



**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 ameublements
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet Workstations	
Solicitation No. - N° de l'invitation 35035-167027/B	Date 2016-05-24
Client Reference No. - N° de référence du client 35035-167027	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-968-70996	
File No. - N° de dossier pq968.35035-167027	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-09	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dale, Evonne	Buyer Id - Id de l'acheteur pq968
Telephone No. - N° de téléphone (613) 853-6646 ()	FAX No. - N° de FAX (819) 956-5706
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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This bid solicitation cancels and supersedes previous bid solicitation number 35035-167027/A dated 2016/04/22 with a closing of 2016/05/11 at 14:00 Eastern Daylight Time (EDT). A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation

PART 1 – GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Requirement

The Privy Council Office (PCO) has a requirement for the supply, delivery and installation of modular work units, comprising of a variation of interconnecting panel systems, furniture systems and storage within personal workstations complete with wire management and electrical capacity in accordance with Annexes herein.

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

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

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

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

1.5 Canadian Content

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

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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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

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 two (2) soft copies on CD/DVD

Section II: Financial Bid one (1) hard copy

Section III: Certifications one (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 at Annex B 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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid

certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

A bid must comply with all requirements specified in Annex A-1 Requirement and Annex B – Basis of Payment.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP Incoterms® 2010, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

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

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

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

5.1.2.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

5.1.3 Set-aside for Aboriginal Business

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

Owner/Employee Certification - Set-aside for Aboriginal Business

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

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

Signature of owner and/or employee

Printed name of owner and/or employee

Date

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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 available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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 Product Conformance

The Bidder certifies that all the products proposed conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A-1.

Supplier's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

The following security requirements apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

6.2 Requirement

The Privy Council Office (PCO) has a requirement for the supply, delivery and installation of modular work units, comprising of a variation of interconnecting panel systems, furniture systems and storage within personal workstations complete with wire management and electrical capacity in accordance with Annexes herein.

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 (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09, Warranty of general conditions 2010A is amended as follows:

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.

DELETE: Subsection 2

INSERT:

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 Delivery Date

Delivery is requested for July 11, 2016.

6.4.1 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A-3 of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Evonne Dale

Title: Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Telephone: 613-853-6646

E-mail address: Evonne.dale@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 entered at contract award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

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: _____

Title: _____

Telephone : _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex B for total cost of \$ _____ (to be entered 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 Clause H1000C (2008-05-12), Single Payment

6.7 Shipping Instructions

Goods must be delivered DDP (Delivered Duty Paid) Incoterms® 2010:

85 Sparks Street, 2nd floor
Ottawa, Ontario
K1A 0A3

The Contractor is to advise the delivery schedule with the Project Authority at least 48 hours in advance of accessing the delivery destination.

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 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.

6.10 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 (2016-04-04), General Conditions – Goods (Medium Complexity);
- (c) Annex A-1, Requirement;
- (d) Annex A-2 Floor plan;
- (e) Annex A-3 Delivery and Installation Schedule;
- (f) Annex B, Basis of Payment;
- (g) Annex C – Security Requirements Checklist
- (h) the Contractor's bid dated _____ (*to be inserted at Contract award*)

6.12 SACC Manual Clauses

A9068C	(2010-01-11)	Government Site Regulations
B7500C	(2006-06-16)	Excess Goods

G1005C (2008-05-12) Insurance

6.13 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 operational 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 of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;

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N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

PQ968

N° CCC / CCC No./ N° VME - FMS

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-1 REQUIREMENT

1. DESCRIPTION

- 1.1 The following specifications applies to the 85 Sparks projects (2nd Floor)
- 1.2 These specifications are for the supply, delivery and installation of modular work units, comprising of a variation of interconnecting panel systems, furniture systems and storage within personal workstations complete with wire management and electrical capacity.
- 1.3 The Contractor is responsible for supplying all necessary accessories (trim, connectors, supports, wall mounts, etc.) to allow the configuration to be integrated as per the 'Annex B - Basis of Payment' and as illustrated on the floor plan provided at Annex A-2 Floorplan.
- 1.4 These specifications are to be read in conjunction with the furniture data sheets 'Annex B - Basis of Payment' herein called the Annex B - Basis of Payment'. The Annex B - Basis of Payment' represents the configuration for heights, widths and depths of products and the Contractor must maintain the footprint and the interior layout of the workspaces.

