P	Q	R	S	T	U
Product	Qty	Mandatory Installation Location  See Notes above	Tentative Installation Date  See Notes above	Bidder Agree s to Install. Date  Yes/N o or Offers Y/M/D	Mandatory Installatio n Time  0900 to 1700 hours	Bidder Agrees to Installatio n Time Yes/No Or Offers ____Hours* *	Bidder's Proposed Firm Install. Charge % of E	Extended Total (D x T) \$
1	6		Phase 1					
	24		Phase 2					
2	36		Phase 2					
	21		Phase 4					
3	1		Phase 3					
4	22		Phase 1					
	29		Phase 3					
	4		Phase 4					
5	19		Phase 1					
	5		Phase 3					
	17		Phase 4					
6	4		Phase 3					
Intentionally left blank.								
7	6		Phase 1					
	5		Phase 2					
	13		Phase 3					
8	10		Phase 1					
	9		Phase 3					
9	16		Phase 4					
10	36		Phase 2					
	5		Phase 4					
11	15		Phase 1					
	9		Phase 3					
	2		Phase 4					
12	7		Phase 1					
	2		Phase 3					
	20		Phase 4					

13	6		Phase 1					
	14		Phase 2					
14	10		Phase 2					
	1		Phase 3					
15	1		Phase 3					
16	1		Phase 3					
Subtotal for Installation of tables Phase 1 (FY 2013-14)								
Subtotal for Installation of tables Phase 2 (FY 2013-14)								
Subtotal for Installation of tables Phase 3 (FY 2013-14)								
Total for Installation of tables Phase 1, 2 & 3 (FY 2013-14)								
Total for Installation of tables, Phase 4 (FY 2014-15)								
<b>Intentionally left blank</b>								
17	13		Phase 1					
	28		Phase 2					
	35		Phase 3					
	15		Phase 4					
18	31		Phase 1					
	37		Phase 2					
	19		Phase 3					
	10		Phase 4					
Subtotal for Installation of towers Phase 1 (FY 2013-14)								
Subtotal for Installation of towers Phase 2 (FY 2013-14)								
Subtotal for Installation of towers Phase 2 (FY 2013-14)								
Total for Installation of towers Phase 1, 2 & 3 (FY 2013-14)								
Total for Installation of towers, Phase 4 (FY 2014-15)								

Evaluation of Table Bid Price		
1	Phase 1, 2 & 3 Product Total (Table I): (FY 2013-2014)	\$
2	Phase 4 Product Total (Table I): (FY 2014-2015)	\$
3	Phase 1, 2 & 3	\$

	Delivery Total (Table II): (FY 2013-2014)	
4	Phase 4 Delivery Total (Table II) (FY 2014-2015)	\$
5	Phase 1 & 2 Installation Total (Table III) (FY 2013-2014)	\$
6	Phase 3 & 4 Installation Total (Table III) (FY 2013-2014)	\$
7	Total Evaluated Price (1 + 3 + 5) (FY 2013-2014)	\$
8	Total Evaluated Price (2 + 4 + 6) (FY 2014-2015)	\$
9	Applicable Taxes HST _____% (FY 2013-2014)	\$
10	Applicable Taxes HST _____% (FY 2014-2015)	\$
11	<b>Total Contract Price (7 + 8 + 9 + 10):</b>	<b>\$</b>

Evaluation of Towers Bid Price		
1	Phase 1, 2 & 3 Product Total (Table I): (FY 2013-2014)	\$
2	Phase 4 Product Total (Table I): (FY 2014-2015)	\$
3	Phase 1, 2 & 3 Delivery Total (Table II): (FY 2013-2014)	\$
4	Phase 4 Delivery Total (Table II) (FY 2014-2015)	\$
5	Phase 1 & 2 Installation Total (Table III) (FY 2013-2014)	\$
6	Phase 3 & 4 Installation Total (Table III) (FY 2013-2014)	\$
7	Total Evaluated Price (1 + 3 + 5) (FY 2013-2014)	\$
8	Total Evaluated Price	\$

Solicitation No. - N° de l'invitation

E0225-141800/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal219

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E0225-14-1800

HAL-3-71207

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	(2 + 4 + 6) (FY 2014-2015)	
9	Applicable Taxes HST _____% (FY 2013-2014)	\$
10	Applicable Taxes HST _____% (FY 2014-2015)	\$
11	<b>Total Contract Price</b> <b>(7 + 8 + 9 + 10):</b>	<b>\$</b>

