

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 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Electrical mobile shelving	
Solicitation No. - N° de l'invitation C1111-140539/A	Date 2014-12-23
Client Reference No. - N° de référence du client C1111-140539	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-972-66441	
File No. - N° de dossier pq972.C1111-140539	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-10	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Mercier, Nicholas	Buyer Id - Id de l'acheteur pq972
Telephone No. - N° de téléphone (819) 956-3481 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The department of Canadian Heritage has a requirement to purchase and install an Electrically Powered High Density Mobile Shelving System.

This requirement includes an option to remove the existing shelving system. Canada may exercise this option five (5) business days after contract award by sending a written notice to the Contractor. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the, the North American Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Panama Free Trade Agreement and the Agreement on Internal Trade.

PART 2 - BIDDER INSTRUCTIONS

2.1 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) (<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.

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

Delete: 60 days
Insert: 120 days

2.2 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.

2.3 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 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.

2.5 Mandatory 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 January 20th, 2015 at 10h00 EST located at 25 Eddy Street, Gatineau QC, K1A0M5.

Bidders must communicate with the Contracting Authority no later than two (2) day(s) 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

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (3 hard copies)
- Section II: Financial Bid (1 hard copy and 1 soft copy)
- Section III: Certifications (1 hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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Section II: Financial Bid

Bidders must submit their financial offer as detailed in Annex B - Basis of Payment and in accordance with Part 6 article 6.6.1 and the requirements of this solicitation.

3.1.1 Exchange Rate Fluctuation

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

3.1.2 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1 Technical Evaluation

4.1.1 Mandatory Technical Criteria

1.1.1.A	Mandatory Technical Criteria (MTC)
MTC1	The Bidder's proposed components must not reduce the dimensions shown on the floor plans. The Bidders must demonstrate that their proposed components comply with this requirement and must provide, with their offer, floor plans to which the Bidder has added the following information, as a minimum: A) the placement of the Bidders Electrically Powered High Density Mobile Shelving System which demonstrate that all dimensions are adhered to; and B) the critical dimensions that result from the installation of the Bidder's components in A).
MTS1.2	The floor plans must be submitted in CD/DVD format written in AutoCAD version 2010 or older, or three (3) hard copies printed to a scale of 1:100.

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

4.2 Basis of Selection

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 total lowest evaluated price excluding the removal of the existing system will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

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

5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.1.1 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.

5.1.2 Certifications Required with the Bid

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

5.1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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5.1.4 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

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

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

This requirement includes an option to remove the existing shelving system. Canada may exercise this option five (5) business days after contract award by sending a written notice to the Contractor. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.3 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)* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 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.

6.4 Term of Contract

6.4.1 Period of work

The Work is to be performed during the period detailed at Annex A

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nicolas Mercier
Title: Supply Officer
Furniture & Office Supplies Division
PWGSC
Government of Canada
Gatineau, QC
Phone: 819-956-3481
Email: nicolas.mercier@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: **To be inserted by PWGSC**
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.

6.5.3 Contractor's Representative (to be completed by the bidder)

Name: _____
Telephone: _____
Facsimile: _____
E-mail : _____

6.6 Payment

6.6.1 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. 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.

6.6.2 Single Payments

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

6.7 Invoicing Instructions

2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the following address for certification and payment.

Name: **To be inserted by PWGSC**
Title: _____
Organization: _____
Address: _____
Telephone : _____
Facsimile: _____
E-mail address: _____

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications

6.8.1 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.

6.8.2 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.

6.9 Applicable Laws

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

6.10 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 supplemental general conditions 2010A (2014-09-25) General Conditions – Goods (Medium Complexity);
- (c) Annex A – General Statement of Requirement
- (d) Annex A-1 – Statement of Work
- (e) Annex A-2 – Schedule and Work Process
- (f) Annex A-3 – Floor Plans
- (g) Annex B – Basis of Payment
- (h) The Contractor's bid dated **To be inserted by PWGSC**, as clarified on **To be inserted by PWGSC**, as amended on **To be inserted by PWGSC**

6.11 SACC Manual Clauses

[A9068C](#) (2010-01-11) - Government Site Regulations

[B7500C](#) (2006-06-16) - Excess Goods

[G1005C](#) (2008-05-12) - Insurance

6.12 Shipping Instructions

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

6.13 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, 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.

6.14. 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.

