



**RETURN BIDS TO : - RETOURNER LES  
SOUMISSION À:**

**Canada Revenue Agency  
Agence du revenu du Canada**  
*See herein / Voir dans ce document*

**Proposal to: Canada Revenue Agency**

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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition à : l'Agence du revenu du Canada**

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

**Bidder's Legal Name and Address** (ensure the Bidder's complete legal name is properly set out)

**Raison sociale et adresse du Soumissionnaire**  
(s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

***Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire***

**Name /Nom**

**Title/Titre**

**Signature**

**Date (yyyy-mm-dd)/(aaaa-mm-jj)**

( )

**Telephone No. – No de téléphone**

( )

**Fax No. – No de télécopieur**

**E-mail address – Adresse de courriel**

**REQUEST FOR PROPOSAL /  
DEMANDE DE PROPOSITION**

<b>Title – Sujet</b> Free-standing, User Height-Adjustable Furniture/ Meubles autoportants à hauteur réglable par l'utilisateur	
<b>Solicitation No. – No de l'invitation</b> 1000327209	<b>Date</b> 2015-11-19
<b>Solicitation closes – L'invitation prend fin on – le 2015-01-05 at – à 2:00 P.M. / 14 h</b>	<b>Time zone – Fuseau horaire</b> EST /HNE Eastern Standard Time/ Heure Normale de l'Est
<b>Contracting Authority – Autorité contractante</b>  Name – Nom - Samuel Snow  Address – Adresse - See herein / Voir dans ce document  E-mail address – Adresse de courriel - See herein / Voir dans ce document	
<b>Telephone No. – No de téléphone</b> (613) 946-7968	
<b>Fax No. – No de télécopieur</b> (613) 957-6655	
<b>Destination - Destination</b>  See herein / Voir dans ce document	



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## **REQUEST FOR PROPOSAL (RFP)**

**Title:** Free-standing, User Height-Adjustable Furniture

### **PART 1 GENERAL INFORMATION**

#### **1.1 INTRODUCTION**

The solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the solicitation;

Part 3 Proposal Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation and Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided by bidders

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Model Contract: includes the clauses and conditions and any annexes that will apply to any resulting contract.

The Attachments include:

Attachment 1: Mandatory Criteria

Attachment 2: Financial Proposal

Attachment 3: Certifications required to be submitted a time of bid closing

Attachment 4: Certifications required to be submitted prior to contract award

The Annexes include:

Annex A: Statement of Work

Annex B: Basis of Payment



## 1.2 SUMMARY

The Canada Revenue Agency (CRA) seeks to enter into a contract with a single contractor for the supply, packaging, delivery and installation of free-standing, user-height adjustable furniture for the CRA Shawinigan tax office located at 4695 12th Avenue, Shawinigan, QC.

This requirement includes delivery and installation in multiple phases, beginning February 10, 2016 as further described at Annex A: Statement of Work attached hereto.

This contract will also include the irrevocable option to CRA to order additional quantities of free-standing, user-height adjustable furniture as further described at Annex A: Statement of Work attached hereto.

## 1.3 GLOSSARY OF TERMS

TERM	DEFINITION
"Canada", "Crown", "Her Majesty" or "the Government"	Refers to Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA).
Contract or This Contract	The Articles of Agreement, the specified general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time.
CRA	Canada Revenue Agency
Day/Month/Year	For purposes of technical evaluation, one (1) month shall equal a minimum of 16.67 billable days (a day equals 7.5 hours) and one (1) year equals a minimum of 200 billable days. Any additional billable days within the same year will not increase the experience gained for the purposes of evaluation.
DDP	Delivered Duty Paid
Environmentally Preferable	Products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal and re-use of the product or service
EST	Eastern Standard Time
Green Product	A product that is less harmful to the environment throughout its lifecycle than the next best alternative, having characteristics including, but not limited to the following: <ul style="list-style-type: none"><li>• Recyclable - local facilities exist that are capable of recycling the product at the end of its useful life;</li><li>• Biodegradable - will not take a long time to decompose in landfill;</li><li>• Contains recycled material (post-consumer recycled content preferred);</li><li>• Minimal packaging (take-back and reuse/recycling by the supplier preferred);</li><li>• Reusable and/or contains reusable parts;</li><li>• Contains no or minimal hazardous substances;</li><li>• Produces fewer and/or less polluting by-products during manufacture, distribution, use and disposal;</li><li>• Produces the minimal amount of hazardous substances</li></ul>



TERM	DEFINITION
	during production; use and disposal; <ul style="list-style-type: none"><li>• Makes efficient use of resources - a product that uses energy, fuel or water more efficiently or that uses less paper, ink or other resources; and/or</li><li>• Durable - has a long economically useful life and/or can be economically repaired or upgraded.</li></ul>
<b>Legal Name</b>	means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.
<b>Operating Name</b>	means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.
<b>Project</b>	A set of activities required to produce certain defined outputs, or to accomplish specific goals or objectives, within a defined schedule and resource budget. A project exists only for the duration of time required to complete its stated objectives.
<b>Proposal</b>	A solicited submission by one party to supply certain goods or services. The word "proposal" is used interchangeably with "bid"
<b>RFP</b>	Request for Proposal
<b>Solicitation</b>	An act or instance of requesting proposals/bids on specific products and/or services.
<b>SOW</b>	Statement of Work
<b>Sustainable Development</b>	An internationally recognized concept that embodies social, economic and environmental dimensions. It recognizes the fact that a healthy economy contributes to quality of life, which are both critically dependent on the protection of air, land, water and ecosystems that these resources support. The concept is intergenerational, ensuring that the actions of one generation do not compromise the ability of future generations to have an equal quality of life.
<b>Tendering Authority</b>	Canada Revenue Agency

#### 1.4 DEBRIEFINGS

Bidders may request a debriefing on the results of the solicitation process. Bidders should make the request to the Contracting Authority within ten (10) calendar days of receipt of the results of the solicitation process. The debriefing may be in writing, by telephone or in person.



## **PART 2 BIDDER INSTRUCTIONS**

### **2.1 MANDATORY REQUIREMENTS**

Wherever the words “shall”, “must” and “will” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will not be considered further.

### **2.2 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS**

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

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

#### **2.2.1 REVISIONS TO STANDARD INSTRUCTIONS 2003**

The 2003 (2014-03-01) Standard Instructions - Goods or Services – Competitive Requirements as revised herein, are incorporated by reference into and form part of the solicitation.

Section 01 titled “Integrity Provisions– Bid”, is revised as follows:

Subsection 1 is hereby deleted in its entirety and replaced with:

1. Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. To ensure fairness, openness and transparency in the procurement process, the following activities are prohibited:
  - a. payment of a contingency fee to a person to whom the [Lobbying Act](#) (1985, c. 44 (4th Supp.)) applies;
  - b. corruption, collusion, bid-rigging or any other anti-competitive activity in the procurement process.

Subsection 4, delete reference to: (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) and replace with: (Consent to a Criminal Record Verification form).

Section 02 titled “Procurement Business Number”, is hereby deleted in its entirety and replaced with:

Suppliers should obtain a Business Number (BN) before contract award. Suppliers may register for a BN online at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>.

Section 03 titled “Standard Instructions, Clauses and Conditions”, “Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c.16),” is hereby deleted.

Section 05 titled “Submission of Bids”, paragraph 2 (d) is deleted in its entirety and replaced with the following: “(d) send its bid only to the Canada Revenue Agency Bid Receiving Unit or to the address specified in the solicitation in Section 2.3.”

Section 06, titled “Late Bids”, reference to “PWGSC” is hereby deleted and replaced with CRA.

Section 07 titled “Delayed Bids”, all references to “PWGSC” are hereby deleted and replaced with “CRA”.

Section 08 titled “Transmission by Facsimile”, this section is not applicable to this solicitation and is hereby deleted.