Solicitation No. - N° de l'invitation

E0225-141800/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

E0225-14-1800

HAL-3-71207

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## **ANNEX C DRAWINGS**

Please see attached drawings

SK1

SK2

SK3

A1 - furniture

A2 - Drawing A2

Solicitation No. - N° de l'invitation

E0225-141800/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal219

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

E0225-14-1800

File No. - N° du dossier

HAL-3-71207

CCC No./N° CCC - FMS No/ N° VME

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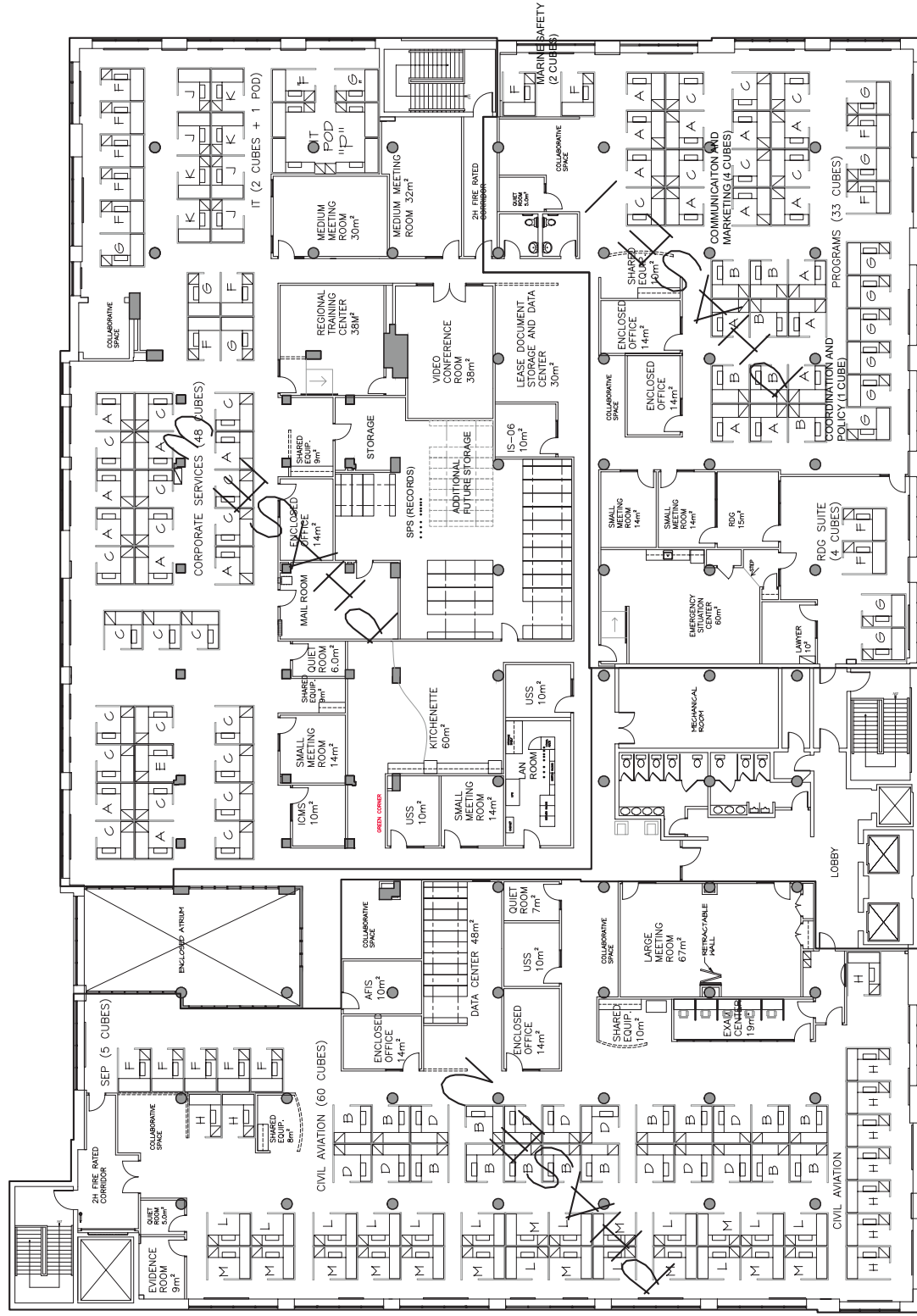
## ANNEX D LIST OF DIRECTORS

Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;

