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## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

- 1.1 Security Requirements
- 1.2 Statement of Requirement
- 1.3 Set-aside Under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)
- 1.4 Debriefings
- 1.5 Canadian Content

### PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws

### PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

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

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### PART 5 – CERTIFICATIONS

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

### PART 6 - RESULTING CONTRACT CLAUSES

- 6.1 Security Requirements
- 6.2 Statement of Requirement
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Proactive Disclosure of Contracts with Former Public Servants
- 6.7 Payment
- 6.8 Invoicing Instructions
- 6.9 Certifications
- 6.10 Applicable Laws
- 6.11 Priority of Documents
- 6.12 Excess Goods
- 6.13 Insurance

### ANNEX A

- Attachment 1 to Annex A
- Attachment 2a to Annex A
- Attachment 2b to Annex A
- Attachment 2c to Annex A
- Attachment 2d to Annex A
- Attachment 2e to Annex A

- Statement of Requirement
- Typical Layouts
- Floor Layouts
- Floor Layouts
- Floor Layouts
- Floor Layouts
- Floor Layouts

Solicitation No. - N° de l'invitation  
EP756-160340/A  
Client Ref. No. - N° de réf. du client  
EP756-160340

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP756-160340

Buyer ID - Id de l'acheteur  
013PPS  
CCC No./N° CCC - FMS No./N° VME

Attachment 2f to Annex A  
Attachment 2g to Annex A  
Attachment 2h to Annex A  
Attachment 2i to Annex A  
Attachment 3 to Annex A

**ANNEX B**

Attachment 1 to Annex B

**ANNEX C**

Floor Layouts  
Floor Layouts  
Floor Layouts  
Floor Layouts  
Health and Safety Plan

Basis of Payment  
Financial Bid Presentation Sheet

Security Requirements Checklist

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Requirement**

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Set-aside Under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)**

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4 of the *Supply Manual*.

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

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

### **1.4 Debriefings**

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

### **1.5 Canadian Content Certification**

The requirement is subject to a preference for Canadian goods and/or services.

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## **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.

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

Delete: 60 days

Insert: 90 days

#### **2.1.1 No Substitute Products**

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered.

### **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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

#### **2.2.1 Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **2.3 Former Public Servant – Competitive Bid**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 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.

## **2.5 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.

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## **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 and 1 soft copy on either CD or USB stick)**  
**Section II: Financial Bid (1 hard copies and 1 soft copy on either CD or USB stick)**  
**Section III: Certifications (1 hard copies and 1 soft copy on either CD or USB stick)**

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. Sections II and III may be submitted on the same CD or USB stick

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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment (Financial Bid Presentation Sheet). Bidders must input firm unit prices, in Canadian dollars. The firm unit prices are to exclude Applicable Taxes.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

##### **3.1.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## 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, Norr Limited and Tiree will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.
- (d) To be responsive, Bidders MUST respond to the technical and financial evaluation criteria below.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Article	Description
MTC 1	<p>The Bidder must clearly demonstrate in their technical bid that they are capable supplying, delivering, and installing the interconnecting panel system (complete with supported and freestanding components) as described in Annex "A" the Statement of Requirement.</p> <p>The same manufacturer must supply the panel system, supported and freestanding components, including panel segment glass add-ons, mobile and fixed pedestals, and metal storage towers.</p>
MTC 2	The Bidder must clearly demonstrate in their technical bid that all interconnecting panels, supported and freestanding components meet the detailed requirements at Annex "A" the Statement of Requirement.
MTC 3	The Bidder must indicate in their technical bid that they are capable of configuring their panel system to maintain the footprint and components as illustrated in the typical layouts provided in Attachment 1 to Annex A.
MTC 4	The Bidder must indicate in their technical bid that they are capable of providing finishing options within seven (7) calendar days from contract award.



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#### 4.1.2 Financial Evaluation

Article	Description
MFC 1	The Bidder must submit a price(s) or rate(s) in Canadian currency for the goods and services for which it is submitting a bid using Annex "B" Basis of Payment (Financial Bid Presentation Sheet).
MFC 2	The Bidder must include in their financial bid using Annex "B" Basis of Payment (Financial Bid Presentation Sheet), the pricing of all necessary components (e.g. trim, connectors, supports, wall mounts, and electrical covers) to allow for the configurations as indicated in the typical layouts provided in Attachment 1 to Annex A.

#### 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 lowest evaluated price will be recommended for award of a contract.

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## PART 5 - CERTIFICATIONS

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>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

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

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

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

##### 5.1.2.1.1 Canadian Content Definition

1. Canadian good: A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the North American Free Trade Agreement (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult Annex 3.6 (9) of the *Supply Manual*.)
2. Canadian service: A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.

