



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet PERSONAL STORAGE TOWERS	
Solicitation No. - N° de l'invitation 0X001-150825/A	Date 2015-12-18
Client Reference No. - N° de référence du client 0X001-150825	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-971-68676	
File No. - N° de dossier pq971.0X001-150825	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-01	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Frere, Louise	Buyer Id - Id de l'acheteur pq971
Telephone No. - N° de téléphone (819) 420-2969 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Furniture Division/Division des produits de l'ameublement
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

On behalf of the Canada School of Public Service, Public Services and Procurement Canada has a requirement to supply and deliver a firm total quantity of 175 Personal Storage Cabinets to Gatineau, Quebec, and installation to Ottawa, ON.

1.3 Debriefings

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

1.4 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

"Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies or 2 soft copies on CD, or DVD or USB)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (2 hard copies)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

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

3.1.2 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

1.1.1.A. Mandatory Technical Criteria(MTC)	
MTC1	<p><u>MTC1.1</u> The Bidder must certify that all the products offered conform to all specifications of, and meet the testing requirements detailed in Annex "A".</p> <p><u>MTC1.2</u> To demonstrate MTC1.1, the Bidder must submit with their bid, duly signed and dated the Product Conformance certification clause in accordance with section 5.1.2 of Part 5 - Certifications of this solicitation in hard copy.</p>

MTC2	<p>MTC2.1 The Bidder must submit with their bid descriptive information that includes as a minimum the make and model, dimensions (length, width, height) for the proposed item at annex B of this solicitation in accordance with the Requirement at Annex A.</p> <p>MTC2.2 To demonstrate compliance with MTC2.1, the Bidder must submit with their bid the descriptive information in soft copy, written in Adobe version 10 or older on CD, DVD or USB, or hard copy.</p>
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4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 *SACC Manual* Clause A0031T (2010-08-16), Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

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

5.1.2 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A.

Supplier's Signature

Date

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide the items detailed under the Basis of Payment and Product list at Annex "B".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

DELETE: The warranty period will be twelve (12) months.

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

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Delivery Date - Mandatory

All the deliverables must be received as indicated in Annex "A-1", Delivery Schedule and Limitations.

6.4.2 Installation Schedule - Estimated

The installation of all deliverables is requested by the estimated timelines in Annex "A-2", Installation Schedule.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Louise Frere
Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Furniture and Office Supplies Division
11 Laurier
Gatineau, Québec K1A 0S5

Telephone: 819-420-2969
Facsimile: 819-956-5706
E-mail address: louise.frere@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work

in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: **(to be inserted at Contract Award)**

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

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

6.5.3 Contractor's Representative (to be completed by Bidder)

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in the Contract for a cost of \$ (to be inserted at Contract Award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Multiple Payments

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

6.6.4 Shipping Instructions – Delivery at Destination

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

Delivered Duty Paid (DDP) (Gatineau, QC) Incoterms 2000 for shipments from a commercial contractor.

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

A) The original and one (1) copy must be forwarded to the following address for certification and payment :

Canada School of Public Service
373 Sussex Drive
Ottawa, ON
K1N 6Z2
Attention: Denis Galarneau

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

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex "A" – Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

6.9 Applicable Laws

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

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2015-07-03), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex A-1, Delivery Schedule & Limitations;
- (e) Annex A-2, Installation Schedule;
- (f) Annex B, Basis of Payment & Product List;
- (g) Annex C, Conceptual Rendition;
- (h) the Contractor's bid dated _____

6.11 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
 B7500C (2006-06-16) Excess Goods
 G1005C (2008-05-12) Insurance

6.12 Installation Services

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

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;

7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;

8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

6.13 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

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

ANNEX "A" - REQUIREMENT PERSONAL STORAGE CABINETS

OBJECTIVE

This specification details the technical requirements that apply to Personal Storage Cabinets.

