



**RETURN BIDS TO:
RETOURNER LES COUMMISSIONS A:**

Visitor Center – RCMP/Centre des Visiteurs– GRC
73 Leikin Drive, Bldg., M1, Mailstop #15
Ottawa, Ontario K1A 0R2
Attn: Megan McCoy

**REQUEST FOR PROPOSAL
DEMANDE DEPROPOSITION**

**Proposal To: Royal Canadian Mounted
Police**

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title – Sujet Pallet Racking		Date May 13, 2014
Solicitation No. – N° de l’invitation 201500307		
Solicitation Closes– L’invitation prend fin		
At /à : 2:00 PM	EDT (Eastern Standard Time)	
On / le : June 24, 2014		
F.O.B. – F.A.B Destination	GST - HST Seeherein — Voir aux présentes	Duty– Droits See herein — Voir aux présentes
Destination of Goods and Services– Destinations des biens et services The Royal Canadian Mounted Police 1230 Old Innes Road, Unit 405-408 Ottawa, ON K1B 3V3 ATT: (To be specified at contract award)		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Julie Davis julie.davis@rcmp-grc.gc.ca		
Telephone No. –No. de téléphone 613-843-3797	Facsimile No. – No. de télécopieur 613-825-0082	
Delivery Required– Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentantdu fournisseur/de l’entrepreneur:		
Telephone No. –No. de téléphone	Facsimile No. – No. 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	

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

The requirement is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

After contract award, 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. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

- a) The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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

Delete: sixty (60) days
Insert: ninety (90) days



1.1 SACC Manual Clauses

B1000T (2007-11-30) Condition of Material

B7500C (2006-06-16) Excess Goods

2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bids transmitted by facsimile or email to RCMP will not be accepted.

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 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.

5. Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on June 4, 2014, at 10:00 am at 1320 Old Innes Road, Ottawa, Ontario. Bidders must communicate with the Contracting Authority no later than 5 day(s) business days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Mandatory Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard 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 are encouraged to:

- a) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- b) 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: Mandatory 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.

The technical bid consists of the following:

- a) Completed and signed page 1 of the RFP;
- b) Documentation (e.g. data sheets, web site information, etc.) to substantiate compliancy to Mandatory Technical Criteria
- c) Completed Annex C, Mandatory Technical Criteria

Section II: Financial Bid

- a) Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.
- b) SACC Manual Clauses C3011T (2013-11-16), Exchange Rate Fluctuation Criteria

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 – as detailed in Annex C.

1.2 Financial Evaluation

1. Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing.
2. The evaluated price is the extended price, calculated by multiplying the Quantity by the Unit Price offered by the Bidder.
3. The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection – Lowest Price

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

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (c) the Bidder must provide personal data including the full name, date of birth, present address and other data as requested by the RCMP representative of all individuals who will require access to classified or protected information, assets or sensitive work sites. Fingerprinting may be required.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.



PART 5 - CERTIFICATIONS

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

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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, Statement of Requirement, and Annex D – Site Plan.

Supplier's Signature

Date

2. Additional Certifications Precedent to Contract Award

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

2.1 Former Public Servant – Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.



Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

- (a) The Contractor's personnel requiring access to classified or protected information, assets or sensitive work site(s) is required to be security cleared at the level of Facility Access as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
- (b) The Contractor's personnel must not remove or make copies of any designated or classified information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (c) The Contractor must comply with the provisions of the Security Requirements Check List in Annex B.

2. Requirement

The Contractor must provide the items detailed under Annex A, Statement of Requirement.

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](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) Manual issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3.1 General Conditions

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

Section 29 – Code of Conduct and Certifications – Contract if 2010A referenced above is amended as follows:

Delete subsection 29.4 in its entirety.

4. Term of Contract

4.1 Delivery Date

The Contractor must make the complete delivery and installation within 60 calendar days from the effective date of the Contract.



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Julie Davis
Title: Procurement Officer
Royal Canadian Mounted Police, HQ Procurement and Contracting
Address: 73 Leikin Drive, Ottawa, Ontario K1A 0R2
Telephone: 613-843-3797
Facsimile: 613-825-0082
E-mail address: julie.davis@rcmp-grc.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: (To be specified only at contract award)

The Technical Authority named above 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 - (To be filled in by the Bidder)

General Enquiries

Name: _____
Title: _____
Address: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Delivery Follow-up

Name: _____
Title: _____
Address: _____
Telephone No: _____
Facsimile No. _____
Email address: _____

6. Payment

6.1 Basis of Payment – Firm ALL-INCLUSIVE Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), in accordance with Annex B, Basis of Payment for a cost of \$ _____ (To be specified at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.2 Method of Payment

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



6.3 Limitation of Price

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

6.4 SACC Manual Clauses

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

7. Invoicing Instructions

7.1 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.

