

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Electric Height Adjustable Console	
Solicitation No. - N° de l'invitation M7594-143194/A	Date 2014-01-31
Client Reference No. - N° de référence du client M7594-143194	
GETS Reference No. - N° de référence de SEAG PW-\$\$\$PQ-424-64558	
File No. - N° de dossier pq424.M7594-143194	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-17	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Duchesneau, Jean	Buyer Id - Id de l'acheteur pq424
Telephone No. - N° de téléphone (819) 956-0406 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Furniture Division/Division des produits de l'ameublement
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

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

Solicitation No. - N° de l'invitation

M7594-143194/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq424

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

M7594-143194

File No. - N° du dossier

pq424M7594-143194

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Requirement

This requirement is for the supply, delivery and installation of 16 electric height adjustable consoles, linear rectangular designed for use in a 24/7 control room. Each console must be able to accommodate personal computers, communication wiring, monitors and other devices.

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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

1.1 SACC Manual Clauses

M1004T (2011-05-16) Condition of Material

M0019T (2007-05-25) Firm Price and/or Rates

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies and 1 soft copy on CD/DVD format)

Section II: Financial Bid (1 hard copy and 1 soft copy on CD/DVD format)

Section III: Certifications (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 bid only. No prices must be indicated in any other section of the bid.

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

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

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

procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial offer as detailed in Annex B – Basis of Payment and in accordance with Part 6B article 6.1 and the requirements of this solicitation. The total amount of Goods and Services applicable Taxes must be shown separately.

Bidders are to complete pricing table 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.

When preparing their financial offer, Bidders should review Part 6, the Basis of Payment and clause 1.2, Financial Evaluation, of Part 4.

Section III: Certifications

Bidders must submit the certifications required under Part 5 and under Annex A (including Annexes A-1, A-2, A-3, A-4, A-5, A-6).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

1.1.1.A.	Mandatory Technical Specification Criteria (MTSC)
MTSC1	<u>MTSC1.1</u> The Bidder's proposed console layout must not exceed the dimensions (7184mm x 12120mm) shown on the floor plan console layout F9-01-01. The Bidders must demonstrate that their proposed consoles comply with this requirement and must provide with their offer, a floor plan with the console

	<p>layout. As a minimum, the following information must be included in the floor plan :</p> <p>A) The placement of the Bidder's console which demonstrate that all dimensions are adhered to; and</p> <p>B) The critical dimensions that result from the installation of the Bidder's component in above para A).</p> <p><u>MTSC1.2</u> The Bidders must provide with their offer, the typical drawings for each console (66" and 90"). As a minimum, the following information must be included in the typical drawings :</p> <p>A) Console & wiring diagram showing all components;</p> <p>B) Console system description with features and performance data; and</p> <p>C) Console manufacturer, type and model number, and specifications</p> <p><u>MTSC1.3</u> To demonstrate compliance with MTSC1.1 and MTSC1.2, the Bidder must submit with their offer the layouts and drawings in CD/DVD format written in AutoCAD version 2010 or older, and four (4) hard copies printed to scale of 1:30 for typical drawings and 1:50 for floor plans.</p>
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1.1.1.B	Mandatory Environmental Criteria (MEC)
MEC1	<p><u>MEC1.1</u> The Bidder must submit the proposed systems furniture product with the corresponding Greenguard Certificate that must show:</p> <p>A) the start and end dates of certification for systems furniture product; and</p> <p>B) The period covered must have begun before and extend through the actual manufacturing dates of the product used on the project.</p> <p>LEED Environmental Information</p> <p>The new Niagara Office Administration Facility building is pursuing LEED® certification. The LEED® (Leadership in Energy and Environmental Design) green building rating system was developed to provide a recognized standard for the construction industry to assess the environmental sustainability of building designs. LEED® is a point-based rating system where credits are earned for building attributes considered environmentally beneficial in one of six categories; Sustainable Site, Water Efficiency, Energy & Atmosphere, Materials & Resources, Indoor Environmental Quality and Innovation in Design. One of the credits being pursued for this project deals with systems furniture. This credit falls under the Innovation in Design category.</p>

	<p>Intent: Reduce the quantity of indoor air contaminants that are odorous, potentially irritating and/or harmful to the comfort and well-being of installers and occupants.</p> <p>Requirement: All systems furniture introduced into the project space must meet Greenguard Certification for Indoor Air Quality.</p> <p>Definitions: <i>Systems furniture</i>: defined as either a panel-based workstation comprised of modular interconnecting panels, hang-on components and drawer/filing components or a freestanding grouping of furniture items and their components or meeting tables that have been designed to work in concert.</p> <p><u>MEC1.2</u> To demonstrate compliance with MEC1.1, the Offeror must submit with their offer a copy of their Greenguard Certification on hard copy.</p>
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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

- 2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Security Requirement

- 3.1** NIL security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the facility or site, as and where required by Royal Canadian Mounted Police (RCMP) personnel or those authorized by the RCMP to do so on its behalf;
- 3.2** Contractor personnel must submit to local law enforcement verification by the RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility or site or part thereof to any contractor personnel, at any time.

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 Bidders is found to be untrue whether during the bid evaluation period or during the contract period.

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's website](#).

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

2. Additional Certifications Required with the Offer

Bidders must submit the following duly completed certifications with their bid.

2.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of, and meet the testing requirements detailed in Annex – A.

Bidder's Signature

Date

2.2 Dealer Authorization

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

The Offeror must also provide, as part of this offer, a letter of authorization from 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 - RESULTING CONTRACT CLAUSES

1. Security Requirement

- 1.1** The following security requirement applies and form part of the Contract.
 - 1.1.1** NIL security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the facility or site, as and where required by Royal Canadian Mounted Police (RCMP) personnel or those authorized by the RCMP to do so on its behalf;
 - 1.1.2** Contractor personnel must submit to local law enforcement verification by the RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility or site or part thereof to any contractor personnel, at any time.

2. Requirement

Royal Canadian Mounted Police has a requirement to supply, deliver and install of 16 electric height adjustable consoles, linear rectangular designed for use in a 24/7 control room. The required furniture is in accordance with all Annexes A.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [_\(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

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

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

INSERT: the warranty period will be five (5) years with the exception of electrical user adjustable components, which must have a minimum warranty of one (1) year.

4. Term of Contract

4.1 Delivery and Installation Schedule

The Work will be carried out in accordance with the Schedule listed below, at 630 York Road, Niagara-on-the-Lake, Ontario. The dates in the Schedule are estimated. 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 contract.

Expected contract award date: April 2, 2014

Delivery and Installation must be completed six (6) weeks from date of Contract.