2. PUBLICATIONS AND TEST METHODS

- 2.1 All referenced publications or test methods are to the latest issue unless otherwise indicated in this Annex.

3. PERFORMANCE REQUIREMENTS

- 3.1 Finished panels, connecting assemblies and components must be stable, interchangeable, and be clean and free from defects that may affect appearance, serviceability or safety.
- 3.2 Design panel systems to ensure panel system components withstand functional and proof load tests to avoid tip over, structural breakage or damage and to meet various acceptance levels of serviceability to: CAN/CGSB-44-229 Interconnecting Panel Systems and Supporting Components with the exception of paragraph 6.2.5 Adhesives.
- 3.3 Design systems to ensure office table components withstand functional and proof load tests to establish structural integrity and various acceptance levels of serviceability to: CAN/CGSB-44-229- Interconnecting Panel Systems and Supporting Components and or CAN/CGSB-44-227- Freestanding Office Desk Products and Components.
- 3.4 All metal freestanding storage units must meet the applicable criteria provided in ANSI/BIFMA X5.9-2004 or ANSI/BIFMA X5.9-2012.
- 3.5 Flammability: The panel fabric must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102. The test must be conducted on each different fabric composition and interior construction. Fabrics that are 'identical' in content and weight are acceptable as comparable to the fabric tested on the panel.
- 3.6 Design systems to ensure storage systems withstand functional and proof load tests to establish structural integrity and various acceptance levels of serviceability to: ANSI/BIFMA X5.9-2004 or ANSI/BIFMA X5.9-2012.

- 3.7 All panel systems furniture must meet all the requirements of CAN/CGSB-44-229-2008. All freestanding furniture must comply with CAN/CGSB 44.227-2008.
- 3.8 All furniture floor plans are to meet the National Building Code and the National Fire Code standards.

4. TEST REQUIREMENTS

- 4.1 An Acceptable Test Facility must conduct all ANSI/BIFMA performance testing, CAN/CGSB dimensional testing and related test reports.
- 4.2 All test reports must be from an accredited test facility. An accredited test facility is defined as an independent testing laboratory or a company owned laboratory that 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 for the applicable scope of testing requested.
- 4.3 Test reports must be not more than five (5) years old.

5. PRODUCTS

5.1 MATERIALS:

5.1.1 Fabric must meet the following category requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines;

5.1.1.1 Panel systems must meet the requirements for Wrapped Panels and Upholstered Walls.

5.1.1.2 Fabrics meeting the requirements of the ACT Performance Guidelines are exempt from the five (5) year test period providing the fabric composition (material and weight) has not changed.

5.1.2 Particleboard must meet ANSI A208.1, grade M2 or greater when used as substrate.

5.1.3 Plastic laminate (high pressure laminate):

5.1.3.1 The performance requirements for high pressure laminate of horizontal work surfaces must be tested in accordance with CAN/CGSB-44-229 Interconnecting Panel Systems and Supporting Components and CAN/CGSB-44-227 for Freestanding Office Desk Products and Components. If the HPL finish is identical for components under items 3.2 and 3.3 or testing to CAN/CGSB-44.229 or CAN/CGSB-44.227 it will be acceptable.

5.1.3.2 Plastic laminate surfaces must be plastic bonded to both faces where exposed two sides, and when panel material require surface on one side only, reverse side to manufacturer's standard.