1.0 SCOPE

The Personal Storage Cabinet requirement is in support of Canada School of Public Service Accommodation Strategy in order to comply with Workplace 2.0 Standards and is intended for normal office environments.

TECHNICAL REQUIREMENTS

Personal Storage Cabinets must be manufactured from metal and must meet all of the mandatory requirements detailed below.

2.0 APPLICABLE PUBLICATIONS

The following publications are applicable:

- 2.1 American National Standards Institute (ANSI)
- 2.2 ANSI/BIFMA X 5.9 American National Standard for Office Furnishings –Storage Units – Tests
- 2.3 American Association of Textile Chemists and Colorists (AATCC) EP1 - Grey Scale for Color Change – Instructions
- 2.4 American Society for Testing and Materials (ASTM)
ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test
ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test

3.0 TERMINOLOGY

- 3.1 Storage cabinets must be available in the following type: Personal Storage Cabinet.
- 3.2 Personal Storage Cabinet: are cabinets that contain a combination of two or more of the following: drawers, doors, shelves and provides storage for personal wardrobe items and day-to-day filing for an individual's workstation.

4.0 GENERAL REQUIREMENTS

- 4.1 Workmanship - The finished personal storage cabinets must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.
 - 4.1.1 All edges with which the user, public or persons maintaining the personal storage cabinets may come in contact with must have all corners and edges eased or radius.
 - 4.1.2 Doors and drawers must fit squarely and evenly into the openings on all sides
- 4.2 Welds - All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 4.3 Wear susceptible parts are designed to be replaceable.
- 4.4 Top and bottom vents must be provided to allow circulation of air in the cabinet

5.0 DETAILED REQUIREMENTS

- 5.1 Glides - All personal storage cabinets must be equipped with 4 glides with a minimum vertical adjustment of 38 mm (1.5 in.). The glides must be adjustable from the interior of the cabinet.
- 5.2 Suspension - The suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.
- 5.3 Safety System - two or more extendible members must be equipped with a positive interlock system. The system will prevent any drawer from being opened by more than 63.5 mm (2 in.) when any other drawer has been extended beyond its fully closed position. No two drawers must be capable of being opened simultaneously. Drawers must remain removable when required.
- 5.4 Doors - All storage cabinet doors must be capable of opening a minimum of 95°.
- 5.5 Personal Storage Cabinet
 - Shelves must be adjustable on increments of no more than 63.5mm (2.5 in.)
 - Shelves within the same cabinet compartment must be interchangeable and must extend the full width and depth of the interior cabinet compartment.
- 5.6 Drawers – Drawers must be metal. Drawers must be self-latching, enclosed in one body unit.
- 5.7 All personal storage cabinets must be equipped with locks for each of the extendible members and doors. All locks must be keyed alike and each cabinet must be supplied with two (2) keys. Locks or cylinders must be designed to allow for easy installation or replacement by the user in the field. The locks must have a minimum of 50 key changes. Locks must be pin, tumbler and wafer type and must have a corrosion resistant finish.
- 5.8 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors/drawers.
- 5.9 Counterweights - Counterweights must be supplied and installed with all personal storage cabinets when required through ANSI/BIFMA x5.9 compliancy.
- 5.10 Metal Components – All metal components are to be finished using a low VOC emitting technology.

6.0 DETAILED REQUIREMENTS FOR FINISHES

- 6.1 Metal Finishes - The metal components must meet the following performance requirements:
 - 6.1.1 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.
 - 6.1.2 Color Stability - The finishes must not show a change in color greater than the colour match of existing elements of a scale 4 contrast when tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3.
 - 6.1.3 Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.

