



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

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

Title - Sujet Système de rangement mobile	
Solicitation No. - N° de l'invitation T3125-160032/A	Date 2016-12-15
Client Reference No. - N° de référence du client T3125-16-0032	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-160-14153	
File No. - N° de dossier MTA-6-39208 (160)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-26	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
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: Asquino, Carolina	Buyer Id - Id de l'acheteur mta160
Telephone No. - N° de téléphone (514) 496-3549 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRANSPORTS GESTION DES INSTALLATIONS 700 PLACE LEIGH-CAPREOL DORVAL Québec H4Y 1G7 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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Requirement

The requirement is detailed under Annex A of the resulting contract clauses.

1.3 Comprehensive Land Claims Agreement(s)

Not applicable

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

Not applicable

1.5 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.

1.6 National Security Exception

Not applicable

1.7 Trade Agreements

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

1.8 Canadian Content

Not applicable

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of Material - Bid

2.2 Submission of Bids

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

2.2.1 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 700, Leigh-Capreol, Dorval, Qc H4Y 1G7 on January 12, 2017. The site visit will begin at 10 AM EST, in room 0126.

Bidders must communicate with the Contracting Authority no later than January 11, 2017 by 2 PM EST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.2.2 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 seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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2.3 Former Public Servant

Not applicable

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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. Bidders will be evaluated as per the table of mandatory technical criteria in **Annex D - Mandatory Technical Criteria Table**, but must also meet the minimum requirements as stated in Annex A.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the **Annex B- 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" 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.

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3.1.2 Exchange Rate Fluctuation

C3011T 2013-11-16), Exchange Rate Fluctuation

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

The bidder must offer products meeting all the technical specifications and components described in Annex A. Bids will be evaluated on the mandatory technical requirements of Annex D.

The bidder must clearly demonstrate how the products offered meet all the mandatory technical criteria in Annex D. The mere mention that it meets the criteria is not enough. The bidder must provide sufficient detail to enable a full assessment.

Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed in the table "Mandatory Technical Criteria" (Annex D), will be considered non-responsive.

Only proposals that meet the mandatory criteria will be subject to financial evaluation. Bids that do not meet these conditions will be rejected.

4.1.2 Financial Evaluation

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

The Bidder must complete and include with its proposal **Annex B - Basis of Payment**. If a field is empty, the price will be considered \$ 0.

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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract:

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

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" 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) (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 award to June 30, 2017 inclusive.

6.4.2 Delivery Date

While delivery is requested by March 1, 2017, all the deliverables must be received and installed on or before March 30, 2017.

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6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Carolina Asquino
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch -Quebec Region
800 de la Gauchetière Street West, Suite 7300, Montreal (Quebec), H5A 1L6

Telephone: 514-496-3549
Facsimile: 514-496-3822
E-mail address: Carolina.Asquino@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority *(To be completed by Canada 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.

6.5.3 Contractor's Representative

6.5.3.1 For the Contract:

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

Telephone: ____-____-_____
E-mail address: _____

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6.5.3.2. For the delivery and installation:

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

Telephone: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

Not applicable

6.7 Payment

6.7.1 Basis of Payment

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

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

6.7.2 Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment
OR
SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

6.7.3 SACC Manual Clauses

[C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor
[C2605C](#) (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

6.7.4 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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 _____.

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, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Checklist;
- (f) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

B1501C (2006-06-16), Electrical Equipment
B7500C (2006-06-16), Excess Goods
D0018C (2007-11-30), Delivery and Unloading
G1005C (2016-01-28), Insurance - No Specific Requirement

6.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment

ANNEX "A"

REQUIREMENT

1. OBJECTIVE

Transport Canada needs a new mobile storage system to maximize the storage space in its records room, as well as the services of a supplier to dismantle the existing fixed shelving and install the new system.

The objective is to maximize the space that can be used to store documents in room 0126 at 700 Leigh-Capreol, Dorval.

The supplier must supply and deliver all the materials, equipment and tools and labour needed to carry out the project.

2. CONTEXT

In preparation for the Regional Surface Transportation Directorate's move from 800 René-Lévesque Boulevard in Montréal to 700 Leigh-Capreol in Dorval, Transport Canada must maximize its document storage space in room 0126.

3. DESCRIPTION AND SCOPE OF THE WORK

The supplier must perform the following tasks:

- a) Dismantle the fixed shelving in room 0126 and move it to room (to be determined). The material will stay on the same floor (the basement). It must be placed on pallets.
- b) Supply and install the new mobile shelving system according to the plan provided by Transport Canada.

Transport Canada will empty the shelves of their contents before the work is set to begin.

