



**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

**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

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

<b>Title - Sujet</b> NISO - HEIGHT ADJUSTABLE TABLE	
<b>Solicitation No. - N° de l'invitation</b> 21C11-165001/A	<b>Date</b> 2016-09-26
<b>Client Reference No. - N° de référence du client</b> 21C11-165001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PQ-981-71600
<b>File No. - N° de dossier</b> pq981.21C11-165001	<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 2016-10-27</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacIsaac, James	<b>Buyer Id - Id de l'acheteur</b> pq981
<b>Telephone No. - N° de téléphone</b> (819) 639-4357 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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/</b> <b>de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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

by email: James MacIsaac

James.MacIsaac@tpsgc-pwgsc.gc.ca

**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

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

<b>Title - Sujet</b> LOI Furniture Components	
<b>Solicitation No. - N° de l'invitation</b> CORCAN	<b>Date</b> 2016-09-19
<b>Client Reference No. - N° de référence du client</b> CORCAN	<b>GETS Ref. No. - N° de réf. de SEAG</b> 21C11-165001
<b>File No. - N° de dossier</b> pq981.21C11-165001	<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 2016-10-27</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address inquiries to: - Adresser toutes questions à:</b> MacIsaac, James	<b>Buyer Id - Id de l'acheteur</b> pq981
<b>Telephone No. - N° de téléphone</b> (819) 639-4357	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Various locations across Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

# Letter of Interest

This Letter of Interest (LOI) does not constitute a commitment by the Government of Canada. The Government of Canada does not intend to award a contract on the basis of this LOI or otherwise pay for the information solicited.

## **Intent:**

Public Services Procurement Canada (PSPC), on behalf of its client, Correctional Service Canada (CORCAN), is seeking Letters of Interest from interested companies that have the capacity and availability to supply furniture components, sub-component kits and training, if applicable, to the furniture production lines at various CORCAN locations across Canada for assembly and resale in support of their rehabilitation program.

## **Office furniture is defined as the following:**

- a. Metal Filing and Storage Cabinets
- b. Height adjustable table legs
- c. Free standing table legs

See Annex A for details

## **Delivery:**

Delivery of the defined items, if and when required, may be ordered as individual items or as a combination of items

Product must be ready for pickup within 15 business days from receipt of call-up request unless an alternate timeframe has been approved by the Site Authority. Alternatively, product may be delivered to the following CORCAN locations:

Springhill, NS,  
Cowansville, QC,  
Cambellford ON,  
Bath ON,  
Winnipeg, MB,  
Prince Albert, SK,  
Mission, BC,  
Donnacona, QC,  
Kingston, ON  
Drumheller, AB

## **Period of Requirement:**

Date of award to March 31, 2022

Optional Extension Periods:

Period 1 – April 1, 2022 to March 31, 2024

Period 2 – April 1, 2024 to March 31, 2026

## **Additional Requirements:**

As per 2005 (2016-04-04) - General Conditions-Standing Offers-Goods or Services, the supplier must have the capacity and capability to fulfill this requirement for the period of the Standing Offer, including Optional Extension Periods.

At a minimum, the capacity to fulfill this requirement includes, but is not limited to:

- A supply chain enabling the supplier to fulfill the requirement of the Standing Offer;
- An inventory tracking system;

- A warehouse/distribution space(s) to enable the supplier to fulfill the requirement of the Standing Offer
- The supplier must be capable of delivering to places of incarceration;
- The supplier must be capable of delivering during the entire period of the requirement.

This is not a bid solicitation and no contract will result from this LOI. Potential suppliers of any goods or services described in this LOI should neither reserve stock, facilities, nor allocate resources as a result of any information contained in this LOI.

Responders should feel free to provide their comments, concerns, and where applicable alternative recommendations on how the requirement may be satisfied.

The purpose of this Letter of Interest is to establish a list of potential suppliers interested and who have the capability to fulfill this requirement. A Request for Standing Offer (RFSO) will be provided to interested suppliers. Canada may also contact other suppliers.

