



**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

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

Title - Sujet WORKPLACE 2.0 FURNITURE	
Solicitation No. - N° de l'invitation 45045-150034/A	Date 2015-12-22
Client Reference No. - N° de référence du client 000007338	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-407-68702	
File No. - N° de dossier pq407.45045-150034	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-05	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: Miller, Tracey	Buyer Id - Id de l'acheteur pq407
Telephone No. - N° de téléphone (819) 420-2949 ()	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

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 applicable to this solicitation.

1.2 Requirement

Statistics Canada has a requirement for the supply, delivery and installation of 82 personal storage cabinets. 41 right handed personal storage cabinets and 41 left handed cabinets.

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.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 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 15 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)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Specifications (MTS)	
MTS 1	<p>MTS1</p> <p>A) The Bidder must submit descriptive information that includes as a minimum the dimensions (length, width and height) of the item(s) being proposed for this solicitation and in accordance with the Statement of Work at Annex A for the following:</p> <p style="padding-left: 40px;">Personal Metal Storage Cabinet 24"W x 24"D x 51-54"H (610mmW x 610mmD x 1295mm-1371mmH)</p> <p>B) Descriptive Information can be provided in the form of a price list, specification guide, catalogue or other as long as the minimum dimensions required above are provided.</p>

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – 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.

5.2 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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

5.2.3.2 Authorization of distribution

If the Bidder is not the manufacturer of the products offered, but is submitting a bid offering products of the Manufacturer, the bidder must be an Authorized Dealer of the Manufacturer for whom the Bidder is acting.

The Bidder must also provide, as part of its bid, a letter of authorization from the Manufacturer that it claims to represent. The letter must be under the letterhead of the Manufacturer, confirming that the Bidder is in fact an authorized agent/distributor.

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

Statistics Canada has a requirement for the supply, delivery and installation of 82 personal storage cabinets. 41 right handed personal storage cabinets and 41 left handed cabinets.

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

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before March 31, 2016 to the first floor at the following address:

170 Tunney's pasture Driveway

Jean Talon Loading Dock (Parkdale entrance)
Ottawa, ON
K1A 0T6

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tracey Miller
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Telephone: 819-420-2949
Facsimile: 819-956-5706
E-mail address: tracey.miller@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
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

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Single Payment

SACC Manual clause H100C (2008-05-12) Single Payment

6.7 Invoicing Instructions

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the consignee.

6.8 Certifications

6.8.1 Compliance

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

6.9 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations

B7500C (2006-06-16) Excess Goods

G1005C (2008-05-12) Insurance

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2015-09-03);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment – Pricing Schedule
- (e) the Contractor's bid dated _____ (*insert date of bid*)

6.12 Shipping Instructions

The goods must be shipped in accordance with the delivery destinations identified at Annex B – Basis of Payment.

Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) Ottawa, ON, Incoterms 2000 for shipments from a commercial contractor.

6.13 Installation Services

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

1. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect product for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustments/repairs;
5. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
6. Clean the product once installed;
7. Clean up 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 likes from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor;
8. Upon completion of the installation and at the request of the Project Authority, the Contractor (or his authorized representative) must walk through the installation area with the Project Authority (or an authorized representative of the Project Authority to verify the operating condition of all products in accordance with the Deficiency Procedures.

6.14 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures;

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

Solicitation No. - N° de l'invitation

XXXXX-XXXXXX/X

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

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

XXXXX.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

-
- of action with delivery dates or completion 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

1.0 **TITLE: *Workstations for Statistics Canada, Projects 1 and 2.***

2.0 **OBJECTIVE**

2.1 To supply, deliver and install personal storage cabinets for 82 workstations.

3.0 **PUBLICATIONS AND TEST METHODS**

3.1 Publications: All referenced publications are to be the latest issue by the closing date of this solicitation unless otherwise indicated herein.

3.2 The products must meet the following performance standards:

3.2.1 The CAN/CGSB-44.229-2008 and CAN/CGSB-44.227-2008

3.2.2 ANSI/BIFMA x 5.9- 2004

3.2.3 ANSI/BIFMA x 5.6- 2010

3.2.4 ANSI/BIFMA x 5.5-2008

3.2.5 ANSI/BIFMA x 5.6-2010, Section 5.1 & 5.2

6.0 **STORAGE**

6.1 **PERSONAL METAL STORAGE CABINETS**

6.2.1 All personal storage must be metal with baked enamel or powder coat finish.

6.2.2 All personal storage units within a single workstation must be keyed alike. There must be (2) keys provided for each locked unit. The minimum number of key combinations must be 50. A total of three (3) master keys is to be provided to the Project Authority.