Section 11 titled “Rights of Canada”, add the following:



- h) accept, or waive, a non material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i) award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j) retain all proposals submitted in response to this bid solicitation.

Section 12 titled "Rejection of Bid", delete subsections 1(a) and 1(b) in their entirety.

Section 17 titled "Joint Venture", delete in its entirety and replace with the following:

#### 17 Joint Venture

1. Bidders who bid as a contractual joint venture shall clearly indicate in their bid submission (in Attachment 4) that they are bidding as a contractual joint venture and shall provide the following information.
  - a) the name of the contractual joint venture;
  - b) the name of each member of the contractual joint venture;
  - c) the Procurement Business Number of each member of the contractual joint venture;
  - d) a certification signed by each member of the joint venture representing and warranting:
    - (i) the name of the joint venture (if applicable);
    - (ii) the members of the joint venture;
    - (iii) the Business Numbers (BN) of each member of the joint venture;
    - (iv) the effective date of formation of the joint venture;
    - (v) that the joint venture continues to be in effect as of the date of the bid submission; and
    - (vi) that each member of the joint venture has appointed and granted full authority to the specified member of the joint venture (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award (if the joint venture is awarded a contract), including but not limited to Contract Amendments and Task Authorizations.
  - e) the name of the representative of the joint venture (the "Lead Member"), i.e. the member chosen by the other members to act on their behalf.
2. Notwithstanding that the joint venture members have appointed one of the members of the joint venture to act as the representative of the joint venture, the bid including any certifications to be submitted as part of the bid, as well as any resulting contract must be signed by all the members of the joint venture.
3. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.
4. In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract amendments may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).
5. The Bidder shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after bid submission. Any change in the membership of a contractual joint venture after bid submission without the prior written approval of the Contracting Authority shall result in elimination of the bid or if such change occurs after contract award shall be deemed to be default under the Contract.

Section 20 titled "Further Information", Paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.



## 2.3 SUBMISSION OF PROPOSALS

When responding, the proposal SHALL be delivered to the Bid Receiving Unit address indicated below by the time and date indicated on Page 1.

### BIDDERS ARE TO SUBMIT PROPOSALS TO:

Canada Revenue Agency  
Bid Receiving Unit  
Ottawa Technology Centre  
Receiving Dock  
875 Heron Road, Room D-95  
Ottawa, ON K1A 1A2

Telephone No: (613) 941-1618

Bidders are hereby advised that the Bid Receiving Unit of CRA is open Monday to Friday inclusive, between the hours of 0730 and 1530, excluding Statutory Holidays.

**ELECTRONIC BIDS WILL NOT BE ACCEPTED.** Due to the nature of this solicitation, electronic transmissions of a proposal by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

## 2.4 COMMUNICATIONS - SOLICITATION PERIOD

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the solicitation must be directed only to the Contracting Authority identified in the solicitation. Failure to comply with the request may result in the bid being declared non-responsive.

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

All enquiries regarding the RFP must be submitted in writing to the Contracting Authority named below as early as possible within the solicitation period to allow sufficient time to provide a response. The following schedule applies to this RFP:

RFP 1000327209 released:	November 18, 2015
First deadline for questions on RFP: (at Noon EST)	November 27, 2015
RFP Amendment (Q&A) released (estimated)	December 01, 2015
Second deadline for questions on RFP: (at Noon EST)	December 09, 2015
RFP Amendment (Q&A) released (estimated)	December 18, 2015
RFP closing date:	January 05, 2016

To ensure consistency and quality of information provided to suppliers, the Contracting Authority will simultaneously distribute any information with respect to significant inquiries received and the replies to such inquiries, without revealing the sources of the inquiries, by way of a formal RFP Amendment.

Meetings will not be held with individual Bidders prior to the closing date and time of this RFP.





## **2.5 CONTRACTING AUTHORITY**

The Contracting Authority is:

Name: Samuel Snow

Telephone Number: (613) 946-7968

Fax Number: (613) 957-6655

E-mail address: [samuel.snow@cra-arc.gc.ca](mailto:samuel.snow@cra-arc.gc.ca)

## **2.6 AMENDMENTS TO BIDDER'S PROPOSAL**

Notwithstanding the Rights of Canada, amendments to the Bidder's proposal will not be accepted after the RFP closing date and time.

## **2.7 APPLICABLE LAWS**

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

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



## PART 3 PROPOSAL PREPARATION INSTRUCTIONS

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

### Section I Technical Proposal

The technical proposal should demonstrate the Bidder's understanding of the requirements of the Statement of Work and explain how they will meet the mandatory criteria detailed in Attachment 1. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical proposal should address clearly and in sufficient depth the items that are subject to the evaluation criteria. Simply repeating the statement contained in the solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**The Bidder must complete and sign the front page (page 1) of the RFP and return it with their submitted proposal. The Bidder's complete legal name must be properly set out on the front page.**

### Section II Financial Proposal

The Bidder shall provide prices for the goods requested in the Statement of Work, using the format outlined in Attachment 2: Financial Proposal. The total amount of Applicable Taxes must be shown separately, if applicable.

Prices must appear in the financial proposal only. Pricing information must not be indicated in any other section of the proposal.

#### *Exchange Rate Fluctuation Risk Mitigation*

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered.

### Section III Certifications

Please refer to Part 5 "Certifications" of this document for more details on the certifications that are required for this solicitation.

#### 3.1 NUMBER OF COPIES

The Bidder is requested to submit the following number of printed and soft copies of the separately bound sections as follows:

SECTION	MASTER (HARD COPY)	NUMBER OF PRINTED COPIES	NUMBER OF SOFT COPIES CD-ROM, DVD or USB Stick
Technical Proposal	1	3	1
Financial Proposal	1	1	1
Certifications	1	1	1
Supporting Information	1	3	1

The soft copies must be provided in a format that is compatible with:

- Microsoft Office 2010
- Supporting information and certifications can be provided in Adobe PDF format.



The master copy (one original hard copy) must be clearly labelled and contain original signatures. If there is a discrepancy between the wording of the soft copy and the printed copy, the wording of the master copy will have priority over the wording of the soft copy.

The financial proposal must be provided on a separate CD-ROM, DVD or USB stick.

### **3.2 BID FORMAT**

CRA requests that the Bidder follow the format instructions described below in the preparation of their bid:

- Use recycled-fibre content paper and two-sided printing. Reduction in the size of documents will contribute to CRA's sustainable development initiatives and reduce waste;
- Use 8.5 inch x 11 inch (or equivalent metric dimensions) bond paper and avoid the use of colour and glossy formats
- Use a numbering system corresponding to that of the RFP and Statement of Work. All references to descriptive material, technical manuals and brochures should be included in the bidder's proposal.

#### **Sustainable Development**

CRA Materiel Management policy requires that contracting be conducted in a manner that will ensure the pre-eminence of operational requirements and comply with international trade agreements. It also requires that contracting support national CRA objectives, such as protection of the environment.

In support of the CRA Sustainable Development (SD) Strategy, the Agency is committed to:

- Carrying out its mandate in a manner consistent with the principles of sustainable development (SD) and to promote SD opportunities and obligations with respect to economic growth, social well-being, and a healthy environment. Opportunities and cooperative efforts related to SD will be supported and encouraged throughout the contract period; and
- The purchase of green products and services that are of equal or better performance and quality where available and cost effective.

It is the policy of the CRA to:

- Demonstrate leadership and commitment to SD; and raise the level of management and employee involvement and support for SD;
- Communicate our SD commitment and be accountable to the public;
- Assess the economic, social, and environmental effects of our programs, policies and plans leading to integrated and informed decision-making; and leverage sustainable development to enable efficient and innovative program delivery;
- Monitor, measure, and report on our SD progress;
- Enhance partnerships with clients and partners to support shared responsibility and cooperation for SD objectives; and
- Reduce waste, ensure efficient use of resources, and comply with environmental legislation resulting in environmental stewardship.

