



**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 a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

**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

Title - Sujet Meeting / Conference Furniture	
Solicitation No. - N° de l'invitation EN448-141105/A	Date 2014-01-16
Client Reference No. - N° de référence du client 20141105	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PQ-416-64425
File No. - N° de dossier pq416.EN448-141105	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-12	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Clouthier, Chantal	Buyer Id - Id de l'acheteur pq966
Telephone No. - N° de téléphone (819)956-7184 ()	FAX No. - N° de FAX (819)956-5706
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

EN448-141105/A

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

20141105

Amd. No. - N° de la modif.

File No. - N° du dossier

pq416EN448-141105

Buyer ID - Id de l'acheteur

pq416

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Purchase Description, the Delivery and Installation schedule, the Call-up process and any other annexes / associated attachments.

1.2 Trade Agreements

This procurement is set aside under the federal governments Procurement Strategy for Aboriginal Business.

This procurement is set aside from the international trade agreements under the provision each has for set-aside for small and minority businesses. (see part 5.2.5)

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

1.3 Summary

To establish one Regional Individual Standing Offer (RISO) for the supply, delivery and installation of meeting tables for the following location:

90 Elgin, Ottawa, Ontario
(throughout this document this location will be referred to as 90 Elgin)

Offerors must fulfill the requirement in accordance with Annex A to be available to supply on a regional basis on behalf of Public Works and Government Services Canada (PWGSC) for the real Property Branch (RPB) of PWGSC and on behalf of Department of Finance Canada.

The period of the standing offer is for one year with the right to extend for two additional one year periods on an "as and when requested" basis.

The expected quantities are detailed in Annex B - Basis of Payment.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: one hundred and twenty (120) days

2.1.1 SACC Manual Clauses

M1004T (2011-05-16) Condition of Material
M0019T (2007-05-25) Firm Price and/or Rates

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (two (2) hard copies or one (1) soft copy on *CD, DVD*)

Section II: Financial Offer (one (1) hard copy and one (1) soft copy on *CD, DVD*)

Section III: Certifications (one (1) hard copy)

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

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment and in accordance with Part 6B article 6B4 and the requirements of this solicitation. The total amount of Applicable Taxes must be shown separately.

Offerors are to complete the pricing tables at article 1 of Annex B - Basis of Payment.

Each pricing table must include the following:

- a) a firm unit price for each product listed in the table; and
- b) a model number for each product listed in the table.

Offerors are also required to complete Table 2 - Services of this Annex.

The Offeror is requested to complete the series column for information purposes only.

The purpose of these tables are for pricing evaluation and are estimated quantities to capture the scope of the requirement.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1. Technical Evaluation

	Mandatory Technical Evaluation Criteria (MTEC)
MTEC1	<p>MTEC1.1 The Offeror's products corresponding to those listed below must have successfully passed the listed tests:</p> <p>a) Horizontal Surface Deflection Test - CAN/CGSB-44-227 Freestanding Office Desk Products and components for the following table detailed at Annex A of this solicitation.</p> <p>T5 - Reconfigurable Meeting Table; 1524mmW x 762mmD x 737mmH</p> <p>b) Horizontal Surface Deflection Test - CAN/CGSB-44-227 Freestanding Office Desk Products and components for the following table detailed at Annex A of this solicitation.</p> <p>T6B - Small Meeting Room Table; 2440mmW x 914mmD x 737mmH</p> <p>If the test report is not specific to the product proposed and explanation is required as to why the product proposed meets the "worst-case condition". Testing based on worst-case condition as defined in ANSI/BIFMA X5.5.</p> <p>MTEC1.2 The Offeror must submit the test reports required in MTS1.1 in soft copy, in a CD/DVD format written in Adobe Acrobat PDF version 7 or older, or hard copy.</p>

4.2 Basis of Selection

An offer must comply with the requirement of the Request for Standing Offers (RFSO) and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

5.1 Mandatory Certifications Required Precedent to Issuance of a Standing Offer

5.1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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_equality/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2 Additional Certifications Precedent to Issuance of a Standing Offer

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

5.2.1 Canadian Content Certification

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

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 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.