3. Variety of goods: When requirements consist of more than one good, one of the two methods below is applied:
  - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
  - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. Variety of services: For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. Mix of goods and services: When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).  
For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.
6. Other Canadian goods and services: Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

#### 5.1.2.2 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, for more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4, Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
  - i. ☐ The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
OR
  - ii. ☐ The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
  - i. ☐ The Aboriginal business has fewer than six full-time employees.  
OR
  - ii. ☐ The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete

#### 5.2.2.3 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## **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 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

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## **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**

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract:

The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid SITE ACCESS Clearance, granted or approved by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

The Contractor/Offeror must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex C.

### **6.2 Statement of Requirement**

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

#### **6.2.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, up to 20% of the contract value or a quantity of one (1), services or both described at Annex "A" Statement of Requirement of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **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>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

2010A (2015-07-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### **6.3.2 Modifications to 2010A (2015-07-03), General Conditions - Goods (Medium Complexity)**

At paragraph 1 of section 09 of General Conditions 2010A (2015-07-03),

DELETE the second sentence: "The warranty period will be 12 months after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period", whichever is longer."

INSERT the following second sentence: "The warranty period will be twelve (12) months from the date of delivery and acceptance of the Work or until April 30, 2017, whichever is longest."

At section 09 of General Conditions 2010A (2015-07-03), INSERT the following paragraphs:

"4. Transfer of warranty: Without restricting any warranty implied or imposed by law or contained in the Contract, the Contractor agrees to transfer or to assign to Canada, or to another entity at the direction of Canada, any subcontractor, manufacturer or supplier extended warranties or guarantees implied or imposed by law or contained in the Contract covering periods beyond the warranty period stipulated in paragraph 1, above.

5. The Contractor must provide to Canada, prior to acceptance of the Work, a list of all extended warranties and guarantees referred to in paragraph 4, above."

#### **6.4 Term of Contract**

##### **6.4.1 Delivery Date**

All the deliverables must be delivered and installed between the date of Contract Award and April 30, 2016.

#### **6.5 Authorities**

##### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Caitlin Stone  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: 613-990-4011  
E-mail address: caitlin.stone@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: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone : \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out and is responsible for the overall management of the Project including the project's financial administration. 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 an amendment to the call-up issued by the Standing Offer Authority.

### 6.5.3 Technical Authority

The Technical Authority for the Contract is:

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

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

### 6.5.3 Contractor's Representative

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all-inclusive unit price, as specified in Annex "B" Basis of Payment. 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.

### 6.7.2 Multiple Payments

Canada will pay the Contractor, no more than once a month, upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.



### 6.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.8 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 to the following two email addresses:

TO: (to be inserted at contract award)

CC: (to be inserted at contract award)

### 6.9 Certifications

#### 6.9.1 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.

### 6.10 Applicable Laws

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

### 6.11 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 (2015-07-03), General Conditions - Goods (Medium Complexity);
- (c) Annex A Statement of Requirement;
- (d) Annex B: Basis of Payment;
- (e) Annex C: Security Requirement Checklist;
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” **or** “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s))

## **6.12 Excess Goods**

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

## **6.13 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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## Annex A

### Statement of Requirement

#### Technical Specifications

#### Interconnecting Panels, Supported and Freestanding Components Specifications

### 1.0 PRODUCT REQUIREMENTS

This is the Technical Specifications for the supply, delivery and installation of a newly manufactured interconnecting panel system, complete with supported and freestanding components. The same manufacturer must supply the panel system, supported and freestanding components, including panel segment glass add-ons, mobile and fixed pedestals, and metal storage towers.

In addition, all interconnecting panels, supported and freestanding components must meet the detailed requirements stated in this document.

- 1.1 The Bidder must supply all necessary components (e.g. trim, connectors, supports, wall mounts, and electrical covers) to allow for the configurations as indicated in typical layouts included in this RFP. The Bidder must configure their panel system to maintain the footprint and components as illustrated in the typical layouts provided in Attachment 1 to Annex A.
- 1.2 Finishes options must be provided within seven (7) calendar days from contract award.
- 1.3 Standards and Test Requirements:
  - 1.3.1 All interconnecting panels and supported components must meet CAN/CGSB- 44.229-2008 (Interconnecting Panel Systems and Supported Components).
  - 1.3.2 All freestanding components must meet CAN/CGSB-44.227-2008 (Free-standing / lighting Office Desk Products and Components).
  - 1.3.3 American National Standards Institute (ANSI) ANSI/BIFMA X 5.5 American National Standard for supported and freestanding components.
  - 1.3.4 The chemical and particle emissions of the furniture proposed must meet Section 7.6.1 of ANSI/BIFMA X 7.1-2007 (Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture Systems and Seating).
  - 1.3.5 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. Scratch Resistance -  
The finish must meet the requirements of ASTM D3363, hardness H.
    - 1.3.5.1 ASTM E84 – Standard Test Method for Surface Burning Characteristics of Building Materials.
  - 1.3.6 The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.
  - 1.3.7 American National Standards Institute (ANSI) ANSI/BIFMA X 5.9 American National Standard for Office Furnishings-Storage Units Test.