### **3.3 PRIORITY OF DOCUMENTS FOR REQUEST FOR PROPOSAL**

The documents listed below form part of and are incorporated into this Request for Proposal.

If there is any conflict or inconsistency between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take precedence over the wording of any document that subsequently appears on the list.



- a) This Request for Proposal and Attachments 1-4, and any amendments; excluding Part 7 Model Contract and Annexes A to B;
- b) Standard Instructions 2003, (2014-03-01) Goods or Services – Competitive Requirements as amended in section 2.2 of this RFP;
- c) Part 7 – Model Contract;
- d) Supplemental General Conditions 4009 (2013-06-27), Professional Services - Medium
- e) General Conditions 2010A (2014-03-01), Goods (Medium Complexity), as amended in the Model Contract in Section 7.7 of the RFP;
- f) Annex A – Statement of Work;
- g) Annex B – Basis of Payment



## **PART 4 EVALUATION AND SELECTION**

### **4.1 GENERAL**

A committee composed of representatives of CRA will evaluate the proposals on behalf of the Agency. The services of independent consultants may be called upon to assist in the evaluation of, or in the validation of, specific aspects of the solution proposed. CRA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate any proposal.

Proposals will be evaluated in accordance with the evaluation criteria identified in Attachment 1 and in conjunction with the Statement of Work (SOW). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal.

Canada will evaluate the bid only on the documentation provided as part of the bid. References in a bid to additional information not submitted with the bid, such as website addresses where additional information can be found or technical manuals or brochures not submitted with the bid will not be considered in the evaluation of the bid.

### **4.2 STEPS IN THE EVALUATION PROCESS**

The selection process to determine the successful Bidder will be carried out as follows:

Notwithstanding Steps 1 and 2 below, in order to expedite the evaluation process, CRA reserves the right to conduct Step 3 - Evaluation of Financial Proposals concurrently with Steps 1 and 2. Should CRA elect to conduct Step 3 prior to the completion of Step 2, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory and rated sections until the completion of Steps 1 and 2. However, if the Contracting Authority is able to ascertain that a proposal is non-responsive by virtue of incomplete information or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory and rated sections that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Steps 1 and 2 despite the statement "All bids meeting the minimum thresholds in Step 2 will proceed to Step 3".

Please note that all numbers and figures used in the Point-Rated and Financial Evaluation will be rounded to **two** decimal places.

#### **STEP 1 – EVALUATION AGAINST MANDATORY CRITERIA**

All bids will be evaluated to determine if the mandatory requirements detailed in Attachment 1 "Mandatory Criteria" have been met. Only those bids meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.

#### **STEP 2 – EVALUATION AGAINST POINT-RATED CRITERIA**

Point-rated criteria are not applicable to this requirement. All bids meeting all mandatory requirements in Step 1 will proceed to Step 3.

#### **STEP 3 – EVALUATION OF FINANCIAL PROPOSALS**

Only technically compliant bids meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.



Prices submitted will be evaluated to determine the bid evaluation price as defined in Attachment 2: "Financial Proposal". Once the bid evaluation prices are determined under Step 3, the proposals will proceed to Step 4.

Bidders must provide a price, percentage, or weight, as applicable, for each item identified in the format specified in Attachment 2: Financial Proposal. Ranges (e.g., \$10-\$13) are not acceptable.

Should there be an error in the extended pricing of the bid, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the bid shall be changed to reflect the quantities stated in the RFP.

Should the Bidder not provide a price, percentage, or weight (for example: the space is left blank or struck through or the letters N/A or the words "no charge" or "included" are inserted) for one or more items in Attachment 2: Financial Proposal the following steps will be taken:

1. The CRA Contracting Authority will notify the Bidder of any omission(s) in its financial proposal and give it the opportunity to withdraw its bid, or agree to the following process:
  - If the Bidder does not wish to withdraw its bid, the CRA will insert a price, a percentage or a weight, of \$0.00, 0.00%, or 0.0000 lbs., as applicable for evaluation purposes, for all cells in which financial information is omitted. The corresponding price, percentage, or weight of \$0.00, 0.00%, or 0.0000 lbs., as applicable would also be reflected in any resulting contract and the Bidder would be obliged to honour those prices for the period of the contract, including any option period, as applicable.
  - The Bidder must advise the Contracting Authority of its decision to withdraw the bid or agree to the process described above in writing, within two **(2) business days** of notification. If the Bidder does not respond within the two (2) business days, CRA will render the bid non-responsive and the bid will receive no further consideration.

#### **STEP 4 – BASIS OF SELECTION**

##### **BASIS OF SELECTION - MANDATORY CRITERIA ONLY**

A bid must comply with the requirements of the solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluated price will be considered the highest ranked Bidder and will be recommended for award of a contract.

#### **STEP 5 – CONDITIONS PRECEDENT TO CONTRACT AWARD**

The Bidder recommended for award of a Contract must meet the requirements provided in Part 5 "Certifications" and Part 6 "Security, Financial and Other Requirements" of this RFP.

#### **STEP 6 – CONTRACT ENTRY**

The Bidder with the highest ranked responsive bid and meeting all the requirements listed above will be recommended for award of a contract.



## PART 5 CERTIFICATIONS

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

Canada will declare a bid non-responsive if:

- Certifications are completed incorrectly; or
- Legal name is not provided; or
- Required signatures are missing; or
- Certifications are not submitted as requested.

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

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

The Bidder must submit the original of the completed **Attachment 3**: "Certifications required to be submitted at time of bid closing" along with its bid, by the bid closing date.

When notified by the Contracting Authority, the Bidder shall submit the original of the completed **Attachment 4**: "Certifications required to be submitted prior to contract award" at the time and date specified by the Contracting Authority. However, at their discretion, Bidders may submit these certifications with their proposal.

The Bidder should contact the Contracting Authority if they require further clarification on any certification.



## **PART 6      SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1      SECURITY REQUIREMENTS**

There is no security requirements associated with this RFP or any resulting contract. All contractor personnel must be escorted while on CRA premises.





## **PART 7        MODEL CONTRACT**

### **7.1        AGENCY RESTRUCTURING**

In cases where the Contracting Authority's department or agency is being reconfigured, absorbed by another government department or agency, or disbanded entirely, the Commissioner may, by giving notice to the Contractor, designate another Contracting Authority for all or part of the Contract.

### **7.2        REQUIREMENT**

The Contractor must perform the Work in accordance with the Statement of Work (SOW) at Annex A.

### **7.3        PERIOD OF CONTRACT**

The period of the Contract is from date of Contract award to \_\_\_\_\_ inclusive.

### **7.4        OPTIONS**

#### **7.4.1    OPTION TO PURCHASE ADDITIONAL QUANTITIES**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A: Statement of Work of the Contract under the same terms and 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 an option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **7.4.2    OPTION TO ADD, REMOVE OR MODIFY PRODUCTS**

Where the need may arise due to a shift in legislation, policy or program requirements, CRA reserves the right to add or remove products from the Contract, as well as modify items.

In the event that the CRA requires an additional or modified product or service, the Contractor will be asked to provide a price quote for the additional or modified product or service in priority over any other potential vendor.

The option to add, remove or modify products 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 this option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **7.5        SECURITY REQUIREMENTS**

Contractor personnel must be escorted at all times while on CRA premises

### **7.6        AUTHORITIES**

#### **7.6.1    CONTRACTING AUTHORITY**

The Contracting Authority for the Contract is:

Name: Samuel Snow

Telephone Number: (613) 946-7968

Fax Number: (613) 957-6655



E-mail address: Samuel.snow@cra-arc.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.

#### 7.6.2 PROJECT AUTHORITY

The Project Authority is the representative of the CRA 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; however the Project 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.