5.2.2 Set-aside for Aboriginal Business

1. 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. The Offeror:

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

3. The Offeror must check the applicable box below:

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

OR

The Offeror 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.

The Offeror must check the applicable box below:

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

OR

The Aboriginal business has six or more full-time employees.

The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror 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 Offeror must provide all reasonably required facilities for any audits.

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

5.2.3 Owner/Employee Certification – Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

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

Printed name of owner and/or employee

Signature of owner and/or employee

Date

5.2.4 Product Conformance

The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Standing Offer, to all specifications of, and meet the testing requirements detailed in Part 6, Annex A

offeror's signature

date

5.2.5 Dealer Authorization

If the Offeror is not the manufacturer of the products proposed, but is submitting an offer offering the products of the manufacturer, the Offeror must be an Authorized Dealer of the manufacturer for whom the Offeror is acting.

The Offeror must also provide, as part of its offer, a letter of authorization for the Manufacturer that it claims to represent. The letter must be an original, under the letterhead of the prime Manufacturer, confirming that the Offeror is in fact the authorized agent/distributor.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

6A STANDING OFFER

6A1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6A2 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

6A3 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6A3.1 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a monthly basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period in Excel 2000-2003 compatible format (.xls).

A detailed and current record of all Call-ups must be kept and submitted with the following information:

- i) the Call-up reference number;
- ii) a title or a brief description to explain the Call-up (Product model numbers);
- iii) the amount (GST or HST extra) specified in the Call-up (as last amended, as applicable);
- iv) the total amount (GST or HST extra), expended to the date against all Call-ups issued;
- v) the start and completion date for each Call-up;
- vi) the active status of each Call-up, as applicable.

6A3.2 Term of Standing Offer Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive.

6A3.3 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two one (1) year periods under the same conditions and at the rates/prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6A4 Authorities

Standing Offer Authority

The Standing Offer Authority is:

Chantal Clouthier
Public Works and Government Services Canada
Acquisitions Branch
11 Laurier Street
Gatineau, Québec
K1A 0S5

Telephone: 819-956-7184

E-mail address: chantal.clouthier@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6A5 Project Authority

The Project Authority for the Standing Offer is: *(will be completed at Standing Offer award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6A6 Offeror's Representative

Name: _____
Telephone: _____
Facsimile: _____
Email address: _____

6A7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Real Property Branch of Public Works and Government Services Canada and the Department of Finance Canada.

6A8 Call-up Procedures

The Contractor must within one day of the Project Authority's (PA) Call-up, provide the PA with written acknowledgement of receipt of the Call-up.

6A9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

6A10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed :

Year 1	\$50K (applicable taxes included)
Year 2 and 3 (extension options)	\$25K (applicable taxes included)

6A11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2013-04-25) General Conditions - Goods (medium complexity)
- e) Annex A, Requirement
- f) Annex A-1 Purchase Description (Product Specifications)
- g) Annex A-3 Delivery & Installation Schedule
- h) Annex A-2 Deliverables
- i) Annex B, Basis of Payment;

h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____"*) and *insert date(s) of clarification(s) or amendment(s) if applicable*).

6A12 Certifications

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification
SACC Manual clause A3000C (2011-05-16) Aboriginal Business Certification

Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada 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 Canada 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 Canada specifies.

6A13 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

6A14 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and HRSDC-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC may result in the setting aside of the Standing Offer.

6A15 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

6B RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6B1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6B2 Standard Clauses and Conditions

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 ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

Section 16 – Interest on Overdue Accounts of general conditions 2010A will not apply to payments made by credit cards.

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.

All other provisions of the warranty section remain in effect.

INSERT:

Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

6B3 Term of Contract

Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6B4 Payment

Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price. 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 Standing Offer Authority before their incorporation into the Work.

6B4.1 Limitation of Price

SACC Manual clause C6000C (2011-05-06) Limitation of Price

6B4.2 Multiple Payments

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

6B4.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by customer Department.

