



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Global Boulevard Furniture Systems	
Solicitation No. - N° de l'invitation W0113-16CS26/A	Date 2016-11-15
Client Reference No. - N° de référence du client W0113-16CS26	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-7217	
File No. - N° de dossier TOR-6-39110 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-03	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (905) 615-2028 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG O-102 RM 110 BORDEN Ontario L0M1C0 Canada	

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

BID SOLICITATION

FOR

Global Boulevard Workstation Furniture Systems

REQUIRED BY

**CANADIAN FORCES SCHOOL OF AEROSPACE CONTROL OPERATIONS,
CORNWALL, ONTARIO
DEPARTMENT OF NATIONAL DEFENCE (DND)**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Security Requirements
- 1.2 Statement of Work
- 1.3 Debriefings
- 1.4 Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions
- 3.2 Section I: Technical Bid
- 3.3 Section II: Financial Bid
- 3.4 Section III: Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Technical Evaluation
- 4.3 Financial Evaluation
- 4.4 Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Precedent to Contract Award and Additional Information
- 5.2 Additional Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1 Security Requirement
- 6.2 Statement of Work
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Payment
- 6.7 Invoicing Instructions
- 6.8 Certifications and Additional Information
- 6.9 Applicable Laws
- 6.10 Priority of Documents
- 6.11 SACC Manual Clauses
- 6.12 Insurance

Solicitation No. - N° de l'invitation
W0113-16CS26/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W0113-16CS26

File No. - N° du dossier
TOR-6-39110

CCC No./N° CCC - FMS No./N° VME

List of Annexes:

Annex A Statement of Work
Appendix 1 to Annex A – Furniture Technical Specifications
Appendix 2 to Annex A – Floor Plan
Annex B Basis of Payment
Annex C Bid Evaluation Criteria
Annex D Electronic Payment Instructions
Annex E Federal Contractors Program for Employment Equity
Annex F Additional Certifications

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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

- (a) 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.
- (b) 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.
- (c) The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:

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

Delete: sixty (60) days

Insert: ninety (90) days

2.2 Submission of Bids

- (a) 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

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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

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

(a) Canada requests that bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid (3 hard copies)
- (ii) Section II: Financial Bid (1 hard copy)
- (iii) Section III: Certifications (1 hard copy)

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

(b) Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) 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:

- (i) 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
- (ii) 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.

3.2 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.

3.3 Section II: Financial Bid

(a) Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately, if applicable.

(b) Electronic Payment of Invoices

- (i) 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.
- (ii) 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.
- (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4 Section III: Certifications

Bidders must submit and comply with 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.

4.2 Technical Evaluation

(a) Mandatory Technical Criteria

Mandatory technical criteria are included in Annex C – Bid Evaluation Criteria.

4.3 Financial Evaluation

(a) Evaluation of Price - Aggregate

- (i) The Bidder must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Contract Period (all applicable taxes extra) from Annex B – Basis of Payment. The price used in the evaluation will be the Total Evaluated Price which is calculated as follows:

For each line item, the Bidder's unit price will be multiplied by the estimated quantity to calculate the total extended price. The extended price for all line items will be totalled to determine the aggregate price for evaluation purposes.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.4 Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria 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 documentation 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

(a) 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.

(b) 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#afed).

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 Additional Certifications Precedent to Contract Award

(a) Education and Experience

SACC Manual clause A3010T (2010-08-16), Education and Experience

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

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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.

(a) General Conditions

2010A (2016-04-04), General Conditions – Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

(a) Period of the Contract

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

(b) Delivery Date

All the deliverables must be received on or before March 17, 2017.

6.5 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Ontario Region
Address: 33 City Centre Drive, Suite 480C
Mississauga ON L5B 2N5
Telephone: 905-615-2028
Facsimile: 905-615-2060
E-mail address: shannon.brewster@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.

(b) Project Authority (to be provided at Contract Award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____

E-mail address: _____

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

(c) **Contractor's Representative** (to be provided with bid)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Payment

(a) **Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices specified in Annex B for a cost of \$_____. 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.

