

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

**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 Executive Office Furniture	
Solicitation No. - N° de l'invitation 84084-130192/A	Date 2014-03-27
Client Reference No. - N° de référence du client NEB	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-015-8948	
File No. - N° de dossier WPG-3-36347 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-07	Time Zone Fuseau horaire Central Daylight Saving Time CDT
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: Nnadi, Chaz	Buyer Id - Id de l'acheteur wpg015
Telephone No. - N° de téléphone (204) 983-6109 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: NATIONAL ENERGY BOARD 517 10th Street CALGARY Alberta Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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 (2013-06-01) Standard Instructions - Goods or Services - Non-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: ninety (90) days

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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 hardcopies)
Section II: Financial Bid (1 hardcopy)
Section III: Certifications (1 hardcopy)

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.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation,

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

	Mandatory Technical Criteria (MTC)
MTC1	MTC 1.1 The product bid must meet the full requirement and technical specifications detailed in Annex A.
MTC2	MTC 2.1 The Bidder must submit descriptive information demonstrating compliance with the technical specifications for all articles in section 5 in Annex A herein. As a minimum, the descriptive information must address: <ol style="list-style-type: none"> 1. Product Descriptions and dimensions 2. 3D Visual Drawings MTC 2.2 The descriptive information in MTC2.1 must be submitted in CD/DVD/USB format written in Adobe Acrobat PDF version 7 or older. MTC 2.3 The Bidder must submit one (1) full colour card, showing complete range of colour and finish options available for metal finishes and fabric samples. MTC 2.4 Undergone and successfully passed all the testing stipulated in Annex A - Statement of Work. The testing must be performed no later than the closing date of the solicitation and no older than five (5) years.
MTC3	MTC3.1 The Bidder must demonstrate thier bid meets the requirements detailed in Annex A by completing the certification at Part 5, Article 1.3.

1.2 Financial Evaluation

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

1.2.1 Mandatory Financial Criteria

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Mandatory Financial Criteria (MFC) Mobile File Shelving Systems	
MFC1	MFC 1 The Bidder must complete in its entirety - Annex B - Basis of Payment

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 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.

1.2 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 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.

1.3 Product Conformance

() The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A , Requirement, and Annex C, Drawings and meet the testing requirements detailed in Annex A, Requirement.

Supplier's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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 any necessary repair or making good of the Work at that location. In such cases, the Contractor will Contract.

At Subsection 09 - Warranty, of 2010A (2014-03-01) is amended as follow:

DELETE: The warranty period will be twelve months.

INSERT: The warranty period will be five (5) years parts and labour.

Section 9 entitled Warranty of general conditions 2010A (2014-03-01) 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 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 Period of the Contract

The period of the contract will be from contract award to June 13, 2014.

4.1.1 Delivery Schedule

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Delivery and installation of items identified in Annex B - Basis of Payment must be delivered between the date of contract award to June 13, 2014.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Chaz Nnadi
Supply Specialist, Public Works and Government Services Canada
Acquisitions Branch, Western Region
100-167 Lombard Ave., Winnipeg, Manitoba, R3C 2Z1
Telephone: 204-983-6109
Facsimile: 204-983-7796
E-mail address: chiazon.nnadi@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:

To be named 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

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Payment

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6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B, Basis of Payment for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Price

SACC Manual clause C6000C(2011-05-16) Limitation of Price

6.3 Single Payments

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

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204-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

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 _____.

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) 2010A (2014-03-01) General conditions - Goods (Medium Complexity);
- (c) Annex A, Statment of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (insert date of bid)

11. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

B7500C (2006-06-16), Excess Goods

G1005C (2008-05-12), Insurance

12. Shipping Instructions - Delivery at Destination

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

- (a) DDP Delivered Duty Paid (Delivery Address), Incoterms 2000 for shipments from commercial contractor.

13. Transportation Costs

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

13.1 Shipping Instructions - Delivery at Destination

Ship to:

517 10th Street, SW
Calgary, AB T2P 0A8

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

Delivered Duty Paid (DDP), to Calgary, Alberta Incoterms 2000 for shipments from a commercial contractor.

14. Installation Services

Installation services must be provided for the products offered. The minimum level of service required is detailed below.