An Industry day is planned for October 20, 2016 in Ottawa, Ontario.

Objectives of the Industry Day:

- Discuss CORCAN office furniture requirements;
- Engage industry by reviewing Industry offerings and;
- Receive input from industry regarding the finalization of SOW for the upcoming RFSO(s).

**Letter of Interest Submissions:**

Interested suppliers are to provide in writing to the Contracting Authority their interest, addressing capacity and capability to fulfill this requirement.

Due to the nature of this request, **only e-mail submissions will be accepted**. Responses to this request will be accepted no later than **October 27, 2016 @ 2:00pm ET**.

Suppliers that are interested in attending the Industry Day must confirm their attendance by **October 13, 2016** to:

James Maclsaac  
Public Services and Procurement Canada  
Place de Portage, Phase III  
Gatineau, Quebec  
[James.Maclsaac@tpsgc-pwgsc.gc.ca](mailto:James.Maclsaac@tpsgc-pwgsc.gc.ca)

Details of the exact time and location of the Industry Day will be provided to interested suppliers after confirmation of their attendance.

Participants must identify themselves by their legal name, corporate address, and the names of representatives attending by their respective title as well as their office address, telephone number and e-mail address.

Canada will not reimburse any person or entity for any cost incurred in participating in this industry engagement process.

## **Annex A**

### **Requirement A**

#### **1. Background**

CORCAN is a program of the Correctional Service of Canada (CSC), dating back to the mid-1800s, when the first federal prisons were built. The objective of CORCAN is to promote offender rehabilitation by developing or improving employability.

CORCAN became a Special Operating Agency in 1992, financed through a revolving fund and is subject to the same federal legislative and regulatory authority as CSC.

CORCAN operates in 32 sites across Canada with four business lines: manufacturing, construction, textiles and services (such as printing and laundry). A principal goal of CORCAN is to provide Offender Workers with positive job-related work habits and the opportunity to acquire real-world marketable skills. CORCAN shops operate in as businesslike a manner as possible, given their institutional setting and training imperatives. All shops are ISO-certified.

CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and, for brief periods of time, after they are released into the community.

Further information can be found within the website at: [www.corcan.gc.ca](http://www.corcan.gc.ca)

#### **2. Scope**

To supply Filing and Storage metal cabinets finished, unfinished (ready to be painted) and in components (unassembled and ready to be painted) to different production sites across the country.

Finished products will be sold under CORCAN brand.

#### **3. Product Requirements**

##### **3.1. Lateral filing cabinets**

- 2, 3, 4 and 5 drawer lateral filing cabinets components to be provided raw (ready to paint) metal or already painted (powder coated or lead free, alkyd baked enamel) that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.
- Lateral filing cabinet must be available in 18" deep.
- Lateral filing must be available at least in 36" width (30" and 42" optional).
- Internal components must be:
  - .1. Drawer with side- to-side folder bars and/or;
  - .2. Receding door, rollout shelf with side- to-side folder bars.
- Drawer and receding door should have a flush inset pull.
- Drawer and rollout shelf must have heavy-duty ball-bearing full extension suspensions (the back of the drawer to extend clear of the front face of the cabinet).
- Receding door must have guiding mechanism fitted with nylon glides to prevent metal-to-metal contact and ensure effortless operation.

- Lateral filing cabinets must have four adjustable glides. The glides should provide 3/4" adjustment and be adjustable from inside, or from outside the cabinet.
- Lateral filing cabinets must be lockable. The lock should be high security, single bit type. All locks must have removable and interchangeable plugs locks and be able to be master keyed.

### **3.2. Vertical filing cabinets**

- 2, 3, 4 and 5 drawer vertical filing cabinets components to be provided raw (ready to paint) metal or already painted (powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.
- Vertical filing cabinet must be available in nominal 30" deep.
- Vertical filing must be available at least in 18" Width (15" optional).
- Drawer should have a flush inset pull.
- Drawer must have heavy-duty ball-bearing full extension suspensions (the back of the drawer to extend clear of the front face of the cabinet).
- Vertical filing cabinets must have four adjustable glides. The glides should provide 3/4" adjustment and be adjustable from inside, or from outside the cabinet.
- Vertical filing cabinets must be lockable. The lock should be high security, single bit type. All locks must have removable and interchangeable plugs locks and be able to be master keyed.

