

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 MONITOR ARMS & KEYBOARD TRAYS | |
| Solicitation No. - N° de l'invitation 60074-130582/A | Date 2014-03-14 |
| Client Reference No. - N° de référence du client 60074-130582 | |
| GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-930-64865 | |
| File No. - N° de dossier pq930.60074-130582 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-04-28 | |
| Time Zone Fuseau horaire Eastern Daylight Saving Time EDT | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Chalmers, Brianna | Buyer Id - Id de l'acheteur pq930 |
| Telephone No. - N° de téléphone (819) 956-5660 () | FAX No. - N° de FAX () - |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Finance Canada Receiving Room P-155 L'Esplanade Laurier, West Tower 300 Laurier Ave. West Ottawa, ON K1A 0G5 | |

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

60074-130582/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pq93060074-130582

Buyer ID - Id de l'acheteur

pq930

CCC No./N° CCC - FMS No/ N° VME

60074-130582

The document is continued on the following page.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Requirement
3. Debriefings
4. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS

1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Installation Services
12. Deficiency Procedures

List of Annexes:

- | | |
|---------|---|
| Annex A | Requirement |
| Annex B | Product & Pricing |
| Annex C | Federal Contractors Program for Employment Equity – Certification |

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

On behalf of Finance Canada, Public Works and Government Services Canada has a requirement to supply, deliver and install 1,135 Articulating Keyboard Support Surfaces and 1,135 Dual Monitor Arms for delivery to Ottawa, Ontario.

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.

4. Trade Agreements

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

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 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 the province of 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 (3 copies)
- Section II: Financial Bid (1 hard copy)
- 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) Use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) Use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Bidders must complete the table at Annex B, Product & Pricing.

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

| | |
|-------------|---|
| 1.1.1.A | Mandatory Technical Specifications Criteria (MTS) |
| | |
| MTS1 | <p><u>MTS1.1</u></p> <p>The Bidder must demonstrate how the proposed product corresponding to Annex A, section 5.2.3, meets this criteria. The Bidder must at a minimum provide the following documentation of the Proposed Product:</p> <ul style="list-style-type: none"> - Descriptive Literature and/or Product Information (for example, a brochure, catalogue, installation manual, etc.) - Side-view Diagram with applicable dimensions - Front-view Diagram with applicable dimensions <p><u>MTS1.2</u></p> <p>The Bidder must submit the documents required in MTS1.1 in soft copy (CD/DVD)</p> |

| | |
|--|---|
| | or USB format) or hard copy, written in Adobe Acrobat PDF version 7 or older. |
|--|---|

1.2 Financial Evaluation

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

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.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid

1.1 Certifications Required Precedent to Contract Award

1.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

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

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

1.2 Certifications Required with the Bid

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

1.2.1 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the 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.

1.2.2 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 Part 6, Annex A.

Bidder's signature

Date

1.2.3 Dealer Authorization

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

The Bidder must also provide, as part of its bid, 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 Bidder is in fact an authorized agent/distributor.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

On behalf of Finance Canada, Public Works and Government Services Canada has a requirement to supply, deliver and install 1,135 Articulating Keyboard Support Surfaces and 1,135 Dual Monitor Arms for delivery to Ottawa, Ontario.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2014-03-01), 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.

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 option 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 from 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.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received and installed on or before October 3, 2014.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Brianna Chalmers

Public Works and Government Services Canada
Acquisitions Branch
CASMS/CCPD/Furniture Division

11 rue Laurier
Gatineau, Quebec K1A 0S5

Telephone: (819) 956-5660
Facsimile: (819) 956-5706
E-mail address: brianna.chalmers@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 Technical Authority

The Technical Authority for the Contract is:

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

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

The Technical 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 Technical Authority; however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in contract for a cost of \$_____. 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 by Customer Department

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

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 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 Employment and Social Development Canada (ESDC)-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 ESDC will constitute the Contractor in default as per the terms of the Contract.

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 (2014-03-01), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Product & Pricing;
- (e) Annex C, Federal Contractors Program for Employment Equity - Certification;
- (f) 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. 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 Technical Authority, the Contractor (or his authorized representative) must walk through the installation area with the Technical Authority to verify the operating condition of all products in accordance with the deficiency procedures.

12. 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

ARTICULATING KEYBOARD SUPPORT SURFACE AND DUAL MONITOR ARMS

1.0 Purpose

- 1.1 This Specification details the technical requirements that apply to Articulating Keyboard Support Surfaces and Dual Monitor Arms.

2.0 Applicable Publications

- 2.1 The CAN/CGSB 44.229 or CAN/CGSB 44.227 publications and all publications referenced within those documents apply to this Specification.
- 2.2 Video Electronics Standards Association (VESA)
- 2.3 All referenced publications or test methods are to the latest issue by the closing date of solicitation 60074-130582/A unless otherwise indicated in this Annex.

