

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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> STORAGE CABINETS - ARMOIRES DE RANG	
<b>Solicitation No. - N° de l'invitation</b> 0X001-140408/A	<b>Date</b> 2014-07-29
<b>Client Reference No. - N° de référence du client</b> 0X001-140408	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-424-65444	
<b>File No. - N° de dossier</b> pq424.0X001-140408	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-08-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Duchesneau, Jean	<b>Buyer Id - Id de l'acheteur</b> pq424
<b>Telephone No. - N° de téléphone</b> (819) 956-0406 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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

Solicitation No. - N° de l'invitation

0X001-140408/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pq4240X001-140408

Buyer ID - Id de l'acheteur

pq424

CCC No./N° CCC - FMS No/ N° VME

0X001-140408

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

### **2. Requirement**

On behalf of Canada School of Public Service, Public Works and Government Services has a requirement to supply, deliver and install 88 Personal Storage Cabinets for delivery to Gatineau, Quebec and Ottawa, Ontario.

### **3. Set-aside Under the Federal Government's Procurement Strategy for Aboriginal Business (PSAB)**

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

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

### **4. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### **2. Submission of Bids**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC 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.

## **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: Two (2) hard copies and two (2) soft copies.

Section II: Financial Bid: One (1) hard copy and one (1) soft copy.

Section III: Certifications: One (1) hard copy.

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

Prices must appear in the financial 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/achatsprocurement/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 (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

(c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

<b>1.1.1.A. Mandatory Technical Specifications Criteria (MTSC)</b>	
<b>MTSC1</b>	<u>MTSC1.1</u> The Bidder must certify that all the products offered conform to all specifications of, and meet the testing requirements detailed in Annex "A".

	<p><u>MTSC1.2</u> To demonstrate MTSC1.1, the Bidder must sign and date the Product Conformance certification clause in accordance with section 2.3 of Part 5 - Certifications of this solicitation in hard copy.</p>
<b>MTSC2</b>	<p><u>MTSC2.1</u> The Bidder must submit descriptive information that includes as a minimum the dimensions (length, width, height) for the proposed item at annex B of this solicitation in accordance with the Requirement at Annex A.</p> <p><u>MTSC2.2</u> To demonstrate compliance with MTSC2.1, the Bidder must submit the descriptive information in soft copy, written in Adobe version 10 or older, or hard copy.</p>

## 1.2 Financial Evaluation

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

## 2. Basis of Selection

**2.1** *SACC Manual* Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

### 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.

##### 1.1 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member

of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **2. Additional Certifications 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 Canadian Content Certification**

#### **2.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition**

#### **2.1.2** This procurement is conditionally limited to Canadian goods.

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

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

### **2.2 Set-aside for Aboriginal Business**

#### **2.2.1** This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.

#### **2.2.2** The Bidder:

i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the abovementioned annex;

ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and

iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

#### **2.2.3** The Bidder must check the applicable box below:

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

**OR**

ii. (  ) The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

**2.2.4** The Bidder must check the applicable box below:

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

**OR**

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

**2.2.5** The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

**2.2.6** By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **2.3 Product Conformance**

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Requirement**

On behalf of Canada School of Public Service, Public Works and Government Services has a requirement to supply, deliver and install 88 Personal Storage Cabinets for delivery to Gatineau, Quebec and Ottawa, Ontario.

### **3. Standard Clauses and Conditions**

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

#### **3.1 General Conditions**

2010A (2014-06-26), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 entitled Warranty of general conditions 2010A is amended as follows:

**DELETE:** The warranty period will be twelve (12) months.

**INSERT:** The warranty period will be ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

#### **4. Term of Contract**

##### **4.1 Delivery Date**

All the deliverables must be received and installed as detailed in Annex A-1.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Jean Duchesneau  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
CASMS  
11 Laurier St, Gatineau, QC  
Telephone: 819-956-0406  
Facsimile: 819-956-5706  
E-mail address: [jean.duchesneau@tpsgc-pwgsc.gc.ca](mailto:jean.duchesneau@tpsgc-pwgsc.gc.ca)

