



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada  
The Cambridge Building  
3 Queen Street/3, rue Queen  
Charlottetown  
Prince Edward Island  
C1A 4A2

**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**

All enquiries are to be submitted in writing to the Contracting Authority, Crystal Bysterveldt, either by facsimile or by e-mail at:  
crystal.bysterveldt@pwgsc.gc.ca.

<b>Title - Sujet</b> Mobile Shelving Unit	
<b>Solicitation No. - N° de l'invitation</b> G9292-177113/A	<b>Date</b> 2016-08-16
<b>Client Reference No. - N° de référence du client</b> G9292-177113	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWC-024-3939	
<b>File No. - N° de dossier</b> PWC-6-39065 (024)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-09-27</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bysterveldt, Crystal	<b>Buyer Id - Id de l'acheteur</b> pwc024
<b>Telephone No. - N° de téléphone</b> (902) 940-7122 ( )	<b>FAX No. - N° de FAX</b> (902) 566-7514
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA 120 HARBOURVIEW BOULEVARD BATHURST New Brunswick E2A7R2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
The Cambridge Building  
3 Queen Street/3 rue, Queen  
PO Box 1268/CP 1268  
Charlottetown  
Prince Ed  
C1A 4A2

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

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS .....	3
1.4 TRADE AGREEMENTS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 ENQUIRIES - BID SOLICITATION.....	4
2.4 APPLICABLE LAWS.....	4
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>4</b>
3.1 BID PREPARATION INSTRUCTIONS .....	4
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	6
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>6</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	6
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	7
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>7</b>
6.1 SECURITY REQUIREMENTS .....	7
6.2 STATEMENT OF WORK - CONTRACT .....	7
6.3 STANDARD CLAUSES AND CONDITIONS.....	7
6.4 TERM OF CONTRACT .....	8
6.5 AUTHORITIES .....	8
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	9
6.7 PAYMENT .....	10
6.8 INVOICING INSTRUCTIONS .....	10
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	10
6.10 APPLICABLE LAWS.....	10
6.11 PRIORITY OF DOCUMENTS .....	11
6.12 SACC MANUAL CLAUSES .....	11
6.13 SHIPPING INSTRUCTIONS - FOB DESTINATION AND DDP.....	11
<b>ANNEX "A" .....</b>	<b>12</b>
STATEMENT OF WORK .....	12
<b>ANNEX "B" .....</b>	<b>16</b>
BASIS OF PAYMENT .....	16
<b>ANNEX "C" .....</b>	<b>17</b>
TECHNICAL CRITERIA .....	17
<b>ANNEX "D" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>19</b>
ELECTRONIC PAYMENT INSTRUMENTS.....	19

**ANNEX "E" ..... 20**  
**COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS  
OF THE BIDDER.....20**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

See Statement of Work – Annex A.

### **1.2 Statement of Work**

The requirement is detailed under Article 6.2 of the resulting contract clauses.  
(Derived from - Provenant de: B4008T, 2014/06/26 )

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (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.

#### **2.1.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
C9000T	Pricing	2010/08/16

### **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.

**PLEASE NOTE: THIS IS NOT A PUBLIC OPENING. TENDER RESULTS WILL NOT BE RELEASED PRIOR TO AWARD.**

Offers by facsimile will be accepted. Facsimile Number is (902) 566-7514.

## 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

*(Derived from - Provenant de: A9076T, 2007/05/25 )*

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 **New Brunswick**.

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)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

#### **Section I: Technical Bid**

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

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

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

##### **3.1.3 SACC Manual Clauses**

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

Bidders must submit the certifications and additional information 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 Criteria as specified in Annex "C")

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0220T](#) (2014/06/26), Evaluation of Price - Bid

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - 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. Unless specified otherwise, 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.

## 5.2 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](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.

## 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 See Statement of Work – Annex A.

### 6.2 Statement of Work - Contract

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 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.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to January 31, 2017 inclusive

#### **6.4.2 Delivery Points**

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

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

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at **Annex A** of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option within 12 months after contract award by sending a written notice to the Contractor.