All work carried out under this Contract is to be performed to the satisfaction of the Project or a designated representative in accordance with the terms and conditions of this Contract. Should the work or any portions thereof not be satisfactory, the Project reserve the right to reject it, in part or in its entirety, and to require its correction before recommending payment.

The Project Authority will be responsible for:

- arranging for access to Crown facilities and equipment;
- review and inspection of all invoices submitted;
- inspection and acceptance of all work performed as detailed in this contract;
- defining any proposed changes to the scope of work.

*To be completed at the time of Contract award.*

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

Address: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

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

#### 7.6.3 CONTRACTOR'S REPRESENTATIVE

*To be completed at the time of Contract award.*

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

Address: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

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

Contractor's representative for the contract.

### 7.7 STANDARD ACQUISITION CLAUSES AND CONDITIONS (SACC)

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada



(PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

#### 7.7.1 GENERAL CONDITIONS

2010A (2014-03-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 01 titled "Interpretation" the definition of "Canada", "Crown", "Her Majesty" or "the Government" is hereby amended to read: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA) ".

Section 02 titled "Standard Clauses and Conditions" is hereby amended to delete the phrase "Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,". The remainder of Section 02 remains unchanged.

At Subsection 09 - Warranty, of 2010A (2014-03-01) is amended as follows:

DELETE: The warranty period will be twelve months.

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

Section 29 titled "Integrity Provisions- Contract", subsection 1 is hereby deleted in its entirety and replaced with:

1. The Contractor must also comply with the terms set out in these Integrity Provisions.

#### 7.8 SUPPLEMENTAL GENERAL CONDITIONS

4009 (2013-06-27), Supplemental General Conditions - Professional Services - Medium Complexity apply to and form part of the Contract.

#### 7.9 CONTRACTOR IDENTIFICATION PROTOCOL

The Contractor must be responsible for ensuring that each of its employees, officers, directors, agents, and subcontractors (hereinafter referred to as "Contractor Representative") complies with the following self-identification requirements:

1. A Contractor Representative who attends a Government of Canada meeting whether internal or external must identify themselves as being a representative of the Contractor prior to the commencement of the meeting to ensure that each meeting participant is aware of the fact that the individual is not a government employee;
2. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
3. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as a non-government employee in all electronic mail in the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication and documentation.

#### 7.10 ACCESS TO FACILITIES AND EQUIPMENT

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions



applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

#### **7.11 IDENTIFICATION BADGE**

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.

#### **7.12 SITE REGULATIONS**

The Contractor must comply with all rules, instructions and directives in force on the site where the Work is performed.

#### **7.13 PACKAGING AND SHIPPING**

The Contractor must deliver the goods to the delivery destination specified herein. All items supplied shall remain the responsibility of the Contractor until delivered and installed. Packaging and shipping shall be in accordance with industry standards in order to ensure safe arrival at destination.

It is the Agency's objective to promote sustainable development initiatives by purchasing environmentally preferable products, where possible, as well as encouraging vendors to use best practices in packaging and delivery to reduce environmental impacts.

All packaging material is to be removed from the site by the Contractor for reuse, recycling, or be disposed of in an environmentally preferable manner.

#### **7.14 DELIVERY**

Deliverables must be received by the Project Authority at the place and time specified herein, and in accordance with Section 7.0 of Annex A: Statement of Work.

Any optional quantities, if requested by CRA, must be supplied, delivered and installed by the Contractor within 6 weeks of exercise of an option by CRA.

#### **7.15 INSTALLATION SERVICES**

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

- 1) Unload all product/pieces to the staging and/or installation area.
- 2) Unpack all pieces and inspect product for shipping damage. Report any damage immediately to the CRA Purchaser.
- 3) Install all products in accordance with the manufacturer's specifications.
- 4) Ensure all products function properly and make minor adjustment/repairs as necessary at time of installation.
- 5) Touch up all nicks and scratches that may have occurred during installation.
- 6) Clean product.
- 7) Remove all packing material debris and cartons from the site.
- 8) Upon completion, and at the request of the CRA, the Contractor must walk through the installation area with the CRA to verify the operating condition of all products in accordance with the deficiency procedures.

#### **7.16 DEFICIENCY PROCEDURES**

The Contractor must adhere to the following deficiency procedures at the discretion of the CRA:

- 1) It is the responsibility of the Contractor to notify the CRA when the installation is completed.
- 2) It is the responsibility of the CRA to arrange for the initial walk-through inspection with the Contractor.



- 3) The walk-through inspection will only take place within three (3) working days after installation is completed. If the Work is for a phased installation, the walk-through inspection will take place upon completion of each phase.
- 4) The CRA, in consultation with the Contractor, will prepare the deficiency list documenting all problems in every area.
- 5) The deficiency list will be forwarded by the CRA to the Contractor.
- 6) Within three (3) working days of receipt of this deficiency list, the Contractor will complete all minor deficiencies and make all adjustments not requiring new parts.
- 7) For all outstanding issues identified on the deficiency list, that are not considered a minor deficiency, the Contractor will submit the plan of action with the delivery dates or completion dates within fourteen (14) calendar days from receipt of the deficiency list from the CRA.

Upon completion of the deficiencies and adjustments the Contractor must notify the CRA that all deficiencies have been completed. The CRA will then submit to the supplier a final sign-off that the Order is complete.

#### **7.17 WORK LOCATION**

The work location will be at the following CRA premises:

Centre fiscal de Shawinigan  
4695, 12e avenue,  
Shawinigan-Sud, QC G9P 5H9

Any Contractor or Contractor resources that are required to work on site during non-business hours under this Contract must obtain authorization in writing by the Project Authority prior to commencing work.

#### **7.18 BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices for the goods described at Annex A: Statement of Work, in accordance with Annex B: Basis of Payment.

#### **7.19 LIMITATION OF PRICE**

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.

#### **7.20 TERMS OF PAYMENT**

Payment by CRA to the Contractor for the Work shall be made by:

##### **7.20.1 Multiple Payments**

Canada will pay the Contractor 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.



## **7.21 METHOD OF PAYMENT**

At Canada's discretion the Contractor will be paid using either direct deposit, credit card or cheque. All communications regarding the specific method of payment, including changes thereto, will be in writing via email as it's not Canada's desire to formally amend this Contract if the payment method is changed.

At its sole discretion Canada may change the method of payment at any time during the period of the Contract, including any extension thereto, to one of the other two payment methods stated above.

It is the sole responsibility of the Contractor to ensure that their organization is entitled to receive payment from the Government of Canada.

### **7.21.1 Payment by Direct Deposit**

The Contractor shall accept Direct Deposit for payment of the goods and/or services described herein. Payments by direct deposit will be subject to Article 15 – Payment Period and Article 16 - Interest on Overdue Accounts, set out in 2010A General Conditions **(2014-03-01)** forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete the Vendor Electronic Payment Registration form accessible at: <http://www.cra-arc.gc.ca/E/pbg/tf/rc231/rc231-14e.pdf>

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Vendor Electronic Payment Registration form is up to date. Should the Contractor's information within the Vendor Electronic Payment Registration form not be accurate or up to date, the provisions identified herein under Article 15 – Payment Period and Article 16 - Interest on Overdue Accounts, set out in 2010A General Conditions **(2014-03-01)** forming part of this Contract will not apply, until the Contractor corrects the matter.

## **7.22 TRAVEL AND LIVING EXPENSES**

The CRA will not cover any travel and living expenses.

## **7.23 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 Project Authority of the Contract, identified under the section entitled "Authorities", for certification and payment.
  - a) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7.24 CERTIFICATIONS**

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 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.