5.1.3.3 All other surfaces, except fabric covered surfaces, must meet the performance requirements for plastic laminates, painted wood, painted non-wood, with the exception of wood veneer requirements, all exposed and less exposed surfaces must be wood and meet the performance requirements for wood veneer.

- 5.1.3.3.1 Plastic laminate adhesives: to manufacturer's standard.
- 5.1.3.3.2 Edge detail to be provided: manufacturer's standard product offering.

5.1.4 Steel:

5.1.4.1 Accessory Rail, perforated or smooth.

5.1.4.2 Mounting System in accordance with CAN/CGSB-44-229. The mounting system must support a paper management system and/or accessory rail.

5.1.5 Whiteboard:

5.1.5.1 Facing: Magnetic to manufacturer's standards; color and finish to later selection by departmental representative; samples supplied.

5.1.6 Other Materials:

5.1.6.1 All other components or elements: structural support frames, adjustable mounting systems, connector systems and brackets, glides, casters, hardware, trim, etc. to manufacturer's standard in accordance with the appropriate tests from ANSI/BIFMA and Canadian National Standard requirements.

5.2 INTERCONNECTED PANEL SYSTEM:

5.2.1 Refer to the 'Annex B - Basis of Payment' for proposed heights and workstation configurations.

5.2.2 Interconnected Panel System complete with integrated wire management and electrical capacity.

5.2.3 Interconnected Panel System: must be stackable.

5.2.3.1 Stackable Panel: is comprised of a one piece base frame of at least transaction surface height and is capable of increasing from transaction surface height to work surface privacy height and from transaction surface height to seated privacy height.

5.2.3.2 Stackable panel must be able to decrease from seated privacy height to transaction surface height. Stackable panel must be able to decrease from work surface privacy height to transaction surface height.

5.2.4 Interconnected panel system must allow panels to be connected, at the same and different heights.

5.2.5 Tolerances for all panel width dimensions must be -25.4mm /+25.4mm (-1.0"/+1.0").

5.2.6 All interconnecting panels, components and accessories must meet the acceptance criteria provided in CAN/ CGSB-44-229 Interconnecting Panel Systems and Supporting Components with the exception of paragraph 6.2.5 Adhesives.

5.2.7 Panel system to have leveling glides with 2" (51mm) minimum height adjustability.

5.2.8 Panels must have 1" (25mm) incremental hanging capability inherent in the panel.

5.2.9 Panels must facilitate finished tiles on two (2) sides.

5.2.9.1 Upholstered tile: installed concealed edges to prevent fraying, stable free of snags and wrinkles in finished screen.

5.2.10 Panels, unless otherwise indicated (where a whiteboard is specified), must be finished with tackable fabric.

5.2.11 All tiles must be constructed in such a manner as to maintain tile shape when removed from panel frame and/or be capable of being repositioned in the frame with no sagging or loss of tensile strength.

5.2.12 Panel thickness: All critical aisles dimensions on plan must not be exceeded as per Annex A-2 Floorplan.

5.2.12.1 Filler panels must be available for gaps larger than 76mm (3") and less than the smallest standard panel width available.

5.2.13 Refer to the 'Annex B - Basis of Payment' for the proposed heights. The following ranges allow for all panel heights to be submitted.

5.2.13.1 For transaction surfaces 762mm- 914mm (30in. - 36in.)

5.2.13.2 For work surface privacy 990mm - 1168mm (39in. - 46in.)

5.2.13.3 For seated privacy 1524mm- 1372mm (50in.- 54in.). For use in high traffic area configurations.

5.2.14 Provide capability for interconnected panel system to accommodate industry standard communication modules with one knockout on each side of each panel.

5.2.15 Must provide covers for unused knockouts and access points, which are visible under normal use or installation.

5.2.16 Panel trim: Unless panel top finish, ends and corner linking devices are integrated into the panel design, provide panel tops, panel end trims and corner covers that can be attached to panel without visible connecting devices to provide homogenized look and uniform, uninterrupted line of sight.