*(Derived from - Provenant de: A0070C, 2007/11/30)*

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Crystal Bysterveldt  
Title: A/ Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 3 Queen Street  
Charlottetown, PE  
C1A 4A2

Telephone: (902) 940-7122  
Facsimile: (902) 566-7514  
E-mail address: crystal.bysterveldt@pwgsc-tpsgc.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

### Technical Authority

The Technical Authority for the Contract is:

**Details will be provided in any resulting contract**

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail: \_\_\_\_\_.

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

*(Derived from - Provenant de: A1030C, 2007/05/25)*

## 6.5.3 Contractor's Representative (Offeror please complete)

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_\_

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

*(Derived from - Provenant de: A3025C, 2013/03/21)*

## **6.7 Payment**

### **6.7.1 Basis of Payment - Firm Lot Price**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm lot price for a cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

*(Derived from - Provenant de: C0207C, 2013/04/25 )*

### **6.7.2 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## **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.

*(Derived from - Provenant de: H5001C, 2008/12/12 )*

## **6.9 Certifications and Additional Information**

### **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.

### **6.10 Applicable Laws**

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

### 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, Statement of Requirement;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_

### 6.12 SACC Manual Clauses

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
B7500C	Excess Goods	2006/06/16
C5201C	Prepaid Transportation Costs	2008/05/12
G1005C	Insurance – No Specific Requirement	2016/01/28
A9068C	Government Site Regulations	2010-01-11)
B9028C	Access to Facilities and Equipment	2007-05-25
B1000T	Condition of Material	2007-11-30
H1001C	Multiple Payments	2008/05/12

### 6.13 Shipping Instructions - FOB Destination and DDP

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

Incoterms 2000 "DDP Delivered Duty Paid":

NICOLAS DENYS BUILDING  
120 HARBOURVIEW BOULEVARD,  
1ST FLOOR,  
BATHURST, NEW BRUNSWICK  
E2A7R2

(Derived from - Provenant de: D4002C, 2013/04/25 )

## ANNEX "A"

### STATEMENT OF WORK

#### 1.0 INTRODUCTION

##### General

This requirement for a tender is the long awaited result for the National Service management structure to address an occupational health and safety issue that stems from an incident involving high density electric mobile shelving in the Western region. Following this incident, there was a 2014 directive within the department to get rid of all electric mobile shelving units.

We have 9 of these units in Bathurst that are still in use as we didn't have any alternatives. These units are all very old. Maintenance contract and spare parts are no longer available as the units are considered obsolete. As a result, all maintenance has to be done in-house by staff. All of the units also have some defective parts such as security sensors, lids that won't close properly etc. Additional safety training and warning signs have been posted, but would not remove our liability if an incident/accident was to happen.

The National Services programs are highly paper based units and we have finally completed the analysis and work required to identify the requirement to replace our existing equipment. The Executive Director for INS Atlantic has identified this as a priority that must be resolved within the 2016-2017 fiscal year.

#### 2.0 OBJECTIVE

##### 2.1 General

2.1.1 The objective of this SOW is to provide the business and technical specifications, criteria and conditions for:

- a. **Removal**. The removal of the current 9 Electronic Kardex file holders
- b. **Disposal**. The disposal of the 9 Electronic Kardex file holders;
- c. **Procurement**. The procurement manual Mobile shelving to hold cassette & paper files
- d. **Installation**. The installation of manual mobile shelving to hold cassette & paper files

#### 3.0 SCOPE

##### 3.1 General

This goods procurement contract will encompass the removal and disposal of the current Electronic shelving, the supply and delivery of Manual Mobile, Double Faced, High Density, Mobile File Shelving systems

## 4.0 TASKS/SPECIFICATIONS

### 4.1 Mobile Shelving

The Contractor must supply

a: Manual Mobile shelving to hold Cassette tapes, and

b: Manual Mobile Double Faced, High Density shelving to hold Paper files

#### a. **General Cassette shelving.**

- (1) Manual mobile cassette shelving. Height from the base of the floor to the base of the top drawer, the minimum height of 51" and should not exceed 56"
- (2) 4" bumpers between closed mobile shelving
- (3) Shelving must fit into a maximum space of 5981mm X 2438mm. (23' x 8')
- (4) Cassette Tape is 4"H X4"L X 1"thick, pull out drawers dimensions minimum of 4" high- max of 5", 2 drawers width equal within maximum 7' space limitation
- (5) 1 pull out work shelf per bay of shelving
- (6) Must house 15,300 cassette tapes in total for the whole system.