4.2 Delivery Instructions

DESTINATION

To be delivered to: RCMP
Niagara Office Administration Facility (NAOF)
630 York Road
Niagara-on-the-Lake
Ontario

LOADING DOCK LIMITATIONS

- Double doors at service control on North Side of NOAF Building
- Maintenance stairs to second floor on the west side of the building
- Passenger elevator is located in the center of building. Dimensions as follows:
 - Interior depth 49" (1244.6 mm);
 - Interior width 64" (1625.6 mm);
 - Interior height 87 " (2209.8 mm);
 - Door width 36" (914.4mm) x height 84" (2133.6 mm).
- The elevator is rated for 2100 LBS (953 KG). If elevator is to be used, protective covering on the walls must be used and to be supplied by the Vendor.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jean Duchesneau
Senior Purchasing Assistant
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate
6B3, Place du Portage, Phase III

Telephone: 819-956-0406
Facsimile: 819-956-5706
E-mail address: jean.duchesneau@tpsgc-pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: *(will be insert at contract award)*

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

5.3 Contractor's Representative (to be completed by Offeror)

Name: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit lot price, as specified in Annex B. 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 Single Payment

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

6.4 Direct Request

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

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 one (1) copy must be forwarded to the following address for certification and payment:
 Peter Joice
 Project Manager
 RCMP National Project Management Office
 Mailstop #1
 73 Leikin Dr, M1 Building
 Ottawa, Ontario, K1A 0R2
- 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 Ontario.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex A-1, Purchase Description (Product Specifications);
- (e) Annex A-2, Floor Plans/Typicals;
- (f) Annex A-3, Deliverables;
- (g) Annex B, Basis of Payment;
- (h) Annex C, Security Clearance Requirements Instructions
- (i) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s)*)

11. SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations
 SACC Manual clause B7500C (2006-06-16) Excess Goods
 SACC Manual clause G1005C (2008-05-12) Insurance

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

13. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Technical Authority when the installation is completed;
2. The Technical 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 the 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 Technical 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 Technical Authority to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Technical Authority; and
9. The Contractor must notify the Technical Authority when all deficiencies have been completed. If satisfied, the Technical Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

Annex A
REQUIREMENT

1. The Contractor will supply, deliver and install the Work detailed in Annex A.
2. The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract 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.
3. All parts of Annex A include:
 - A. Annex A Requirement
 - B. Annex A-1 Purchase Description (Product Specification)
 - C. Annex A-2 Floor Plans / Typical
 - D. Annex A-3 Deliverables
4. The Work also includes the following:
 - A. Contractor is responsible for the preparation of installation drawings.
 - B. Contractor is responsible for the complete design, installation, troubleshooting, testing and commissioning of the furniture, and provide properly installed, complete and operational furniture items.
 - C. Contractor is responsible for supervision of applicable sub trades, attendance at site and project meetings, and coordinating his work with the Consultant, the General Contractor and others.
 - D. Site safety must be coordinated with General Constructor who is on the construction site.
 - E. Contractor is responsible for advising the electrical subcontractor of the specific requirements of their furniture, including power supply, and is responsible for cooperating with and coordinating with the work of other trades
5. Quality Assurance includes the following:
 - A. All furniture, materials and components must be new, undamaged, free from defects and in conformance with the specified requirements.
 - B. Installation, testing and commissioning must be carried out by fully qualified, licensed and trained personnel.
 - C. All furniture must conform to applicable standards or codes regarding manufacture, installation or application, and must be fit and appropriate for the intended use. All furniture must be approved for their intended use by authorities having jurisdiction. All components and devices must be ULC approved, listed and labeled.

- D. Installation will be subject to a visual inspection by the Consultant. Particular emphasis must be placed on:
 - 1. Neatness, clamping and tying of wiring, cabling, and harnesses;
 - 2. Receptacles and wire identification and labeling; and
 - 3. Fit of the furniture into the building layout and built-in cabinets, general appearance and finish.
- E. Contractor must ensure that all furniture is protected against dampness, condensation, corrosion, physical damage and other forms of deterioration during handling, shipment and storage.

Annex A-1

PURCHASE DESCRIPTION (Product Specifications)

1. DESCRIPTION

- A. Overview – The RCMP Niagara Office Administration Facility (NOAF) has a requirement for the supply, delivery and installation of 16 electric height adjustable consoles, linear rectangular designed for use in a 24/7 control room. Each console must be able to accommodate personal computers, communication wiring, monitors and other devices.
- B. Console Drawings: Typical drawings A-14, A-15, and A-16 and Plan F9.01.01 are attached in Annex A-2.
 - 1. Console footprint must follow the room plan drawing Theatre Consoles Room 6002 Console Layout Plan & Elevations Drawing F9.01-01.
- C. Base building services are located in an access floor. Console equipment must be direct plug into base building services. Voice, power and data receptacles must be provided in the console

2. PUBLICATIONS AND TEST METHODS

- A. All referenced publications or test methods are to the latest issue unless otherwise indicated in this Annex.

3. PERFORMANCE REQUIREMENTS

- A. All fabrics offered under this solicitation must have successfully completed all tests to ASTM E-84 as well as meet all of the requirements of this purchase description.
- B. All electrical/communications/wire management offered under this solicitation must have successfully completed all tests to CSA C22.2-203 Standard for Modular Wiring Systems for Office Furniture or UL 1286 Fifth Edition Standard for Safety for Office Furnishings or National Electrical Code ANSI/NFPA 70 as well as meet all of the requirements of this purchase description.
- C. All work surfaces and panels offered under this solicitation must have successfully completed all tests to ANSI/BIFMA X 5.5-2008 Desk Products as well as meet all of the requirements of this purchase description.

4. TEST REQUIREMENTS

- A. Acceptable Test Facility: An independent testing laboratory of a company owned laboratory is acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, American Association for Laboratory Accreditation (A2LA) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.
- B. Test reports must be not more than five (5) years old at the time of submittal unless otherwise indicated in this Annex.

5. PANELS

- A. Back, end and divider panels must include any necessary components such as brackets, connectors, clips, leveling glides etc. to fully complete the installation ready for the Owner's use.
- B. Back, end and divider panels must meet the height / width requirements within $\pm 1/2"$ (12.7mm) tolerance as shown on typical on drawings A-14, A-15 and A-16.
- C. End and divider panels may be rectangular or radiused. They must be constructed of particle board covered with a high pressure laminate. Edge banding minimum 1/16" (1.59mm) must be thermally fused to panel. Panel thickness must be in the range of 1 1/4" - 2" (31.75mm – 50.8mm). Panels must be totally encapsulated with provisions for metal inserts.
- D. Finishes must be as follows:
 - 1. Panel fabric: Standard range; and
 - 2. Panel plastic laminate: Standard range wood grain.
- E. Colours must be from manufacturer's standard range.