- 1.3.8 American National Standards Institute (ANSI) ANSI/BIFMA X 5.3 American National Standard for Office Furnishings – Vertical Files Tests.
- 1.3.9 American Association of Textile Chemists and Colorists (AATCC) EP1-2007 - Grey Scale for Color Change – Instructions.
- 1.3.10 All fabrics (upholstery and wrapped panels) must perform and pass all applicable testing as specified by the Association for Contract Textiles (ACT).
- 1.3.11 The complete electrical system in the panels and all components must comply with CSA C22.2 No. 203 or CSA C22.2 No. 203.1.
- 1.3.12 High pressure decorative laminate (HPDL) must meet CAN3 A172 or ANSI/NEMA LD3.
- 1.3.13 All other surfaces, must meet the performance requirements for laminates, painted wood or painted non-wood.

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

## **2.0 ENVIRONMENTAL REQUIREMENTS FOR INTERCONNECTING PANELS SUPPORTED AND FREESTANDING COMPONENTS.**

### **2.1 Resource Input**

- 2.1.1 All components must be compliant with Greenguard Environmental Standards.
- 2.1.2 All paints must be water-based, solvent free, and applied as a powder coat.
- 2.1.3 Adhesives used in the manufacture of interconnecting panel systems, supported components, and freestanding components must be free of Hazardous Air Pollutants (HAP's).
- 2.1.4 No component part must contain plastic foam that is manufactured or formulated using CFCs (chlorofluorocarbon) or HCFCs (hydro chlorofluorocarbons).
- 2.1.5 All components must be manufactured at a facility that has an established program for solid waste auditing, has prepared a waste reduction plan and has instituted a means to track progress towards waste reduction and diversion from disposal of materials such as metals, plastics, fabrics, wood, and fiberglass.
- 2.1.6 Packaging must be minimized to that required to adequately protect the furniture components from mechanical damage or soiling. No packaging may be left on the client's site or landfill. It must be disposed by the installer at an off-client site location where it can be reused, recycled and/or recovered.
- 2.1.7 All major rigid plastic parts must be stamped with a composition code for future recycling. Major plastic part refers to a main part of the component and is integral to the design of the component. Items considered major components are pencil trays and base covers. Items not considered major are the work surface edges and panel end trims.

## **3.0 GENERAL REQUIREMENTS**

- 3.1 All necessary hardware attachments and electrical components that are required to ensure a

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proper installation must be supplied.

- 3.2 In addition to the labeling requirement stated in CAN/CGSB-44.229-2008, all panels and components that consist of primary, secondary or dedicated surfaces must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.
- 3.3 Tolerance for dimensional change is 25mm (1") and must be noted clearly in the submission.
- 3.4 Metal edges, must have rounded corners or be covered with protective caps.
- 3.5 Doors and drawers must fit squarely and evenly into the openings on all sides.
- 3.6 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.
- 3.7 All assembled components 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. When assembled in all possible configurations there must be no visible unfinished edges or surfaces.
- 3.8 Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents.
- 3.9 Wood core surfaces must be of a balanced construction to prevent warping.
- 3.10 Fixed, moveable or adjustable parts must be constructed such that they cannot unintentionally become loose, dislodged or cause personal injury.
- 4.0 INTERCONNECTING PANELS**
- 4.1 Refer to the 'typical layouts' and typical floor plan in Attachment 1 to Annex A for approximate panel height and workstation configurations.
- 4.2 Interconnected panel systems must be complete with integrated wire management and electrical capacity.
- 4.2.1 Interconnected panel systems must accommodate industry standard communications modules with two (2) knockouts on each side of modular sections [one (1) Knock out on both ends and each side of the powered panels].
- 4.2.2 The Bidder must supply knockout covers for communication knockouts and access points, which are visible under normal use or installation.
- 4.3 All interconnecting panel must connect directly to other panels (i.e. panel to panel) except where a single panel support may require it to be connected to an architectural element.
- 4.4 Interconnecting panel frames must be constructed of cold rolled steel or aluminum which has a recycled content greater than 10%.
- 4.5 All interconnecting panels must have leveling glides with a vertical adjustment of at least 38mm (1 1/2") and must have base to extend to floor.
- 4.6 All interconnecting panels must have fabric upholstered skins unless otherwise noted. Fabric must be from a full colour range of standard fabric available, refer to Finishes section.