**Directors:** (Please print clearly)

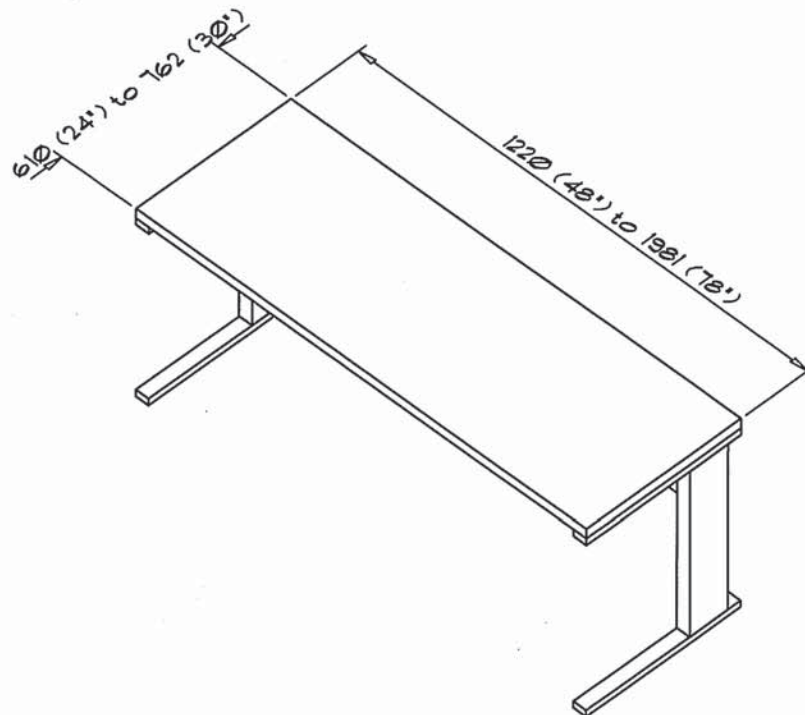
NAME	NAME




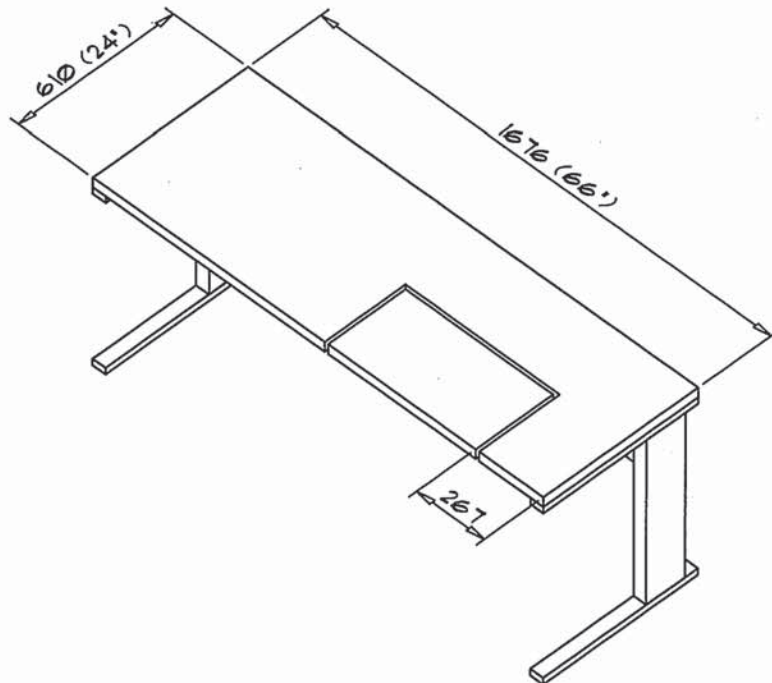
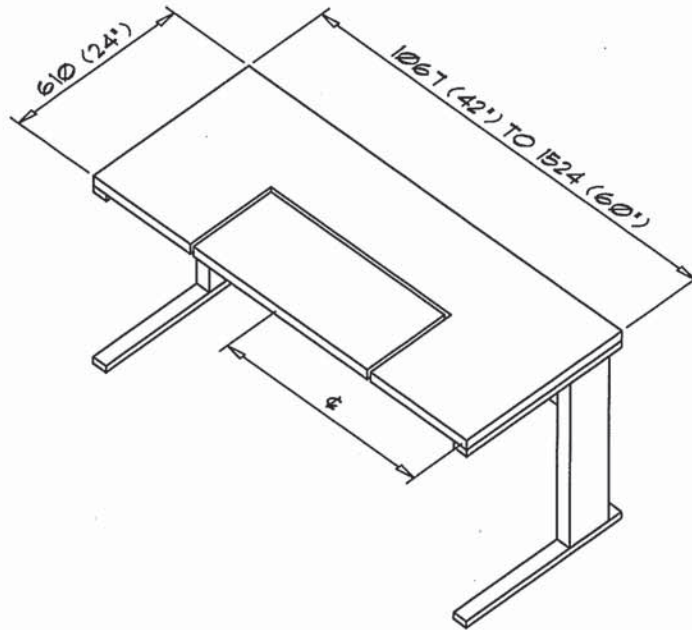
## 6TH FLOOR LAYOUT