6. ELECTRICAL/COMMUNICATIONS/WIRE MANAGEMENT

- A. Console connections must be to base building services (voice, power and data) at recessed flush floor monuments in an access floor.
- B. Console equipment must be direct plug into built in continuous power bar below the work surface. Power is to accommodate the following equipment at each console:

Equipment	Quantity	Size (H x W x D)	Power	Comments
Ventilation Fans	TBC	TBC	TBC	By Contractor
Column Lifts	TBC	TBC	TBC	By Contractor
Monitors	3*, 4**	22"-24" (559mm-610mm) diagonal	18-25 watts	By Owner
CPUs	4	16.30"x6.79"x18.54" (414mmx172mmx471mm)	500 watts	By Owner
Task Light	1	TBC	TBC	By Contractor
Telephone	1	9.25"x4.49"x10.24" (235mmx114mmx260mm)	PoE Class 2	By Owner
Cell Phone Charger	1	3"x2"x3/4" (76mmx51mmx19mm)	1.5-3 watts	By Owner

*66" console, ** 90" console

- C. Maximum access is to be provided to high capacity cabling, computer and IT equipment.
- D. Consoles must have hidden wire management capabilities below the desk. Access to cables must be through removable infill panels with a continuous gap at work surface. Separate power and data lay-in cable trays must have a minimum width of 3" (76mm) to allow the mounting of modules such as surface mount boxes used for

power outlets or communication outlets. Cable trays must be rigid, continuous and horizontal. When the work surface is raised, exposed wires must be managed through a cable management system. Cable tray for power must contain continuous power bar. Cable pinch points must be properly managed to prevent any damage or disconnection to the cables or equipment when work surface is being raised or lowered.

- E. Divider panels must provide pass thru holes for the passage of network and communications cables.
- F. Hinged doors and sliding/lift out panels must provide access to CPUs inside the storage compartment below the work surface. Hinged doors at the rear are the primary means of access while the console is being used. Sliding/lift out panels at the front are the secondary means of access. Recessed pulls to be provided for hinged doors and sliding/lift out panels.
- G. Standard EIA racks must be provided complete with enclosure including hinged solid door, recessed pull and lock. Enclosure to match console finish and colour.
- H. Wire management system must accommodate electrical power, voice, Category 7 and fibre optic cables.
- I. Work surfaces must have electrically powered column lift actuators for sit-stand heights. Lift range must be at least from a minimum of 29 ½" (749mm) to a maximum of 48" (1219mm) above the floor. The lift must have electronic preset controls with preset heights. Controls must be located directly under work surface user edge.
- J. Back panel, slot wall and work surface must move simultaneously with lift function.

7. VENTILATION

- A. Console must be ventilated.
- B. Slot wall top cap must have perforated holes for exhaust air.
- C. Hinged doors at back panel must have perforations for ventilation.
- D. Sliding / liftout panels at front must have perforations for ventilation
- E. Ventilation for CPUs must be provided by electrically powered exhaust fans c/w thermostatic controller.

8. WORK SURFACES

- A. Work surfaces must include a support system of extruded aluminum tube frame or extruded steel 14-16 gauge tube frame, brackets, connectors, clips, fasteners, etc. to structurally support equipment and complete installation.
- B. Work surface must be a linear rectangular design.
- C. Work surfaces must have continuous lift out infill panels for access to wire management system immediately below work surface.
- D. Work surfaces must be constructed of 1 1/4" – 1 ½" (31.75mm-38mm) thick particle board covered with a high pressure laminate and backer sheet. User side and

remaining three (3) sides must be 1/8" (3mm) solid wood flat edge banding. Work surfaces to be totally encapsulated with provisions for metal inserts. Reinforcement bars must be provided on runs that exceed 48" (1219mm) as required for support.

- E. Work surfaces must be capable of being raised and lowered by an electrically powered column lift system.
- F. Split work surfaces are not acceptable.
- G. Column lift actuators must be capable of 400 lb to 600 lb (181kg to 272kg) load per rectangular desk including monitors and monitor arm supports. Lift columns must be a two (2) part system where guide and actuator function are an integrated unit, raising and lowering columns synchronously. Columns must be reinforced and motors must be optimized. Maximum speed 38mm within +/- 2mm/second tolerance. Maximum thrust 800 N within +/- 1N tolerance per column. Motor operation must have a low noise level. Motors must be concealed.
- H. Include for filler work surfaces and vertical panels adjoining angled consoles.
- I. There must be a minimum of 20" (508mm) depth of horizontal leg room under work surface.
- J. Work surface sizes must be within +/- 1/2" (12.7mm) tolerance. For sizes of work surfaces, refer to typical drawings A-14 and A-15.