## **7.25 APPLICABLE LAWS**

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

## **7.26 PRIORITY OF DOCUMENTS**

If there is any conflict or inconsistency between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take precedence over the wording of any document that subsequently appears on the list.

a) The Articles of Agreement including all Annexes:

- Annex A: Statement of Work;
- Annex B: Basis of Payment;

b) Supplemental General Conditions 4009 (2013-06-27), Professional Services – Medium

c) The General Conditions 2010A (2014-03-01) - Goods (Medium Complexity);

d) The Solicitation No. 1000327209 dated (insert date) including any amendments thereto;

e) The Contractor's proposal dated (insert date of bid), *(If the bid was clarified, insert) as clarified on \_\_\_\_\_ (and insert date(s) of clarification(s)).*

## **7.27 FOREIGN NATIONALS**

SACC clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) *(to be deleted at contract award if N/A)*

SACC clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor) *(to be deleted at contract award if N/A)*

## **7.28 INSURANCE REQUIREMENTS**

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

## **7.29 LIQUIDATED DAMAGES**

7.29.1. If the Contractor fails to deliver the goods within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of 1% of the total value of the goods that are late, up to a maximum of 10%, for each calendar day of delay.

7.29.2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.

7.29.3. Canada will have the right to hold back, drawback, deduct or set off from and against the



amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

7.29.4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

## **7.30 ALTERNATIVE DISPUTE RESOLUTION**

### **NEGOTIATION FOLLOWED BY MANDATORY MEDIATION, THEN, IF NECESSARY BY ARBITRATION OR LITIGATION**

The parties agree to meet, negotiate in good faith, and attempt to resolve, amicably, any dispute arising out of or related to this contract or any breach thereof.

If the parties are unable to resolve the dispute through negotiations within 10 working days, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected jointly by the parties. The mediator will be chosen from a roster of qualified mediators maintained by the Canada Revenue Agency. All costs shall be shared equally between the disputing parties.

If a dispute cannot be settled with a 15 calendar day period after the mediator has been appointed, or if the parties are unable to select a mediator within 15 calendar days of the date of provision of notice by one party to the other of the intention to proceed to mediation, or such longer period as agreed to by the parties, the parties shall have the right to resort to any remedies permitted by law, including but not limited to arbitration or litigation.

All defences based on the passage of time shall be tolled pending the termination of the mediation.

#### **7.30.1 Procurement Ombudsman**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (I) of the *Department of Public Works and Government Services Act* will, on request and consent of the parties, participate in these meetings to resolve any such dispute, and subject to their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## **7.31 CONTRACT ADMINISTRATION**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (I) of the *Department of Public Works and Government Services Act* will review a complaint filed by *[the supplier or the contractor or the name the entity awarded this contract]* respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## **7.32 ANNEXES**

The following Annexes apply to and form part of the Contract:

ANNEX A: STATEMENT OF WORK  
ANNEX B: BASIS OF PAYMENT





Canada Revenue  
Agency

Agence du revenu du  
Canada

Solicitation No. 1000327209



## **ATTACHMENT 1: MANDATORY CRITERIA**

### **1. EVALUATION PROCEDURES**

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. Bids failing to adequately respond to ALL mandatory requirements will be considered non-responsive and will be given no further consideration.

### **2. MANDATORY TECHNICAL CRITERIA**

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. The Bidder must provide supporting documentation in its proposal as requested by CRA, in order to demonstrate that each technical mandatory requirement has been met. To assist with the evaluation process, it is preferred that the Bidder complete the table included below, to indicate where in its proposal the information can be located. Bids that fail to meet all mandatory requirements will be declared non-responsive.



Item	Mandatory Requirement	Page Reference or location within the Proposal
M1	The Bidder must provide the unique order code (i.e. model and product number) for each product proposed.	
M2	The Bidder must provide all necessary information from the Bidder's published product or technical guide to demonstrate that the proposed products meet the dimensional and other requirements identified in Annex A: Statement of Work and Annex A-1: Technical Specifications	
M3	<p>The Bidder must submit test reports at bid closing demonstrating compliance with all requirements of CAN/CGSB 44.227 and Annex A-1: Technical Specifications of the Statement of Work.</p> <p>These include applicable testing for finishes, deflections, adhesives, controls, and ANSI/BIFMA performance tests.</p>	
M4	<p>The Bidder must submit official documentation on the manufacturer's environmental program, including:</p> <ul style="list-style-type: none"><li>a) Environmental policy statement on company letterhead or equivalent published material; and</li><li>b) Dated reports within the last three years on the outcomes of the manufacturer's environmental management initiatives showing a reduction or elimination of the impacts of its operations on the environment.</li></ul>	
M5	The Bidder must submit test reports demonstrating that the products offered comply with ANSI/BIFMA M7.1 and X7.1 or equivalent testing.	
M6	<p><b>Certifications</b></p> <p>The Bidder must complete and sign Attachment 3, titled "Certifications required to be submitted at time of bid closing", and sign the cover page of the RFP document.</p>	
M7	<p><b>Financial Proposal</b></p> <p>The Bidder must provide a financial proposal in accordance with Section II of Part 3, titled "Proposal Preparation Instructions" and in accordance with Attachment 2: "Financial Proposal".</p>	



## ATTACHMENT 2: FINANCIAL PROPOSAL

### 2.1 FINANCIAL PROPOSAL

#### 2.1.1 Firm Requirement

Bidders must quote firm unit prices, a firm installation price, and a firm delivery price, in Canadian funds, taxes extra as applicable, Delivered Duty Paid (DDP) (4695 12th Avenue, Shawinigan, QC), for the supply, delivery and installation of the deliverables outlined in Annex A "Statement of Work".

Shipments shall be consigned to the destination specified in Annex A and Delivered Duty Paid (DDP) (4695 12th Avenue, Shawinigan, QC) Incoterms 2010 for shipments from a commercial supplier.

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

**Instructions for Bidders:** Bidders are to complete the cells highlighted in green.

TABLE 1 – FIRM REQUIREMENT							
A	B	C	D	E	F	G	H
PRODUCT	REQUIRED DIMENSIONS	UNIT OF MEASURE	REQUIRED QUANTITY	REQUIRED DELIVERY DATE	ORDER CODE	FIRM UNIT PRICE	EXTENDED TOTAL
RECTANGULAR WORK SURFACES, HEIGHT ADJUSTABLE BY THE USER ON BOTH SIDE, WITHOUT BACK PANEL, DESIGNED FOR A PERSON WHO WORKS IN A SEATED POSITION, 2 GROMMETS FOR HEIGHT ADJUSTMENT							
1	30 IN. X 48 IN. (DEPTH X WIDTH)	EA	293	SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
2	24 IN. X 72 IN. (DEPTH X WIDTH)	EA	293	SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
LOCKABLE MOBILE PEDESTALS THAT CAN BE PLACED UNDER A 610-MM (24 IN.) DEEP WORK STATION. ONE (1) NORMAL DRAWER AND ONE (1) FILE DRAWER.							
3	SEE ANNEX A-1: TECHNICAL SPECIFICATIONS	EA	293	SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
FIRM PRICE FOR INSTALLATION:						\$ _____	
FIRM PRICE FOR DELIVERY:						\$ _____	
EVALUATED PRICE:							= Sum of column H



### **2.1.2 OPTIONAL QUANTITIES**

Bidders must quote (i) firm unit prices, in Canadian funds (for Table 1 – Product) , and (ii) firm percentages of the Firm Unit Prices (for Table 3 – Delivery and Table 4 - Installation) respectively, taxes extra as applicable, Delivered Duty Paid (DDP) (4695 12th Avenue, Shawinigan, QC), for the supply, delivery and installation of the deliverables outlined in Annex A “Statement of Work”.

Shipments shall be consigned to the destination specified in Annex A and Delivered Duty Paid (DDP) (4695 12th Avenue, Shawinigan, QC) Incoterms 2010 for shipments from a commercial supplier.

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.