5.2.17 Panel trim pieces must be metal.

5.2.18 Panel set along the perimeter windows (where base convectors are located) must have a perforated panel base to allow air flow from convectors. This perforated panel must fill the space under the work surfaces and allow for electrical connectivity. These panels form the core spine for many workstation runs and must be able to provide power within (Below work surfaces).

5.2.19 Anchorage: clips, brackets and fasteners must be concealed by type recommended by manufacturer for interchangeable mounting.

5.3 ELECTRICAL & COMMUNICATION:

- 5.3.1 Systems product must accommodate voice/data and electrical installation at the base raceway.
- 5.3.2 Systems product must facilitate both a top and base feed module to provide a hardwire connection to building power and channel to route cable from building to panel system.
- 5.3.3 Utility poles must:
 - 5.3.3.1 Accommodate both electrical and communication system.
 - 5.3.3.2 Have a minimum height of 2750mm (108")
 - 5.3.3.3 Have a junction box at the top of the pole be located so they do not terminate at gypsum board bulkhead or at light fixtures
- 5.3.4 Top feeds must accommodate at a minimum a 2743mm (9') ceiling and be installed to attach to the top of the panel frame and located on either end of a standard panel frame width.
- 5.3.5 Design raceways with sufficient space to allow for bend radius of at least 76mm (3") for installation of communication cables for both horizontal and vertical.
- 5.3.6 All non-powered panels must be capable of field conversion to powered panels via power retrofit kits, without the requirement of the workstation being dismantled.
- 5.3.7 Provide a minimum eight-wire, three-circuit capability, at no more than a 60% fill rate. One circuit will feed two workstations. (One breaker provided by the building power will feed two workstations).
- 5.3.8 Duplex receptacles must be interchangeable along the panel in a minimum of two (2) pre-designated positions per side excluding panels less than 610mm (24 in.).
- 5.3.9 Panel connectivity from panel to panel must be inherent in the base raceway of every panel. Perforated base panels must keep inherent connectivity.
- 5.3.10 Provide covers for unused knockouts access points that are visible under normal use or installation to prevent unsightly holes.
- 5.3.11 All powered panels must be able to support electrical on both sides of the panel.

5.4 PANEL MOUNTED AND FREESTANDING WORK SURFACES:

- 5.4.1 Work surfaces must be available in various widths, depths and shapes and finishes as specified in the Annex B - Basis of Payment.
- 5.4.2 All freestanding office desk products and components must be designed to keep assembly and disassembly methods and the use of proprietary tools to a minimum.
- 5.4.3 Tolerances for all dimensions must be -25.4mm /+25.4mm (-1.0"/+1.0") and where edge shapes preclude with the exception of user height adjustable work surfaces which must meet the requirements of paragraph 4.6 of CAN/CGSB-44.227- Clearance Between Adjusting Surfaces.

5.4.4 Custom size work surfaces must be available to accommodate on site limitations.

5.4.5 Work surfaces must have wireway cut out or be predrilled to accept installation of grommets and of mounting hardware and attachments as noted in the Annex B - Basis of Payment. Work surfaces less than 1524mm (50") to have one wireway cut out. Work surfaces greater than 1524mm (50") to have 2 wireway cut-outs.

5.4.6 Where work surfaces are adjacent to each other, a separate bracket must be installed with each adjacent component.

5.4.7 Work surfaces must be freestanding and panel mounted as shown in the Annex B - Basis of Payment.

5.4.8 All work surfaces and desks must be installed at 737mm (29") above finished floor to top of work surface unless otherwise noted in 'Annex A-2 Floorplan'.

5.4.9 All standard edge details are acceptable.

5.4.10 Freestanding Work surfaces:

5.4.10.1 Work surfaces, fixed and mobile, to have supports /legs/bases/height adjustable legs as shown on 'Annex A-2: Component List.

5.4.10.2 Work surface legs must have carpet furniture glides or carpet casters and must be available in painted, powder coated, or Tungsten metal finish.