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

##### **5.2 Project Authority**

The Project Authority for the Contract is:

Name: (To be inserted after Contract Award)\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### **5.3 Contractor's Representative (To be completed by the Bidder)**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **6. Payment**

### **6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot price, as specified in Annex B for a cost of \$ (To be inserted 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 Multiple Payments**

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

## **7. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **8. Certifications**

### **8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that

any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **8.2 Product Conformance Certification**

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

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

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

## **8.3 SACC Manual Clauses**

A3000C (2011-05-16) Aboriginal Business Certification  
A3065T (2010-01-11) Canadian Content Certification

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2014-06-26 ) General Conditions – Goods (Medium Complexity)
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated (to be inserted at Contract Award);
- (f) Annex C, Conceptual Rendition.

## **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**

The goods must be shipped in accordance with the delivery destinations identified at Annex B – Basis of Payment.

Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP), Gatineau, Quebec and Ottawa, Ontario, Incoterms 2000 for shipments from a commercial contractor.

## **13. Installation Services**

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

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products 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, using a dumpster arranged for by the Contractor, and;
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

## **14. Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;

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

**ANNEX A  
REQUIREMENT  
PERSONAL STORAGE CABINETS**

**OBJECTIVE**

This specification details the technical requirements that apply to Personal Storage Cabinets.

**1.0 SCOPE**

The Personal Storage Cabinet requirement is in support of Canada School of Public Service Accommodation Strategy in order to comply with Workplace 2.0 Standards and is intended for normal office environments.

**TECHNICAL REQUIREMENTS**

Personal Storage Cabinets must be manufactured from metal and must meet all of the mandatory requirements detailed below.

**2.0 APPLICABLE PUBLICATIONS**

The following publications are applicable:

- 2.1 American National Standards Institute (ANSI)
- 2.2 ANSI/BIFMA X 5.9 American National Standard for Office Furnishings –Storage Units – Tests
- 2.3 American Association of Textile Chemists and Colorists (AATCC) EP1 - Grey Scale for Color Change – Instructions
- 2.4 American Society for Testing and Materials (ASTM)  
ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test  
ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test

**3.0 TERMINOLOGY**

3.1 Storage cabinets must be available in the following type: Personal Storage Cabinet.

3.2 Personal Storage Cabinet: are cabinets that contain a combination of two or more of the following: drawers, doors, shelves and provides storage for personal wardrobe items and daytoday filing for an individual's workstation.

**4.0 GENERAL REQUIREMENTS**

4.1 Workmanship - The finished personal storage cabinets must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.

- 4.1.1 All edges with which the user, public or persons maintaining the personal storage cabinets may come in contact with must have all corners and edges eased or radius.
- 4.1.2 Doors and drawers must fit squarely and evenly into the openings on all sides

4.1 Welds - All welds must be structurally sound, free from cracks and surface voids.

They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.

4.3 Wear susceptible parts are designed to be replaceable.

4.4 Top and bottom vents must be provided to allow circulation of air in the cabinet

## **5.0 DETAILED REQUIREMENTS**

5.1 Glides - All personal storage cabinets must be equipped with 4 glides with a minimum vertical adjustment of 38 mm (1.5 in.). The glides must be adjustable from the interior of the cabinet.

5.2 Suspension - The suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.

5.3 Safety System - two or more extendible members must be equipped with a positive interlock system. The system will prevent any drawer from being opened by more than 63.5 mm (2 in.) when any other drawer has been extended beyond its fully closed position. No two drawers must be capable of being opened simultaneously. Drawers must remain removeable when required.

5.4 Doors - All storage cabinet doors must be capable of opening a minimum of 95°.

5.5 Personal Storage Cabinet

- shelves must be adjustable on increments of no more than 63.5mm (2.5 in.)
- shelves within the same cabinet compartment must be interchangeable and must extend the full width and depth of the interior cabinet compartment.

