

**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> Armoires de rangement personnel	
<b>Solicitation No. - N° de l'invitation</b> 23240-150122/A	<b>Date</b> 2014-10-09
<b>Client Reference No. - N° de référence du client</b> 23240-150122	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-965-65877	
<b>File No. - N° de dossier</b> pq965.23240-150122	<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 2014-11-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Morehouse(PQ Div.), Christine	<b>Buyer Id - Id de l'acheteur</b> pq965
<b>Telephone No. - N° de téléphone</b> (819) 956-2711 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5706
<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

23240-150122/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pq965

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

23240-150122

File No. - N° du dossier

pq96523240-150122

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the Requirement.

### **2. Statement of Work**

The Department of Natural Resources Canada (NRCAN) has a requirement for the supply, delivery, and installation of personal storage cabinets for 50 Place de la Cité, Sherbrooke, QC. Delivery is to be made March 20, 2015, with Installation to follow in May 2015. Approximately 98 cabinets are required. Refer to Annex "A" Statement of Work for full details.

### **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. Trade Agreements**

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **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 fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (2 hard copies)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Mandatory Technical Specifications Criteria:

1.1.1.A	Mandatory Technical Specifications Criteria (MTS) PERSONAL STORAGE CABINET
<b>MTS1</b>	<p><u>MTS1.1</u> The Bidder must certify that all the products offered conform to all specifications detailed in Annex "A" – Statement of Work.</p> <p><u>MTS1.2</u> To demonstrate MTSC1.1, the Bidder must complete, with its offer or precedent to award, the Product Conformance Certification in Part 5 herein.</p>
<b>MTS2</b>	<p><u>MTS2.1</u> The Bidder must certify that all the products offered, have 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.</p> <p><u>MTS2.2</u> To demonstrate MTS2.1, the Bidder must complete, with its offer or precedent to award, the Testing Certification in Part 5 herein.</p>
<b>MTS3</b>	<p><u>MTS3.1</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>MTS3.2</u> To demonstrate compliance with MTSC3.1, the Bidder must submit, with their offer, the descriptive information in hard copy, which must include:</p> <ul style="list-style-type: none"><li>-Product description and dimensions</li><li>-3D visual drawings</li><li>-Photograph of exact model proposed</li></ul>
<b>MTS4</b>	<p><u>MTS4.1</u> The Bidder must submit, with their offer, full colour samples demonstrating their complete range of the colours charcoal-grey and black. They must be in the form of actual metal samples.</p>

## **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Delivery Duty Paid (DDP) destination, Incoterms 2000, Canadian customs duties and excise taxes included.

### **1.2.1 SACC Manual Clauses**

SACC Manual Clause A0222T (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 associated information to be awarded a contract.

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award**

#### **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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

### **2. Additional Certifications Required 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 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.

---

Bidder's Signature

---

Date

## **2.2 Testing Certification**

The Bidder certifies that all the products being proposed for this requirement meet the testing requirements detailed at Annex A - Statement of Work.

### **Certification**

Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

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

### **1. Security Requirement**

There is no security requirement associated with the Requirement.

### **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 (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

**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.

#### **INSERT:**

##### **Liability**

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

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

#### **4.1 Delivery Date**

All the deliverables must be received on or before March 20, 2015.

Installation Completion must be in May 2015.

## **5. Authorities**

### **5.1 Contracting Authority**

Christine Morehouse  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Furniture Division  
Portage III, 11 Laurier Street, 6B3,  
Gatineau, QC K1A 0S5  
Telephone: 819-956-2711  
Facsimile: 819-956-5706  
E-mail: christine.morehouse@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**

To be indicated 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**

The Contractor Contact is:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Plant Location: \_\_\_\_\_

Postal Zip Code: \_\_\_\_\_

## **6. Payment**

### **6.1 Basis of Payment - Firm Price**

1. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B - Basis of Payment for a cost of To Be Determined. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax 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 Limitation of Price**

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

### **6.3 Multiple Payments**

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

### **6.4 SACC Manual Clauses**

SACC Manual clause B7500C (2006-06-16) Excess Goods

## **7. Invoicing Instructions**

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.

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) electronic copy must be forwarded to: Invoicing-Facturation@NRCan-RNCan.gc.ca**
- c) 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.

## **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) the general conditions: 2010A (2014-09-25), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## **11. SACC Manual Clauses**

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause G1005C (2008-05-12) Insurance

## **12. Shipping Instructions**

Ship To:

**National Resources Canada  
50 Place de la Cité  
Sherbrooke, QC  
J1H 5J1**

Contact Information will be provided at the time of Contract issuance.

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

### **13. Transportation Costs**

The Contractor must ship the goods prepaid via the method of transportation specified in the contract, including all delivery charges to the named place of destination. 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.

### **14. Installation Services**

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 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 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, using a dumpster arranged for by the Contractor; and
8. Upon completion of the installation and at the request of the Project Authority, the Contractor (or his authorized representative) must walk through the installation area with the Project authority (or an authorized representative of the Project Authority) to verify the operating condition of all products in accordance with the deficiency procedures.

### **15. Installation Schedule**

Installation is planned to be done mid May 2015, and not at the same time as the delivery. Confirmation for installation will be sent to the vendor 10 working days prior to the installation. The Contractor is to advise the Project Authority of the installation schedule at least 48 hours in advance of accessing the work site, so that arrangements can be made for staff to be present.

Floor plans will be provided after contract award.