6B4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6B5 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.

(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 Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer.

6B6 Shipping Instructions

Goods must be consigned to the destination specified in the Call-up and delivered:

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

6B7 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.

6B8 Installation Services

The Contractor must provide, as a minimum, the following installation services for the products supplied:

1. Receive, unload, store and transport all products/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect products 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 Project Authority, the Contractor (or

the authorized representative) must walk through the installation area with the Project Authority to verify the operating condition of all product in accordance with the deficiency procedures.

6B9 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 initial walk-through inspection with the Contractor;
3. The walk-through inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
5. The Project Authority 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 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 seven (7) 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 satisfied, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX "A"
REQUIREMENT

The Contractor will supply, deliver and install the Work detailed in all parts of Annex A.

The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Standing Offer and, in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annex A. In the event the Contractor omitted to include, in its offer, goods or services required to completely furnish all parts of Annex A, the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

All parts of Annex A include:

Annex A-1 Purchase Description (Product Specifications)
Annex A-2 Deliverables
Annex A-3 Delivery and Installation Schedule

ANNEX A-1

Meeting Tables – Purchase Description (Product Specifications)

Department of Finance – 90 Elgin

1.0 DESCRIPTION

- 1.1 This specification is for the supply and installation of new meeting tables, credenzas, and table dollies, within conference rooms, meeting rooms, offices, and quiet rooms complete with wire management and electrical and data connectivity.
- 1.2 The Contractor is responsible for supplying all necessary accessories (trim, connectors, supports, wall mounts, etc.) to allow the configuration to be integrated as illustrated in the Line Drawings provided in Annex B.

2.0 REFERENCES

- 2.1 American National Standards Institute (ANSI)/ National Particleboard Association (NPA)
 - 2.1.1 ANSI/NPA A208.1 -, Particleboard
 - 2.1.2 ANSI/BIFMA X 5.5 American National Standard for Office Furnishings – Desk Productions
- 2.2 Canadian General Standards Board (CGSB)
 - 2.2.1 CAN/CGSB 44.227 – Freestanding Office Desk Products and Components

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

3.0 PERFORMANCE REQUIREMENTS

- 3.1 American National Standards Institute (ANSI)/ National Particleboard Association (NPA)
- 3.2 Plastic laminate surfaces must meet the performance requirements for high-pressure laminate as per CAN/CGSB-4427– Table 1, Performance Requirements for Finishes.
- 3.3 Vertical surfaces and supports must meet the performance requirements for finishes as stated in CAN/CGSB-44.227– Table 1, Performance Requirements for Finishes.
- 3.4 Deflection – The horizontal work surface must meet the deflection requirement of work surfaces as stated in CAN/CGSB-44.227 – par. 6.1.1.
- 3.5 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.

- 3.6 Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrast by reference to AATCCP EP1 after exposure for 40 h in the Fade-Ometer in accordance with CGSB standard 1-GP-71, Method 120.1 or tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3.
- 3.7 Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.
- 3.8 Wood veneers must be a minimum of 0.07mm thick and must be applied to substrate.

4.0 ENVIRONMENTAL REQUIREMENTS

- 4.1 Solid or veneer to be FSC (Forest Stewardship Council) certified requiring a FSC Chain of Custody certificate and must have a clear finish, and be free from open knots.

5.0 TESTING REQUIREMENTS

- 5.1 All table products and components offered under this solicitation must meet the acceptance criteria provided in ANSI/BIFMA X5.5, and CAN/CGSB 44.227 when tested in accordance with the appropriate tests from the referenced standards and purchase description.
- 5.2 An Acceptable Test Facility must conduct all ANSI/BIFMA performance testing, CAN/CGSB dimensional testing and related test reports.
- 5.3 An Acceptable Test Facility is defined as a laboratory that is accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.
- 5.4 Upon Canada's request, the Supplier must provide completed test reports to confirm compliance with the Testing Requirements. The test reports must be provided to the requester no later than the requested delivery date and at no additional charge to Canada. For each request, one copy of each report must be supplied in paper version or in CD/DVD format written in Adobe Acrobat PDF version 9 or older, as required by Canada.
- 5.5 Test reports must not be more than five (5) years old by the closing date of solicitation EN448-141105/A

6.0 MARKING

- 6.1 In addition to the labeling requirement stated in CAN/CGSB-44.227, all freestanding office furniture components must also be permanently and legibly marked with product code and the date of manufacture or alternatively the expiry date or the warranty.
- 6.2 All components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.
- 6.3 Operating instructions in pictorial form and/or in both French and English must be provided with each user-adjustable product.