5.6 Drawers – Drawers must be metal. Drawers must be self-latching, enclosed in one body unit.

5.7 All personal storage cabinets must be equipped with locks for each of the extendible members and doors. All locks must be keyed alike and each cabinet must be supplied with two (2) keys. Locks or cylinders must be designed to allow for easy installation or replacement by the user in the field. The locks must have a minimum of 50 key changes. Locks must be pin, tumbler and wafer type and must have a corrosion resistant finish.

5.8 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.

5.9 Counterweights - Counterweights must be supplied and installed with all personal storage cabinets when required through ANSI/BIFMA x5.9 compliancy.

5.10 Metal Components – All metal components are to be finished using a low VOC emitting technology.

## **6.0 DETAILED REQUIREMENTS FOR FINISHES**

6.1 Metal Finishes - The metal components must meet the following performance requirements:

6.1.1 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.

6.1.2 Color Stability - The finishes must not show a change in color greater than the colour match of existing elements of a scale 4 contrast when tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3.

6.1.3 Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.

## **7.0 TESTING REQUIREMENTS**

7.1 All personal storage cabinets offered under this solicitation must have successfully completed all tests to ANSI/BIFMA x5.9, as well as meet all of the requirements of this specification.

7.2 Age of Tests: Test reports must be not more than five (5) years old at closing date and time of solicitation U6416-141811/A.

7.3 Acceptable Test Facility: An independent testing laboratory or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

## **8.0 MANUFACTURER'S IDENTIFICATION**

8.1 All cabinets must be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

## **9.0 PRODUCT DESCRIPTION**

9.1 Fully enclosed

9.2 Dimensions:

- o Width : 597mm - 610mm (23.5 - 24in.) – tolerance of +/- ½ inch
- o Depth : 584mm - 610mm (23 - 24in.) – tolerance of +/- 1 inch
- o Height : 1270mm - 1321mm (50 - 51in.) – tolerance of +/- 1 inch

9.3 The wardrobe door must be available on the left and the right side of the cabinet.

9.4 The locking wardrobe must have a compartment for personal belongings and clothing with a full height door and nominal width of (203 - 254 mm) 8 - 10 in. including a side to side coat rod.

9.5 Personal Storage Cabinet to have 2 file drawers and lock. File drawer must accommodate legal and letter size files and include file compressor. Drawers to have a nominal width of (380 mm) 15 in with a possible tolerance but overall width of the personal storage cabinet can not be wider than 24 inches and an interior drawer depth of not less than (496 mm) 19.5 in., with a possible tolerance but overall depth of the personal storage cabinet can not be deeper than 24 inches. All drawers to have full extension slides.

9.6 Upper storage to have a nominal width of (380 mm) 15 inches with a possible tolerance but overall width of personal storage cabinet can not be wider than 24 inches and include 1 locking door and 1 adjustable shelf.

## **10.0 MANDATORY ENVIRONMENTAL ATTRIBUTES**

10.1 The manufacturer has established a program for solid waste auditing; prepared a waste reduction plan; instituted a means to track progress towards waste reduction and diversion of materials from disposal.

10.2 The product offered does not emit formaldehyde which will result in an indoor air concentration of more than 0.5 mg/m<sup>3</sup>.

10.3 The product offered does not emit VOC's which will result in an indoor air concentration of more than 0.5 mg/m<sup>3</sup>.

10.4 The product offered is listed on the Environmental Choice Program to CCD-033 Criteria Certification Document for Office Furniture and Panel Systems OR Greenguard Indoor Air Quality Program to Greenguard Certification Standards for Low emitting Products for the Indoor Environmental.