The contractor will not have exclusive control of the site and must coordinate his installation with other trades and contractors who will be working on the site during the same time frame. The safety of the site will be the responsibility of a prime contractor other than the contractor of the Work. The contractor must do Work in accordance with the requirements of the designated Prime Contractor in all matters dealing with site safety.

The contractor should assume for the purposes of this solicitation that, by the time of installation of the mobile file shelving systems:

- the premises will be mostly constructed but vacant;
- partitions and doors indicated on the sketches will be in place;
- that the structural reinforcement for the mobile system will be complete;
- that the loading dock will be operational; and
- there will be freight elevator service to the second and fourth floors.

Installation services must be provided for the products offered. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect product for shipping damage;
3. Install all products in accordance with the manufacturers specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
6. Clean the product once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary; and
8. Upon completion of the installation and at the request of the Identified User, the Contractor (or their authorized representative) must walk through the installation area with the Project Authority (or their authorized representative) verify the operating condition of all product in accordance with the deficiency procedures.

15. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Identified User when the installation is completed;
2. The Identified User must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through inspection must take place no later than three business days after installation is completed;
4. If the 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 Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Identified User to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Identified User; and
9. The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX "A"

STATEMENT OF WORK

- 1.1 This purchase description applies to Executive office product components available for use by the National Energy Board.
- 1.2 Executive office product components meeting this purchase description must meet all of the mandatory requirements of the latest version of CAN/CGSB-44.227 "Canadian General Standards Board Freestanding Office Products and Components", as well as the mandatory options and features detailed herein.
- 1.3 The requirements contained in this purchase description are the minimum required features and components to be accepted under this solicitation.

2 APPLICABLE PUBLICATIONS

The following publications are applicable:

The latest version of CAN/CGSB-44.227 "Canadian General Standards Board Freestanding Office Products and Components"

3 TERMINOLOGY

For the purposes of this purchase description the following definitions shall apply.

- 3.1 Exposed surfaces – Surfaces that are clearly visible during normal use of the furniture e.g. tops, sides, and drawer fronts.
- 3.2 Less exposed surfaces – Surfaces that are visible but less conspicuous during normal use of the furniture e.g. inside of leg panels, pedestal sides.
- 3.3 Pedestals – Work surface Supporting – A pedestal without a top, which is used to support a work surface. The four sides are finished.
- 3.4 Pedestal – Suspended – A pedestal, which is attached to the underside of the work surface. There is an open space between the bottom of the pedestal and the floor.
- 3.5 Product Changes - changes to the construction/design. Changes in material and hardware (except drawer suspensions) are acceptable without additional testing provided they continue to meet the same specifications as those used on the unit that was tested.
- 3.6 Pedestal – Mobile – A pedestal, which is on casters and can be moved easily by the user. The top and all four sides are finished.

4 GENERAL REQUIREMENTS

- 4.1 Workmanship – Wood and wood veneer surfaces and edges shall be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, delamination or water marks.
- 4.2 Face veneers shall be tightly joined and properly matched as specified and shall be similar in grain pattern or colour throughout any given area. The natural characteristics of wood and veneer shall be acceptable.
- 4.3 Gaps around drawer fronts shall be uniform. Drawer faces shall be even and parallel with each other. Drawers shall operate smoothly, shall not interfere with each other or have excessive side play. Slides shall not have excessive drop.
- 4.4 Exposed joints shall be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- 4.5 The factory finish shall be smooth and free of sags, runs, orange peel and overspray
- 4.6 Doors and drawers must fit squarely and evenly into the openings on all sides
- 4.7 All drawers must be equipped with stops to prevent accidental removal, but still permit easy removal of the drawers when required. Resilient bumpers must be provided on all drawer assemblies to minimize impact noise when drawers reach the end of inward or outward travel and to protect the structural integrity of the drawers against impact.
- 4.8 When assembled in all possible configurations there must be no visible unfinished edges or surfaces.
- 4.9 All edges, corners and parts with which the user, public or persons maintaining the cabinets may come in contact with, must have all rounded corners or be covered with protective caps.
- 4.10 The color specification for the finish is to be Walnut. Color finish swatches are to be submitted with the bids. The final color selection is to be made before contract award.