- 4.7 All panels must be supplied in width, height, and composition as indicated on the typical layouts.
- 4.8 All panels must be, stackable, de-stackable and load bearing.
- 4.9 Interconnecting panel thickness can be no greater than 102mm (4") and no less than 50mm (2") in thickness.
- 4.10 Interconnecting panel trim must provide low and smooth metal profile top caps no greater than 12mm (1/2") in projection, panel end and variable height end trims no greater than 10mm projection and corner posts that can be attached to the panel without visible connecting devices in order to provide a uniform appearance.
- 4.11 All exposed interconnecting panel ends at the "X", "L" and "T" connections must be finished with a compatible filler piece. The Bid must provide filler panels for any gaps larger than 76 mm (3") between a panel and any column or wall.
- 4.12 The interconnecting panel installation must provide metal panel top cap, panel end and variable height end trims and corner covers that can be attached to the panel without visible connecting devices in order to provide homogenized look and uniform, uninterrupted line of sight.
- 4.13 Interconnecting panel frames must have a base panel and load bearing add-on module(s). Base panel must be no less than 1219mm (48") and no greater than 1321mm (52") in height. Each side of the base panel is comprised of minimum one (1) tackable fabric skin, unless otherwise noted.
- 4.13.1 Add-on load bearing top panels to be tackable fabric with capability to exchange fabric skin with framed glass where required. Load bearing add-on panels not to be less than 355mm (14") and no greater than 508mm (20") in height. Width of add-on panel to match base panel. Overall height of base panel plus load bearing add-on panel must not exceed privacy height of 1700mm (67").
- 4.14 Interconnecting panels must be segmented not monolithic.
- 4.15 All variations of interconnected panel assemblies must be available in the following widths: 610mm (24"), 762mm (30"), 914mm (36"), 1067mm (42"), 1219mm (48"), 1372mm (54") and 1524mm (60").
- 4.16 All variations of interconnected panel assemblies through the use of base panels and add-on panel(s) (as required) must be available in heights which will accommodate:
- 4.16.1 Wheelchair access/work surface privacy 863mm (34") minimum to 914 mm (36") maximum.
- 4.16.2 Seated privacy 1219mm (48") minimum to 1372mm (54") maximum.
- 4.16.3 Standing privacy 1625mm (64") minimum to 1700mm (67") maximum.

## **5.0 POWER/COMMUNICATIONS**

- 5.1 Receptacles must be interchangeable anywhere along the wiring harness and must be capable of being located below and above surface height. Duplex outlets to be integrated within the panel.
- 5.2 Both power and communication locations at base raceway and above work surface must be

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capable of being mounted on the same panel.

- 5.3 Each workstation must be provided with vertical and horizontal cable management systems to conceal any external cables.
- 5.4 Panel electrical system must be made of components which are modular and must provide power only at needed locations, as specified in Attachment 1 to Annex A. The system must provide for base feeds as indicated on the 'typical layouts'.
- 5.5 Modular panel raceways: All powered panels and non-powered panels must have a raceway capable of accommodating an eight (8) wire, four (4) circuit electrical systems with isolated/dedicated capabilities and an eighteen (18) cable telecommunication system. The telecommunication section of the raceway must have no more than a 60% fill capacity.
- 5.6 Modular panel raceways must have full metal separation between the power and communication cabling channels, or alternatively, the electrical cabling shall be totally encased in steel, flexible or solid casing along its full length.
- 5.7 Base Feeds:
- 5.7.1 Must accommodate both electrical and communication systems.
- 5.7.2 Must provide whip for Electrical connection to junction box (supplied by other sources) from base-feed location to powered pane
- 5.8 Circuits:
- 5.8.1 Three (3) circuits share one (1) neutral and one (1) ground (5 wires).
- 5.8.2 One (1) circuit has one (1) dedicated neutral and one (1) ground (3 wires).
- 5.9 Each workstation must have four (4) duplex power receptacles. One (1) electrical circuit must provide power to two (2) workstations. Electrical circuits must be alternated to distribute power/data to the panel system. Triplex outlets are not acceptable.
- 5.10 All non-powered panels must permit conversion to powered panels, without the requirement of the workstation being dismantled and at no cost, except for the necessary electrical components and no disruption to data and telecommunications.
- 6.0 PANEL SUPPORTED AND FREESTANDING WORK SURFACES**
- 6.1 Work surfaces must be supplied in various widths, depths and shapes and as specified in the 'typical layouts' in Attachment 1 to Annex A.
- 6.2 Tolerances for all dimensions must be  $\pm 25$  mm (  $\pm 1$ " ) unless otherwise specified herein and where edge shapes preclude with the exception of user height adjustable work surfaces which must meet the requirements of paragraph 1.3.2 of CAN/CGSB-44.227 – Clearance between Adjustable Surfaces.
- 6.3 All work surfaces must be installed level at 737mm (29") above the finished floor and have the capability of being height-adjusted in 25 mm (1") increments with a range of at least 685mm (27") to 787mm (31").
- 6.4 Work surface thickness to be a minimum of 25mm (1") to a maximum of 32mm (1 1/4").

