

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016**

## 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> Height Adjustable Tables	
<b>Solicitation No. - N° de l'invitation</b> E0225-161406/A	<b>Date</b> 2015-10-15
<b>Client Reference No. - N° de référence du client</b> E0225-16-1406	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-9631	
<b>File No. - N° de dossier</b> HAL-5-75139 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-25</b>	<b>Time Zone Fuseau horaire</b> Atlantic Standard Time AST
<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> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 496-5261 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN HALIFAX NOVA SCOTIA B3J3C9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<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 (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

E0225-161406/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal219

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E0225-16-1406

File No. - N° du dossier

HAL-5-75139

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## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

The requirement is detailed in Annex "A" Requirement.

### 1.2 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.

### 1.3 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

### 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>) 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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 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.

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## 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 Nova Scotia.

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

### 3.1 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 (1 hard copy)

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

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

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

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

### 3.1.1 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

### 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Please see Annex A Requirement.

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

### 4.2 Basis of Selection

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

## **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

## **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### **5.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### **5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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.

## 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 provide the items detailed under the "Requirement" at Annex "A".

### 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](#) (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received according to the schedule outlined in Annex B.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Linda Richard  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 3C9  
  
Telephone: 902-496-5261  
Facsimile: 902-496-5016  
E-mail address: linda.k.richard@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



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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: (To be named upon award of contract)

Name: \_\_\_\_\_  
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 (please complete)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

## 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 unit price as specified in Annex B for a cost of \$ \_\_\_\_\_ insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Limitation of Price

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

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### 6.6.3 Single Payment

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

### 6.7 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.

### 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 additional 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 additional 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.

### 6.9 Applicable Laws

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

### 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 general conditions 2010A (2015-09-03), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

### 6.11 SACC *Manual* Clauses

SACC *Manual* clause G1005C (2008-05-12) Insurance  
SACC *Manual* Clause D0018C (2007-11-30) Delivery and Unloading

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## **6.12 Inspection and Acceptance**

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

## **6.13 Shipping Instructions - Delivery at Destination**

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

(a) DDP Delivered Duty Paid (Delivery Address), Incoterms 2000 for shipments from commercial contractor. The Contractor must unload at destination.

## **6.14 Transportation Costs**

The Contractor must ship the goods prepaid via the method of transportation specified at time of call-up including all delivery charges to the named place of destination at time of call-up. 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.

## **6.15 Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

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

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

## **ANNEX "A"**

### **REQUIREMENT**

#### **1. SCOPE OF WORK**

- 1.1 This specification consists of the supply, delivery and installation of height adjustable tables. The method of operation is to be gas lift, counterbalance or other pressure sensitive movement. Manual crank and electric powered tables are not permitted.

#### **2. GENERAL REQUIREMENTS**

- 2.1 All products must be new and be the manufacturers standard product.
- 2.2 The bidder is responsible for supplying all necessary hardware attachments to allow for a complete installation.
- 2.3 All packaging must be designed to minimize waste (e.g. bulk, reusable) and must be re-used, recycled and/or recovered.
- 2.4 All products must meet CAN/CGSB-04.227-2008.
- 2.5 All products must meet ANSI/BIFMA X5.5-2008
- 2.6 All products must meet ANSI/BIFMA e3-2011e Furniture Sustainability Standard, Minimum Level 1 or SCS-EC10.2-2007 Indoor Advantage Gold or Greenguard Gold. Certification must be submitted with the bid package.

#### **3. REFERENCES**

- 3.1 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)
- 3.2 Scientific Certification Systems (SCS)
- 3.3 Reference to the above publications, or test methods herein, is to the latest issue.

#### **4. PERFORMANCE REQUIREMENTS**

- 4.1 The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.
- 4.2 External surfaces must be smooth and all edges must be clean and well finished. All surfaces must be free from sharp edges, burrs and any other hazards to safety.
- 4.3 All components must be level and square.

**5. TEST REQUIREMENTS**

- 5.1 All ANSI/BIFMA and CAN/CGSB tests must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such a Standards Council of Canada, A2LA (American Association for Laboratory Accreditation), or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance program.