5 DETAILED REQUIREMENTS

Part Description: Table A	Specifications:
Standard Hutch - Solid Hinged Doors, 15"d x 72"w x 37"h (1-3/16")	Door Front Finish - Laminate Laminate - Walnut colour or equivalent Trim Style - Straight Trim Edge Trim Finish - Walnut colour or equivalent Finish Colors (Case, Back, Sides) - Walnut colour or equivalent Finish Colors (Shelf & Hardware) - Colors Platinum (Satin) silver No handles (pulls) Key Style - Key Alike
Rectangular Desk - Full Gables,	Surface Finishes - Laminate Laminate - Walnut colour or equivalent

Flush 1/2 Modesty, 24" d x 72" w (1-3/16")	Trim Style - Straight Trim Edge Trim Finish - Walnut colour or equivalent Gables, Mod. Panel & Grommet Finishes - Walnut colour or equivalent Finish Colors (Hardware) - Colors Colors - Platinum (Satin) silver
Half Wardrobe Unit with Box/Box/File - Solid Doors, 24"d x 24"w, 66"h	Drawer / Door Finishes - Laminate Laminate - Walnut colour or equivalent Trim Style - Straight Trim Edge Trim Finish - Walnut colour or equivalent Case Finish - Walnut colour or equivalent No handles (pulls) Key Style - Key Alike
Pedestal, Mobile, 18"d x 28"h, File, on casters	Drawer / Door Finishes - Laminate Laminate - Walnut colour or equivalent Trim Style - Straight Trim Edge Trim Finish - Walnut colour or equivalent Case Finishes - Walnut colour or equivalent Colors - Platinum (Satin) silver No handles (pulls) Key style - Key Alike
Storage Unit – Open at the top shelves, 2 drawer lateral on the bottom 24"d x 30"w x 66"h	Drawer Front Finishes - Laminate Laminate - Walnut colour or equivalent Trim Style - Straight Trim Edge Trim Finish - Walnut colour or equivalent Case (Top, Sides, Back) Finishes – Walnut colour or equivalent No handles (pulls) Key style - Key Alike
Height Adjustable Workstation Table, Standard Range Electric, Standard, Right Orientation, 30"d x 60"w	Surface Finishes -Laminate Laminate - Walnut colour or equivalent Edge Trim Style - Flat Edge Trim Colors – Walnut colour Base Finish - Platinum (Satin) silver Data / Electrical - None Switch - Display and Up/Down and Memory Wire Management - e-chain
Modesty Screen, 13"h x 42"w	Screen Finish - Laminate Laminate - Walnut colour or equivalent Bracket Finish - Finish Colors - Platinum (Satin) silver
Adjustable Task Light, Freestanding Base	Control Console Finish - Frosted White Country of Installation - United States or Canada

Part Description: Table B	Specifications:
Standard Hutch - Solid Hinged Doors, 15"d x 84"w x 37"h (1-3/16") ADDITIONAL Special Features To have 5x 2"h Open Paper trays under cabinets. Door section to have vertical divider between each door to create the paper trays	Door Front Finish –Laminate Laminate - Walnut colour or equivalent Trim Style – straight trim Edge Trim Finish - Walnut colour or equivalent Finish Colors (Case, Back, Sides) -Walnut colour or equivalent Finish Colors (Shelf & Hardware) - Platinum (Satin) / silver colour Key Style - Key Alike No handles (pulls)
Rectangular Desk with Recessed Modesty - Full Gables, Full Modesty, 30" d x 72"w (1-3/16")	Surface Finishes - Laminate Laminate - Walnut -colour Trim Style - Straight Trim Edge Trim Finish - Walnut colour or equivalent Gables, Mod. Panel & Grommet Finishes - Walnut colour or equivalent Finish Colors (Hardware) -Platinum (Satin) / silver colour
Credenza with Single Lateral File, Flush Full Modesty, 24"d x 84"w, 36"w Storage (1-3/16")	Worksurface Finish - Laminate Laminate - Walnut colour or equivalent Trim Style - Straight Trim Edge Trim Finish - Walnut colour or equivalent Drawer Front Finish - Laminate Laminate - Walnut colour or equivalent Edge Trim Finish - Walnut colour or equivalent Case and Modesty Finish - Walnut colour or equivalent No handles (pulls) Key - Key Alike
Half Wardrobe Unit with File - Solid Doors, 24"d x 30"w, 66"h	Drawer / Door Finishes -Laminate Laminate - Walnut colour or equivalent Trim Style - Straight Trim Edge Trim Finish - Walnut colour or equivalent Case Finish - Walnut colour or equivalent No handles (pulls)
Pedestal, Mobile, 18"d x 28"h, File, on casters.	Drawer / Door Finishes - Laminate Laminate - Walnut colour or equivalent Edge Trim Finish - Walnut colour or equivalent Case Finishes – Walnut- colour No handles (pulls) Key - Key Alike
Cable Tray, Standard, 42"w	