**Instructions for Bidders:** Bidders are to complete the cells highlighted in green.

TABLE 2 – OPTIONAL QUANTITIES - PRODUCT							
A	B	C	D	E	F	G	H
PRODUCT	REQUIRED DIMENSIONS	UNIT OF MEASURE	ESTIMATED QUANTITY	REQUIRED DELIVERY DATE	ORDER CODE	FIRM UNIT PRICE	EXTENDED TOTAL FOR PRODUCT
RECTANGULAR WORK SURFACES, HEIGHT ADJUSTABLE BY THE USER ON BOTH SIDE, WITHOUT BACK PANEL, DESIGNED FOR A PERSON WHO WORKS IN A SEATED POSITION, 2 GROMMETS FOR HEIGHT ADJUSTMENT.							
4	24 IN. X 30 IN. (DEPTH X WIDTH)	EA	73	SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
5	24 IN. X 72 IN. (DEPTH X WIDTH)	EA	343	SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
6	30 IN. X 48 IN. (DEPTH X WIDTH)	EA	343	SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
LOCKABLE MOBILE PEDESTALS THAT CAN BE PLACED UNDER A 610-MM (24 IN.) DEEP WORK STATION. ONE (1) NORMAL DRAWER AND ONE (1) FILE DRAWER.							
7	SEE ANNEX A-1: TECHNICAL SPECIFICATIONS	EA	416	SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
TOTAL ESTIMATED PRODUCT COST:							



**TABLE 3 – OPTIONAL QUANTITIES -  
DELIVERY**

Delivery Charges at a percentage rate of the  
Firm Unit Price

% \_\_\_\_\_

**TABLE 4 – OPTIONAL QUANTITIES -  
INSTALLATION**

Installation Charges at a percentage rate of  
the Firm Unit Price

% \_\_\_\_\_

**TABLE 5 – EVALUATED PRICE FOR OPTIONAL QUANTITIES**

A) Total Estimated Product Cost:	Total Estimated Product Cost (Table 2)
B) Total Estimated Delivery Cost:	Percentage Rate (Table 3) * Total Estimated Product Cost (Table 2)
C) Total Estimated Installation Cost	Percentage Rate (Table 4) * Total Estimated Product Cost (Table 2)
D) Evaluated Price for Optional Quantities:	= A + B + C

**Note:** The Estimated Quantity in Table 2 is simply an estimate for evaluation purposes. These figures do not represent a guaranteed order quantity, a lot size of any kind, or any other commitment to purchase additional tables in any quantity. If the CRA exercises its option to purchase additional quantities, the specific order quantity will be decided by the CRA at its own discretion.

#### 2.1.2 BID EVALUATION PRICE

The bid evaluation price shall be calculated as follows:

**BID EVALUATION PRICE = (EVALUATED PRICE FOR FIRM REQUIREMENT AT TABLE 1 \* 2) +  
(EVALUATED PRICE FOR ADDITIONAL QUANTITIES AT TABLE 5**



## **ATTACHMENT 3: CERTIFICATIONS REQUIRED TO BE SUBMITTED AT TIME OF BID CLOSING**

**Bidders must submit the following duly completed certifications as part of their bid at bid closing.** All certifications must be completed accurately. The complete legal name of the bidder must be provided on all required certifications and must match the legal name provided on the front page of the RFP.

**The Bidder should ensure they review and understand the certifications below. The Bidder should contact the Contracting Authority if they require further clarification on these certifications.**

**Please ensure all the required signatures are provided at bid closing, as indicated below.**

### **3.1 Terms and Conditions**

The Bidder hereby certifies compliance with and acceptance of all of the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Work (SOW). Any modifications, or conditional pricing by the bidder, including deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and/or SOW document will render the bid non-responsive.





### 3.2 Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

**Canada Revenue Agency**

(Corporate Name of Recipient of this Submission)

for:

**Free-standing, User Height-Adjustable Furniture; Solicitation 1000327209**

(Name of Project and Solicitation Number)

in response to the call or request (hereinafter "call") for bids made by:

**Canada Revenue Agency**

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_

(Corporate Legal Name of Bidder or Tenderer [hereinafter "Bidder"])

that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that **(check one of the following, as applicable):**
  - ☐ (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - ☐ (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) methods, factors or formulas used to calculate prices;



- (c) the intention or decision to submit, or not to submit, a bid; or
- (d) the submission of a bid which does not meet the specifications of the call for bids;  
except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

---

**(Printed Name and Signature of Duly Authorized Agent of Bidder)**

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**(Position Title)**

---

**(Date)**



### 3.3 JOINT VENTURE CERTIFICATION

**NOTE TO BIDDER: Complete this certification if a joint venture is being proposed otherwise check the box below.**

☐ **This certification is not applicable.**

The Bidder represents and warrants the following:

- (a) The bidding entity is a contractual joint venture in accordance with the following definition. A "contractual joint venture" is an association of two or more parties who have entered into a written contract in which they have set out the terms under which they have agreed to combine their money, property, knowledge, skills, time or other resources in a joint business enterprise, sharing the profits and the losses and each having some degree of control over the enterprise.
- (b) The name of the joint venture is: \_\_\_\_\_ (if applicable).
- (c) The members of the contractual joint venture are (the Bidder is to add lines to accommodate the names of all members of the joint venture, as necessary):  
\_\_\_\_\_  
\_\_\_\_\_
- (d) The Business Numbers (BN) of each member of the contractual joint venture are as follows (the Bidder is to add lines for additional BNs, as necessary):  
\_\_\_\_\_  
\_\_\_\_\_
- (e) The effective date of formation of the joint venture is: \_\_\_\_\_
- (f) Each member of the joint venture has appointed and granted full authority to \_\_\_\_\_ (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award, including but not limited to Contract Amendments and Task Authorizations.
- (g) The joint venture is in effect as of the date of bid submission.

This Joint Venture Certification must be signed by **EACH** member of the joint venture.

The Joint Venture Certification shall be effective throughout the entire period of the Contract, including any exercised option period, if exercised.

The CRA has the right to request documentation from the Bidder evidencing the existence of the contractual joint venture.

**Signature of an authorized representative of each member of the joint venture  
(the Bidder is to add signatory lines as necessary):**

_____ Signature of Duly Authorized Representative	_____ Name of Individual (Please Print)	_____ Legal Name of Business Entity	_____ Date
_____	_____	_____	_____



Canada Revenue  
Agency

Agence du revenu du  
Canada

Solicitation No. 1000327209

Signature of Duly Authorized  
Representative

Name of Individual (Please  
Print)

Legal Name of Business  
Entity

Date



## **ATTACHMENT 4: CERTIFICATIONS REQUIRED TO BE SUBMITTED PRIOR TO CONTRACT AWARD**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certification within the time frame provided will render the bid non-responsive.

### **4.1 INTEGRITY PROVISIONS – ASSOCIATED INFORMATION**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **4.2 Federal Contractors Program for Employment Equity – Certification**

#### **FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION**

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

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

#### **FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

**Complete both A and B.**

#### **A. Check only one of the following:**

( ) A1. The Bidder certifies having no work force in Canada.



☐ A2. The Bidder certifies being a public sector employer.

☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.

☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC- Labour.

OR

☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC- Labour.

**B. Check only one of the following:**

☐ B1. The Bidder is not a Joint Venture.

OR

☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

**4.3 VENDOR REPORTING INFORMATION**

**USER NOTE:** If a bidder selects the “non-profit” box below, the contracting officers will need to search the Corporations Canada website ([https://www.ic.gc.ca/app/scr/cc/CorporationsCanada/fdr/CrpSrch.html?locale=en\\_CA](https://www.ic.gc.ca/app/scr/cc/CorporationsCanada/fdr/CrpSrch.html?locale=en_CA)) to determine whether the corporation has filed Articles of Continuance under the Act prior to October 17, 2014. If the not-for-profit corporation has not applied for a continuance the contracting officer will need to discuss this with their team leader.