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ANNEX A – GENERAL STATEMENT OF REQUIREMENT

GENERAL STATEMENT OF REQUIREMENT

The Contractor will supply, deliver and install the Work detailed in all parts of Annex A. The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract and, in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annex A. In the event the Contractor omitted to include, in its offer, goods or services required to completely furnish all parts of Annex A, the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

All parts of Annex A include:

Annex A-1 Statement of Work

Annex A-2 Delivery and Installation Schedule

Annex A-3 Floor Plans

ANNEX A-1 – STATEMENT OF WORK

Date: 2014-12-11

High Density Mobile Shelving

Electrically Powered System

1. SCOPE

1.1 The requirement applies to one (1) or more Electrically Powered High Density Mobile Shelving System that will accommodate storage for archival boxes of the following dimensions: 12" width, 10" height and 15" depth.

1.2 The requirement may require the use of materials and or equipment that could be hazardous. The requirement does not purport to address all the safety aspects associated with its use. Contractors have the responsibility to consult with the proper authorities and to establish appropriate health and safety practices in conjunction with any existing applicable regulatory requirements prior to its use.

2. APPLICABLE PUBLICATIONS

2.1 American Society for Testing and Materials (ASTM)
D 3359 Standard Test Method for Measuring Adhesion by Tape Test
D 3363 Standard Test Method for Film Hardness by Pencil Test
D 4060 Standard Test Method for Abrasion Resistance of Organic Coating by the Taber Abraser

2.2 HRSDC - Mobile Shelving - Fire Protection Design Requirements

2.3 Reference to the above publications, or test methods described, is to the latest issue.

3. CLASSIFICATION

3.1 Mobile shelving systems must be available in the following type:
Type 1 – Electrical Powered;

4. GENERAL REQUIREMENTS

4.1 Removal (optional)

Each shelving unit has at least 2 supports, anchored with 1 inch tapcons in the concrete above and with 1 inch self-tapping screws in the shelving.

Dismantle and dispose of the shelving and supports in the space as shown on the attached plan at annexe A1 Removal plans

4.2 General - System

4.2.1 Workmanship - Framing parts must be straight, square and plumb. All parts must be aligned and securely fastened. Any connections requiring welding or bolting must be finished and non-abrasive. Any exposed surfaces of the installation with which personnel may come in contact must be smooth and non-abrasive.

4.2.2 Steel carriages and shelves must be painted in powder coat paint in the manufacturer's standard colors and meet the requirements of 8.1. All aluminum components must be anodized, painted or otherwise treated to prevent oxidation.

4.2.3 The moveable and stationary ranges must be compatible and consistent in overall height, overall length, shelving design, construction and configuration.

4.2.4 The carriages, shelves and related components must be designed, constructed, tested and furnished to support and operate within the specified weight loads.

4.2.5 Rails, tracks, wheel and all drive components must exhibit no abnormal friction, abrasion, binding or wear on or between the contact surfaces.

4.2.6 Under normal environmental and use conditions, components must not rust or exhibit any other type of corrosion.

4.3 General - Tracks and Rails

4.3.1 Rails must exhibit no movement or deflection during operation of mobile ranges.

4.3.2 All track and rail lengths must extend under all stationary ranges.

4.3.3 All rail connection joints must provide horizontal and vertical continuity between rail sections.

4.3.4 When rail sections extend underneath the stationary ranges, the rails must be attached in a manner to equally disburse the loaded ranges weight to the rail and to the grout, if applicable, in a manner of equal or greater surface disbursement, as a moveable range.

4.3.5 Rail guidance gaps must be 12.70mm (1/2 in.) or less, if no anti-tip channel is required. Rails must be either surface rails or floor embedded rails, if specified. Where no stationary range is installed the rails must be equipped with rail stops.

4.4 General - Decking and Ramp

4.4.1 The deck must be constructed of 19mm (3/4 in.) thick, plywood unless otherwise specified.

4.4.2 Finished flooring must be flush and level with the top of the rails.

4.4.3 There must be no open gaps or spaces between the decking and the track and rail.

4.4.4 Decking and ramp must be installed in a manner that will prevent warping, deformation and movement during normal operation and loading.

4.4.5 The ramp must not extend past the front of the units into the main access aisle. The ramp must have a minimum slope of 1:12.

4.5 General - Carriages

4.5.1 Fixed carriages must be of the same construction and height as the moveable carriages and anchored to the rails, when they extend underneath.

4.5.2 Carriage splices must be designed to maintain proper unit alignment.

4.5.3 Carriage straightness must have no more than 6.53mm (1/4 in.) maximum deviation from a true straight line. There must be no permanent set or slippage in any joint when exposed to forces encountered in normal operation circumstances.

4.5.4 Each carriage must have a minimum of two (2) wheels per rail.

4.5.5 Carriage construction must be designed to allow the shelving uprights to be secured to the carriage frame.

4.5.6 Each drive wheel must have an axle of appropriate size considering the properties of the material used, and the stress and fatigue factors.