9. ACCESSORY ITEMS

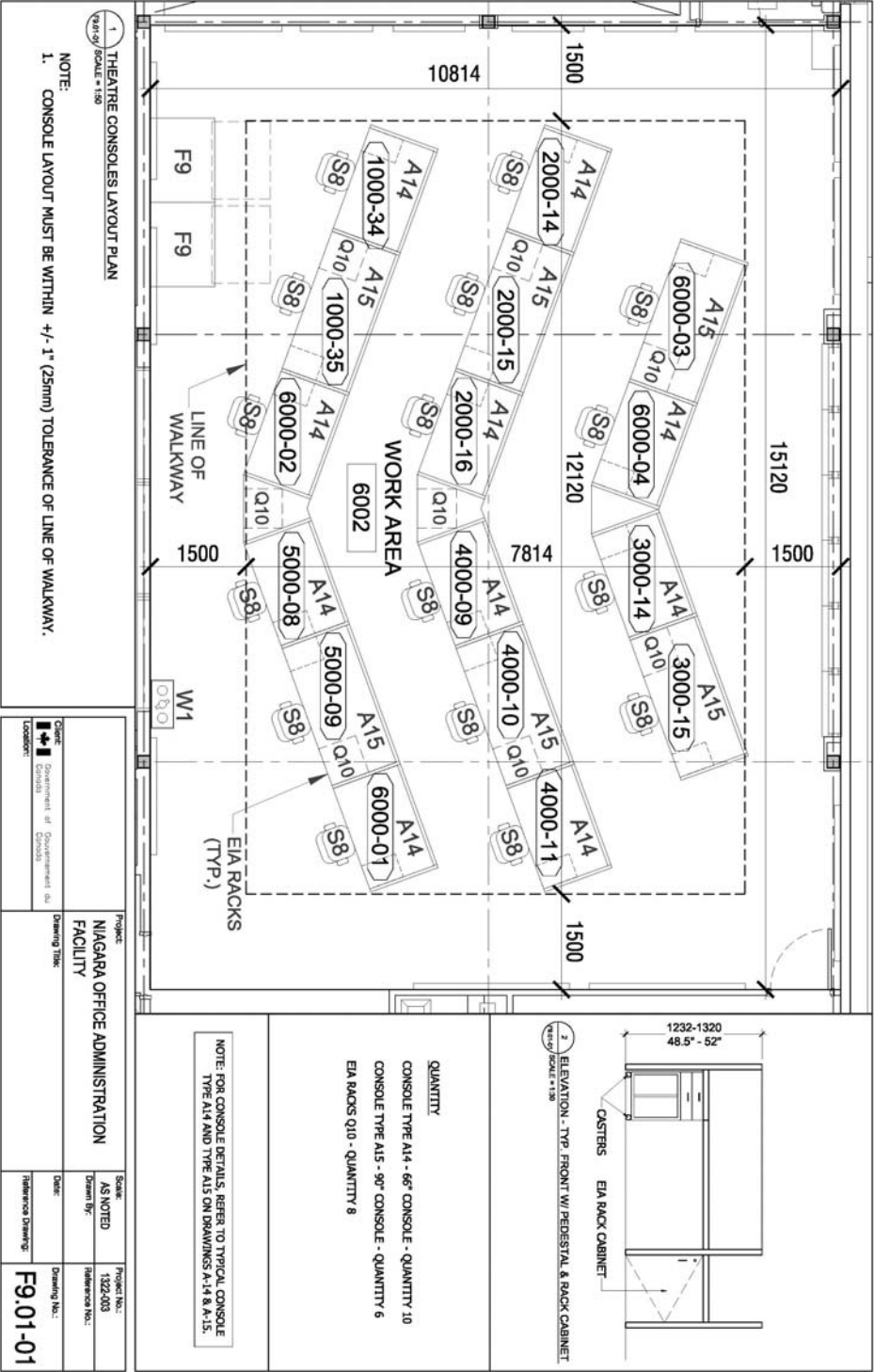
- A. Task Light: It must be an LED type fixture c/w occupancy sensor, adjustable tilt, adjustable height, slotwall mount hardware and continuous dimmer down to 10% of maximum. A reflector shade must be designed to provide glare- free lighting on work surfaces. LED lamp must have 1000-1500 lux and 3500K -4100K warm white light. Fixture colour must be from manufacturer's standard range.
- B. Adjustable Keyboard Tray: must provide rigid support during normal keying process. Tray with extended/swivel arm on a 20"-22" (508mm-559mm) long track is to slide in and out from under the work surface. Tray must have interchangeable mouse pad for left or right hand users. Tray tilt range must be 10 degrees to -15 degrees. Tray range height adjustment must be 9" (229mm) within +/- 1" (25mm) tolerance. Tray range dimensions 19"-22" (483mm-559mm) wide x 9"-10" (229mm-254mm) deep c/w padded palm rest. Colour from manufacturer's standard range. Tray must be easily adjustable without tools.
- C. Monitor Arm: support must be an adjustable steel arm capable of being mounted to slotwall. Each arm must have a weight capacity up to 18lb - 20lb (8kg-9kg). Adjustments must be as follows:
 - 1. Depth range 4"- (102mm) - 22" (559mm) within +/- 1" (25mm) tolerance, height range 14"-15" (356mm-381mm) within +/- 1" (25mm) tolerance, rotation 359 degrees, monitor tilt 5%-25% within 1% tolerance. For 66" consoles which have three (3) monitors, one (1) double and one (1) single arm supports or three (3) single arm supports must be provided. For 90" consoles which have four (4) monitors, two (2) double arm supports or four (4) single arm supports must be provided. Stacked monitors are not acceptable.
- D. Each console must accommodate up to four (4) CPU units on sliding pull out shelves accessible through hinged ventilated doors at rear back panel. Shelves

- must be perforated and must sit off the floor to allow for extra ventilation to CPUs.
- E. CPU Shelf: must be heavy steel frame construction with sliding hardware mounted to base of cabinet. Each shelf must have a minimum load capacity of 50 lbs (23kg) for two (2) CPUs.
 - F. Slotwall must be steel 20-22 gauge or aluminum and must be capable of accepting multiple monitor arm mounts.
 - G. Phone Tray: Phone tray and mount must be large enough to hold a Cisco Unified IP phone 8945 that is 9.25"H x 4.49W x 10.24"D" (235mmx114mmx260mm) and that has a video conferencing system.
 - H. Console Signage: must have a back panel to mount a paper name tag, a clear plastic cover, hanging clip and two (2) end caps. Sign must have the ability to be mounted to fabric panel. Paper name tag must be easily created and maintained using stand word processing programs. Colour and finish from manufacturer's standard range.
 - I. Single one (1) bay standard 19" (483mm) EIA rack must be provided within the built-in cabinet located under the work surfaces and between consoles as identified in Annex A2, plan drawing F9-01-01 and labeled as Q10. Provide power bar, grounding lug connection, wire management and ventilation system with thermostatically controlled exhaust fan within each cabinet. Access door must be solid, hinged and lockable. The Rack must have a depth of 19" (483mm) and be able to slide and rotate. Rack must have four (4) posts and two (2) removable shelves.
 - J. Mobile pedestal is to be accommodated under the work surface. Pedestal details are as follows:
 - 1. Pedestal must be 18" (457mm) wide x 22" (559mm) deep within +/- 1" (25mm) tolerance;
 - 2. Pedestal must be constructed of 18 - 20 gauge cold rolled steel or casework in high pressure laminate over particle core board;
 - 3. Pedestal must have roll-out drawers with fixed fronts of double wall steel construction or casework in high pressure laminate over particle core board with thermally fused edge banding;
 - 4. Drawers must have full slide extension and action on fully progressive ball bearing slides;
 - 5. Pedestal must lock with master key and keyed differently at each console;
 - 6. Pedestal must have quantity two (2) 4" (102mm) high box drawers c/w D pulls / one (1) lower open storage shelf with vertical divider;
 - 7. Pedestal must have four (4) casters with minimum two (2) locking devices;
 - 8. One (1) box drawer must include a molded plastic insert divided into compartments for pens, clips etc.;
 - 9. Open storage shelf must accommodate standard binders, 11 ½" (292mm) high x 12" (305mm) deep;