5.4.10.3 Height Adjustable work surfaces:

5.4.10.3.1 When a sit/stand work surface is specified, the primary surface must be capable of height adjustment and must include a height range of 710mm to 1040mm (27 to 41 in.), with tolerance of +/- 25.4mm (+/- 1.0"). Method of height of adjustment is electric. Refer to the Annex B - Basis of Payment.

5.4.11 Panel Mounted Work Surface:

5.4.11.1 Work surfaces must be supported by panels, and combination of supports/legs/bases/height adjustable legs as shown on 'Annex A-2: Component List.

5.4.11.2 Work surface legs must have carpet furniture glides or carpet casters and must be available in painted, powder coated, or Tungsten metal finish. Refer to the Annex B - Basis of Payment.

5.4.11.3 Work surfaces: must be installed level and at determined height interval with adjacent work surfaces in a secure and stable manner.

5.4.11.4 Surfaces at ends of runs must be supported by full end gables. Refer to the Annex B - Basis of Payment.

5.4.11.5 Cord and Cable Management- Work surfaces must be capable of providing wire managers to accommodate cords and cables. Refer to Annex B - Basis of Payment.

5.5 PERSONAL STORAGE CABINETS:

5.5.1 Refer to Annex A-2: Component list for specific storage requirements.

5.5.2 Personal storage must meet the acceptance criteria provided in ANSI/BIFMA X.5.9.-2004 or ANSI/BIFMA X5.9-2012 and CAN/GSB-44-229- Interconnecting Panel Systems and Supporting Components and CGSB-44-227- Freestanding Office Desk Products and Components.

5.5.3 Personal storage to include a full length wardrobe with a side to side coat rod. The wardrobe door must be available on the left and the right side of the cabinet.

5.5.4 Personal storage to provide upper and lower storage beside wardrobe compartment.

5.5.4.1 Upper storage to include one adjustable shelf and be accessible above work surface height and from the side of the cabinet.

5.5.4.2 Lower storage located at bottom of cabinet and provide two file drawers.

5.5.5 Storage Units:

5.5.5.1 All storage units must be finished on the top and all sides. There must not be any sharp edges, which may cause a safety hazard.

5.5.5.2 All storage units must be locking.

5.5.5.3 Storage units must be available in various sizes, shapes, material and finish.

5.5.6 Doors:

5.5.6.1 All storage unit doors must be metal.

5.5.6.2 All swing cabinet doors must be capable of opening a minimum of 95 degrees.

5.5.6.3 Resilient bumpers must be provided on all door assemblies to minimize impact noise when doors close.

5.5.7 Drawers:

5.5.7.1 All drawers must be metal.

5.5.7.2 Drawers must be self-latching, enclosed in one body unit.

5.5.7.3 Drawer must have stops to prevent accidental removal, but must be removable when required.

5.5.8 Locks:

5.5.8.1 Drawers and doors must have the capability of being locked.

5.5.8.2 Locks for drawers or doors must be the pin, tumbler and wafer type, and must have a corrosion resistant finish. The locks must have a minimum of 50 key changes.

5.5.8.3 Locks or cylinders must be designed to allow for easy installation or replacement in the field.

5.5.8.4 All storage units within a workstation from the same manufacturer must be keyed alike.

5.6 ACCESSORIES:

5.6.1 Refer to 'Annex B - Basis of Payment' for required accessories.

5.6.2 Articulating Keyboard Support Surface:

5.6.2.1 The keyboard and mouse support surfaces must be attached to the rectangular surfaces and be capable of being height adjusted by the user with or without a lever, to any position within a minimum range of 203mm (8"), 127mm (5") below and 50mm (2") above the terminal support surface.