(b) **Limitation of Price**

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

(c) **Single Payments**

SACC Manual clause H1000C (2008-05-12), Single Payments

(d) **Electronic Payment of Invoices**

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)

(e) **T1204- Direct Request by Customer Department**

SACC Manual clause A9117C (2007-11-30), T1204 – Direct Request by Customer Department.

6.7 Invoicing Instructions

(a) 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.

(b) Invoices must be distributed as follows:

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

6.8 Certifications and Additional Information

(a) 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 Applicable Laws

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

6.10 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) General Conditions 2010A (2016-04-04), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
 - (i) Appendix 1 to Annex A - Furniture Technical Specifications
 - (ii) Appendix 2 to Annex A – Floor Plan
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated _____. (*insert at time of contract award*)

6.11 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

6.12 Insurance

G1005C (2016-01-28), Insurance – No Specific Requirement

ANNEX A

STATEMENT OF WORK

1. REQUIREMENT

The Department of National Defence (DND), Canadian Forces School of Aerospace Control Operations, Cornwall, Ontario, has a requirement for the provision of Global Boulevard workstation systems that will comply with specific requirements for Acoustic Dampening Cubicles with slatwall configuration for panel mounting of monitors and workspaces.

2. BACKGROUND

The Canadian Forces School of Aerospace Control Operations (CFSACO) is located at the NAVCAN Training School in Cornwall, Ontario. The role of the CFSACO is to carry out military aerospace control training. A range of basic and specialty courses and conversion training are offered to Aerospace Control Officers and Aerospace Control Operators. Military members are trained to become either Air Traffic Controller/Operators or Air Weapons Controller/Operators. The training facility not only holds academic classrooms but some of the most advanced Aerospace Control Operations simulators in Canada.

Currently there are 23 cubicle workstations holding Air Traffic Control (ATC) simulators throughout the building. Each workstation has been custom designed for acoustical separation, using Global Boulevard furniture systems, with slatwall configuration for panel mounting of monitors and workspace. Due to an increase of military students that require training, additional workstations are necessary. As well, in 2020, CFSACO is scheduled to move their space to Base Borden, Ontario. The move to Base Borden will involve merging 8 IFR Simulators, 6 PAR simulators, 12 VFR simulators and 12 QL3 Simulators into one large room, which are also designed for acoustical separation using Global Boulevard furniture systems with the current workstations and any additional requirements.

CFSACO must obtain additional Global Boulevard workstations, due to an increase in training volume, which will comply with the specific requirements for Acoustic Dampening Cubicles with slatwall configuration for panel mounting of monitors and workspaces. These workstations must be manufactured by Global Furniture Group and be of the Boulevard product line in order to meet the requirements detailed in this document including compatibility for re-configuration for the existing furniture systems at Base Borden.

3. SCOPE

The Contractor must supply, deliver and install eight (8) fully functional Global workstation systems that meet the specifications outlined under Article 4, including Appendix 1 to Annex A - Furniture Technical Specifications and must comprise of Acoustic Dampening Cubicles and related components outlined in this document. Responsibilities will include, but are not limited to, the following tasks.

Tasks:

- a. Assemble the eight (8) workstation systems and install them in accordance to the work spaces specified in Appendix 2 to Annex A – Floor Plan and the manufacturer's specifications.
- b. Level the furniture and make necessary adjustments.
- c. Install any accessories that are to be supplied with the workstation system (including, but not limited to, trimming and hole covers).
- d. Clean the work area, collect packing material and remove everything used for the delivery (including pallets, cardboard, plastic, and any other packing material) after installation has been completed.
- e. Have all work approved by the Project Authority (PA).

4. PRODUCT SPECIFICATIONS

- a. Designer white (D35460LP) non-reflective finish for work surfaces;
- b. Taupe (TPE) and Angora (AN46) acoustical raceway panels;
- c. Taupe (TPE) painted finish for the trim, rail, diet / boulevard work surface cantilever supports, posts, and privacy screen;
- d. Designer white (S645LP) and taupe (TPE) full gable – self edged.