7.2 Invoices must be distributed as follows:

- a) The original and one copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- b) Upon request, one copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

Compliance with the certifications 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 or 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) these Articles of Agreement;
- b) the general conditions 2010A (2013-04-25) General Conditions - Goods (Medium Complexity);
- c) Annex A, Statement of Requirement;
- d) Annex B, Basis of Payment
- e) Annex D, Site Plan
- f) Annex E, Security Requirements Check List
- g) the Contractor's bid dated _____. (To be specified at contract award)

11. SACC Manual Clauses – Delivery

G1005C (2008-05-12) Insurance

D0018C (2007-11-30) Delivery and Unloading



11.1 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 a commercial contractor.

12. Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Requirements and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

13. Procurement Ombudsman

13.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

13.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

14. Installation Services

Installation services must be provided for the products offered. The minimum level of service 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 manufactures 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 Contactor (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

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

The Contractor must adhere to the following deficiency procedure:

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.

16. Additional Terms and Conditions

All work to be completed to acceptable industry standards common to the Province of Ontario.



ANNEX A

STATEMENT OF REQUIREMENT

Title:

Pallet Racking for new warehouse at 1230 Old Innes Road, Ottawa, Ontario

Objective:

The objective of this requirement is to provide a safe and engineered space to accommodate minimum storage space for 1,296 pallets of 1134 kg (2500 LBS).

Background:

The renovation and construction of new Warehouse at 1230 Old Innes Road, Ottawa, Ontario is coming to the end and space is ready for receiving Selective and Double - Deep Pallet Racking and Mini Racking by a qualified and experienced supplier. There will be a complete operational loading dock at the site.

Scope of Work:

The scope of the work will include, but not be limited to the following:

- Visit the space and review the site condition;
- Design engineered industrial heavy duty pallet racking to take advantage of the maximum capacity of the space and to meet the latest National Building Code, National Fire Code, Ontario Building Code and industrial Standards and practices.
- The space clear height from slab to underside of lighting and sprinkler system is 5639 mm (18'-6");
- The height of each post should be 4572 mm (15'-0");
- The top shelf should be installed at 4344 mm (14'-3");
- Each 42" shelf should have a minimum 1134 kg (2500 LBS) load capacity;
- Twenty (20) 42" shelves should have solid surface for Cages 108 and 109.
- Each double 42" deep shelf should have a minimum 2268 kg (5000 LBS) load capacity;
- Each 24" deep shelf should have a minimum 680 kg (1500 LBS) load capacity;
- The supplier is responsible for the system design, delivery and installation of all products;
- The supplier must make sure the products installation meets the seismic design;
- The supplier should consult the end user(s) for storage strategy and shelving height installation and adjustment;
- Due to the nature of the operation, the height of the shelves will need to be readjusted;
- The shelving aisle must be lined up with the lighting and sprinkler system,
- The aisles width must be designed for safe and workable maneuver of forklift.

ITEM 1 - SELECTIVE & DOUBLE-DEEP PALLET RACKING:

The supplier should supply and install the following layout of selective & double-deep pallet racking:

Room/Cage 101:

- Single row of 3 bays @ 96¼" clear; overall width 25'-1¾", and;
- Single rows of 2 bays each — 2 bays @ 96¼" clear
- Provide backstop for all shelving



Room 105, Main Warehouse:

- single stop-and-start row of (13) bays @ 96¼" clear, overall length 109'-3½";
- double (back-to-back) stop-and-start row of (12) bays @ 96¼" clear; overall width 101'-¾";
- double (back-to-back) stop-and-start double-deep row of (12) bays @ 96¼" clear; overall width 102'-1½";
- double (back-to-back) stop-and-start double-deep row of (8) bays @ 96¼" clear; overall width 67'-8¾", and;
- Double (back-to-back) stop-and-start row of (8) bays @ 96¼" clear; overall width 67'-8¾".
- The existing building columns should be buried between the posts

106 Warehouses:

- single row of 3 bays — 2 bays @ 96¼" clear & 1 bay @ 48¼" clear; overall width 21'-1¾";
- single row of 3 bays @ 96¼" clear; overall width 25'-1¾";
- single row of 2 bays @ 96¼" clear; overall width 16'-10¼", and;
- Single row of 4 bays @ 96¼" clear; overall width 33'-5¼".