5.6.2.2 The keyboard and mouse support surfaces must have the ability to slide under the work surface when not in use.

5.6.2.3 The keyboard/mouse support surface must be equipped with a wrist rest featuring a gel-based cushion.

5.6.2.4 The keyboard and mouse support surfaces must be equipped with a minimum 200 x 200mm (8" x 8") surface for mousing, available at the right or left of the keyboard, and must be mounted in order to provide independent horizontal swivel adjustability. The mouse surface must have the ability to slide under and rotate 180° to the rear of the work surface when not in use.

5.6.2.5 The keyboard and mouse support surface must be continuously height adjustable, either with or without a lever, and be capable of being locked at any position within the range of adjustment. Once the keyboard/mouse support surface has been locked in the desired position, the surface must remain stable during the normal keying process.

5.6.2.6 The keyboard and mouse support surfaces must be capable of having a rearward tilt of at least -15° and a forward tilt of at least +/-10°; and a horizontal rotation of +/-30°.

5.6.2.7 The keyboard and mouse support surfaces must have both a non-slip surface and a lip measuring no more than 6.5mm (1/4") in height along the back edge of this surface in order to prevent the keyboard or the mouse from falling off the support surface.

5.6.3 Task Lights:

5.6.3.1 Must meet CAN/CGSB-44-227- Freestanding Office Desk Products and Components and CAN/CGSB-44-229 Interconnecting Panel Systems and Supporting Components.

5.6.3.2 Task lights, energy efficient, complete with on/off switch.

5.6.3.3 Task lights to include a freestanding and panel mounted options. Refer to the Annex B - Basis of Payment.

5.6.3.4 Freestanding and panel mounted must have a height adjustable arm, pivot capabilities to redirect light and 1829mm (6ft) long power cord. Refer to the Annex B - Basis of Payment.

5.6.3.5 All task lights must be equipped with linear LED. LED lamp technology must have a minimum lamp life of 35,000 hours.

5.6.4 Accessory rail:

5.6.4.1 The system must be securely mounted on the panel mounting system or wall mounted, ensuring that there is no damage to panel or work surface and be capable of accommodating a minimum of five (5) accessories including but not limited to: binder tray, phone shelf, paper sorter, tool cup/or tray with lip and letter tray. Refer to the Annex B - Basis of Payment.

5.6.4.2 Provide accessory rail to suit application and maximize height allowance provided. Refer to the Annex B - Basis of Payment.

5.6.5 Tack Board:

5.6.5.1 Must be tackable panel element and include panel attachment hardware.

5.6.5.2 Sizing to correspond with panels or freestanding furniture. Refer to the Annex B - Basis of Payment.

5.6.5.3 Tack Boards must be fabric.

5.6.6 White Board:

5.6.6.1 Must be panel mounted and include white erasable writing surface with bottom tray and all panel attachment hardware.

5.6.6.2 Must be magnetic.

5.6.6.3 Sizing to correspond with panels. Refer to the Annex B - Basis of Payment.

5.6.7 Dual Monitor Arm:

5.6.7.1 Refer to the Annex B - Basis of Payment.

5.6.7.2 The dual monitor arm must be capable of being fastened onto a work surface of at least 25mm (1 inch) thick by a desk clamp mount and grommet mount.

5.6.7.3 The dual monitor arm must allow for installation of two flat screen monitors above the work surface.

5.6.7.4 The extendable arm must support a flat screen monitor of up to 610mm (24") with a weight of at least 20 lbs.

5.6.7.5 The extendable dual monitor arm must extend a depth of at least 457mm (18") and have a height adjustability of at least 229mm (9").

5.6.7.6 The flat screen monitor wires must be attached to the arm to avoid the wire from dangling.

5.6.7.7 The flat screen monitor must be fasten to the extendable arm by means of a bracket that is Video Electronics Standards Association (VESA) compatible.