4.5.7 Drive shaft and wheel assemblies must exhibit no play or looseness over the entire length of that assembly.

4.5.8 If required, mobile shelving units must be provided with bumpers to provide a fixed clearance between mobile shelving carriages in accordance with the Mobile Shelving - Fire Protection Design Requirements.

5. DETAILED REQUIREMENTS

5.1 General

5.1.1 The system alignment must be 12.70mm (1/2 in.) maximum variation, measured between the edges of end panels within each range in all modules, in all aisle positions.

5.2 Tracks and Rails

5.2.1 Rails must be designed and manufactured to carry a minimum load of 453.6 kg (1,000 pounds) per 0.30 linear meter of carriage.

5.2.2 If the width to height ratio exceeds 4 to 1, then the rails must have anti-tip channels to prevent tipping as a minimum safety requirement.

5.2.3 Rails which are designed to be attached on top of an existing floor must allow for adjustment, so rails can be leveled over an uneven floor.

5.2.4 Rails must be located and positioned properly and leveled.

5.2.5 When used, the grout must be non-corrosive, non-metallic and non-shrink and must produce a permanent foundation for the system. Specification for the grout after curing is a minimum strength 7,000 p.s.i. Grout must be worked under the rail, any voids completely filled and trimmed up sides flush with the rails.

5.2.6 The rail installation shall be done in such manner to eliminate rail deflection, maintain alignment and eliminate separation.

5.2.7 When rails are floor embedded they must be level with and not project above or below the walking surface.

5.3 Carriages

5.3.1 All carriages must be capable of supporting a minimum load of 453.6 kg (1,000 pounds) per 0.30 meter without any distortion.

5.3.2 All carriage components must be capable of moving carriage load of 453.6 kg (1,000 pounds) per 0.30 linear meter of carriage.

5.4 Wheels and Drive

5.4.1 All wheels must be the appropriate size considering the properties of the material used, and the stress and fatigue factors and must be equipped with two permanently lubricated bearing assemblies.

5.4.2 There must be no friction between the wheels and the carriage.

5.4.3 For electrical powered systems (Type 1), all wheels on one side of the carriage must be driven by a steel drive shaft.

5.5 Controls

5.5.1 Each movable unit must be equipped with a control panel on the end panel which transmits power through a direct drive to all drive wheels.

5.5.2 There must be no drifting or rolling of stopped ranges.

6. SAFETY OPERATION

6.1 Every potential aisle shall be protected with a sensor located on the carriage scanning the entire length of the carriage. When the beam is interrupted by a person or object as the carriage is moving, the carriage shall stop. Sensors shall automatically reset if blocked and then cleared when the carriage is not moving.

7. SHELVING AND UPRIGHTS

7.1 All shelving sections must be available as a 4 post design, consisting of three basic parts, uprights, shelves and shelf supports. Parts must be assembled without nuts, bolts, studs or clips; and without the need for tools of any kind.

7.2 As a minimum, shelves must be available in one or more of the following widths: 762mm (30 in.) and 1067mm (42 in.) and in one or more of the following depths: 406.4mm (16 in.) and 812.8mm (32 in.) to properly store archive boxes without overhang.

7.3 Shelves must be slotted on at least 76mm (3 in.) centers to receive dividers. Slots must coincide with the inside edge of the posts so a file divider can be used to provide a flush condition with the post at the shelf end.

7.4 The front and back flange of the shelf must be flush with the outside face of the post.

7.5 Shelves must be adjustable on no more than 38mm (1.5 in.) centers.

7.6 At least two (2) upright heights must be available which are greater than 1905mm (75 in.). There must be no holes on the face of the upright.

7.7 Back Stop - The face of the back stop must be slotted on the same centers as the shelf to receive and retain file dividers.

7.8 Centre Stop - must be securely fastened at the centre of double entry shelves and must be slotted on the same centers as the shelf to receive and retain file dividers.

7.9 File Dividers - must be a flat shape with at least two tabs to enter slots in shelf and a retaining tab on the back edge to stabilize divider against the back stop or centre stop.

7.10 Dividers must be self-locking and at least 152mm (6 in.) high and 254mm (10 in.) deep for letter size filing or 330mm (13 in.) deep for legal size filing

7.11 Face Panels - All exposed ends must be finished in a laminate or steel.

8. PERFORMANCE CRITERIA

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

8.1.1 Adhesion - The adhesion rating of the finish must not be less than 4B when tested in accordance with ASTM D 3359 Method B.