(Background: On October 17, 2014, Not-for-profit Corporations, incorporated under the Canada Corporations Act, will be dissolved if they have not applied for continuance under the new Canada Not-for-profit Corporations Act. In consequence, such corporations will not have the legal capacity to enter into a contract, or to continue to carry on under an existing contract. In addition, such corporations that may have previously been “eligible recipients” under a transfer payment program, may cease to be eligible.)



The following information should be provided to enable CRA compliance with paragraph 221(1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.) and report payments made to contractors under applicable services contracts (including contracts involving a mix of goods and services) on a T1204 Government Service Contract Payments slip.

**For the purpose of this clause:**

“Legal Name” means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.

“Operating Name” means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.

**The Bidder is requested to provide the following:**

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

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

Address: \_\_\_\_\_

Payment/T1204 Address (if different) ☐ Payment address is same as above  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

**Type of Business** (Select only one)

☐ Corporation      ☐ Partnership      ☐ Sole Proprietor      ☐ Non-Profit Organization      ☐ US or International Co.

All registered companies (excluding Non-Profit organizations and US or International companies) must provide their Goods and Services Tax (GST) or Business Number (BN). Additional details on how to obtain a BN can be found at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>

If the services will be rendered by an individual, please provide the Social Insurance Number (SIN).

Goods and Services Tax (GST) Number: \_\_\_\_\_



Business Number (BN):

---

---

Social Insurance Number (SIN):

If a SIN number is being provided, the information should be  
place in a sealed envelope marked "Protected".

☐ N/A Reason: \_\_\_\_\_

Note: If you select "N/A", then you must give a reason.

Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_  
(Signature of duly authorized representative of business)

Title: \_\_\_\_\_  
(Title of duly authorized representative of business)





## **ANNEX A: STATEMENT OF WORK**

### **1.0 TITLE**

Free-standing, User Height-Adjustable Furniture

### **2.0 OBJECTIVE**

The main objective of the project is to comply with the new Workplace 2.0 Fit-Up Standards by reconfiguring 2,315 m<sup>2</sup> of floor space in building 4695, 12<sup>th</sup> Avenue, Shawinigan-Sud, QC (one of the main work sections of the Shawinigan Tax Centre) and replacing the existing non-adjustable furniture with new free-standing, user-height adjustable furniture.

### **3.0 SCOPE OF WORK**

The Contractor must supply, package, deliver, and install the free-standing, user-height adjustable furniture specified in this Annex A: Statement of Work.

All furniture supplied to CRA under this Annex A: Statement of Work must meet the specifications set out in Annex A-1: Technical Specifications. In fulfilling the requirement, the Contractor must:

- 3.1 Assemble the furniture and install it in the work spaces.
- 3.2 Level the furniture and make necessary adjustments.
- 3.3 Install any accessories that are to be supplied with the furniture (including, but not limited to, trimming and hole covers)
- 3.4 Clean the work area, collect packing material, and remove everything used for the delivery (including pallets, cardboard, plastic, and any other packing material).
- 3.5 Have the work approved by the Project Authority.

### **4.0 TASKS**

The Contractor must deliver the new furniture to the following site (which includes a dock capable of accepting a 53-foot trailer) and complete installation as per the schedule set out in section 7.0 Schedule and Delivery Dates of this Annex A: Statement of Work.

Shawinigan Tax Centre  
4695 12th Avenue,  
Shawinigan-Sud, QC G9P 5H9

The Firm requirement is to be addressed by the Contractor in phases as follows:

- Sequence 1     67 work spaces
- Sequence 2     53 work spaces
- Sequence 3     70 work spaces
- Sequence 4     77 work spaces
- Sequence 5     26 work spaces



## 5.0 DELIVERABLES

### Firm Requirement

Item	Quantity	Dimensions	Description
1	293	30 in. x 48 in. (depth x width)	Rectangular work surfaces, height adjustable by the user on both side, without back panel, designed for a person who works in a seated position, 2 grommets for height adjustment.
2	293	24 in. x 72 in. (depth x width)	Rectangular work surfaces, height adjustable by the user on both side, without back panel, designed for a person who works in a seated position, 2 grommets for height adjustment.
3	293	N/A	Lockable mobile pedestals that can be placed under a 610-mm (24 in.) deep work station. One (1) normal drawer and one (1) file drawer.

### Optional Requirement (estimated quantities)

Item	Quantity	Dimensions	Description
1	73	24 in. x 30 in. (depth x width)	Rectangular work surfaces, height adjustable by the user on both side, without back panel, designed for a person who works in a seated position, 2 grommets for height adjustment.
2	343	24 in. x 72 in. (depth x width)	Rectangular work surfaces, height adjustable by the user on both side, without back panel, designed for a person who works in a seated position, 2 grommets for height adjustment.
3	343	30 in. x 48 in. (depth x width)	Rectangular work surfaces, height adjustable by the user on both side, without back panel, designed for a person who works in a seated position, 2 grommets for height adjustment.
4	416	N/A	Lockable mobile pedestals that can be placed under a 610-mm (24 in.) deep work station. One (1) normal drawer and one (1) file drawer.



## **6.0 CONSTRAINTS**

A commissioner or CRA staff member must escort the Contractor at all times

All work must be performed outside of regular work hours

- Friday between 6:00 PM and midnight.
- Saturday and Sunday between 7:00 AM and 6:00 PM.

## **7.0 SCHEDULE AND DELIVERY DATES**

### Firm Requirement Delivery

Sequence 1 – Between February 10 and 12, 2016

Sequence 2 – Between February 17 and 19, 2016

Sequence 3 – Between February 24 and 26, 2016

Sequence 4 – Between March 9 and 11, 2016

Sequence 5 – Between March 23 and 25, 2016

### Firm Requirement Installation

Sequence 1 – Between February 12 and 14, 2016

Sequence 2 – Between February 19 and 21, 2016

Sequence 3 – Between February 26 and 28, 2016

Sequence 4 – Between March 11 and 13, 2016

Sequence 5 – Between March 25 and 27, 2016

### Optional Requirement for phase 2

Delivery and Installation Sequence 1 – Between December 02-03, 2016

Delivery and Installation Sequence 2 – Between December 16-17, 2016

Delivery and Installation Sequence 3 – Between January 13–14, 2017

Delivery and Installation Sequence 4 – Between January 27–28, 2017

Delivery and Installation Sequence 5 – Between February 10-11, 2017

Delivery and Installation Sequence 6 – Between February 24-25, 2017

Delivery and Installation Sequence 7 – Between March 10-11, 2017

Delivery and Installation Sequence 8 – Between March 24-25, 2017



## **Annex A-1: Technical Specifications**

### **1. SCOPE**

These technical requirements apply to the office desk product and related components specified in the Statement of Work. Office desk product and components shall meet all of the mandatory requirements of the latest version of CAN/CGSB-44.227 "Canadian General Standards Board Freestanding Office Desk Products and Components", as well as the options and features detailed herein. All references in CAN/CGSB-44.227 to other dated standards shall be replaced with the latest version where they exist.

### **2. REFERENCES**

CAN/CGSB 44.227 Freestanding Office Desk Products and Components

ANSI/BIFMA X5.5 Desk/Table Products - Tests

ANSI/BIFMA X5.9 Storage Units - Tests

ANSI/BIFMA M7.1 Test Method for Determining VOC Emissions

ANSI/BIFMA X7.1 Standard for Formaldehyde and TVOC Emissions

BIFMA G1-2013 Ergonomics Guideline for Furniture Used in Office Work Spaces Designed for Computer Use

### **3. TERMINOLOGY**

For the purposes of this purchase description the following definitions shall apply.