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Height Adjustable Workstation Table, Standard Range Electric, Standard, Right Orientation, 24"d x 42"w	Surface Finishes - Laminate Laminate - Walnut colour or equivalent Edge Trim Style - Flat Edge Trim Colors - Walnut colour or equivalent Base Finish - Platinum (Satin) / silver colour Data / Electrical - None Switch - Display and Up/Down and Memory Wire Management - e-chain
Modesty Screen, 13"h x 24"w	Screen Finish - Laminate Laminate - Walnut colour or equivalent Bracket Finish - Platinum (Satin) Silver colour
Adjustable Task Light, Freestanding Base	Control Console Finish - Frosted White Country of Installation - United States or Canada

Part Description: Table C	Specifications:
Cable Tray, Standard, 42"w	
Height Adjustable Workstation Table, Standard Range Electric, Standard, Right Orientation, 24"d x 42"w	Surface Finishes-Natural wood Veneer Natural wood Veneer Finish- walnut dark brown Veneer - Special Finish Edge Trim Style - Fluted Edge Trim Finish - walnut dark brown Base Finish - platinum (satin) silver colour Colors - Platinum (Satin) silver colour Data / Electrical - None Switch D Display and Up/Down and Memory Wire Management - E-chain
Modesty Screen, 13"h x 24"w	Screen Finish - Wood Veneer Veneer Finish - Walnut dark brown Veneer - Special Finish Bracket Finish - Platinum (Satin) silver Finish Colors - Platinum (Satin) silver
Adjustable Task Light, Freestanding Base	Control Console Finish - Frosted White Country of Installation - United States or Canada
Credenza w/ Single Pedestal	Finish - Natural wood Veneer Natural Veneer Walnut dark brown Edge Trim Style – Fluted

- File/File, Half Modesty, 24"d x 72"w, No Grommet	Edge Trim Finish – Wood veneer Walnut dark brown No handles (pulls) Key Style - Key Alike
Rectangular Desk, 30"d x 72"w, No Grommet Special Features To be special finish to match Walnut	Finish - Natural Wood Veneer Natural Wood Veneer- Walnut dark brown Edge Trim Style – Fluted Edge Trim Finish – Wood veneer Walnut dark brown
Standard Hutch - Wood Hinged Doors, 15"d x 72"w x 37"h Additional special features to have a 5"X2" high open paper trays under cabinets. Door section to have vertical divider between each door to create the paper trays.	Finish - Natural Wood Veneer Natural Veneer - Walnut dark brown Edge Trim Style – Fluted Edge Trim Finish – Wood veneer Walnut dark brown No handles (pulls)
Half Wardrobe Unit with File/File - Wood Doors, 24"d x 30"w x 66"h	Finish - Natural Wood Veneer Natural wood Veneer Walnut dark brown Edge Trim Style – Fluted Edge Trim Finish – Wood veneer Walnut dark brown No handles (pulls) Key Style - Key Alike
Mobile Pedestal - File, 18"d x 16"w x 28"h on casters.	Finish - Natural wood Veneer Natural Wood Veneer Walnut dark brown No handles (pulls) Key Style - Key Alike
Storage Unit - Wood Doors Depth 24 Width 36 Height 66 - Natural Wood Veneer ADDITIONAL Special Features Open storage with 2 lat. file drawers lower storage and open shelves upper storage	Finish - Natural Wood Veneer Natural Wood Veneer - Walnut dark brown Edge Trim Style – Fluted Edge Trim Finish – Wood veneer Walnut dark brown No handles (pulls) Key Style - Key Alike
Round Meeting Table - Four-Point Base, 42"dia ADDITIONAL Special Features- special finish to match Walnut color or equivalent	Finish - Natural Wood Veneer Natural Veneer Walnut dark brown Edge Trim Style –Fluted Edge Trim Finish – Wood veneer Walnut dark brown Support Finish - Colors - Platinum (Satin) silver