7.0 GENERAL REQUIREMENTS FOR MEETING TABLES

- 7.1 **Quality of Workmanship** – The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability, or safety. When assembled in all possible configurations there must be no visible unfinished edges or surfaces. All exposed metal parts and pieces must have rounded corners or be covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warping.
- 7.2 **Welds** – All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 7.3 All work surfaces to have a flat high density polymer edge trim.
- 7.4 **Safety** – Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 7.5 The tolerance for all dimensions must be +/- 25.4mm (+/- 1") unless otherwise specified and where edge shapes preclude.
- 7.6 **Supports** – All tables must have their own supports. Legs are not to be shared in table configurations. Legs without castors must have leveling mechanism with vertical adjustment of at least 12mm (1/2").
- 7.7 Metal leg supports must be constructed of factory finished steel or anodized aluminum.

8.0 DETAILED REQUIREMENTS FOR: T1 – CLASSROOM FOLDING TABLE

- 8.1 Table work surface must be rectangular and sizes must be 1524mmW x 762mmD x 737mmH (60"W x 30"D 29"H).
- 8.2 Table substrate must be minimum 25.4mm (1") thick.
- 8.3 Legs must be T-leg. Table legs to fold to allow for table storage.

- 8.4 Table must be from the same manufacturer and manufacturer's standard line of product as table T2. Table must be able to gang together with table T2.
- 8.5 Table must have ganging mechanism to secure tables T1 and/or T2 together in both end-to-end and front-to-front formation.

9.0 DETAILED REQUIREMENTS FOR: T2 – SEMI-CIRCULAR TABLE

- 9.1 Table work surface must be semi-circular and sizes must be 1524mmW x 762mmD x 737mmH, (60"W x 30"D x 29"H).
- 9.2 Table substrate must be minimum 25.4mm (1") thick.
- 9.3 Tables must have 3 to 4 fixed post legs.
- 9.4 Table must be from the same manufacturer and manufacturer's standard line of product as table T1. Table must be able to gang together with table T1.
- 9.5 Table must have ganging mechanism to secure tables T1 and T2 together.
- 9.6 Finishes – plastic laminate to match plastic laminate on table T1.

10.0 DETAILED REQUIREMENTS FOR: T3 – BANQUETTE TABLE

- 10.1 Table work surface must be round and sizes must be 1524mm diameter x 737mmH, (60" diameter x 29"H).
- 10.2 Table substrate must be minimum 25.4mm (1") thick.
- 10.3 Table must have foldable legs allowing table to be stacked.
- 10.4 Table must be from same manufacturer as table T1.
- 10.5 Finishes – plastic laminate to match plastic laminate on table T1.

11.0 DETAILED REQUIREMENTS FOR: T4 – SMALL ROUND TABLE

- 11.1 Table work surface must be round and sizes must be 914mm in diameter x 737mmH, (36" diameter x 29"H).
- 11.2 Table substrate must be minimum 25.4mm (1") thick.
- 11.3 Table must have four post legs with carpet casters of which a minimum of two have a locking device.

12.0 DETAILED REQUIREMENTS FOR: T5 – RECONFIGURABLE MEETING TABLE

- 12.1 Table work surface must be rectangular and sizes must be min. 1524mmW x 762mmD x 737mmH (60"W x 30"D x 29"H).