8.1.2 Abrasion Resistance - The loss of the finish must not exceed 0.020.g per 500 cycles, using at least a CS-10 wheel tested in accordance with ASTM D 4060.

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

9. ELECTRICAL REQUIREMENTS

9.1 The operation of the electrical ranges must be quiet, smooth and exhibit no jerking, lunging, irregular movement or noticeable variation in demand on the motors through the complete cycle of operation.

9.2 Motors, power transfer, drive or control components must not project into or otherwise encumber shelving space.

9.3 Electric power ranges must decelerate and stop smoothly.

9.4 The stopping distance for any electric power range must be 2" maximum under any operating or loading conditions.

9.5 Entire electrical system to be CSA approved.

ANNEX A-2 – SCHEDULE AND WORK PROCESS

1. Schedule.

The estimated times in the below Schedule are estimated and may change.

Canada may need to vary the estimated times and the final dates will be confirmed.

1.1. Stages

The sequence of the work will be completed in four (4) stages. The stages are will consist of the following:

Stage 1: Site inspections and documentation

Stage 2: Dismantle and remove existing shelving (shelving to be recycled). (optional)

Stage 3: Between Stage 2 and Stage 4 Canada will be responsible for the electrical installation. Upon completion of the installation, Stage 4 will commence.

Stage 4: Installation of the Electrically Powered High Density Mobile Shelving System.

1.2. Schedule and Work Process table

	Stage	Estimated time (to complete the work)
1	Site inspections and documentation	Eight (8) business days from contract award
2	Dismantle and Removal	Two (2) Weeks from contract award
3	Electrical installation	Two (2) weeks from stage two (2)
4	Supply, Delivery and Installation of the Electrically Powered High Density Mobile Shelving System	Six (6) Weeks from stage three (3)

1.3 Delivery

The delivery will be during normal work hours (8h00AM à 16h00PM).

2. Work process

Stage 1 Site Inspection and Documentation

- 1.1. The Contractor must perform a site condition inspection. Access to the site must be prior coordinated with the Project Authority (PA).
- 1.2. Using the information from the site condition inspection(s), and in conjunction with the Contractor's Contract, the Contractor must prepare and deliver, to the PA, a complete draft installation drawing for the site inspection.

The draft installation drawing must show the following, as a minimum:

- a) Tracks and Rails
- b) Carriages
- c) Wheels and Drive
- d) Controls

If, due to site conditions, modifications are required, the PA must be notified before it is incorporated into the installation drawings.

Stage 2 Dismantling and removal of the existing system

Remove and recycling existing static shelves and their support in the space.