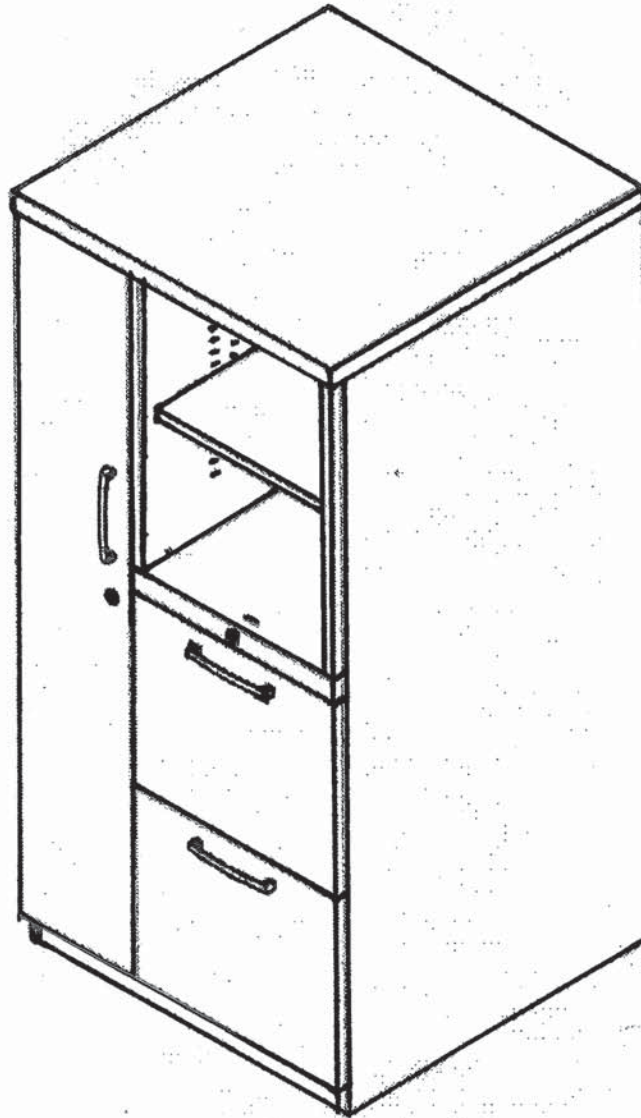





 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		Drawing title Titre du dessin  <b>INCREMENTAL HEIGHT ADJUSTABLE TABLE</b>		designed conçu date
project TRANSPORT CANADA FIT UP HERITAGE COURT MONCTON NB		projet		drawn dessiné date		approved approuvé date
Tender PWGSC Project Manager				Soumission Administrateur de projets TPSGC		
project number R.000090.021		no. du projet		drawing no. SK-1		no. du dessin



 Public Works and Government Services Canada	Travaux publics et Services gouvernementaux Canada	Drawing title Titre du dessin <b>FRONT CRANK HEIGHT ADJUSTABLE TABLE WITH KEYBOARD CUT OUT</b>		designed conçu	date
		drawn dessiné	date		
project <b>TRANSPORT CANADA FIT UP HERITAGE COURT MONCTON NB</b>	projet	approved approuvé		date	
Tender PWGSC Project Manager		Soumission Administrateur de projets TPSGC			
project number <b>R.000090.021</b>		no. du projet	drawing no. <b>SK-2</b>	no. du dessin	



 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		Drawing title Titre du dessin  <b>PERSONAL STORAGE TOWER</b>		designed conçu date
project <b>TRANSPORT CANADA FIT UP HERITAGE COURT MONCTON NB</b>		projet		drawn dessiné date		approved approuvé date
Tender PWGSC Project Manager				Soumission Administrateur de projets TPSGC		
project number <b>R.000090.021</b>		no. du projet		drawing no. <b>SK-3</b>		no. du dessin