**6. ACCEPTABLE PRODUCTS:**

**6.1 Tables**

- 6.1.1 Tables must be gas lift, counterbalance or other pressure sensitive movement height adjustable tables with a minimum height range of 660mm (26") to 1041mm (41").
- 6.1.2 Table tops must be rectangular with a nominal size of 610mm (24") or 762mm (30") in depth and 914mm (36") to 1981mm (78") in length. Actual dimensions of table top to be at least 25.4mm (1") narrower but no greater than 50mm (2") narrower in width and at least 12.7mm (1/2") narrower but no greater than 25mm (1") narrower in depth. See Appendix 'A' for actual size combinations and quantities.
- 6.1.3 Table tops must be a minimum of 27.0mm (1 1/16") thick to a maximum of 38.1mm (1 1/2") thick finished with high pressure laminate and 3mm thick flat PVC edge trim.
- 6.1.4 Table bases must be metal with cross bracing as required to assure strength and stability throughout the entire range of motion. Bases must be finished with a durable scratch resistant, heat cured powder coat paint. Cross bracing must not interfere with the installation and operation of mounting hardware e.g. keyboard/mouse trays.
- 6.1.5 Table surfaces must be predrilled to accept installation of mounting hardware and attachments.
- 6.1.6 Table finishes to be determined after award of contract.
- 6.1.7 Line drawings are included to establish design intent and are intended for reference purposes only.

**7. DELIVERY AND INSTALLATION**

- 7.1.1 Product #1 to #5 to be delivered to 2<sup>nd</sup> and 3<sup>rd</sup> Floors, Anchorage House, Historic Properties, Upper Water Street, Halifax. NS, B3J 1S9
- 7.1.2 Product #1 to #5 to be installed on the 2<sup>nd</sup> and 3<sup>rd</sup> Floors, Anchorage House, Historic Properties, Upper Water Street, Halifax. NS, B3J 1S9
- 7.1.3 Product #6 to #9 to be delivered to 2<sup>nd</sup> and 3<sup>rd</sup> Floors, Carpenter Shop, Historic Properties, Upper Water Street, Halifax. NS, B3J 1S9
- 7.1.4 Product #6 to #9 to be installed on the 2<sup>nd</sup> and 3<sup>rd</sup> Floors, Carpenter Shop, Historic Properties, Upper Water Street, Halifax. NS, B3J 1S94

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- 7.2 Delivery Dates: See Annex "B".
- 7.3 Installation Dates: See Annex "B".

## ANNEX "B"

### BASIS OF PAYMENT

Prices must be quoted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Firm Unit Prices with % charge for all delivery and installation

Table I - Product					
A	B	C	D	E	F
Product	Product Description	Unit (EA)	Qty	Bidder's Proposed Firm Unit Price	Extended Total (D x E) \$
#1	914mm (36") long x 610mm (24") deep (nominal) height adjustable rectangular table.	EA	1		
#2	1067mm (42") long x 610mm (24") deep (nominal) height adjustable rectangular table.	EA	1		
#3	1372mm (54") long x 610mm (24") deep (nominal) height adjustable rectangular table.	EA	17		
#4	1676mm (66") long x 610mm (24") deep (nominal) height adjustable rectangular table.	EA	20		
#5	1971mm (78") long x 762mm (30") deep (nominal) height adjustable rectangular table.	EA	2		
Total Table 1 – Products #1 to #5					
#6	1067mm (42") long x 610mm (24") deep (nominal) height adjustable rectangular table.	EA	1		
#7	1219mm (48") long x 610mm (24") deep (nominal) height adjustable rectangular table.	EA	4		
#8	1372mm (54") long x 610mm (24") deep (nominal) height adjustable rectangular table.	EA	32		



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#9	1676mm (66") long x 610mm (24") deep (nominal) height adjustable rectangular table.	EA	9		
Total Table 1 – Products #6 to #9					

Table II - Delivery								
A Product	D Qty	H Mandatory Delivery Location	I Tentative Delivery Dates (Exact dates TBD)	J Bidder Agrees to Delivery Date (Yes/No)	K Mandatory Delivery Time 0900 to 1700 Hours	L Bidder Agrees to Delivery Time (Yes/No)	M Bidder's Proposed Firm Delivery Charge % (of E)	N Extended Total (D x E x M) \$
#1	1	See 7.1.1	2015-12-07					
#2	1	See 7.1.1	2015-12-07					
#3	17	See 7.1.1	2015-12-07					
#4	20	See 7.1.1	2015-12-07					
#5	2	See 7.1.1	2015-12-07					
Total Table II – Delivery (Products #1 to #5)								
#6	1	See 7.1.3	2016-02-29					
#7	4	See 7.1.3	2016-02-29					
#8	32	See 7.1.3	2016-02-29					