### **3.3. Storage cabinets**

- Storage cabinets components to be provided raw (ready to paint) metal or already painted (powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.
- Storage cabinets must be available in 18" deep.
- Storage cabinets must be available at least in 36" Width (30" and 42" optional).
- Storage cabinets must be available in 3 different heights (40", 52" and 64" +/- 2").
- Storage cabinets must have hinged door equipped with outward stop to prevent contact with adjacent cabinet.
- Storage cabinets must have four adjustable glides. The glides should provide 3/4" adjustment and be adjustable from inside, or from outside the cabinet.
- Storage cabinets must be lockable. The lock should be high security, single bit type. All locks must have removable and interchangeable plugs Locks and be able to be master keyed.
- Shelf must be available.

### **3.4. Pedestals**

- Pedestal components to be provided raw (ready to paint) metal or already painted (powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.
- Pedestals should be mobile or freestanding.
- Pedestals must be available at least in 22" deep.
- Pedestals must be available in 15" width.
- Pedestals should be available in at least 2 configuration of drawers "File-File" and "Box-Box-File" (optional combination with a pencil drawer 3").
- Box drawer must have heavy-duty ball-bearing suspensions.
- File drawer must have heavy-duty ball-bearing full extension suspensions (the back of the drawer to extend clear of the front face of the cabinet).

- Freestanding pedestals must have four adjustable glides. The glides should provide 3/4" adjustment.
- Mobile pedestals should have 2 lockable casters.
  
- Pedestals must be lockable. The lock should be high security, single bit type. All locks must have removable and interchangeable plugs locks and be able to be master keyed.
- Offeror should be able to provide complimentary accessories such as:
  - .1. Pencil tray;
  - .2. Box drawer partition;
  - .3. File drawer hanging folder partition;
  - .4. Cushioned seat.

### **3.5. Wardrobe towers**

- Wardrobe tower components to be provided raw (ready to paint) metal or already painted (powder coated or lead free, alkyd baked enamel) that complies with CAN/CGSB 44.227 2008 paint finish testing section 5.
- Wardrobe towers must be available in 22 to 24" deep.
- Wardrobe towers must be available at least in 24" Width (30" optional).
- Wardrobe towers must be available in at least 2 different heights (50 and 64" +/- 2").
- Wardrobe tower configuration must be:
  - .1. Wardrobe section with File-File drawer with open bookcase space;
  - .2. Wardrobe section with File-File drawer with hinged door bookcase space;
  - .3. Wardrobe section with Box-Box-File drawer with open bookcase space;
  - .4. Wardrobe section with File-File drawer with hinged door bookcase space.
- Box drawer must have heavy-duty ball-bearing suspensions.
- File drawer must have heavy-duty ball-bearing full extension suspensions (the back of the drawer to extend clear of the front face of the cabinet)
- Wardrobe towers must have four adjustable glides. The glides should provide 3/4" adjustment and be adjustable from inside, or from outside the cabinet.
- Wardrobe towers must be lockable. The lock should be high security, single bit type. All locks must have removable and interchangeable plugs locks and be able to be master keyed.

Offeror must provide a price list for each part of the filing and storage cabinets in order for CORCAN to buy replacement parts.

### **4. Delivery time turnaround**

Product must be shipped within 15 business days from receipt of call-up request unless an alternate timeframe has been approved by the Site Authority.

### **5. Mandatory Technical Evaluation Criteria**

Offeror's furniture line must have been tested and certified ANSI/BIFMA X5.9-2012 (tests/certification to be no older than five (5) years).

## Requirement B

### 1. Background

CORCAN is a program of the Correctional Service of Canada (CSC), dating back to the mid-1800s, when the first federal prisons were built. The objective of CORCAN is to promote offender rehabilitation by developing or improving employability.