- 12.2 Table substrate must be minimum 25.4mm (1") thick.
- 12.3 Table must have four fixed post legs with glides/levelers.
- 12.4 Must be able to accept optional Wire Management WM1, Custom cut-out CO1 and Grommet G1
- 12.5 Table must be capable of receiving Custom Cut-out CO1 within 305mm (12") of centre back edge, leaving 458mm (18") of clear workspace at front edge without interference of supports, legs or other obstructions.
- 12.6 Tables must have ganging mechanism to secure tables together in both end-to-end and front-to-front formation.

13.0 DETAILED REQUIREMENTS FOR: T6 – SMALL MEETING ROOM TABLE

- 13.1 Table sizes:
 - 13.1.1 T6A table work surface must be boat shape and sizes must be 1830mmW x 914mmD x 737mmH (72"W x 36"D x 29"H). Table must be 914mm (36") deep in center.
 - 13.1.2 T6B table work surface must be boat shape and sizes must be 2440mmW x 914mmD x 737mmH (96"W x 36"D x 29"H). Table must be 914mm (36") deep in center.
- 13.2 Table substrate must be minimum 25.4mm (1") thick.
- 13.3 Table must have two bases.
- 13.4 Must be able to accept optional Wire Management WM1, Custom Cut-out CO1, and Grommet G1.
- 13.5 Table must be able to accept table-mounted forum by others.

14.0 DETAILED REQUIREMENTS FOR: T7 – LARGE MEETING ROOM TABLE

- 14.1 Table work surface must be boat shaped and sizes must be min. 5791mmW, max. 6096W x 1524mmD x 737mmH, (min. 228"W, max. 300"W x 60"D x 29"H). Table to be 1524mm (60") deep in center. Table must seat 20 comfortably.
- 14.2 Table substrate must be minimum 25.4mm (1") thick.
- 14.3 Table must have a centered base. Multiple bases are acceptable.
- 14.4 Must be able to accept optional wire management WM1, Custom Cut-out CO1 and Grommet G1.
- 14.5 Table must be able to accept table-mounted forum by others.

15.0 DETAILED REQUIREMENTS FOR: CZ1 – LAMINATE CREDENZA

- 15.1 Credenza to be free standing and sizes must be 1829mmW x 508mmD x 737mmH (72"W x 20"D x 29"H).
- 15.2 Credenza to have solid, hinged, full height doors with magnetic push release.
- 15.3 Table must be from same manufacturer as table T5.
- 15.4 Finishes – plastic laminate to match plastic laminate on table T5.

16.0 DETAILED REQUIREMENTS FOR: CZ2 – WOOD VENEER CREDENZA

- 16.1 Credenza to be free standing and sizes must be 1829mmW x 508mmD x 737mmH (72"W x 20"D x 29"H).
- 16.2 Credenza to have solid, hinged, full height doors with magnetic push release.

17.0 DETAILED REQUIREMENTS FOR: TD1- FOLDING TABLE DOLLY

- 17.1 Dolly to hold table type T1 when table legs are folded. Dolly to hold 5-8 tables stacked or on side. Dolly to be no wider than 1067mm (42").
- 17.2 Dolly must have carpet casters of which a minimum of two have a locking device.

18.0 DETAILED REQUIREMENTS FOR: CO1 – CUSTOM CUT-OUT FOR TABLES

- 18.1 Custom on-site cut-out of +/-150mm x +/-150mm (6" x 6") for table mounted forums (forum by others) for tables T5, T6 and T7. (Exact size of cut-out to be provided upon each call-up.)

19.0 DETAILED REQUIREMENTS FOR: G1 – GROMMET HOLE FOR TABLES

- 19.1 90mm (3.5") grommet hole with plastic cap to be installed on-site in select tables (T5, T6, T7).

20.0 DETAILED REQUIREMENTS FOR: WM1 – WIRE MANAGEMENT FOR TABLES

- 20.1 Vertical wire management must be concealed.
- 20.2 Clips to be provided to secure horizontal wire management to underside of. Clips to be mechanically secured to underside of table and concealed from view.