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- 6.5 Rectangular connecting work surfaces must be available in corresponding widths of the panels: 610mm (24"), 762mm (30"), 914mm (36"), 1067mm (42"), 1219mm (48"), 1372mm (54") and 1524mm (60") Refer to the 'typical layouts' in Attachment 1 to Annex A for dimensions.
- 6.6 Rectangular connecting work surfaces must be available in depths of: 610 mm (24") and 762 mm (30"). Refer to the 'typical layouts' in Attachment 1 to Annex A for dimensions.
- 6.7 Panel Supported Work Surface:
- 6.7.1 All work surfaces are to be predrilled to accept installation of support hardware and attachments.
- 6.7.2 Work surfaces must be panel supported by use of cantilevers or gables as required.
- 6.7.3 A separate cantilever must support each individual work surface edge when two (2) work surfaces meet, except when freestanding work surfaces and panel hung work surfaces abut.
- 6.7.4 All cantilevered work surface must be installed level and flush with adjacent work surface.
- 6.7.5 If a floor support is required as per the manufacture's standard, then they must be incrementally height adjustable. Post legs may only be specified at the end of a workstation surface (not to interfere with the end users knee clearance within their workstation)
- 6.7.6 Floor supports must be T-legs, or C-Legs with leveling glides with a vertical adjustment of at least 25 mm (1") must be provided in areas where end-panels are not showing on the floor plan.
- 6.7.7 Each work surface in each workstation must include one (1) scallop to facilitate wire transfer above and below the work surface.
- 6.7.8 Work surfaces spanning 1524mm (60") or greater require an additional cantilevered support if surface is hung on a panel that the width is 1524mm (60") or greater.
- 6.7.9 Work surfaces 1219mm (48") and greater to have two (2) scallops if there is no space between the work-surface and panel.
- 6.7.10 All work surfaces must have concealed horizontal wire/cable management.
- 6.8 Freestanding Work Surfaces:
- 6.8.1 Freestanding surface supports: must be T-leg, C-Leg or gables.
- 6.8.2 Each work surface in each freestanding desk must include one (1) grommet to facilitate wire transfer above and below the work surface.
- 6.8.3 All work surfaces must have concealed horizontal wire/cable management.
- 6.9 Transaction Work Surfaces:
- 6.9.1 Transaction work surface must not be less than 305 mm (12") deep and no greater than



381 mm (15") deep and widths of 1219mm (48") and 1372mm (54"). Refer to the 'typical layouts' for dimensions.

6.9.2 Transaction work surfaces must be securely mounted as add-ons to the panels.

6.9.3 Transaction work surfaces must match finishes and edge profiles to the work surfaces in the workstations.

## **7.0 ACCESSORIES**

7.1 Keyboard platform must be QS SKATE 685mm (27") wide "skate" platform with leather like palm support from ISE for corner surface and for straight surface. Keyboard arm to be ISE-A-LSTL Leader 4: leader series articulation lever free spring assisted are, 596mm (23 1/2 ") track and 457-558mm (18-22") for corners.

## **8.0 STORAGE**

8.1 All storage (mobile pedestals, overhead bins, storage towers and wardrobes within a single workstation, or office must be keyed alike. There must be two (2) keys provided for each locked unit. The minimum number of key combinations must be 50. A total of three (3) master keys must be provided.

8.2 Metal door and drawer pull/handle to be included for each door and drawer storage units, style and finish must match between all components.

8.3 Must have a minimum of three (3) metal door/pull options to be presented after contract award.

## **9.0 FINISHES**

9.1 Table supports must be constructed of factory finished steel or anodized aluminum. Metal finish on all legs and supports must be consistent between components.