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CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and, for brief periods of time, after they are released into the community.

Further information can be found within the website at: [www.corcan.gc.ca](http://www.corcan.gc.ca)

### 2. Scope

To supply freestanding height adjustable tables legs finished, unfinished (ready to be painted) or in components (unassembled and ready to be painted) to different production sites across the country.

CORCAN will produce the work surfaces and sell the finished product under CORCAN brand.

### 3. Product Requirements

Freestanding height adjustable desk/tables leg components to be provided raw (ready to paint) metal or already painted (powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.

Height adjustment must be continuous and should be crank, counter balance, torsion or gas assisted or electrical.

Freestanding height adjustable desk/tables leg components must at least accommodate a work surface depth of 610mm (24") and a width ranging from 762mm (30") to 1524mm (60").

Height adjustability must accommodate sit/stand range (the primary surface must be capable of a height adjustment of 710mm to 1040mm (27 to 41 in.).

Counter balance, torsion assisted height adjustable legs must have a mechanism to adjust the assistance according to the load on the work surface.

If Electrical Freestanding height adjustable desk/tables leg components are offered, electrical controls must be certified to be compliant with CSA C22.2 No 203.

Offeror must provide all work surfaces drilling pattern drawings.

Offeror must provide a price list for each part of the freestanding height adjustable desk/tables leg in order for CORCAN to buy replacement parts.



Offeror should be able to provide complimentary accessories such as:

- Privacy Screens
- Modesty Panels
- Wire management
- Casters

#### **4. Delivery time turnaround**

Product must be ready for pickup within 15 business days from receipt of call-up request unless an alternate timeframe has been approved by the Site Authority.

#### **5. Mandatory Technical Evaluation Criteria**

If Offeror's furniture line is not already tested and certified CAN/CGSB 44.227 2008 (tests/certification to be no older than five (5) years); CORCAN will provide all surfaces to Offeror in order for assembled/completed items to be tested against CAN/CGSB 44.227 2008. The CAN/CGSB 44.227 2008 testing will be at the Offeror's own expense. All furniture components must pass CAN/CGSB 44.227 2008.

## Requirement C

### 1. Background

CORCAN is a program of the Correctional Service of Canada (CSC), dating back to the mid-1800s, when the first federal prisons were built. The objective of CORCAN is to promote offender rehabilitation by developing or improving employability.

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CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and, for brief periods of time, after they are released into the community.

Further information can be found within the website at: [www.corcan.gc.ca](http://www.corcan.gc.ca)

### 2. Scope

To supply fix, flip-top and folding table legs finished, unfinished (ready to be painted) or in components (unassembled and ready to be painted) to different production sites across the country.

CORCAN will produce the work surfaces and sell the finished product under CORCAN brand.

### 3. Product Requirements

Table legs components to be provided raw (ready to paint) metal or already painted (powder coated or lead free, alkyd baked enamel that complies to CAN/CGSB 44.227 2008 paint finish testing section 5.

Offeror must provide at least 3 different designs of each fix, flip-top and folding table leg components.

Offeror must provide at least 1 aluminum profiled table leg components.

Table leg components must accommodate round table top up to 54", square table top up to 48"x48", rectangular table top up to 48"x144".

Table leg components must be 29" high.

18" and 42" high table leg components should be available.

Offeror must provide all work surfaces drilling pattern drawings.

Offeror must provide a price list for each part of the table leg in order for CORCAN to buy replacement parts.

#### **4. Delivery time turnaround**

Product must be ready for pickup within 15 business days from receipt of call-up request unless an alternate timeframe has been approved by the Site Authority.

#### **5. Mandatory Technical Evaluation Criteria**

If Offeror's furniture line is not already tested and certified CAN/CGSB 44.227 2008 (tests/certification to be no older than five (5) years); CORCAN will provide all surfaces to Offeror in order for assembled/completed items to be tested against CAN/CGSB 44.227 2008. The CAN/CGSB 44.227 2008 testing will be at the Offeror's own expense. All furniture components must pass CAN/CGSB 44.227 2008.