7.0 TESTING REQUIREMENTS

- 7.1 All personal storage cabinets offered under this solicitation must have successfully completed all tests to ANSI/BIFMA x5.9, as well as meet all of the requirements of this specification.
- 7.2 Age of Tests: Test reports must be not more than five (5) years old at closing date and time of solicitation 0X001-150825/A.
- 7.3 Acceptable Test Facility: An independent testing laboratory or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

8.0 MANUFACTURER'S IDENTIFICATION

- 8.1 All cabinets must be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

9.0 PRODUCT DESCRIPTION

- 9.1 Fully enclosed
- 9.2 Dimensions:
- Width: 597mm (23.5) – tolerance of +/- ½ inch
 - Depth : 584mm - 610mm (23 - 24in.)
 - Height : 1270mm - 1321mm (50 - 51in.) – tolerance of +/- 1 inch
- 9.3 The wardrobe door must be available on the left and the right side of the cabinet.
- 9.4 The locking wardrobe must have a compartment for personal belongings and clothing with a full height door and nominal width of (229 mm) 9 in. tolerance of +/- 1 inch including a side to side coat rod.
- 9.5 Personal Storage Cabinet to have 2 file drawers and lock. File drawer must accommodate legal and letter size files and include file compressor. Drawers to have a nominal width of (380 mm) 15 in with a possible tolerance but overall width of the personal storage cabinet cannot be wider than 24 inches and an interior drawer depth of not less than (496 mm) 19.5 in., with a possible tolerance but overall depth of the personal storage cabinet cannot be deeper than 24 inches. All drawers must have full extension slides.
- 9.6 Upper storage must have a nominal width of (380 mm) 15 inches with a possible tolerance but overall width of personal storage cabinet cannot be wider than 24 inches and include 1 locking door and 1adjustable shelf.

10.0 MANDATORY ENVIRONMENTAL ATTRIBUTES

- 10.1 The manufacturer has established a program for solid waste auditing; prepared a waste reduction plan; instituted a means to track progress towards waste reduction and diversion of materials from disposal.
- 10.2 The product offered does not emit formaldehyde which will result in an indoor air concentration of more than 0.5 mg/m3.
- 10.3 The product offered does not emit VOC's which will result in an indoor air concentration of more than 0.5 mg/m3.
- 10.4 The product offered is listed on the Environmental Choice Program to CCD-033 Criteria Certification Document for Office Furniture and Panel Systems OR Greenguard Indoor Air Quality Program to Greenguard Certification Standards for Low emitting Products for the Indoor Environmental.
- 10.5 Manufacturer is certified to ISO 9001 at the manufacturing site of the product proposed
- 10.6 Recycled Material – Cabinets must be manufactured utilizing a minimum of 30% recycled content by weight.

11.0 FINISHES

- 11.1 Pulls to be looped or integrated the same color and material as the personal storage cabinet.
- 11.2 Personal Storage Cabinet paint colour to be determined after contract award.

ANNEX "A-1"

DELIVERY SCHEDULE AND LIMITATIONS

1. Delivery and Loading Dock Limitations

- Deliveries are to be completed during regular working hours, Monday to Friday, 8:00am to 4:00pm.
- Canada School of Public Service site contact for the delivery will be (to be inserted at Contract Award).
- The Contractor is to advise the delivery schedule with the Project Authority at least 48 hours in advance of accessing the delivery location.
- There are no loading docks. The maximum truck size that can be accommodated is a 53' trailer.

Location for Delivery:

Canada School of Public Service
241 Cité des jeunes
Gatineau, QC
J8Y 6L2

MANDATORY DELIVERY DATE

Item	Deliverable	Quantity (each)	Requested Mandatory Delivery Date	Delivery date Offered:
1	Personal Storage Cabinets	175	March 31 st , 2016	

ANNEX "A-2"

INSTALLATION SCHEDULE

Canada School of Public Service requires personal storage towers to be installed at the locations listed in the Schedule below.

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

Canada will endeavour to give the Contractor four to six weeks for the installation of the furniture, however, Canada may need to vary the lead times and the final dates will be confirmed by the Project Authority.

Prior to installation of products the Project Authority will provide the Contractor with the floor plans for the installation location purposes.

Installation will be completed with no employees in place.