#### b. **General Paper file shelving.**

- (1) 525-550 (linear feet of files) manual mobile, double faced, high density, paper file shelving
- (2) 4" bumpers between closed mobile shelving
- (3) Maximum height to top useable shelf 75"
- (4) 7 usable shelves per bay
- (5) 4 dividers per shelf.
- (6) 1 pull out working drawer per bay of shelving
- (7) Shelving must fit into maximum space of 8255mm x 2133mm (27' x 7')

4.1.2 The Contractor must remove all of the current 9 Electronic Kardex file shelving .

4.1.3 The Contractor must dispose all of the current 9 Electronic Kardex file shelving.

4.1.4 The Contractor must ensure installation of the new procurement Mobile shelving to hold cassette & paper files the rails are to be securely fixed to the floor and securely fastened in place

### 4.2 Product Identification

4.2.1 Products required to have CSA or CUL must be properly marked or labelled indicating that the product has been inspected and approved and meets all safety requirements required by Canadian law.

### 4.3 Warranty

4.3.1 The Contractor must provide a written guarantee which has been signed and issued in the name of Her Majesty the Queen in Right of Canada, stating the Shelving units are guaranteed against any defects of material for a period of one year from the date of delivery, or the manufacturer's

- standard warranty period, whichever is longer.
- 4.3.2 If available, the Contractor will also provide an **optional** extended warrantee for additional 10 year period and will cover all aspects included in the Manufacturers standard warrantee. This option is priced in the Annex B - Basis of Payment.
- 4.3.3 The Contractor must provide on-site support by an authorized technician for parts replacement within the specified time period of 10 business days.

## 5.0 INSTALLATION SERVICES

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

- 5.1 Receive, unload, store and transport all products/pieces to the staging and/or installation site
- 5.2 Unpack all pieces and inspect products for shipping damage
- 5.3 Install all products in accordance with manufacturers specifications
- 5.4 Ensure all other products function properly and make minor adjustments/repairs
- 5.5 Touch up all minor nicks and scratches on the product that may have occurred during installation
- 5.6 Clean the products once installed
- 5.7 Clean up the installation site after each workday to ensure that next day operations are not impacted.
- 5.8 Upon completion of the installation and at the convenience of the project authority, the contractor (or his representative) must walk through the installation site with the project authority (or his representative) to verify the operating condition of all products

## 6.0 CONSTRAINTS

- 6.1 Completion and Delivery Dates
- 6.1.1 Removal and disposal of the current 9 Electronic Kardex file holders to be completed prior to delivery of new shelving units.
- 6.1.2 All shelving units, related products and materials with this contract must be delivered to the Bathurst location 6 - 8 weeks after award of contract.
- 6.1.3 Installation of all shelving must be completed no later than 31 Jan 2017.
- 6.1.4 Delivery address:

NICOLAS DENYS BUILDING  
120 HARBOURVIEW BOULEVARD,  
1ST FLOOR,  
BATHURST, NEW BRUNSWICK  
E2A7R2

- 6.2 Packaging and Delivery
- 6.2.1 Packaging and delivery of all materials must be the responsibility of the Contractor and must comply with Canadian standards and transport regulations. It is the responsibility of the Contractor to ensure products are properly protected and secured from damages during handling and shipping.
- 6.2.2 Delivery charges must be included in the cost of this contract;
- 6.2.3 Removal of 9 Electronic Kardex must be included in the cost of this contract; and
- 6.2.4 Installation of the 2 shelving units must be included in the cost of this contract.

## 7.0 LANGUAGE

- 7.1 Manuals/Training

7.1.1 All manuals and training to be delivered in a bilingual format

7.1.2 All labels and safety instructions must be in bilingual format

## **8.0 COMMISSIONAIRES/ SECURITY**

8.1 Contractor is responsible for Hiring and scheduling the Commissionaires, as required for all times their installation crew are on site, hours of work can be as follows:

Monday – Thursday, Start 5:00pm to Finish 6:00am

Friday & Weekends, Start 5:00pm to Monday Finish 6:00am

8.2 Security : The contractor must hire a sufficient quantity of Government of Canada security cleared Corp Commissionaires, to ensure that all contracted vendors are escorted at all times and remain within line of sight of the Commissionaire(s) while within ESDC leased office space.