21.0 FINISHES

- 21.1 Painted metal: A minimum of 5 paint colour options.
- 21.2 Plastic Laminate: A minimum of 23 plastic laminate options, which include 10 solids, 8 wood grain and 5 patterns. Range of finishes must include a light wood pattern similar to ash and/or a plastic laminate in a dark grey.
- 21.3 Wood Veneer: A minimum of 4 wood veneer options.
- 21.4 Polymer edge: A minimum selection of 5 colours.

ANNEX A-2
DELIVERABLES

1. Product Related Information

Within 5 days of Standing Offer award, the Contractor must provide the Project Authority with the following documentation:

1. Two (2) Product Binders that include product brochures with pictures of the Standing Offer product.

The documentation must be provided in CD/DVD format, written in Adobe Acrobat PDF version 7 or older.

2. Finishes

Within 5 days of Standing Offer award, the Contractor must provide the Project Authority with the following documentation:

1. One (1) complete set of finish selection cards of all plastic laminates, wood veneers and metal finishes available; and
2. One (1) complete set of individual larger format samples of all plastic laminates, wood veneers and metal finishes available.

ANNEX A-3

DELIVERY AND INSTALLATION SCHEDULE

The Work will be carried out in accordance with the Schedule listed below, at 90 Elgin Street, Ottawa, Ontario. The dates and quantities in the Schedule are estimated and may change if authorized by the Project Authority. Canada will endeavour to give the Contractor two to six weeks lead time for the delivery and installation of the furniture, however, Canada may need to vary the lead times and the final dates will be confirmed in the call-up.

- 1) Canada will be responsible for cabling, and grommet and AV monument installation.

Estimated Delivery Schedule			
Phases	Floor Number for Delivery and Installation of the Furniture by Phase	Product quantity estimate	Delivery/Installation
Phase 1	00	T7B - 2 CZ1 - 1	Estimated date: May 1-2, 2014
Phase 2	9	T5 - 1 T7A - 6 T7B - 8 T8A - 1 CZ1 - 2	Estimated date: May 8-9, 2014
Phase 3	10	T6 - 10 T7A - 8 T7B - 10 T8A - 4 T8B - 1 CZ1 - 2	Estimated date: May 23-24, 2014
Phase 4	11	T5 - 1 T7A - 6 T7B - 6 T8A - 1	Estimated date: June 5-7, 2014
Phase 5	12	T5 - 1 T7A - 6 T7B - 6 T8A - 1 CZ1 - 2	Estimated date: June 12-14, 2014
Phase 6	13	T5 - 2 T7A - 4 T7B - 4 T8A - 1	Estimated date: June 23-24, 2014
Phase 7	14	T5 - 2 T8A - 2	Estimated date: July 7-8, 2014

Phase 8	15, 16	T5 - 4 T7A - 6 T7B - 6 T8A - 4 T9 - 1 CZ1 - 5 CZ2 - 1	Estimated date: July 21-22, 2014
Phase 9	17, 2	T1A - 13 T1B - 13 T2 - 28 T3 - 7 T4 - 34 T8A - 3 T8C - 1 T10 - 2 T11 - 4	Estimated date: August 5-6, 2014

ANNEX B

BASIS OF PAYMENT

1. Pricing Tables

90 Elgin Pricing Table – provided as a separate attachment

2. Standing Offer Pricing

2.1 The Standing Offer Pricing will be presented in this format.

2.1.1 Table 1 - Goods

Only the following columns of Table 1 – Goods will be added here by the Standing Offer Authority and will form part of the resulting Standing Offer:

- Products
- Model Number(s)
- Series
- Unit Price

2.1.2 Table 2 – Services

All columns of Table 2 – Services will be added here by the Standing Offer Authority and will form part of the resulting Standing Offer.

Normal Working hours is defined as Monday through Friday 7:00am to 5:00pm.

After Normal Working hours is defined as Monday through Friday 5:01pm to 6:59am, Saturdays, Sundays and Statutory Holidays.

Additional Delivery and Installation Services:

This will include but are not limited to: removing and relocating standing offer product.

- a) Removing is defined as disassembling components and parts.
- b) Relocating is defined as moving product from one location to another. This can include relocation to another area, room or floor within the building.