6.2.3 Drawer glides must run smoothly and quietly and be equipped with safety catches to prevent accidental removal.

6.2.4 Workmanship. All finished personal storage must be uniform in quality, style, material and workmanship and be clean and free from any defects that may affect appearance, serviceability or safety.

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

6.2.6 Doors and drawers must fit squarely and evenly into the openings.

6.2.7 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.

6.2.8 All personal storage within a single workstation must be identical in finishes and provide a uniform appearance.

6.2.9 File drawers must accommodate files of letter and legal sizes and all hardware required to suspend files must be included in each drawer.

6.2.10 All surfaces of the unit are to be smooth and covered entirely in a consistent, dust free paint finish.

6.2.11 All personal storage cabinets must be 610mm (24") deep, 610mm (24") wide by 1295mm (51") to 1372mm (54") high.

- 6.2.12 All personal storage cabinets must be in heights to match the height of the interconnecting panel system 1295mm (51") to a maximum 1372mm (54") high.
- 6.2.13 Personal storage cabinets must be comprised of the following: One (1) full height space to hang a coat complete with all hardware for coat hanging (metal coat rod preferred). One (1) adjustable shelf complete with door; and two 610mm (24") wide file drawers. Top of storage cabinet must be perforated for ventilation.
- 6.2.14 Locks – Personal storage cabinets must be provided with three (3) locks; one (1) for the coat storage door, one (1) for the shelf door and one (1) for the file drawers. Two (2) keys must be provided for each lock unit..
- 6.2.15 Glides: Metal personal storage cabinets must be equipped with 4 glides with a minimum vertical adjustment of 38mm (1.5"). The glides must be adjustable from the interior of the cabinet.
- 6.2.16 Doors – Personal storage cabinet doors must open at a minimum of 110 degrees.
- 6.2.17 Personal storage cabinet doors must be supplied in both left and right hand swing. **LEFT HAND SWING: 41 required** - When facing the cabinet the wardrobe section must be on the left side of the cabinet and the door must be left hand swing. **RIGHT HAND SWING: 41 required** – When facing the cabinet the wardrobe section must be on the right side of the cabinet and the door must be right hand swing.
- 6.2.18 Shelves – The personal storage cabinet shelves must be adjustable on increments of no more than 63mm (2.5"). Shelves within the same cabinet compartment must be interchangeable and extend the full width and depth of the interior cabinet compartment.
- 6.2.19 Bumpers – Sound reducing bumpers to be provided to reduce noise either when opening or closing the doors/drawers of the personal storage cabinet.
- 6.2.20 Counterweights must be supplied and installed with personal storage cabinets when required through ANSI/BIFMA x 5.9 compliancy.
- 6.2.21 Packaging being used must be designed to minimize waste. The Contractor must dispose of it at an offsite location where it will be reused, recycled and/or recovered.

7.0 Environmental

It is preferred that the furniture and its manufacturer meet the following criteria for environmental standards:

- 7.1 All products bid have been Greenguard certified or equivalent (i.e. provide proof that products have been tested to ensure they emit Formaldehyde and VOC at levels required to comply with Greenguard standards).
- 7.2 All product meet ISO 9001 and ISO 14001 standards.
- 7.3 Work surface core consist of 50% recycled materials and adhesive glue are 100% water based.
- 7.4 All metal surfaces are painted using a powder coat process.
- 7.5 All packaging are recyclable and a process is in place to ensure all waste is recycled.

Annex B Basis of Payment – Pricing Schedule				
Item	Product Description	Qty Total	Frim Unit Price (in CAD)	Firm Lot Price (Qty Total x Firm Unit Price)
1	Personal Metal Storage Cabinet (LEFT HAND SWING) 24"W x 24"D x 51-54"H (609.6mmW x 609.6mmD x 1295mm-1371.6mmH)	41	\$	\$
2	Personal Metal Storage Cabinet (RIGHT HAND SWING) 24"W x 24"D x 51-54"H (609.6mmW x 609.6mmD x 1295mm-1371.6mmH)	41	\$	\$
Total cost (Firm Unit Price x Qty)			\$	
Total cost for Delivery and Installation			\$	
Firm Lot Price (Evaluated Price) (Total Cost + Total Cost for Delivery and Installation)			\$	
Applicable Taxes			\$	