- e. Finish of Horizontal Work Surfaces must be high pressure laminate.
- f. Finish of Other Surfaces - all other surfaces must be laminated or painted.
- g. Cord and Cable Management – work surfaces must have one grommet for surfaces 1219 mm (48 in) wide and less, and two grommets for surfaces greater than 1219 mm (48 in) wide. Reusable covers must be provided for all grommets.
- h. The products offered must not emit volatile organic compounds (VOCs) which will result in an indoor air concentration of more than 0.5 mg/m³ in accordance with ANSI/BIFMA M7.1 and X7.1 or equivalent testing.
- i. The products offered must not emit formaldehyde which will result in an indoor air concentration of more than 0.5 mg/m³ in accordance with ANSI/BIFMA M7.1 and X7.1 or equivalent testing.
- j. Stability: once the surface has been set to the desired position within the range of adjustment, the surface must remain stable under conditions of normal input device use, including use of keyboards and mice.
- k. Interchangeability: each component must have the capability of being assembled and disassembled for re-configurability when changes are required and parts must be capable of being replaceable.

5. **INSTALLATION REQUIREMENTS**

The Contractor's responsibilities with regards to the installation include, but not limited to, the following tasks:

- a. Receive and unload all product and pieces to the staging and/or installation area.
- b. Unpack all pieces and inspect product for shipping damage. Report any damage immediately to the Project Authority (PA).
- c. Install all products in accordance with the manufacturer's specifications.
- d. Ensure all products function properly and make minor adjustment and repairs as necessary at time of installation. . Minor is defined as trim adjustment, levelling, height adjustment and door function testing.
- e. Touch up all nicks and scratches that may have occurred during installation.
- f. Must clean and dust furniture surfaces inside and out with a spray cleaner upon completion of the installation.
- g. Remove all packing material debris and cartons from the site.
- h. On-site installation must be completed by a fully trained and certified installers. When requested by the PA, the Contractor must provide documentation to verify their certification.
- i. Upon completion, and at the request of the PA, the Contractor must walk through the installation area with the PA to verify the operating condition of all products in accordance with the Deficiency Procedures.

6. **DEFICIENCY PROCEDURES**

The Contractor must adhere to the following deficiency procedures:

- a. The Contractor must notify the PA by telephone or email when the installation has been completed.
- b. The PA will arrange for the initial walk-through inspection with the Contractor, after they have been notified.
- c. The walk-through inspection will take place within three (3) working days after installation is completed.
- d. The PA, in consultation with the Contractor, will prepare the deficiency list documenting all problems in every area.
- e. The deficiency list will be forwarded by the PA to the Contractor.
- f. Within three (3) working days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts.
- g. For all outstanding issues identified on the deficiency list, that are not considered a minor deficiency the Contractor must submit a plan of action with the delivery dates or completion dates within fourteen (14) calendar days from receipt of the deficiency list from the PA.

- h. Upon completion of the deficiencies and adjustments the Contractor must notify the PA by telephone or email when all deficiencies have been completed. The PA will then submit to the supplier a final sign-off that the Order is complete.

7. DELIVERY AND INSTALLATION SCHEDULE

Item	Description	Estimated Due Date
1	Supply and delivery of products outlined in Annex B	Four (4) to six (6) weeks from Contract award date
2	Installation of eight (8) fully functional Global workstation systems	Two (2) to four (4) working days after delivery of product
3	Acceptance of installation	Three (3) working days after installation

8. CONSTRAINTS

- a. A DND staff member must escort the Contractor and their employees at all times.
- b. Delivery and work must be performed during regular work hours Monday to Friday between 08:00 a.m. and 04:00 p.m.
- c. The Contractor must supply all equipment, tools and labour required for the installation at no additional cost.