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#9	9	See 7.1.3	2016-02-29					
Total Table II – Delivery (Products #6 to #9)								

Table III - Installation								
A	D	O	P	Q	R	S	T	U
Product	Qty	Mandatory Installation Location	Tentative Installation Start Date (Exact dates TBD)	Bidder Agrees to Installation Date (Yes/No)	Mandatory Installation Time 0900 to 1700 Hours	Bidder Agrees to Installation Time (Yes/No)	Bidder's Proposed Firm Installation Charge % (of E)	Extended Total (D x E x T) \$
#1	1	See 7.1.2	2015-12-07					
#2	1	See 7.1.2	2015-12-07					
#3	17	See 7.1.2	2015-12-07					
#4	20	See 7.1.2	2015-12-07					
#5	2	See 7.1.2	2015-12-07					
Total Table III – Installation (Products #1 to #5)								
#6	1	See 7.1.4	2016-02-29					
#7	4	See 7.1.4	2016-02-29					
#8	32	See 7.1.4	2016-02-29					
#9	9	See 7.1.4	2016-02-29					
Total Table III – Installation (Products #6 to #9)								

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Evaluation of Table Bid Price		
1	Product Total (Table I) : (Products #1 to #5)	\$
2	Delivery Total (Table II): (Products #1 to #5)	\$
3	Installation Total (Table III) : (Products #1 to #5)	\$
4	Subtotal Products #1 to #5	\$
5	Product Total (Table I) : (Products #6 to #9)	\$
6	Delivery Total (Table II): (Products #6 to #9)	\$
7	Installation Total (Table III) : (Products #6 to #9)	\$
8	Subtotal Products #6 to #9	\$
4	Total Evaluated Price :	\$
5	Applicable taxes, HST _____%:	\$
6	Total Contract Price	\$

## ANNEX C

### MANDATORY TECHNICAL CROSS-REFERENCE

Bidders are requested to provide cross-reference below to identify the page(s) where each mandatory specification can be demonstrated in their technical documentation provided with their bid. Canada reserves the right to verify any and all information relating to mandatory requirements.

Reference Section	Technical Requirement	Cross Reference from Literature (ie: brochure title, page)
2.1	All products must be new and be the manufacturers standard product	
2.2	The bidder is responsible for supplying all necessary hardware attachments to allow for a complete installation.	
2.3	All packaging must be designed to minimize waste (e.g. bulk, reusable) and must be re-used, recycled and/or recovered.	
2.4	All products must meet CAN/CCSG-04.227-2008	
2.5	All products must meet ANSI/BIFMA X5.5-2008	
2.6	All products must meet ANSI/BIFMA e3-2011e Furniture Sustainability Standard, Minimum Level 1 or SCS-EC10.2-2007 Indoor Advantage Gold or Greenguard Gold. Certification must be submitted with the bid package.	
4.1	The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.	
4.2	External surfaces must be smooth and all edges must be clean and well finished. All surfaces must be free from sharp edges, burrs and any other hazards to safety.	

Reference Section	Technical Requirement	Cross Reference from Literature (ie: brochure title, page)
4.3	All components must be level and square.	
5.1	All ANSI/BIFMA and CAN/CGSB tests must be completed at an acceptable testing facility. An independent testing laboratory and/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.	
6.1.1	Tables must be gas life, counterbalance or other pressure sensitive movement height adjustable tables with a minimum height range of 660mm (26") to 1041mm (41").	
6.1.2	Table tops must be rectangular with a nominal size of 610mm (24") or 762mm (30") in depth and 914mm (36") to 1981mm (78") in length. Actual dimensions of table top to be at least 25.4mm (1") narrower but no greater than 25mm (1") narrower in depth. See Annex "A" for actual size combinations and quantities.	
6.1.3	Table tops must be a minimum of 27.0mm (1 1/16") thick to a maximum of 38.1mm (1 1/2") thick finished with high pressure laminate and 3mm thick flat PVC edge trim.	
6.1.4	Table bases must be metal with cross bracing as required to assure strength and stability throughout the entire range of motion. Bases must be finished with a durable scratch resistant, heat cured powder coat paint. Cross bracing must not interfere with the installation and operation of mounting hardware e.g. keyboard/mouse trays.	
6.1.5	Table surfaces must be predrilled to accept installation of mounting hardware and attachments	

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## ANNEX D

### LIST OF DIRECTORS

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names

**Directors:** (Please print clearly)

NAME	NAME