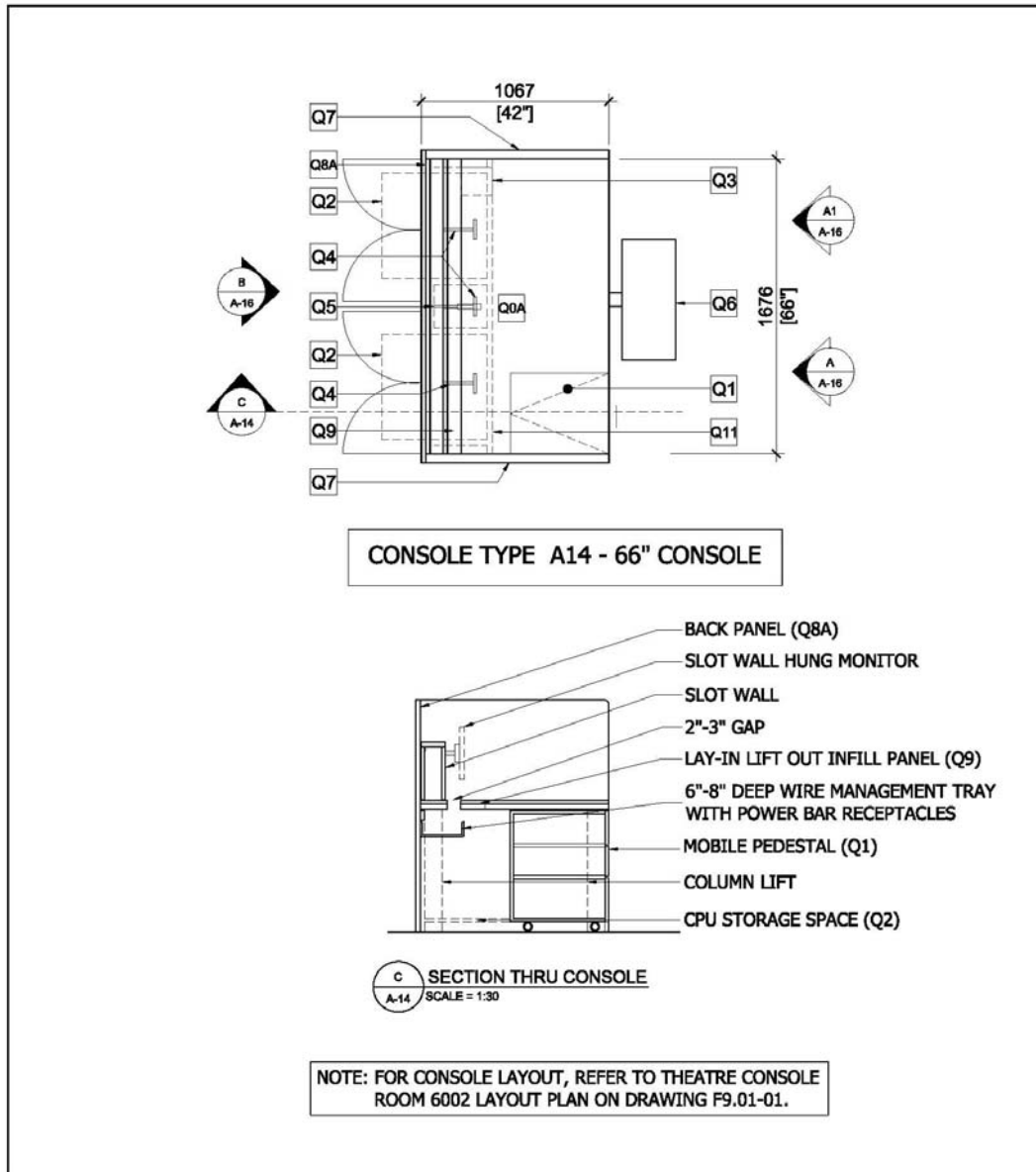
10. Pedestal must have finished fronts, tops, sides, and backs;
11. Pedestal finish and color must be from manufacturer's standard range.

Annex A-2
Floor Plans / Typicals

F9-01-01:



A-14:

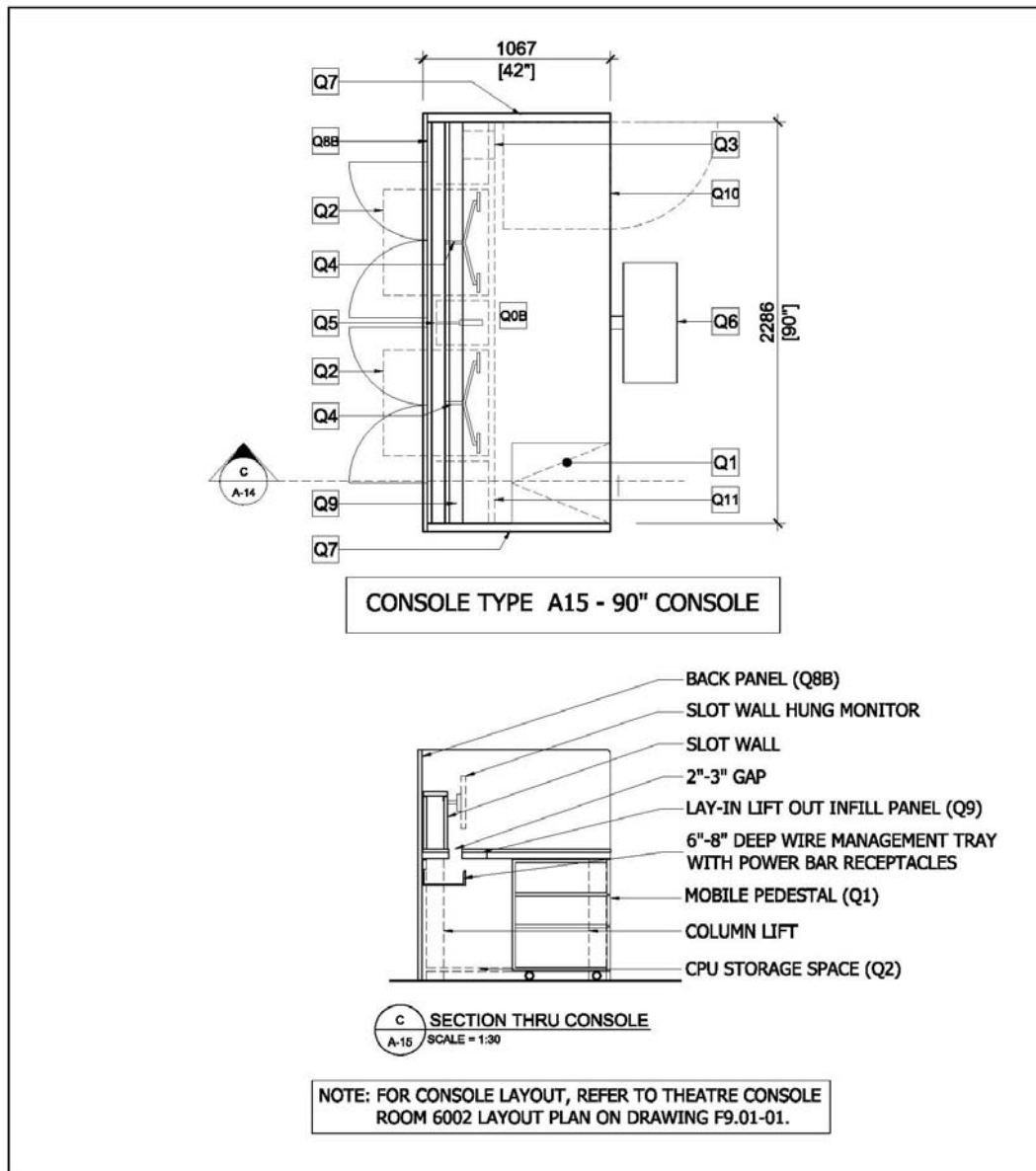



Client: Government of Canada Location:	Project: NIAGARA OFFICE ADMINISTRATION FACILITY Drawing Title:	Scale: 1:30	Project No.: 1322-003
		Drawn By:	Tender:
		Checked By:	A-14
		Date:	

CONSOLE TYPE A14 - 66" CONSOLE COMPONENTS LEGEND

	COMPONENT DESCRIPTION	CODE # ON DWGS	DIMENSIONS IN METRIC	DIMENSIONS IN IMPERIAL	MODEL CODE/ SERIES	QNTY.	UNIT PRICE	EXTENDED PRICE
1	RECTANGULAR LAMINATE WORK SURFACE COMPLETE WITH SIT / STAND COLUMN LIFTS	Q0A	1676mm W x 1067mm D	66" W x 42" D		10		
2	MOBILE PEDESTAL WITH 2x4" HIGH BOX DRAWERS AND BINDER STORAGE SHELF.	Q1	457mm W x 560mm D	18" W x 22" D		10		
3	CPU STORAGE WITH SLIDE OUT & SHELF ACCESSIBLE UNDER WORK SURFACE VIA REAR HINGED DOORS	Q2				20		
4	SLOT WALL HUNG TELEPHONE MOUNT	Q3				10		
5	SLOT WALL HUNG SINGLE / DOUBLE MONITOR ARM	Q4				30		
6	SLOT WALL MOUNT TASK LIGHT	Q5				10		
7	ERGONOMIC KEYBOARD TRAY	Q6				10		
8	RECTANGULAR END / DIVIDER PANEL C/W FABRIC FACING ON BOTH SIDES AND PLASTIC END CAPS	Q7	1067mm W x (1232mm - 1320mm) H	42" W x (48.5" - 52") H		20		
9	BACK PANEL WITH INTEGRATED REAR HINGED DOORS. SLOT WALL ON SIDE FACING WORKSTATION. PERFORATED FLAT TOP CAP ON SLOT WALL	Q8A	1676mm W x (1232mm - 1320mm) H	66" W x (48.5" - 52") H		10		
10	CONTINUOUS LAY-IN LIFT OUT INFILL PANELS FOR ACCESS TO CABLES BELOW WORK SURFACE AND CONTINUOUS GAP (MIN. 2" - 3" W) FOR CABLES & WIRES	Q9	150mm - 200mm D	6" - 8" D		10		
11	STANDARD EIA RACK - LOCATIONS ON DRAWING F9.01-01	Q10				2		

A-15:

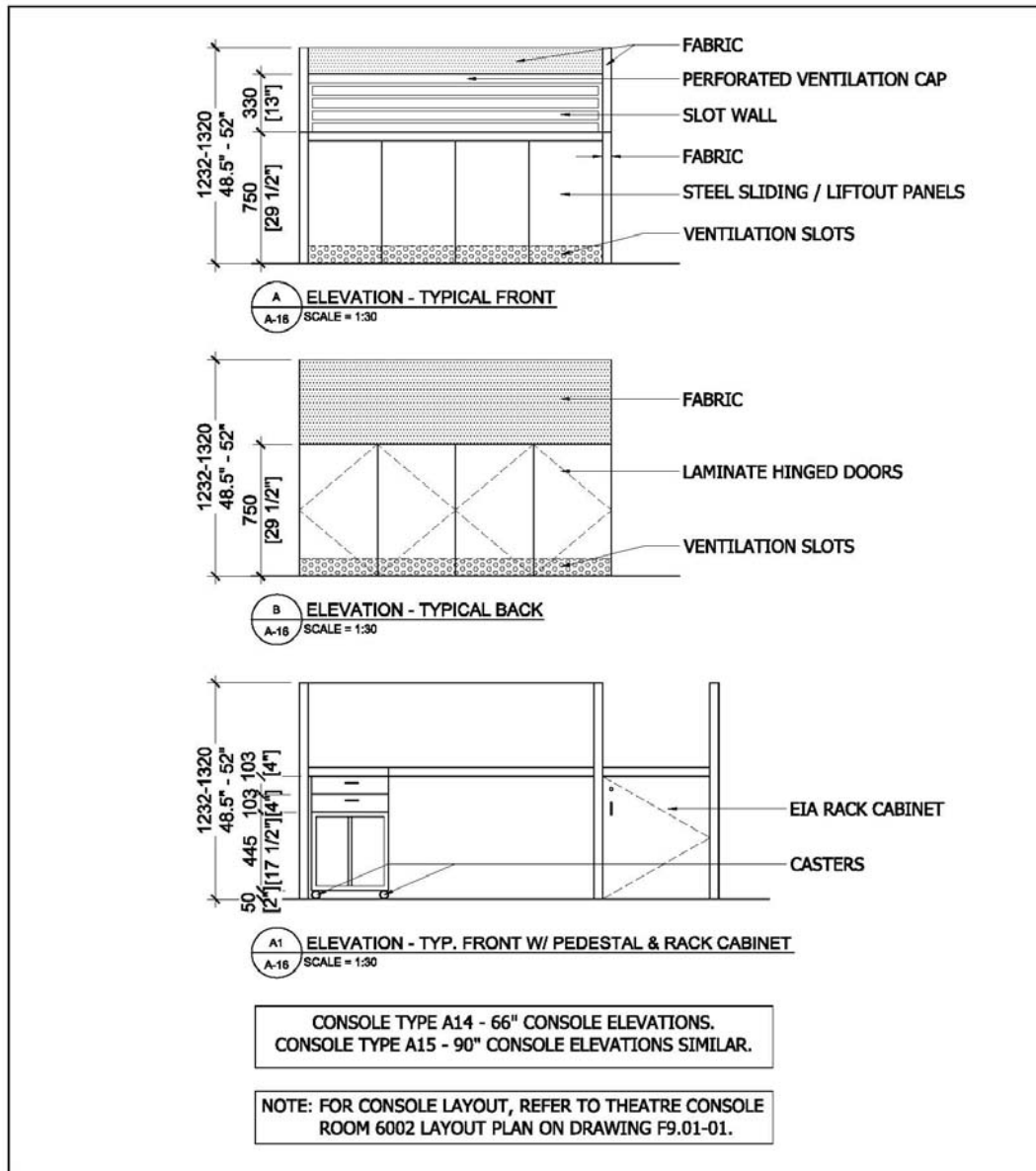


Client:  Government of Canada Location:	Project: NIAGARA OFFICE ADMINISTRATION FACILITY	Scale: 1:30	Project No.: 1322-003
		Drawn By:	Tender:
	Drawing Title:	Checked By:	Drawing No.:
		Date:	A-15

CONSOLE TYPE A15 - 90" CONSOLE COMPONENTS LEGEND

	COMPONENT DESCRIPTION	CODE # ON DWGS	DIMENSIONS IN METRIC	DIMENSIONS IN IMPERIAL	MODEL CODE/ SERIES	QNTY.	UNIT PRICE	EXTENDED PRICE
1	RECTANGULAR LAMINATE WORK SURFACE COMPLETE WITH SIT / STAND COLUMN LIFTS	Q0B	1676mm W x 1067mm D	66" W x 42" D		6		
2	MOBILE PEDESTAL WITH 2x4" HIGH BOX DRAWERS AND BINDER STORAGE SHELF.	Q1	457mm W x 560mm D	18" W x 22" D		6		
3	CPU STORAGE WITH SLIDE OUT & SHELF ACCESSIBLE UNDER WORK SURFACE VIA REAR HINGED DOORS	Q2				12		
4	SLOT WALL HUNG TELEPHONE MOUNT	Q3				6		
5	SLOT WALL HUNG SINGLE / DOUBLE MONITOR ARM	Q4				12		
6	SLOT WALL MOUNT TASK LIGHT	Q5				6		
7	ERGONOMIC KEYBOARD TRAY	Q6				6		
8	RECTANGULAR END / DIVIDER PANEL C/W FABRIC FACING ON BOTH SIDES AND PLASTIC END CAPS	Q7	1067mm W x (1232mm - 1320mm) H	42" W x (48.5" - 52") H		12		
9	BACK PANEL WITH INTEGRATED REAR HINGED DOORS. SLOT WALL ON SIDE FACING WORKSTATION. PERFORATED FLAT TOP CAP ON SLOT WALL	Q8B	2286mm W x (1232mm - 1320mm) H	90" W x (48.5" - 52") H		6		
10	CONTINUOUS LAY-IN LIFT OUT INFILL PANELS FOR ACCESS TO CABLES BELOW WORK SURFACE AND CONTINUOUS GAP (MIN. 2" - 3" W) FOR CABLES & WIRES	Q9	150mm - 200mm D	6" - 8" D		6		
11	STANDARD EIA RACK - LOCATIONS ON DRAWING F9.01-01	Q10				6		
12	CPU STORAGE ACCESSIBLE UNDER WORK SURFACE VIA FRONT SLIDING / LIFT OUT PANELS	Q11				12		

A-16:



Client: Government of Canada Location:	Project: NIAGARA OFFICE ADMINISTRATION FACILITY Drawing Title:	Scale: 1:30	Project No.: 1322-003
		Drawn By:	Tender:
		Checked By:	A-16
		Date:	

Annex A-3
DELIVERABLES

1. Contractor must submit within three (3) weeks of contract award:
 - A. Product cut sheets; and
 - B. Contractor's complete selection of finishes available for all horizontal and vertical surfaces.
 - C. Contractor's complete selection of colours available for all horizontal and vertical surfaces.
2. Training Session – The Contractor must provide a personnel training session for use of the consoles.
 - A. How to use electronic height adjustment mechanisms, furniture and components in an ergonomic way;
 - B. How to adjust monitor arms and all other adjustable parts;
 - C. The use of the cable management system;
 - D. The attaching and removal of external doors and panels and the attaching and adjustment of monitors;
 - E. Technical and user manuals must be provided;
 - F. Date to be scheduled with the Owner; and
 - G. Operating and Maintenance Manuals must be provided.

Annex B

Basis of Payment

The Contractor will be paid in accordance with the following. Pricing is all-inclusive, GST/HST extra.

1. Furniture, Delivery and Installation

CONSOLE TYPE A14 - 66" CONSOLE COMPONENTS LEGEND								
	COMPONENT DESCRIPTION	CODE # ON DWGS	DIMENSIONS IN METRIC	DIMENSIONS IN IMPERIAL	MODEL CODE/ SERIES	QNTY.	UNIT PRICE	EXTENDED PRICE
1	RECTANGULAR LAMINATE WORK SURFACE COMPLETE WITH SIT / STAND COLUMN LIFTS	Q0A	1676mm W x 1067mm D	66" W x 42" D		10		
2	MOBILE PEDESTAL WITH 2x4" HIGH BOX DRAWERS AND BINDER STORAGE SHELF.	Q1	457mm W x 560mm D	18" W x 22" D		10		
3	CPU STORAGE WITH SLIDE OUT & SHELF ACCESSIBLE UNDER WORK SURFACE VIA REAR HINGED DOORS	Q2				20		
4	SLOT WALL HUNG TELEPHONE MOUNT	Q3				10		
5	SLOT WALL HUNG SINGLE / DOUBLE MONITOR ARM	Q4				30		
6	SLOT WALL MOUNT TASK LIGHT	Q5				10		
7	ERGONOMIC KEYBOARD TRAY	Q6				10		
8	RECTANGULAR END / DIVIDER PANEL C/W FABRIC FACING ON BOTH SIDES AND PLASTIC END CAPS	Q7	1067mm W x (1232mm - 1320mm) H	42" W x (48.5" - 52") H		20		
9	BACK PANEL WITH INTEGRATED REAR HINGED DOORS. SLOT WALL ON SIDE FACING WORKSTATION. PERFORATED FLAT TOP CAP ON SLOT WALL	Q8A	1676mm W x (1232mm - 1320mm) H	66" W x (48.5" - 52") H		10		
10	CONTINUOUS LAY-IN LIFT OUT INFILL PANELS FOR ACCESS TO CABLES BELOW WORK SURFACE AND CONTINUOUS GAP (MIN. 2" - 3" W) FOR CABLES & WIRES	Q9	150mm - 200mm D	6" - 8" D		10		
11	STANDARD EIA RACK - LOCATIONS ON DRAWING F9.01-01	Q10				2		
13	Console A14 - 66" Extended Total							