10.5 Manufacturer is certified to ISO 9001 at the manufacturing site of the product proposed

10.6 Recycled Material – Cabinets must be manufactured utilizing a minimum of 30% recycled content by weight.

#### **11.0 FINISHES**

11.1 Pulls to be looped or integrated the same color and material as the personal storage cabinet.

11.2 Personal Storage Cabinet paint colour to be determined after contract award.

**ANNEX A-1**

**DELIVERY & INSTALLATION SCHEDULE AND LIMITATIONS**

**1. Delivery/Installation and Loading Dock Limitations**

- Delivery and Installation are to be completed during regular working hours, Monday to Friday, 8:00am to 4:00pm.
- Installation may occur the same time as delivery if the floor is ready to receive, otherwise in-house movers will provide instructions as to where to place the goods.
- Canada School of Public Service site contact for the delivery will be (to be inserted at Contract Award), who will escort the installers on site.
- The Contractor is to advise the delivery and installation schedule with the Project Authority at least 48 hours in advance of accessing the delivery location.
- There are no loading docks. The maximum truck size that can be accommodated is a 53' trailer for the Gatineau, Quebec location, and a 26' trailer at the Ottawa, ON location.

**Location for Delivery and Installation:**

Canada School of Public Service 241 Cité des Jeunes Gatineau, QC J8Y 6L2	And	Canada School of Public Service 373 Sussex Ottawa, ON K1N 6Z2
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**2. Delivery and Installation Dates**

**It is estimated that the contract will be awarded by August 29, 2014.**

<b>Delivery &amp; Installation Destination</b>	<b>Quantity</b>	<b>Requested Delivery &amp; Installation Date</b>	<b>Can this date be met ?</b>	<b>If not, what is the best Delivery &amp; Installation Date that can be</b>
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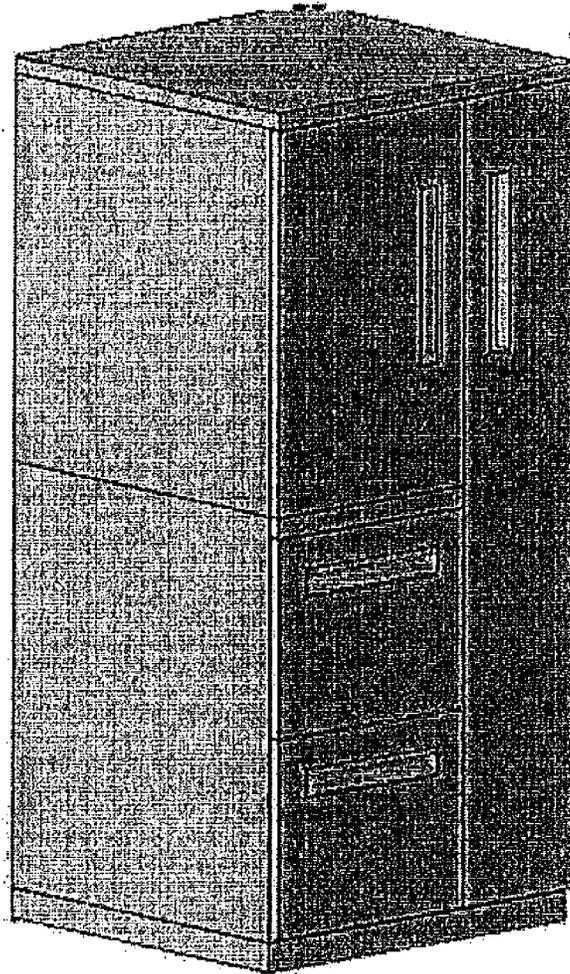
				<b>made</b>
241 Cité des Jeunes Gatineau, QC	<b>54</b>	<b>October 2, 2014</b>	Yes _____ No _____	
373 Sussex Ottawa, ON	<b>34</b>	<b>October 2, 2014</b>	Yes _____ No _____	

3.

**ANNEX B  
PRODUCT & PRICING**

Personal Storage Cabinets			A	B	C	D (D = C1+C2)
Item Number	Destination	Proposed Model Number	Quantity	Firm Unit Price	Extended Total (A x B)	Total Price for Evaluation (Include Delivery and Installation*)
1	241 Cité des Jeunes Gatineau, QC		54			
2	373 Sussex Ottawa, ON		34			

ANNEX C  
Conceptual Rendition  
**Illustration is for reference purposes only.**



Personal Storage Tower