9. LOCATION

Canadian Forces School of Aerospace Control Operations (CFSACO) Cornwall
1950 Montreal Road, Room E235
Cornwall, Ontario Canada

Appendix 1 to Annex A – Furniture Technical Specifications

1. SCOPE

The following technical specifications apply to the workstation system which comprises of Acoustic Dampening Cubicles and related components specified in Annex A - Statement of Work. The workstation system product and components must meet all of the mandatory requirements of the latest version of the Canadian General Standards Board (CGSB) Interconnecting Panel Systems and Supported Components set out in the publication CAN/CGSB 44.229 and Free-standing Office Desk Products & Components CAN/CGSB 44-227, as well as the options and features detailed herein. All references in CAN/CGSB 44.229 and CAN/CGSB-44.227 to other dated standards must be replaced with the latest version where they exist.

2. REFERENCES

CAN/CGSB 44.229 Panel Systems and Supported Components
CAN/CGSB 44.227 Free-standing Office Desk Products & Components
ANSI/BIFMA X5.5 Desk/Table Products - Tests
ANSI/BIFMA M7.1 Test Method for Determining VOC Emissions
ANSI/BIFMA X7.1 Standard for Formaldehyde and TVOC Emissions
BIFMA G1-2013 Ergonomics Guideline for Furniture Used in Office Work Spaces Designed for Computer Use

3. TERMINOLOGY

For the purposes of this purchase description the following definitions must apply:

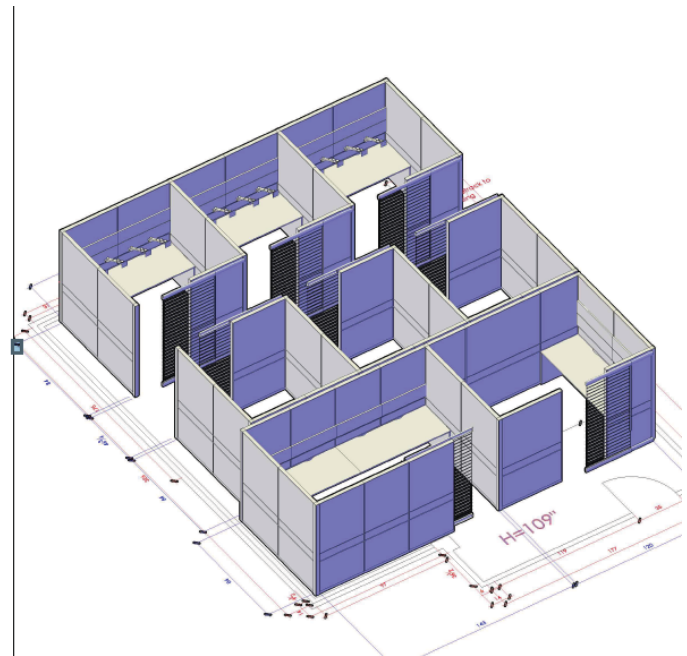
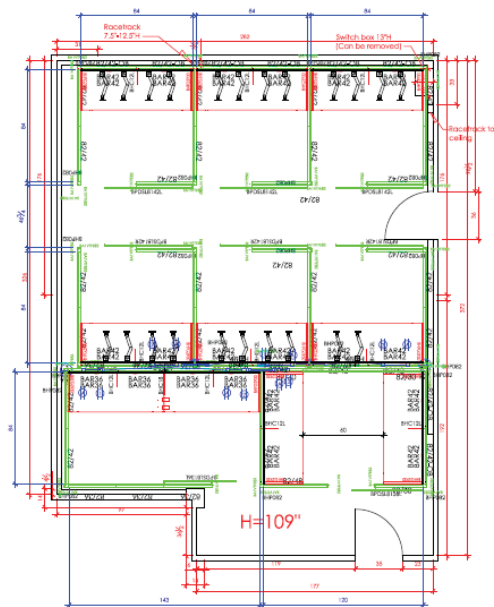
- a) Continuous adjustment: an adjustment that allows the selection of any setting or position within the adjustment range. Settings do not change without positive action.
- b) User adjustment: an adjustment that can be performed by the end user of a product without external assistance or the use of any unsupplied tools.
- c) Height adjustment of a surface: the vertical displacement of the surface. Measurements of height are taken from the top of the surface to the floor when the product is fully levelled.