- Pedestal – Mobile – A pedestal with a minimum of four carpet casters and that can be moved easily by the user. The two front casters shall have a locking device. The top and all four sides are finished.
- Continuous adjustment: an adjustment that allows the user to select any setting or position within the adjustment range. Settings do not change without positive action by the user.

### **4. GENERAL REQUIREMENTS**

- 4.1. Finish of Horizontal Work Surfaces – shall be high pressure laminate.
- 4.2. Finish of Other Surfaces - all other surfaces shall be laminated or painted.
- 4.3. Cord and Cable Management – work surfaces shall have one grommet for surfaces 1219mm (48 in) wide and less, and two grommets for surfaces greater than 1219 mm (48 in) wide. Reusable covers shall be provided for all grommets. The method of cord and cable management shall not cause the face of the pedestal to protrude beyond the front edge of the work surface when the pedestal is placed beneath the work surface.
- 4.4. Products shall be manufactured in a facility that has an environmental management policy and an environmental management program designed to minimize the impacts of its operations on the environment.



## 5. DETAILED REQUIREMENTS

- 5.1. Work Surfaces - shall be continuously height adjustable by the user. The range of height adjustment shall include the range of 559 mm (22 in.) or less to 787 mm (31 in.) or more.
- 5.2. Controls – users shall be able to operate the control from a normal upright position. Controls must be accessible in any table configuration, and shall be located on the top of the work surface where they will not interfere with work activities. When not in use, controls shall be removable or capable of being hidden.
- 5.3. Knee clearance – There shall be a knee clearance envelope under all work surfaces which meets the requirements of BIFMA G1-2013 for the 95th percentile male throughout the range of adjustment.
- 5.4. Pedestals: shall be mobile and include one box and one file drawer, and shall be of a design compatible to the other components.
  - 5.4.1. The pedestal shall be available in the deepest depth possible to fit under a 610 mm (24 in.) work surface. When positioned under a work surface, the height of the pedestal shall allow the surface to be adjusted to 610 mm (24 in.) or less.
  - 5.4.2. Drawers - All drawers shall be capable of being locked at the front of the pedestal. The box drawer shall have a moveable pencil tray.
  - 5.4.3. Locks - Locks for drawers shall be the pin, tumbler and wafer type, and shall have a corrosion resistant finish. The locks shall have a minimum of 50 key changes.
  - 5.4.4. Drawer Pulls - Handles or pulls shall be designed to be operated by users with limited dexterity.
- 5.5. The products offered do not emit volatile organic compounds (VOCs) which will result in an indoor air concentration of more than 0.5 mg/m<sup>3</sup> in accordance with ANSI/BIFMA M7.1 and X7.1 or equivalent testing.
- 5.6. The products offered do not emit formaldehyde which will result in an indoor air concentration of more than 0.5 mg/m<sup>3</sup> in accordance with ANSI/BIFMA M7.1 and X7.1 or equivalent testing.
- 5.7. In addition to the manufacturer's name or recognized trademark, all products shall be permanently and legibly marked with:
  - 5.7.1. date of manufacture
  - 5.7.2. contract number, and
  - 5.7.3. product number.

## 6. TESTING REQUIREMENTS

- 6.1. All components shall meet the requirements of this purchase description and applicable performance tests under CAN/CGSB.44-227, including the most recently published version of the underlying standards.
- 6.2. Age of Tests: Test reports shall be no more than five years old. All performance tests must be updated when the performance test is revised, or if any product changes occur. Performance tests are valid for the duration of the Contract including the options, unless changes have been made to the product or test standard.
- 6.3. Acceptable Test Facility: An independent testing laboratory and 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.



## 7. TEST REPORTS

As a minimum, test reports shall include the following information:

- a) a title;
- b) name and address of laboratory;
- c) unique identification of the report (such as serial number);
- d) name and address of the client (where applicable);
- e) description and unambiguous identification of the item;
- f) characterization and condition of the test item;
- g) date of receipt of the test item;
- h) date(s) of the performance of test;
- i) identification of the test methods used;
- j) any additions to, deviations from, or exclusions from the test methods (such as environmental conditions);
- k) a signature and title, or an equivalent identification of the person(s) accepting date of Issue of the report;
- l) date of issue of the report;
- m) test results, including all relevant test data, diagrams, charts and photographs;
- n) a statement that the report shall not be reproduced without the written approval of the laboratory.



**Annex A-2: Projected Floor Plan and Work Place (For information purpose only)**





## ANNEX B: BASIS OF PAYMENT

### 1.0 Firm Requirement

The Contractor shall be paid firm unit prices, a firm installation price, and a firm delivery price, in Canadian funds, taxes extra as applicable, Delivered Duty Paid (DDP) (4695 12th Avenue, Shawinigan, QC), for the supply, delivery and installation of the deliverables outlined in Annex A "Statement of Work".

Shipments shall be consigned to the destination specified in Annex A and Delivered Duty Paid (DDP) (4695 12th Avenue, Shawinigan, QC) Incoterms 2010 for shipments from a commercial supplier.

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

**NOTE TO BIDDERS: TABLES TO BE COMPLETED AT TIME OF AWARD BASED ON THE SUCCESSFUL BIDDER'S PROPOSAL.**

TABLE 1 – FIRM REQUIREMENT							
A	B	C	D	E	F	G	H
PRODUCT	REQUIRED DIMENSIONS	UNIT OF MEASURE	REQUIRED QUANTITY	REQUIRED DELIVERY DATE	ORDER CODE	FIRM UNIT PRICE	EXTENDED TOTAL
		EA		SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
		EA		SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
		EA		SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
FIRM PRICE FOR INSTALLATION:						\$ _____	
FIRM PRICE FOR DELIVERY:						\$ _____	
EVALUATED PRICE:							= Sum of column H

### 2.0 Optional Quantities

The Contractor shall be paid firm unit prices, in Canadian funds, and firm percentages of the Firm Unit Prices for installation and delivery respectively, taxes extra as applicable, Delivered Duty Paid (DDP) (4695 12th Avenue, Shawinigan, QC), for the supply, delivery and installation of the deliverables outlined in Annex A "Statement of Work".





Shipments shall be consigned to the destination specified in Annex A and Delivered Duty Paid (DDP) (4695 12th Avenue, Shawinigan, QC) Incoterms 2010 for shipments from a commercial supplier.

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

**NOTE TO BIDDERS: TABLES TO BE COMPLETED AT TIME OF AWARD BASED ON THE SUCCESSFUL BIDDER'S PROPOSAL.**

TABLE 2 – OPTIONAL QUANTITIES - PRODUCT							
A	B	C	D	E	F	G	H
PRODUCT	REQUIRED DIMENSIONS	UNIT OF MEASURE	ESTIMATED QUANTITY	REQUIRED DELIVERY DATE	ORDER CODE	FIRM UNIT PRICE	EXTENDED TOTAL FOR PRODUCT
		EA		SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
		EA		SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
		EA		SEE SECTION 7.0 SCHEDULE AND DELIVERY DATES OF ANNEX A: STATEMENT OF WORK		\$ _____	= D * G
TOTAL ESTIMATED PRODUCT COST:							

TABLE 3 – OPTIONAL QUANTITIES - DELIVERY
Delivery Charges at a percentage rate of the Firm Unit Price
% _____

TABLE 4 – OPTIONAL QUANTITIES - INSTALLATION
Installation Charges at a percentage rate of the Firm Unit Price
% _____



Canada Revenue  
Agency

Agence du revenu du  
Canada

Solicitation No. 1000327209

**Note:** The Estimated Quantity in Table 2 is simply an estimate for evaluation purposes. These figures do not represent a guaranteed order quantity, a lot size of any kind, or any other commitment to purchase additional tables in any quantity. If the CRA exercises its option to purchase additional quantities, the specific order quantity will be decided by the CRA's discretion.

**ALL PAYMENTS ARE SUBJECT TO GOVERNMENT AUDIT.**