3.0 Priority of Documents

- 3.1 In the event of a discrepancy between this Specification and the Applicable Publications at section 2.0, the following priority of documents apply:
- i) Purchase Description
 - ii) CAN/CGSB 44.229 or CAN/CGSB 44.227
 - iii) All other publications referenced within ii)

4.0 Terminology

For the purpose of this specification the following definition applies:

Acceptable Test Facility - An Acceptable Test Facility is defined as a laboratory that is accredited to ISO/IEC 17025 (general requirements for the competence of testing and calibration laboratories) by the Standards Council of Canada (SCC), or by other nationally recognized accreditation organizations with which SCC has signed a mutual recognition agreement or other type of formal recognition agreement such as, but not limited to, the American Association for Laboratory Accreditation (A2LA), the National Volunteer Laboratory Accreditation Program (NVLAP), or the Asia Pacific Laboratory Accreditation Cooperation (APLAC); Or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

5.0 General Requirements

5.1 Articulating Keyboard Support Surface

- 5.1.1 Must be capable of being continuously height adjusted by the user with or without a lever to any position within a minimum range of 203mm (8"), 127 (5") below and 25mm (1") above the terminal support surface. Once the support surface has been locked in the desired position, the support surface must remain stable during the normal keying process.
- 5.1.2 The support surface must be a single surface with space for the mouse on the right or left. Space for mouse is not to be an add-on to the articulating keyboard support surface.

- 5.1.3 Must be capable of having a rearward tilt of at least -15° and a forward tilt of at least $\pm 10^{\circ}$; and a horizontal rotation of $\pm 30^{\circ}$.
- 5.1.4 Must have the ability to slide completely under the worksurface when not in use.
- 5.1.5 The articulating keyboard support surface must have both a non-slip surface and a lip along the back edge of this surface in order to prevent the keyboard or the mouse from falling off the support surface.
- 5.1.6 Must have a minimum overall front edge dimension of 635mm (25in).
- 5.1.7 Must be able to be mounted under a worksurface with a maximum depth of 610mm (24in).
- 5.1.7 Must be equipped with a removable wrist rest featuring a gel-based cushion.

5.2 Dual Monitor Arm

- 5.2.1 Must be capable of being fastened onto a worksurface of at least 25mm (1in) thick by a desk clamp mount with integrated cable management.
- 5.2.2 Each extendable arm must support a flat screen monitor of up to 711mm (28in) with a weight of at least 11 kg (24lbs).
- 5.2.3 Each extendable arm must have a minimum extension of 54 mm (2.13in) and must be able to extend to at least a length of 457mm (18in). Each arm must have a height adjustability of at least 229mm (9in). Each extendable arm must be adjustable independently of the other extendable arm. The monitor must be able to rest against the electrical pole in order for the desk area to be utilized freely.
- 5.2.4 When the monitor arm is to support two monitors, both flat screen monitors must be able to be positioned side-by-side.
- 5.2.5 The flat screen monitor must be fastened to the extendable arm by means of a bracket that is Video Electronics Standards Association (VESA) compatible. The VESA mounts must be 75/100.
- 5.2.6 Each extendable arm must be able to swivel a minimum of 180° .
- 5.2.7 Each extendable monitor arm must allow for the monitor to be tilted 180° .
- 5.2.8 Each extendable monitor arm must have a minimum of 4 pivot points per arm (8 total).
- 5.2.9 Material for extendable monitor arms must be powder coated forged aluminum.

6.0 Testing Requirements

- 6.1 All Articulating Keyboard Support Surface must meet the acceptance levels as described in CAN/CGSB 44.229 or CAN/CGSB 44.227.
- 6.2 An Acceptable Test Facility must conduct all ANSI/BIFMA performance testing, CAN/CGSB dimensional testing and related test reports.

ANNEX A-1

DELIVERY & INSTALLATION SCHEDULE AND FLOOR PLANS

Delivery and installation will be staggered between approximately early May to early September, 2014. Approximately 130 of the Articulating Keyboard Support Surfaces and 130 of the Dual Monitor Arms will be installed per delivery on already assembled furniture.

Upon Contract Award the Technical Authority will provide the Contractor's Representative with a detailed Delivery and Installation Schedule.

Prior to installation of both products the Technical Authority will provide the Contractor's Representative with the Floor Plans for installation location purposes.

ANNEX B

PRODUCT & PRICING

| | | | | A | B | C | D (D = C1+C2) |
|-------------|---------------------------------------|-----------------------|-----------------|----------|-----------------|------------------------|---|
| Item Number | Item Description | Proposed Model Number | Proposed Series | Quantity | Firm Unit Price | Extended Total (A x B) | Total Price for Evaluation (Include Delivery* and Installation**) |
| 1 | Articulating Keyboard Support Surface | | | 1,135 | | | |
| 2 | Dual Monitor Arms | | | 1,135 | | | |

*Delivery will be completed during After Normal Working Hours which is defined as Monday to Friday from 5:01PM to 6:59AM, Saturday and Sunday.

**Installation will be completed during Normal Working Hours which is defined as Monday to Friday from 7:00AM to 5:00PM.

ANNEX C to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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