9.2 Style and finish must coordinate between interconnecting panel supported and freestanding components all free-standing components and interconnecting panel system.

9.3 Freestanding surfaces must match finish and edge profiles of the panel supported work surfaces.

9.4 Metal finish option must include a minimum selection of five (5) standard and/or textured selections.

9.5 Standard manufacturer's options must be available for selection of paint, metal, glazing film and plastic component finishes.

9.6 All supported component trim finishes must match the trim finish selected for the panels.

9.7 Standard manufacturer's options for edge trim colours and profiles must be available for selection.

9.8 All storage (mobile pedestals, overhead storage, storage towers, bookcases and wardrobes) as well as any items used to support the overhead storage must be identical in metal finish and provide a uniform appearance.

9.9 Horizontal work surface laminate must be High Pressure Decorative Laminate.

9.10 Minimum selection of laminates must include two (2) wood patterns, six (6) solid colours, and three (3) patterns.

9.11 Workstations must allow for two (2) finish choices of each material selection.

## 10. FABRICS

### 10.1. Panel Fabric

10.1.1. Fabrics must contain a minimum recycled material content of 40%.

10.1.2. A minimum of eight (8) panel fabric style offerings with multiple colour ways for each offering must be available for selection.

### 10.2 Hutch Tack-board Fabric:

10.2.1 Fabrics must contain a minimum recycled content of 40%.

10.2.2 A minimum of eight (8) tack-board fabric style offerings with multiple colour ways for each offering must be available for selection.

## 11.0 DETAILED REQUIREMENTS:

### 11.1 Wardrobe:

11.1.1 Wardrobe size and configuration: refer to typical layouts in Attachment 1 to Annex A

11.1.2 Wardrobe height must be a minimum of 1752mm (69") high to a maximum of 1829mm (72") high. Wardrobe height must align with total height of hutch when stacked on credenza or desk.

11.1.3 Interior shelves must be adjustable in increments of no more than 63.5mm (2 1/2") Shelves within the same cabinet compartment shall be interchangeable and must extend the full width and depth of the interior cabinet compartment

11.1.4 Each door must be equipped with a metal door pull. Three (3) options to be provided after contract award.

11.1.5 Sound reducing bumpers must be provided to reduce noise either when opening or closing the doors/drawers.

11.1.6 Wardrobe must be lockable. There must be two (2) keys provided for each unit. The minimum number for key combinations must be 50. A total of three (3) master keys must be provided.

### 11.2 Hutch:

11.2.1 Hutch width to match width of credenza. Hutch cabinet to be a minimum of 356mm (14") deep to a maximum of 381mm (15") deep, and must be minimum of 940mm (37") high maximum of 1092mm (43") high.

11.2.2 Hutch horizontal and vertical substrates must be minimum 25mm (1") thick.

11.2.3 The hutch must be lockable. There must be two (2) keys provided for every unit. The minimum number for key combination must be 50. A total of three (3) master keys must be provided.

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- 11.2.4 Hutch must be freestanding and self-supportive.
- 11.2.5 Doors must be metal and the hinged doors must be capable of opening a minimum of 110° and a maximum of 180°.
- 11.2.6 Each door must be equipped with a metal door pull. Three (3) selections must be provided after contract award.
- 11.2.7 Sound reducing bumpers must be provided to reduce noise either when opening or closing the doors.
- 11.2.8 Back panel on hutch to be tack-board surface for full width and height to the underside of the overhead items.
- 11.2.9 Hutch must have integrated under-cabinet LED lighting which is secured to the underside of the hutch cabinet. The lighting must span a minimum of 457mm (18") of the underside cabinet. Light must come with all necessary mounting brackets and cables. Hutch must have integrated wire and cable management to conceal cables.
- 11.3 Mobile Pedestals:
- 11.3.1 Mobile pedestals must be provided with the following configurations of box drawer and file drawers, one (1) of each type per workstation, unless otherwise noted in the 'typical layout' in the Attachment 1 to Annex A.
- 11.3.8.1 Box/Box/File (B/B/F) complete with removable pencil tray. File drawer must accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.
- 11.3.8.2 File/File (F/F) drawers must accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.
- 11.3.2 Must have lockable carpet casters. All castors must swivel.
- 11.3.3 Must have counterweight or an additional wheel in the front to prevent tipping.
- 11.3.4 Must have smooth metal surfaces all sides including top and must be covered entirely in a consistent, dust-free paint finish.
- 11.3.5 Must include pencil tray and all accessories required to hang legal and letter files.
- 11.3.6 Sound reducing bumpers must be provided to reduce noise either when opening or closing the drawers.
- 11.3.7 All edges with which the user, public or persons maintaining the cabinets may come in contact must have all corners and edges eased or must have a radius.
- 11.3.8 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 of final finish.
- 11.3.9 All metal drawer pull/handles to be included with each drawer. Three (3)

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selections to be presented after contract award. Drawers must be lockable.