The room must be kept clean and orderly. Any litter, debris and other waste must be removed as often as necessary.

The storage system's exposed and semi-exposed surfaces must be cleaned shortly before the final inspection.

The supplier is responsible for any damage to the construction and assembly areas during the contract's fulfillment. These areas include the hallways, loading areas and indoor access areas to the work sites. The repair or replacement of damaged walls, carpets, ceiling tiles and other will be coordinated by PWGSC and the building's manager or owner to ensure that the finishes match. The supplier is responsible for the additional cleaning required after such work is completed.

After the installation, the supplier must conduct a summary inspection of the installation site with the project manager to check that all the products work properly.

3.1 Mandate – Room 0126

- 3.1.1 Dismantle the 54 sections of the fixed shelving in the records room (room 0126) and move them to room (to be determined).

- 3.1.1.1** Each section is made up of six shelves (35 inches long by 15 inches deep, with one or two dividers per shelf), side panels, back panels, finishing panels at the ends of the rows and reinforcing rods.
- 3.1.2 Install a complete new mechanical mobile shelving system according to the plan in Annex A-1. The new system must have the following characteristics:
- 3.1.2.1 Made of steel
 - 3.1.2.2 Mounted on rails
 - 3.1.2.3 False floor
 - 3.1.2.4 The vinyl floor covering must match the shelving system
 - 3.1.2.5 Transition moulding (minimum 3½ inches)
 - 3.1.2.6 Shelves that can be adjusted without any tools
 - 3.1.2.7 Shelves 15 inches deep
 - 3.1.2.8 Shelves 36 inches long
 - 3.1.2.9 Perforated shelves
 - 3.1.2.10 Side and back panels for each shelf
 - 3.1.2.11 Steel finishing panels on the exposed ends of the rows
 - 3.1.2.12 Two two-inch stoppers for each row, to create a four-inch space when the rows are closed; with a removable metal divider per shelf
 - 3.1.2.13 No shelf at the top
 - 3.1.2.14 The shelving structure must allow three storage boxes (12 in. L x 10½ in. H x 15 in. D) to be stored per shelf, for a 36-inch long unobstructed space
 - 3.1.2.15 The new system and the floor covering must match the existing mobile shelving system (gray)
 - 3.1.2.16 The rails, false floor and floor covering must be installed
 - 3.1.2.17 The system must be installed on rails
- 3.1.3 Work that produces dust and noise must be carried out after 4:00 p.m. or on weekends, between 8:00 a.m. and 4:00 p.m., to ensure the safety of the records room staff. No work may be carried out during statutory holidays.
- 3.1.4 Language requirements
The personnel assigned to carry out the work must be able to communicate effectively in French (verbally). The project manager assigned by the supplier must speak and write French. All documents submitted to Transport Canada must be written in French.

4. PROCEDURES FOR NON-COMPLIANT WORK

The supplier must notify the project manager when the installation has been completed.

The project manager must organize the first summary inspection with the supplier.

The summary inspection must be conducted within three business days of the installation's completion.

The project manager, in collaboration with the supplier, must draw up a list of non-compliant work, if any, describing the problems in each sector, with a copy to the supplier.

Within three business days of receiving the list, the supplier must correct the non-compliant work of lesser importance and make all adjustments that do not require new parts.

For all other non-compliant work, the supplier must present an action plan, including the delivery or completion dates, within 14 calendar days of receiving the list of non-compliant work from the project manager.

5. WORK SITE

The work will be carried out at 700, Leigh-Capreol in Dorval, H4Y 1G7, in room 0126 and room (to be determined). This room is in the basement, on the same level as the loading area. The building has standard stairs and elevators.

6. SCHEDULE

The work can be started within 10 days of the contract's award. It must be completed at the latest on March 1, 2017.

Transport Canada's technical officer must approve the work schedule before the work begins. The supplier must respect the schedule approved by Transport Canada.

All changes to the schedule must be submitted to Transport Canada and approved prior to implementation.

7. MEETING

A planning meeting must be held a week after the contract is awarded. At this meeting, the supplier must submit a proposed schedule for the project. Transport Canada must approve the schedule before the work begins.