5.7 MARKING:

5.7.1 In addition to the labeling requirement stated in CAN/CGSB-44.227, all freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

5.7.2 Panels and all components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.

5.8 FINISHES:

5.8.1 Fabric (for panels): A minimum of six (6) fabric card options, which include four (4) patterns and two (2) solids.

5.8.2 Paint: A minimum of 10 paint color options.

5.8.3 Plastic Laminate: A minimum of 15 plastic laminate options, which include 10 solids and 5 patterns.

ANNEX A-2 FLOOR PLAN

85 SPARKS - 2ND FLOOR

Typical Workstation Layout for the 2nd Floor: Furniture floor plan for the 2nd Floor

- Proposed Furniture Plan



End of Annex A-2

ANNEX A-3 DELIVERY AND INSTALLATION SCHEDULE

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

The sequence of the work will be completed in two stages. The stages will consist of the following:

Stage 1: The delivery of all components and installation of all panels and poles on a floor-by-floor basis.

Between Stage 1 and Stage 2, Canada will be responsible for the cabling and ceiling tiles installation. Upon completion of the installation, Stage 2 will commence.

Stage 2: The installation of the remainder of the components.

Schedule for 85 SPARKS			
Stages	Floor Number for Delivery and Installation	Estimated Delivery Date	Estimated Installation Period
Stage 1	2	July 2016	July 2016.
Stage 2	2	N/A	July 2016. Final installation will be determined with the project authority

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ANNEX B BASIS OF PAYMENT

85 SPARKS - 2ND FLOOR

Systems Furniture Specifications – 2 ND Floor							
Powered Panel Screens							
Items	Components	Size: w x h (metric / imp)	Model #	Series	Qty	Unit Price, including delivery and hardware	Extended Price
1	Powered panel Fabric (tack board for top part)	610x1372 / 24"x54"			71	\$	\$
2	Powered panel – Fabric (tack board for top part) and be equipped with accessory rail system and bottom of the panels to be perforated for the ventilation.	914x1372 / 36"x54"			120	\$	\$
3	Powered panel Fabric (tack board for top part).	1067x1372 / 42"x54"			28	\$	\$
4	Powered panel Fabric (tack board for top part) one side and other side equipped with magnetic white board.	1067x1372 / 42"x54"			15	\$	\$
Sub Total							\$
Non-Powered Panel Screens							
Items	Components	Size: w x h (metric / imp)	Model #	Series	Qty	Unit Price, including delivery and hardware	Extended Price
5	Non-Powered panel Fabric (tack board for top	610x1372 / 24"x54"			22	\$	\$

[illegible]

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Storage							
Items	Components	Size: d x w (metric / imp)	Model #	Series	Qty	Unit Price, including delivery and hardware	Extended Price
13	Personal storage cabinet	610x610x1371h / 24"x24"x54"h			33	\$	\$
		(Left Sided Door)					
14	Personal storage cabinet	610x610x1371h / 24"x24"x54"			27	\$	\$
		(Right sided Door)					
Sub Total							\$

Accessories							
Items	Components	Size: w x h (metric / imp)	Model #	Series	Qty	Unit Price, including delivery and hardware	Extended Price
15	Keyboard tray	Minimum width 635 / 24"			60	\$	\$
16	Task Light				60	\$	\$
17	Dual monitor arm				60	\$	\$
Sub Total							\$

Installation (of all items)	\$
Extended Total for Evaluation (sum of Subtotals and Installation)	\$
Applicable Taxes	\$

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ANNEX C

SECURITY REQUIREMENTS CHECKLIST

Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

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Canada

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ☐ CONFIDENTIAL
CONFIDENTIEL☐ SECRET
SECRET☐ TOP SECRET
TRÈS SECRET☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL☐ NATO SECRET
NATO SECRET☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

Reliability status cleared installers
to be escorted.

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non Oui**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

N° de l'invitation - Solicitation No.

N° de la modif - Amd. No.

Id de l'acheteur - Buyer ID

35035-167027/B

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

File No. - N° du dossier

N° CCC / CCC No./ N° VME - FMS

Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non
 ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

☒ No
Non
 ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).