6 DETAILED REQUIREMENTS FOR MATERIALS

- 6.1. Wood - Only woods, either in solid or veneer form that have been harvested or traded in accordance with the Convention on International Trade in Endangered Species (CITES) shall be used.:
- 6.2. Particleboard - If particleboard is used as substrate, it shall conform to ANSI A208.1, grade M2 or greater.

7. Delivery and Installation

- 7.1 The Delivery and Installation of the requirement will be on one floor (4th floor).
- 7.2 Delivery and Installation must be completed during regular hours, Monday to Friday, 9:00a.m.-5:00p.m.
- 7.3 The building is a completely restricted area requiring on-site staff to be present during delivery and installation. Please note that all contractor/personnel will be escorted and supervised during delivery and installation.
- 7.4 Loading dock location: 517 10'h Street, SW Calgary, AB.
- 7.5 Loading dock size limitation: 5 tons truck maximum
- 7.6 Facilities available for transporting product from loading dock to 4th floor:
- One large freight elevator (measures around 8' wide x 9'-6") must be taken down from dock level to B1;
 - Secondary freight elevator (measures: 81" wide, 58.5" deep x 101" high) goes up directly to 4th floor;
 - Distance from first freight elevator to secondary freight elevator is approximately 30'.

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ANNEX B

BASIS OF PAYMENT

- Bidders must provide bids as per unit of issue requested. Bidders must submit firm all inclusive prices.
- The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, Delivered Duty Paid (DDP) and the contractor is responsible for all delivery charges, administration costs, and risks of transport and customs clearances, including the payment of customs duties and taxes.
- GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Table 1: Lawyers' Offices

Part Description	Unit (EA)	Qty:	Bidders Proposed Unit Price	Extended Total Price
Standard Hutch - Solid Hinged Doors, 15"d x 72"w x 37"h (1-3/16")	EA	58	\$	\$
Rectangular Desk - Full Gables, Flush 1/2 Modesty, 24" d x 72" w (1-3/16")	EA	58	\$	\$
Half Wardrobe Unit with Box/Box/File - Solid Doors, 24"d x 24"w, 66"h	EA	58	\$	\$
Pedestal, Mobile, 18"d x 28"h, File, on casters	EA	58	\$	\$
Storage Unit – Open at the top shelves, 2 drawer lateral on the bottom 24"d x 30"w x 66"h	EA	58	\$	\$
Height Adjustable Workstation Table, Standard Range Electric, Standard, Right Orientation, 30"d x 60"w	EA	58	\$	\$
Modesty Screen, 13"h x 42"w	EA	58	\$	\$
Adjustable Task Light, Freestanding Base	EA	58	\$	\$
Total ALL-INCLUSIVE Installation charges for the complete installation, as detailed in Table 1	LOT	1	\$	\$

Lot price is to include all travel and living expenses. Installation to be completed during working hours from 08:00 to 17:00, Monday to Friday inclusive				
Total ALL-INCLUSIVE Installation charges for the complete installation, as detailed in Table 1. Lot price is to include all travel and living expenses. Installation to be completed outside regular working hours from 17:00 to 08:00, Friday to Monday, inclusive.	LOT	1	\$	\$
Total ALL-INCLUSIVE Transportation and Delivery Charges	LOT	1	\$	\$
TOTAL	\$			