## **9.0 SITE VISIT**

9.1 A site visit is not mandatory but if requested, a one-time site visit to the Bathurst location can be arranged 15 days before the closing date.

**ANNEX "B"**

**BASIS OF PAYMENT**

**Evaluation of Price:** The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination (Bathurst, NB, Canada), Canadian Customs Duties and Excise Taxes included.

**Basis of Selection:**

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

Description	Quantity/ U of I	Price
Manual mobile shelving to hold cassette tapes as per <b>Annex "A" – section 4.1.1A</b> attached.	Lump Sum	\$ _____
Manual mobile double faced, high density shelving to hold paper files as per <b>Annex "A" – section 4.1.1B</b> attached.	Lump Sum	\$ _____
Removal and disposal of old units and installation of new units as per <b>Annex "A"</b> .	Lump Sum	\$ _____
Commissionaire services while working on site.	Lump Sum	\$ _____
<b>Total Price</b> without GST		\$ _____
<b>Optional</b> extended warrantee for additional 10 year period and will cover all aspects included in the Manufacturers standard warrantee.	1	\$ _____

**Make/Model Offered (4.1.1A):** \_\_\_\_\_

**Make/Model Offered (4.1.1B):** \_\_\_\_\_

**Technical documentation/specifications for the proposed make and model must accompany bid.**

**ANNEX “C”**

**TECHNICAL CRITERIA**

**MANDATORY REQUIREMENTS**

Bids **MUST** meet the mandatory requirements specified below. To demonstrate the requirements of the technical specifications are respected bidders **MUST** respond with complete specification and/or descriptive literature of the equipment being offered.

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive.

Any proposal which fails to meet the mandatory requirements will be deemed non-responsive.

**ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.**

	<b>Mandatory Specification Criteria</b>	<b>X-ref Page Number</b>	<b>Comments</b>
4.1	Mobile Shelving Unit		
4.1a	<b>General Cassette shelving</b>		
1	Manual mobile cassette shelving. Height from the base of the floor to the base of the top drawer, the minimum height of 51” and should not exceed 56”		
2	4” bumpers between closed mobile shelving		
3	Shelving must fit into a maximum space of 5981mm X 2438mm. (23’ x 8’)		
4	Cassette Tape is 4”H X4”L X 1”thick, pull out drawers dimensions minimum of 4” high- max of 5”, 2 drawers width equal within maximum 7’ space limitation		
5	1 pull out work shelf per bay of shelving		
6	Must house 15,300 cassette tapes in total for the whole system.		
4.1b	<b>General Paper file shelving.</b>		
1	525-550 (linear feet of files) manual mobile, double faced, high density, paper file shelving		
2	4” bumpers between closed mobile shelving		
3	Maximum height to top useable shelf 75”		
4	7 usable shelves per bay		
5	4 dividers per shelf.		
6	1 pull out working drawer per bay of shelving		
7	Shelving must fit into maximum space of 8255mm x 2133mm (27’ x 7’)		
4.2.1	Products required to have CSA or CUL must be properly marked or labelled indicating that the product has been inspected and approved and meets all safety requirements required by Canadian law.		

4.3.1	The Contractor must provide a written guarantee which has been signed and issued in the name of Her Majesty the Queen in Right of Canada, stating the Shelving units are guaranteed against any defects of material for a period of one year from the date of delivery, or the manufacturer's standard warranty period, whichever is longer.		
6.0	Completion and Delivery Dates		
6.1.1	Removal and disposal of the current 9 Electronic Kardex file holders to be completed prior to delivery of new shelving units.		
6.1.2	All shelving units, related products and materials with this contract must be delivered to the Bathurst location 6 - 8 weeks after award of contract.		
6.1.3	Installation of all shelving must be completed no later than 31 Jan 2017.		
7.0	All manuals and training to be delivered in a bilingual format.		
8.0	Contractor is responsible for Hiring and scheduling the Commissionaires, as required for all times their installation crew are on site, hours of work as per the Statement of Work		

## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