107 Cage:

- (2) single rows of 2 bays @ 96¼" clear; overall length 16'-10¼", and;
- Each bay requires four (4) shelves
- (1) single, standalone bay @ 96¼" clear; overall length 8'-6¾";
- The first two shelves for each bay should be solid and smooth.
- Provide backstop for all shelving

108 Cage:

- (2) single rows of 3 bays each — 2 bays @ 96¼" clear
- Each bay requires three (3) shelves space
- No shelving is required for the bottom shelf
- (1) single, standalone bay @ 96¼" clear; overall length 8'-6¾";
- The first two shelves for each bay should be solid and smooth.
- Provide backstop for all shelving

Total Pallet Accommodation:

The pallets should be designed to accommodate minimum 1,276 Units of 102 mm Face x 122 mm Deep x 1134 Kg (40"Face X 48"Deep X 2,500 LBS)

System Characteristics:

- All bays will be 15'-0" in height and will come complete with 4 beam levels, located at 54" top-to-top, starting at 9" from the floor.
- Storage will be on all 4 levels.
- Frames will be standard 3¼" x 2" x 13Ga. x 42" deep x 15'-0" high, with (2) 30" brace panels & (3) 36" brace panels and (2) Hilti 'KB3' ½" x 4½" anchors per baseplate for fastening to the floor.
- All bays are 96¼" or 48¼" clear. Beams are 2¾" x 4" x 96" & 2¾" x 3¼" x 48" 14ga. ledge beams.
- All beam levels are complete with 2 'clip-in' style safety bars per pallet position.



ITEM 2 - MINI-RACKING:

Supply and install the following layout of Mini-Racking:

109 Cage:

- Single row consisting of (2) bays @ 60"w; overall length 10-1-5/8".

System Characteristics:

- Both bays should be 99" in height x 24" deep and complete with 4 shelf levels, adjustable on 2" centres.
- Each shelf level will be complete with (2) 18"w x 24" deep & (1) 24"w x 24" deep steel decking panels, which are complete with triple folds on the sides and a single fold at the front & back.
- Each shelf level should have a capacity of 363 Kg (800lbs).

The Supplier is responsible to verify the site condition, plan accordingly, and comply with the applicable Codes, design the products, materials delivery, installation, freight and necessary equipment to complete the work.

Deliverables:

1. Kick off meeting to discuss requirement.
(To take place (1) week after Contract Award)
2. The supplier MUST provide an itemized Project Work Plan with a detailed schedule showing milestones, critical activities, dependencies and project completion dates.
(Due: one (1) weeks after Contract Award)
3. The supplier MUST provide design layout for review.
(Due: two (2) weeks after Contract Award)
4. RCMP MUST review the design and provide feedback to the supplier, prior to continuing the work.



ANNEX B

BASIS OF PAYMENT

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 price will be recommended for award of a contract.

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, Provincial disposal surcharges, administration costs, and risks of transport and customs clearances, including the payment of customs duties and taxes.

All applicable taxes, 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.

Item	Description	Unit of Issue	Lot Price
1	Total ALL-INCLUSIVE pricing for all components required for the complete High Density Mobile Shelving system, as described in Annex A, Statement of Requirement.	Lot	\$
2	Total ALL-INCLUSIVE Installation charges for the completed installation, as described in Annex A, Statement of Requirement. 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	\$
3	Total ALL-INCLUSIVE Transportation and Delivery Charges.	Lot	\$
Total System Price (ITEMS 1+2+3)			\$

***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.**



ANNEX C

MANDATORY TECHNICAL CRITERIA

Bidders must provide cross-reference information below to identify the page(s) where each mandatory specification detailed in Annex A, Statement of Requirement is demonstrated in their technical bid. Canada reserves the right to verify any and all information.

	MANDATORY SPECIFICATION	Substantiation in detail as to how the requirement was met - Cross-reference to proposal (page & paragraph)
MTC1	<p>MTC 1.1 The product bid must meet the full requirement and technical specifications detailed in Annex A, Statement of Requirement and must be in accordance with the drawings at Appendix D.</p>	
MTC2	<p>MTC 2.1 The Bidder must submit an electronic drawing(s) of the products proposed in Annex A, Statement of Requirement, which must include width and depth dimensions of the product and an elevation view with height dimensions of the product.</p> <p>MTC 2.2 Drawings referenced in MTC 2.1 must be submitted in CD or DVD format, and written in Adobe PDF or AutoCad. The drawings must be readable by Canada.</p>	
3.	<p>MTC 3.1 The Bidder must demonstrate their bid meets the requirements detailed in Annex A, Statement of Requirement by completing the certification at Part 5, Article 1.3.</p>	
4.	<p>MTC 4.1 Mandatory Site Visit</p> <p>It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on June 4, 2014, at 10:00 am at 1320 Old Innes Road, Ottawa, Ontario. Bidders must communicate with the Contracting Authority no later than 5 day(s) business days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.</p>	Attended / Did not Attend



ANNEX D

SITE PLAN

See attached Document



ANNEX E

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 201500307
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction ASSETS MANAGEMENT	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work / Brève description du travail PLEASE SEE ATTACHED S.O.W.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Royal Canadian Mounted Police / Gendarmerie royale du Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui





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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).