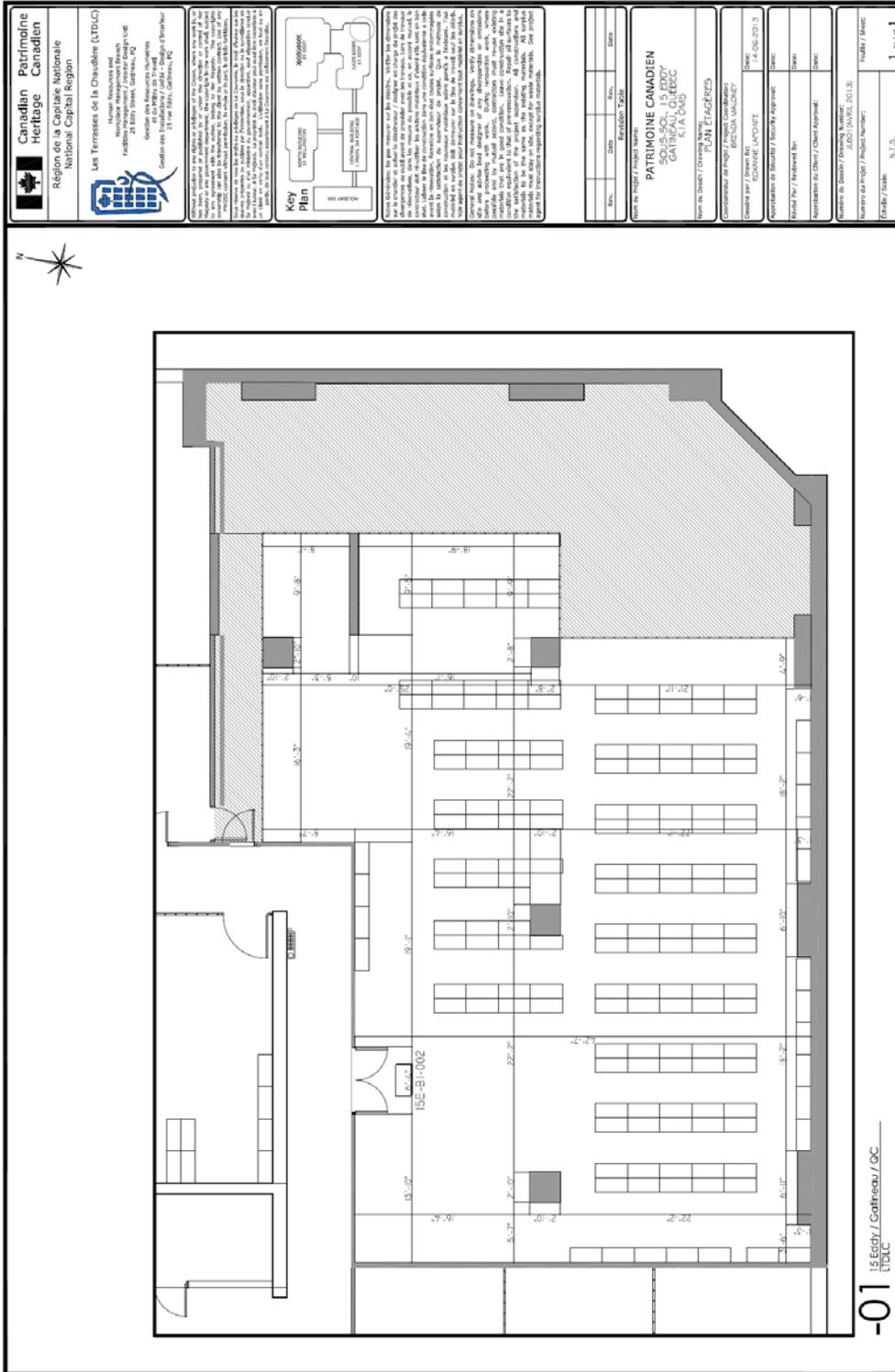
Stage 3 Electrical installation

Canada will be responsible to prepare the site to connect with the Electrically Powered High Density Mobile Shelving System

Stage 4 Supply, Delivery & Installation of the Goods

If the PA is satisfied with the above requested documentation, the PA will provide to the Contractor the authority to proceed with the supply, delivery and installation of the goods.

Current Floor Plan



New system plan

Canadian Patrimoine
Heritage Canadien
Région de la Capitale Nationale
National Capital Region

Les Terrasses de la Chaudière (LTC/C)

2100, rue de la Capitale
Ottawa, Ontario, K1P 6K1
2100 Bank Street, Ottawa, ON
Gestion des ressources humaines
Gestion des installations / *Unité de design d'intérieur*
25 rue Baker, Gatineau, PQ

Key Plan

NOTES:

1. The contractor shall verify the location of the existing and proposed fire alarm pull stations and ensure they are installed in accordance with the fire code and the manufacturer's instructions. The contractor shall also ensure that the fire alarm pull stations are installed in a location that is easily accessible to the fire department.

2. The contractor shall ensure that the fire alarm pull stations are installed in a location that is easily accessible to the fire department.

3. The contractor shall ensure that the fire alarm pull stations are installed in a location that is easily accessible to the fire department.

REV.	DATE	BY	DATE

PROJETS / PROJECTS
DESIGN / DESIGN

PATRIMOINE CANADIEN
SOUS-SOL 15 EDY
GATINEAU, QUÉBEC
K1A 0N5

Nom du Dessin / Drawing Name: **15-EDY-2013-01**
Coordonnateur de Projet / Project Coordinator: **JEAN-FRANÇOIS GAGNON**
Approuvé par / Drawn By: **JEAN-FRANÇOIS GAGNON**
Approuvé par / Reviewed By: **JEAN-FRANÇOIS GAGNON**
Approuvé par / Checked By: **JEAN-FRANÇOIS GAGNON**
Approuvé par / Approved By: **JEAN-FRANÇOIS GAGNON**

Numéro du Projet / Project Number: **15-EDY-2013-01**
Feuille / Sheet: **1** de **1**

-01 15-Edy / Gatineau / OC
E/D/C

ANNEX B – BASIS OF PAYMENT

Manufacturer/System : _____

Table B1 – Firm Requirement

Item No.	Description	Quantity	Firm Price
1.	Electrical Powered High Density Mobile Shelving System - as per Annex A-1 and the Contractors drawing. Including all components necessary to complete the installation	1	\$ _____
2.	Delivery Charges		\$ _____
3.	Installation Charges		\$ _____

Total Evaluated Price (Total firm lot price): \$ _____

Table B2 – Optional Requirement

Item No.	Optional Service	Quantity	Firm Price
4.	Existing shelves removal	1	\$ _____