4. GENERAL REQUIREMENTS

- a) All components must meet the conditions of this purchase description and applicable performance requirements under CAN/CGSB.44-229 and CAN/CGSB.44-227, including the most recently published version of the underlying standards.
- b) Ergonomics – Installation must be designed to conform to guidelines detailed in BIFMA G1-2013 Ergonomics Guideline - Ultimate Test for Fit or demonstrate “level™” certification which includes this standard.
- c) Finish of Horizontal Work Surfaces – must be high pressure laminate.
- d) Finish of Other Surfaces - all other surfaces must be laminated or painted.
- e) Cord and Cable Management – work surfaces must have one grommet for surfaces 1219 mm (48 in) wide and less, and two grommets for surfaces greater than 1219 mm (48 in) wide. Reusable covers must be provided for all grommets.
- f) Elements that project into a user's knee or foot clearance envelope during normal use must be designed to prevent injury and damage to users and their clothing and footwear, including the rounding, smoothing or covering of thin metal edges. Any add-on design elements must be designed to be compliant with the overall guidelines detailed in ANSI/BIFMA X5.5 Desk Products or demonstrate “level™” certification which includes this standard.
- g) Products must be manufactured in a facility that has an environmental management policy and an environmental management program designed to minimize the impacts of its operations on the environment.
- h) The contractor warrants all products for no less than 60 months, no exclusions.

-
- i) The products offered must not emit volatile organic compounds (VOCs) which will result in an indoor air concentration of more than 0.5 mg/m³ in accordance with ANSI/BIFMA M7.1 and X7.1 or equivalent testing or demonstrate "level™" certification which includes this standard..
 - j) The products offered must not emit formaldehyde which will result in an indoor air concentration of more than 0.5 mg/m³ in accordance with ANSI/BIFMA M7.1 and X7.1 or equivalent testing or demonstrate "level™" certification which includes this standard..
 - k) All products must be permanently and legibly marked with:
 - i. manufacturer's name or recognized trademark;
 - ii. date of manufacture;
 - iii. contract number; and
 - iv. product number.

Appendix 2 to Annex A – Floor Plan



ANNEX B

BASIS OF PAYMENT

The Contractor will be paid the following firm unit prices for the supply, delivery and installation of the requirement in accordance with Annex A – Statement of Work, in Canadian funds, including customs duties, all delivery and transportation charges, FOB destination, applicable taxes extra.

FIRM REQUIREMENT:

Contract Period: Date of contract award to March 31, 2017.

Delivery of all product must be received on or before March 17, 2017.

				(A)	(B)	(C)
Item	Product Code	Description	Finishes	Estimated Quantity	Unit Price	Total Extended Price* (A*B)
1	BHBF01	Flat Bracket (Black)	N/A	2	\$	\$
2	BA1VTFE82	Aluminum Vertical Flat End Trim	TPE Taupe	28	\$	\$
3	GAMCSSDEHS	Dual Extension Height Adjustable Slat Wall Monitor Arm	SIL Silver	22	\$	\$
4	BAR36	Panel Mounted Slotted Accessory Rail	TPE Taupe	8	\$	\$
5	BAR42	Panel Mounted Slotted Accessory Rail	TPE Taupe	32	\$	\$
6	BE81BF721FL	Base Feed - Single (elbow connection) for B1	N/A	2	\$	\$
7	BE8CP64HH	Housing-to-Housing Pass-Thru Cable	N/A	2	\$	\$
8	BE8CP88HH	Housing-to-Housing Pass-Thru Cable	N/A	1	\$	\$
9	BE8D1	Duplex Receptacle - Circuit #1	N/A	2	\$	\$
10	BE8D2	Duplex Receptacle - Circuit #2	N/A	3	\$	\$
11	BE8D3	Duplex Receptacle - Circuit #3	N/A	1	\$	\$
12	BE8DA	Duplex Receptacle - Circuit A, Isolated	N/A	6	\$	\$
13	BE8JC20	Jumper between two powered panels separated by a post	N/A	1	\$	\$
14	BE8U2D30	Power Distribution Housing For B1 - Face Mount Desk Height	N/A	2	\$	\$