### **16. Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Consignee when the installation is completed;
2. The Consignee 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 Consignee, 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 Consignee 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 6, 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 Consignee and
9. The Contractor must notify the Consignee when all deficiencies have been completed. If satisfied, the Consignee must provide the Contractor a final sign-off that the deficiencies have been satisfied.

**ANNEX “A”  
STATEMENT OF WORK  
23240-150122**

**OBJECTIVE**

To supply, deliver and install 98 Personal Storage Cabinets to 50 Place de la Cité, Sherbrooke, QC. The requirement shown within the present description corresponds to the minimal requirement in compliance with the bid invitation. Manufacturers may add other characteristics and/or products designed to improve the storage systems' functionality.

**1.0 SCOPE**

The present procurement description applies to a type of storage cabinet intended for Federal Government employees 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)**

ANSI/BIFMA X 5.9 American National Standard for Office Furnishings –Storage Units  
– Tests

**2.2 American Association of Textile Chemists and Colorists (AATCC)**

EP1 - Grey Scale for Color Change – Instructions

**2.3 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

**2.4 Canadian General Standards Board (CGSB)**

1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light

**Reference to the above publications, or test methods therein, is to the latest issue.**

**3.0 TERMINOLOGY**

Personal Storage Cabinets: cabinets that contain a combination of the following: drawers, doors, and shelves, and provide storage for personal wardrobe items and day to day 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



**4.2 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 51 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 removable when required.

**5.4 Doors** - All storage cabinet doors must be capable of opening a minimum of 110°.

### **5.5 Personal Storage Cabinet**

- Shelves must be adjustable on increments of no more than 51mm (2 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 Locks** - 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 contrasts 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. Testing reports must establish that all the tests have been successfully undergone and the reports must be available upon request.

**7.2** Age of Tests: Test reports must be not more than five (5) years old at closing date and time of solicitation

**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:

- Width : 597mm-610mm (23.5-24in.)
- Depth : 584mm-610mm (23-24in.)
- Height : 1270mm-1321mm (50-52in.)

**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 (381 mm) 15 in and an interior drawer depth of not less than (495 mm) 19.5 in., with a possible tolerance but overall depth of the personal storage cabinet cannot be deeper than 24 inches. All drawers to have full extension slides.

**9.6** Upper storage to have a nominal width of (381 mm) 15 inches with a possible tolerance but overall width of personal storage cabinet cannot be wider than (610mm) 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 Green guard Indoor Air Quality Program to Green guard 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. FINISHES**

**11.1** Pulls to be looped or integrated the same color and material as the personal storage cabinet. The vendor must submit an identical photograph of what the storage cabinet will resemble. The color may differ than that required to the present proposal request.

**11.2** Personal Storage Cabinet paint: the preferred colour is **charcoal grey, in a satin finish.**

## **12.0 DELIVERY and INSTALLATION**

**12.1.** The Delivery of the requirement will be on one floor (basement).

**12.2.** The Installation will take place at a later date; details to be arranged after contract award.

**12.3.** Delivery must be completed during regular work hours: Monday to Friday between the hours of 7:30 am to 3:00 pm.

**12.4.** The building is completely restricted and requires 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.

**12.5.** Loading dock location: 50 Place de la Cité. Delivery must be sent behind the building, via Marquette street, then Peel, to attain access to the loading dock

**12.6.** If the delivery man has difficulty locating the dock, he may contact either of the following employees:

- Laurent Pelletier (819) 678-7713
- Francois Paquette (819) 434-5814

**12.7.** Loading dock size limitation: 45 foot long truck maximum

**12.8.** Truck cannot remain in the loading dock overnight

**12.9.** The on-site internal source for Natural Resources Canada will provide instructions as to where to place the goods in the basement.

**12.10.** Distance from loading dock to elevator: approximately 30 feet

**12.11.** Facilities available for transporting product from loading dock to basement:

- Elevator (58"W x 104"D x 96"H), located outside of the loading dock area; the elevator door is 54"W x 84"H.

**12.12.** A floor plan of the floor, outlining the location of each Cabinet in each cubicle and indicating if a "Right" or "Left" Cabinet is to be installed in the cubicle, will be supplied after contract award.

**ANNEX B**  
**Basis of Payment**

**1. Component Listing**

In consideration of the work satisfactorily performed in accordance with the Contract, the Contractor will be paid in accordance with the following Basis of Payment. All deliverables are D.D.P. Destination, Delivery and Custom Duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Requirements:

Item No.	Item Description	Model Number	QTY	UNIT PRICE
1	<b>Personal Storage Cabinet:</b>  W IDTH: Minimum width of 597mm (23.5in.), maximum width of 610 mm (24 in.); DEPTH: Minimum depth of 584mm (23 in.), maximum depth of 610 mm (24 in.); HEIGHT: Minimum height of 1270 mm (50 in.), maximum height of 1321 mm (52 in.); - Wardrobe one side, 2 file drawers at bottom and closed cupboard above with lock - Wardrobe available on either Right or Left side – quantity of each to be determined at contract award		98	

**2. Total Price for personal storage cabinets** \$ \_\_\_\_\_

**3. Installation Charges**

This price includes all cost, including travel and living expenses, related to the installation of products as identified in this contract. Installation to follow in May 2015.

**FIRM PRICE \$** \_\_\_\_\_

**4. Transportation Charges**

This price includes all costs associated with the transportation of all goods to all locations identified in this contract.

**FIRM LOT PRICE \$** \_\_\_\_\_

**TOTAL PRICE FOR EVALUATION:**

(Sum of articles 2, 3, & 4)

**\$** \_\_\_\_\_

**GST/HST**

**\$** \_\_\_\_\_