Installation will be completed during normal working hours which is defined as Monday to Friday from 7:00 AM to 5:00 PM.

For Phases 1, 2, 3 - LaSalle Academy can accommodate a 26' trailer with hydraulic tailgate as there is no loading dock at this location, an elevator is available once inside the building.

Locations for Installation:

Phase	Installation Location	Anticipated floor	Estimated Number of Units	Estimated Installation Timelines
1	LaSalle Academy 373 Sussex Drive. Ottawa, ON	B2	26	August 2016
2	LaSalle Academy 373 Sussex Drive. Ottawa, ON	B4, C2	30 + 75	December 2016
3	LaSalle Academy 373 Sussex Drive. Ottawa, ON	B5, C4	20 + 24	February 2017

ANNEX "B"**BASIS OF PAYMENT & PRODUCT LIST**

			A	B	C
Item Number & Description	Proposed Model Number	Proposed Series	Firm Quantity (each)	Firm Unit Price	Extended Total (A x B)
Item 1 – Personal Storage Towers, 51"H x 24"D x 23.5"W (1321mm x 610 mm x 597mm)			175	\$ _____	\$ _____

		D	E	F
Phase / Location	Product	Quantity (each)	Installation Firm Unit Price	Extended Total (D x E)
Phase 1 Ottawa, ON	Personal Storage Cabinets	26	\$ _____	\$ _____
Phase 2 Ottawa, ON		105	\$ _____	\$ _____
Phase 3 Ottawa, ON		44	\$ _____	\$ _____

**Total lot Price for Evaluation (including Delivery & Installation
excluding applicable taxes) ***

= \$ _____

*Payment will be made by phase corresponding to Annex "A-1" - Delivery Schedule & Limitations, and Annex A-2 - Installation Schedule

ANNEX "C"
Conceptual Rendition

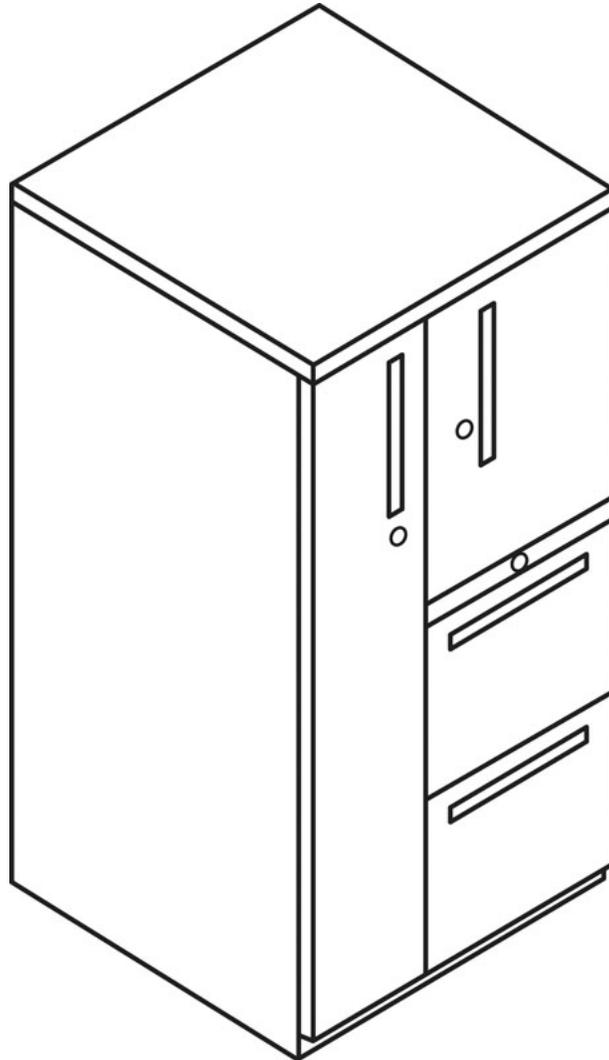


Illustration is for reference purposes only.