Table 2: Directors' Offices

Part Description	Unit (EA)	Qty:	Bidders Proposed Unit Price	Extended Total Price
Standard Hutch - Solid Hinged Doors, 15"d x 84"w x 37"h (1-3/16") ADDITIONAL Special Features To have 5x 2"h Open Paper trays under cabinets. Door section to have vertical divider between each door to create the paper trays	EA	38	\$	\$
Rectangular Desk with Recessed Modesty - Full Gables, Full Modesty, 30" d x 72"w (1-3/16")	EA	38	\$	\$
Credenza with Single Lateral File, Flush Full Modesty, 24"d x 84"w, 36"w Storage (1-3/16")	EA	38	\$	\$
Half Wardrobe Unit with File - Solid Doors, 24"d x 30"w, 66"h	EA	38	\$	\$
Pedestal, Mobile, 18"d x 28"h, File, on casters.	EA	38	\$	\$
Cable Tray, Standard, 42"w	EA	38	\$	\$
Height Adjustable Workstation Table, Standard Range Electric, Standard, Right Orientation, 24"d x 42"w	EA	38	\$	\$
Modesty Screen, 13"h x 24"w	EA	38	\$	\$

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Adjustable Task Light, Freestanding Base	EA	58	\$	\$
Total ALL-INCLUSIVE Installation charges for the complete installation, as detailed in Table 2. Lot price is to include all travel and living expenses. Installation to be completed during working hours from 08:00 to 17:00, Monday to Friday inclusive	LOT	1	\$	\$
Total ALL-INCLUSIVE Installation charges for the complete installation, as detailed in Table 2. Lot price is to include all travel and living expenses. Installation to be completed outside regular working hours from 17:00 to 08:00, Friday to Monday, inclusive.	LOT	1	\$	\$
Total ALL-INCLUSIVE Transportation and Delivery Charges	LOT	1	\$	\$
TOTAL				\$

Table 3: Executive Offices				
Part Description	Unit (EA)	Qty:	Bidders Proposed Unit Price	Extended Total Price
Cable Tray, Standard, 42"w	EA	8	\$	\$
Height Adjustable Workstation Table, Standard Range Electric, Standard, Right Orientation, 24"d x 42"w	EA	8	\$	\$
Modesty Screen, 13"h x 24"w	EA	8	\$	\$
Adjustable Task Light, Freestanding Base	EA	8	\$	\$
Credenza w/ Single Pedestal - File/File, Half Modesty, 24"d x 72"w, No Grommet	EA	8	\$	\$
Rectangular Desk, 30"d x 72"w, No Grommet Special Features To be special finish to match Walnut	EA	8	\$	\$

Standard Hutch - Wood Hinged Doors, 15"d x 72"w x 37"h Additional special features to have a 5"X2" high open paper trays under cabinets. Door section to have vertical divider between each door to create the paper trays.	EA	8	\$	\$
Half Wardrobe Unit with File/File - Wood Doors, 24"d x 30"w x 66"h	EA	16	\$	\$
Mobile Pedestal - File, 18"d x 16"w x 28"h on casters.	EA	16	\$	\$
Storage Unit - Wood Doors Depth 24 Width 36 Height 66 - Natural Wood Veneer ADDITIONAL Special Features Open storage with 2 lat. file drawers lower storage and open shelves upper storage	EA	16	\$	\$
Round Meeting Table - Four-Point Base, 42"dia ADDITIONAL Special Features- special finish to match Walnut colour	EA	16	\$	\$
Total ALL-INCLUSIVE Installation charges for the complete installation, as detailed in Table 3. Lot price is to include all travel and living expenses. Installation to be completed during working hours from 08:00 to 17:00, Monday to Friday inclusive	LOT	1	\$	\$
Total ALL-INCLUSIVE Installation charges for the complete installation, as detailed in Table 3. Lot price is to include all travel and living expenses. Installation to be completed outside regular working hours from 17:00 to 08:00, Friday to Monday, inclusive.	LOT	1	\$	\$
Total ALL-INCLUSIVE Transportation and Delivery Charges	LOT	1	\$	\$
TOTAL				\$

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PRICING SCHEDULE SUMMARY		
Item	DESCRIPTION	PRICE
1	Pricing Schedule A	\$ _____
2	Pricing Schedule B	\$ _____
3	Pricing Schedule C	\$ _____
	TOTAL EVALUATED PRICE	\$ _____

*If upon delivery and acceptance, the product is found to not meet the Minimum Specifications, the product will be returned at the supplier's expense and the Contract will be terminated.