15	BE8U2D36	Power Distribution Housing For B1 - Face Mount Desk Height	N/A	1	\$	\$
16	BE8U2D42	Power Distribution Housing For B1 - Face Mount Desk Height	N/A	2	\$	\$
17	BA1VTFE82	Aluminum Vertical Flat End Trim	TPE Taupe	3	\$	\$
18	RCW30D	PVC Facemount Raceway Cover for Power Distribution Housing	N/A	1	\$	\$
19	RCW36D	PVC Facemount Raceway Cover for Power Distribution Housing	N/A	2	\$	\$
20	RCW42D	PVC Facemount Raceway Cover for Power Distribution Housing	N/A	3	\$	\$
21	BHC12L	Diet / Boulevard Worksurface Cantilever Support	TPE Taupe	10	\$	\$
22	BHC18	Cantilever	TPE Taupe	1	\$	\$
23	BHFG2930	Full Gable - Self Edged	S645LP Designer TPE Taupe	18	\$	\$
24	BHP082	90 Degree Post	TPE Taupe	22	\$	\$
25	BPDSL8136L	Privacy Screen	TPE Taupe	2	\$	\$
26	BPDSL8142L	Privacy Screen	TPE Taupe	3	\$	\$
27	BPDSL8142R	Privacy Screen	TPE Taupe	3	\$	\$
28	BPRA8230	Acoustical Raceway Panel	TPE Taupe / AN46 Angora	2	\$	\$
29	BPRA8236	Acoustical Raceway Panel	TPE Taupe / AN46 Angora	8	\$	\$
30	BPRA8242	Acoustical Raceway Panel	TPE Taupe / AN46 Angora	32	\$	\$
31	BPRA8242	Acoustical Raceway Panel (Open Bottom)	TPE Taupe / AN46 Angora	8	\$	\$
32	BPRA8248	Acoustical Raceway Panel	TPE Taupe / AN46 Angora	1	\$	\$
33	BPRA8260	Acoustical Raceway Panel	TPE Taupe / AN46 Angora	1	\$	\$

Solicitation No. - N° de l'invitation
W0113-16CS26/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W0113-16CS26

File No. - N° du dossier
TOR-6-39110

CCC No./N° CCC - FMS No./N° VME

34	BWS3072SCP	Straight Rectangular Worksurface	D35460LP Designer White / TPE Taupe	2	\$	\$
35	BWS3084SCP	Straight Rectangular Worksurface	D35460LP Designer White / TPE Taupe	8	\$	\$
*Total Evaluated Price:						\$

Note: All lines and rows that are highlighted in grey, will be removed at contract award.

ANNEX C

BID EVALUATION CRITERIA

1. Mandatory Technical Criteria

The Bidder must provide documentation and demonstrate in the bid that they meet each and every criterion. **Failure to provide supporting documentation may result in the bid being deemed non-responsive.**

#	Mandatory Criteria	Bidder's Response
M1	<p>The Bidder must demonstrate that they are the manufacturer of the products required under Annex B, or an authorized reseller by the manufacturer to resell Global Contract Group products.</p> <p>If the proposed Bidder is an authorized reseller, as proof of compliance, the Bidder must provide a copy of a letter or certification from the manufacturer, certifying that the Bidder is an authorized reseller.</p>	
M2	<p>The Bidder must demonstrate that they have the ability for to provide a minimum of two (2) certified installers that have completed the Global Contract Installer Certification Program.</p> <p>As proof of compliance the Bidder must provide a copy of each proposed installer's certification or proof that the certification program has been completed.</p>	

ANNEX D

ELECTRONIC PAYMENT INSTRUMENTS

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by 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)

ANNEX E

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
 - ☐ A2. The Bidder certifies being a public sector employer.
 - ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
 - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX F

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.1(a), Integrity Provisions – Required Documentation, the required documentation which needs to be provided is a complete list of names of all individuals who are currently directors of the Offeror before contract award. Offeror's are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the [2006](#) (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Offeror are requested to provide their PBN with their bid.

(Government) Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.