11.3.10 Must fit underneath the work surface mounted at standard height of 737mm (29") above finished floor.

11.3.10.1 Width must be no less than 381mm (15") and no greater than 457mm (18").

11.3.10.2 Depth must be no less than 558mm (22") and no greater than 597mm (23½"). Front face of pedestal must not project past the front edge of the work surface when placed under work surface.

#### 11.4 Storage Tower:

11.4.1 All edges with which the user, public or persons maintaining the cabinets may come in contact with must have all corners and edges eased.

11.4.2 Doors and drawers must fit squarely and evenly into or in front of the openings on all sides.

11.4.3 All metal door and drawer pull/handle to be included for each door and drawer in unit. Three (3) selections to be presented after contract award.

11.4.4 All storage compartments are to be accessed from the front of the storage tower.

11.4.5 Storage towers must be available from 584mm (23") to 610mm (24") deep and in width no less than 584mm (23") and no greater than 610mm (24"). Refer to the 'typical layout' in Attachment 1 to Annex A for dimensions.

11.4.6 Storage tower must be available in a range heights 1524 mm (60") to a maximum of 1676 mm (66"). Must not exceed highest point of panel. Refer to the 'typical layouts' in Attachment 1 to Annex A for dimensions.

11.4.7 Storage towers must be comprised of the following: One (1) 150mm (6") to 229mm (9") wide full height space to hang a coat complete with all hardware for coat hanging (metal hang rod). One (1) 381mm (15") to 460mm (18") wide adjustable shelf complete with door; and One (1) file/file (F/F) drawer configuration. File drawers must be able to accommodate files of letter and legal sizes. All hardware required to suspend files must be included in each drawer.

11.4.8 Storage tower doors must be non-handed. Refer to the 'typical layouts' in Attachment 1 to Annex A

11.4.9 Storage tower must be provided with three (3) locks: one (1) for the full height door, one (1) for the shelf door, and one (1) for the file/file drawers. Locks must be installed so that drawers and doors fit tight against the storage box when in the locked position. Any amount of gap or movement of a locked door or drawer is unacceptable.

11.4.10 Each drawer must be equipped with two (2) glides with a minimum vertical adjustment of 25 mm (1"). Drawer glides must run smoothly and quietly and be equipped with safety catches to prevent accidental removal.

11.4.11 The extension on all drawers must allow for the back of the drawer/filing compartment to

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extend beyond the face of the cabinet (full extension).

- 11.4.12 The cabinet doors must be capable of opening a minimum of 110°.
- 11.4.13 Shelves must be adjustable on increments of no more than 63.5 mm (2 1/2"). Shelves within the same cabinet compartment shall be interchangeable and must extend the full width and depth of the interior cabinet compartment.
- 11.4.14 Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.
- 11.4.15 Counterweights must be supplied and installed with cabinets when required through ANSI/BIFMA x5.9 compliancy, to prevent tipping when doors and drawers are in the open position.

#### 11.5 Panel Supported Overhead Bin:

- 11.5.1 Finish for the panel supported overhead bins must match the metal panel trim.
- 11.5.2 Must match the width of the panel it is affixed to, as indicated in the 'typical layouts' in Attachment 1 to Annex A. There must not be any offset installations.
- 11.5.3 Shelf must have metal end panels both sides at minimum 76mm (3") to a maximum of 203mm (8").
- 11.5.4 All metal door pull/handle to be included for each door and drawer in unit. Three (3) selections to be presented after contract award.
- 11.5.5 Overhead bin must have a flipper door and must have minimum 304mm (12") deep interior clearance minimum 304mm (12") high interior clearance. Flipper door must include lock keyed alike to pedestal and storage tower. Must accommodate space dividers.
- 11.5.6 Bins to be available in 762mm (30"), 914mm (36"), 1066mm (42"), 1219mm (48"), 1375mm (54"), 1524mm (60") widths as indicated in the 'typical layouts' in Attachment 1 to Annex A.
- 11.5.7 Panel supported overhead bin must have integrated under-cabinet LED lighting secured to the underside of bin. The lighting must span a minimum of 457mm (18"). Light must come with all necessary mounting brackets and cables. Must have integrated wire and cable management to conceal cables

#### 11.6 Metal Bookcase:

- 11.6.1 Metal bookcase size is 914mm (36") wide x 381mm (15") deep x 1524 mm (60") to a maximum of 1676 mm (66"). Must not exceed highest point of panel. .
- 11.6.2 Shelves - Shelves must be adjustable on increments of no more than 63.5 mm (2 1/2"). Shelves within the same cabinet compartment shall be interchangeable and must extend the full width and depth of the interior cabinet compartment. Minimum of four (4) shelves required each.