Note : Extended Price = Qnty x Unit Price

CONSOLE TYPE A15 - 90" CONSOLE COMPONENTS LEGEND								
	COMPONENT DESCRIPTION	CODE # ON DWGS	DIMENSIONS IN METRIC	DIMENSIONS IN IMPERIAL	MODEL CODE/ SERIES	QNTY.	UNIT PRICE	EXTENDED PRICE
1	RECTANGULAR LAMINATE WORK SURFACE COMPLETE WITH SIT / STAND COLUMN LIFTS	Q0B	1676mm W x 1067mm D	66" W x 42" D		6		
2	MOBILE PEDESTAL WITH 2x4" HIGH BOX DRAWERS AND BINDER STORAGE SHELF.	Q1	457mm W x 560mm D	18" W x 22" D		6		
3	CPU STORAGE WITH SLIDE OUT & SHELF ACCESSIBLE UNDER WORK SURFACE VIA REAR HINGED DOORS	Q2				12		
4	SLOT WALL HUNG TELEPHONE MOUNT	Q3				6		
5	SLOT WALL HUNG SINGLE / DOUBLE MONITOR ARM	Q4				12		
6	SLOT WALL MOUNT TASK LIGHT	Q5				6		
7	ERGONOMIC KEYBOARD TRAY	Q6				6		
8	RECTANGULAR END / DIVIDER PANEL C/W FABRIC FACING ON BOTH SIDES AND PLASTIC END CAPS	Q7	1067mm W x (1232mm - 1320mm) H	42" W x (48.5" - 52") H		12		
9	BACK PANEL WITH INTEGRATED REAR HINGED DOORS. SLOT WALL ON SIDE FACING WORKSTATION. PERFORATED FLAT TOP CAP ON SLOT WALL	Q8B	2286mm W x (1232mm - 1320mm) H	90" W x (48.5" - 52") H		6		
10	CONTINUOUS LAY-IN LIFT OUT INFILL PANELS FOR ACCESS TO CABLES BELOW WORK SURFACE AND CONTINUOUS GAP (MIN. 2" - 3" W) FOR CABLES & WIRES	Q9	150mm - 200mm D	6" - 8" D		6		
11	STANDARD EIA RACK - LOCATIONS ON DRAWING F9.01-01	Q10				6		
12	CPU STORAGE ACCESSIBLE UNDER WORK SURFACE VIA FRONT SLIDING / LIFT OUT PANELS	Q11				12		
13	Console A15 - 90" Extended Total							

Note : Extended Price = Qnty x Unit Price

Extended Total (Console A14 Ext. Total + Console A15 Ext. Total) : \$_____

Delivery: \$_____

Installation: \$_____

Total Price for Evaluation: \$_____

Annex C

SECURITY CLEARANCE REQUIREMENTS INSTRUCTIONS

Security Clearance Requirements (Law Enforcement Checks)

1. All personnel employed on this project will be subject to at a minimum, the Facilities Access Level 2 clearance requirements.
2. Prior to the commencement of the on-site activities, all personnel engaged in the execution of the work on the exterior or interior of an Government occupied and/or unoccupied building or outside on the grounds, shall have at a minimum, the requisite a Facilities Access Level 2 clearance.
3. As a result, immediately upon award of the contract, the Contractor shall prepare and submit the following attached requisite forms and documents for a Facilities Access Level 2 clearance, provided by the Departmental Representative (or failing that the Departmental Representative Project Manager), for each Contractor employee and sub-contractor employee to be engaged in the work on the exterior or interior of an occupied and/or unoccupied building or outside on the grounds:
 - a.) Contractor/Consultant Information Sheet
 - b.) TBS 330-23e
 - c.) Valid government issued photo identification:
 1. Photocopy of front and back of document (photo must be clear). Examples of government issued photo identification include Driver's License, Passport or Treaty card.
 2. Photocopy of front and back of document must be "certified to be a true copy" by another individual other than the applicant (does not have to be a Notary Public / Commissioner of Oaths).
 - d.) Birth Certificate:
 1. Photocopy of front and back of document (photo must be clear).
 2. Photocopy of front and back of document must be "certified to be a true copy" by another individual other than the applicant (does not have to be a Notary Public / Commissioner of Oaths).

Note: If you do not have/cannot locate a copy of your Birth Certificate, please provide other government issued identification (ie. Health Care card, Passport, Treaty Card) – front and back/certified as noted above.
4. To eliminate delays in the clearance process, all clearance forms/documents completed by the Contractor's employees and sub-contractor employees must be reviewed by the Contractor representative to ensure that all requested information has been provided, prior to submitting documents to the department representative.
5. The department representative will not be responsible for reviewing for accuracy and/or completing any portion of the clearance forms/documents for Contractor's employees and sub-contractor employees. Incomplete forms will be returned to the Contractor.
6. The Contractor's employees and sub-contractor employees shall only mobilize on site, once the requisite clearance has been granted.
7. The Contractor should batch the fully completed submissions, based on priority work on site and allow for a **minimum thirty (30 working days)** processing time in the project schedule for the review to occur (from the date the completed documents are received by the department representative). The inability to submit the fully completed requisite

forms and documents will not be reason for an extension to the project schedule or additional compensation.

8. Contractor's employees and subcontractor employees with the requisite Facilities Access Level 2 clearance must be escorted at all times by **a Commissionaire escort hired by the department representative (at no cost to the Contractor) while Facilities Access Level 2 clearances are being processed**. Once the building is occupied contractors can only be escorted by a Commissionaire / not a Contractor with an RRS.
9. Work may commence upon granting of Facilities Access Level 2 clearances.
10. The Contractor shall give the department representative **72 hours' notice for work** to be carried out in an occupied building during periods outside of the normal working hours of **Monday to Friday, from 06:00 to 18:00 hours** (hours subject to change at the discretion of the department representative).