#### 11.7 Rectangular and Square Meeting Table:

- 11.7.1 Table sizes- 609mm (24"), 762mm (30"), 914mm (36"), 1066mm (42"), 1219mm (48"),

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and 1524mm (60").

11.7.2 Horizontal Table work-surface to range from 35mm (1 3/8") to 50mm (2") thick.

11.7.3 Table must have fixed metal T-legs, H-legs, Y-legs or open square frame which is inset from either edge by at least 229mm (9") to allow unobstructed knee clearance at both sides of the table.

11.8 Round Meeting Table:

11.8.1 Table sizes – 762mm (30"), 914mm (36"), 1067mm (42") and 1219mm (48").

11.8.2 Table work- surface to range from 35mm (1 3/8") to 50mm (2") thick.

11.8.3 Base to be metal four (4) or five (5) star base or flat disc with single center post (monopod) complete with leveling glides.

11.8.4 Plastic laminate round table with glides must be 762mm (30") minimum in diameter and no greater than 737mm (29") above the finished floor.

11.9 Free Standing Work Surface:

11.9.1 Free standing work surface size: refer to typical layouts provided in Attachment 1 to Annex A.

11.9.2 Free standing work surface must have matching laminate gables with exception of piano or D top which will include metal post or T-leg or C-leg for support.

11.10 Partial Modesty Panel for Free Standing Desk:

11.10.1 The modesty panel must run the total width between legs and/or gable support.

11.10.2 Recess the modesty panel a minimum of 229mm (9") from front edge or centered under the work surface, to allow guests to sit on opposite side of user.

11.10.3 The modesty panel must have options available in plastic laminate, or painted metal.

11.10.4 The size of the modesty panel must be a minimum of 254mm (10") high to a maximum of 559mm (22") high and be suspended from underside of the work surface.

11.11 Height Adjustable Work Surface:

11.11.1 Finishes must match the workstation furniture

11.11.2 Table sizes must be 1219mm (48"), 1371mm (54"), 1524mm (60"), and 1828mm (72") widths.

11.11.3 Table must be electronically height adjustable with a minimum of 647mm (16 1/2") adjustment range. The table, at its lowest, must be no higher than 559mm (22") A.F.F., and at its highest must be no higher than 1206mm (47 1/2") A.F.F.

11.11.4 Weight capacity must be a minimum of 90-100 kilograms (198-220lbs) and a maximum of 140-150 kilograms (308-330lbs).

11.11.5 Concealed vertical and horizontal cable/ wire management must be provided.

- 11.11.6 Electronic controls must be located at the front of the height adjustable work surface and have a minimum of four (4) controls.
- 11.11.7 Floor supports must be C-legs, T-legs or gables with carpet glides.
- 11.11.8 Underside and topside of work surface must have a clear area of 102mm (4") depth for future installation of desk mounted monitor arms.

11.12 File Top Surface:

- 11.12.1 File top must be 914mm (36") wide x 457mm (18") deep refer to typical layouts in Attachment 1 to Annex A.
- 11.12.2 File top must be secured to file cabinet without mechanical fasteners and without mechanical damage to file cabinet.

Solicitation No. - N° de l'invitation

EP756-160340/A

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

EP756-160340

Amd. No. - N° de la modif.

File No. - N° du dossier

EP756-160340

Buyer ID - Id de l'acheteur

013PPS

CCC No./N° CCC - FMS No./N° VME

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## **Annex B**

### **Basis of Payment**

*(To be inserted at contract award)*



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013PPS

CCC No./N° CCC - FMS No./N° VME

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**Attachment 1 to Annex B**

**Financial Bid Presentation Sheet**

*(Please refer to file: Attachment 1 to Annex B – Financial Bid Presentation Sheet)*

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EP756-160340/A

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

EP756-160340

Amd. No. - N° de la modif.

File No. - N° du dossier

EP756-160340

Buyer ID - Id de l'acheteur

013PPS

CCC No./N° CCC - FMS No./N° VME

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## **Annex C**

### **Security Requirements Checklist**

*Three (3) pages attached*



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of Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

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Gouvernement  
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Contract Number / Numéro du contrat

EP756160321

Security Classification / Classification de sécurité  
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☒ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

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EP756160321

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).