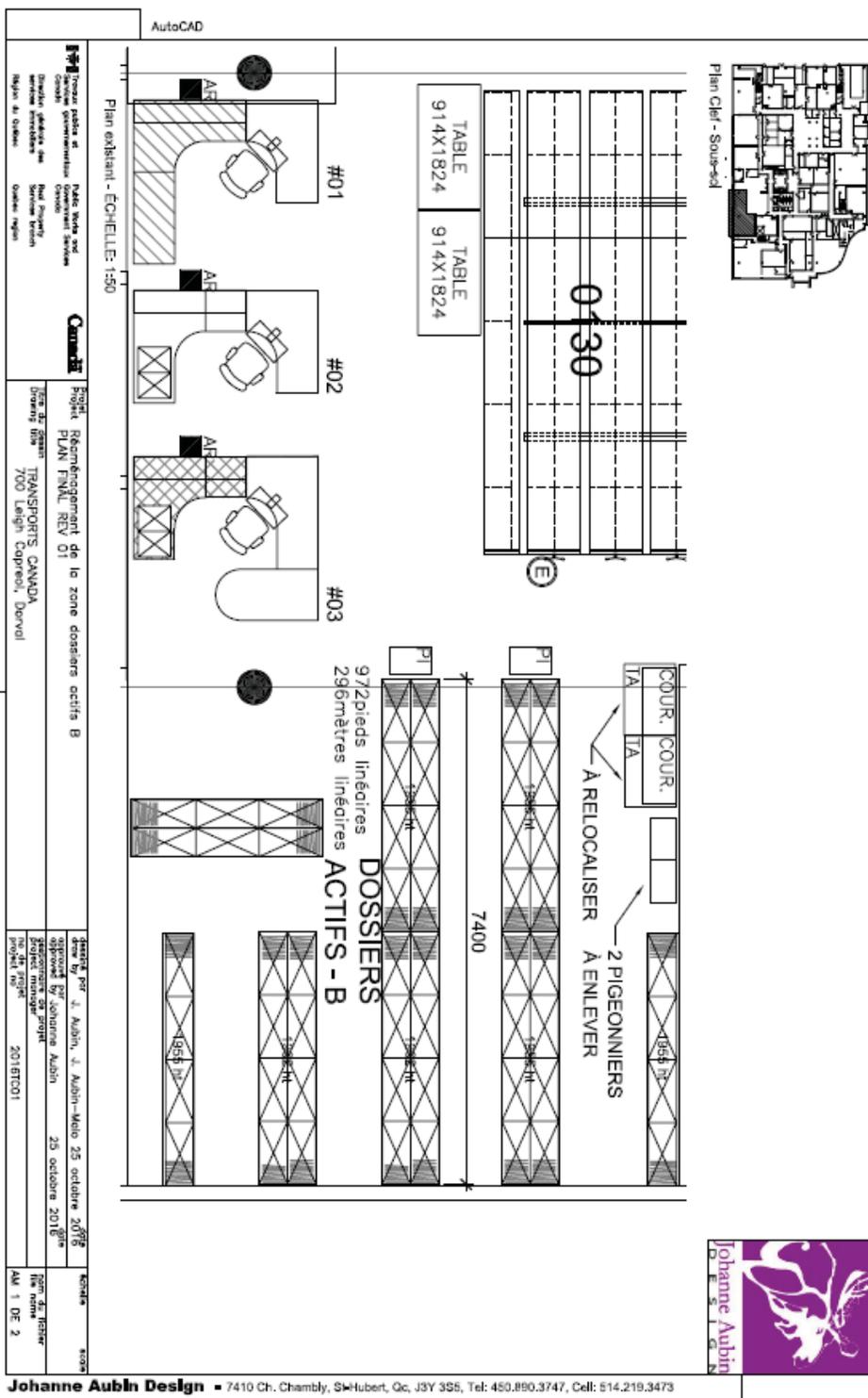
During the project, Transport Canada will coordinate meetings with the supplier's project manager.

All meetings will be held at Transport Canada's place of business, at 700 Leigh-Capreol in Dorval.

8. TRAVEL EXPENSES

The supplier is responsible for all travel expenses incurred by its team members for the duration of the project.

ANNEX A-1 – Plans of room 0126



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MTA-6-39208

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CCC No./N° CCC - FMS No./N° VME

Translation of text in Second Plan
[First Column](#)

ACTIVE RECORDS – A
EXISTING AREA AND EXCLUDED FROM CONTRACT

[Bottom of page](#)

Public Works and Government Services Canada
Real Property Services Branch
Quebec Region

Project: Reorganization of Active Records Zone B
FINAL PLAN

Drawing Title
TRANSPORT CANADA
700 Leigh-Capreol, Dorval

Drawn by J. Aubin, J. Aubin-Malo October 25, 2016
Approved by Johanne Aubin October 25, 2016
Project Manager
Project. no. 2016TC01

Scale
File name
AM 2 DE 2

[Second Column](#)

SERVICE ROOM
RELOCATED
2,052 linear feet
625 linear metres

ACTIVE RECORDS – B

Elevation A
Elevation B

[Second part of plan](#)

FURNISHINGS LEGEND:

3 WORK STATIONS TO BE REORGANIZED BY THE CLIENT
FURNISHINGS TO RELOCATE
TABLE AND MAIL SLOT
MAIL SLOT
TA (TABLE)

OFFICE CHAIR
ACOUSTIC SCREENING
MAIL SLOT

0126 ROOM NUMBER VALID FOR ALL PLANS

EXISTING DOUBLE SHELF TO DISMANTLE AND RELOCATE TO A ROOM ON THE SAME FLOOR

EXISTING SINGLE SHELF TO DISMANTLE AND RELOCATE TO A ROOM ON THE SAME FLOOR

NEW MECHANICAL MOBILE SHELVING ON RAILS –
SEE ELEVATIONS A AND B

SUPPLY THE NUMBER OF RAILS NEEDED FOR THE WEIGHT OF THE SHELVING

The new shelving system must have the following characteristics:

- A) Shelves that can be adjusted without any tools
- B) Shelves 15 inches deep
- C) The structure must not reduce the actual number of linear inches
- D) Perforated shelves
- E) Side and back panels
- F) Steel finishing panels on the exposed ends of the rows
- G) 100 mm spacing between the rows by installing two 50 mm stoppers, one on each side of every aisle
- H) One metal removable divider per shelf
- I) No shelf at the top
- J) Colours that match the mobile filing cabinet in Active Records section A (submit a sample to the designer for approval)

NOTES – CLIENT RESPONSIBILITIES

M1: CHECK THE LOAD-BEARING CAPACITY OF THE SLAB TO ENSURE THAT THE PRESCRIBED MOBILE SHELVING ON RAILS CAN BE INSTALLED

M2: MOVE THE WORK STATIONS ACCORDING TO THE SUGGESTED PLAN

M3: MOVE THE THREE SMALL COLUMNS ACCORDING TO THE NEW LAYOUT

ELECTRICITY LEGEND

WORK TO BE CARRIED OUT BY THE CLIENT

AR SMALL SERVICE COLUMNS TO RELOCATE
QUANT: 3

R SMALL SERVICE COLUMNS RELOCATED
QUANT: 3

FINISHING LEGEND

RAISED FLOOR
FLOOR COVERING

TE: EXISTING CARPET SQUARES TO REMOVE UNDER THE RAISED FLOOR

TV: VINYL FLOORING

COMPANY: FLEXTILE OR EQUIVALENT

MODEL: FLEX-THRU

COLOUR: FT 136

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NOTES

WORK CARRIED OUT BY THE CLIENT BEFORE THE INSTALLATION OF THE RAISED FLOOR
F1: CLEAN THE CARPET SQUARES

WORK CARRIED OUT BY THE SUPPLIER

F2: CLEAN THE CARPET UNDER THE NEW RAISED FLOOR AND GIVE TO CLIENT
F3: SUPPLY AND INSTALL A MINIMUM 75 MM TRANSITION MOULDING BETWEEN THE EXISTING FLOOR AND THE RAISED FLOOR. SUBMIT THE TECHNICAL DATA SHEET TO THE DESIGNER FOR APPROVAL
F4: SUPPLY AND INSTALL THE FLOOR COVERING ON THE RAISED FLOOR. SUBMIT A COLOUR SAMPLE TO THE DESIGNER FOR APPROVAL
F5: WHEN INSTALLING THE RAISED FLOOR, GO AROUND THE COLUMN

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ANNEX "B"

BASIS OF PAYMENT

Note to Supplier:

1. Firm prices, all inclusive, DDP destination, are required for all items in the table below.
2. All prices must include customs duties and Canadian excise taxes, if any.
3. Applicable taxes are additional for all items.

No.	Description	Quantity	Price (\$)
1	Dismantle the fixed shelving and move them to room. In accordance with Annexes A- Statement of Work & A-1 - Plans of Room 0126 and the supplier's proposal.	lot	\$
2	New mechanical mobile shelving system In accordance with Annexes A- Statement of Work & A-1 - Plans of Room 0126 and the supplier's proposal.	lot	\$
3	Delivery	lot	\$
4	Installation	lot	\$
Total Price (before taxes)			\$

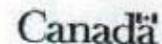
ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat T3125-160032 Security Classification / Classification de sécurité
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Transport Canada		2. Branch or Directorate / Direction générale ou Direction Services généraux
3. a) Subcontract Number / Numéro du contrat de sous-traitance A venir		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant A venir
4. Brief Description of Work / Brève description du travail Première partie: Installation de mobilier sur rail dans le local 0126 du 700 Place Leigh-Capreol, Dorval. Deuxième partie: Installation de mobilier sur rail dans le local 0158 du 700 Place Leigh-Capreol, Dorval.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103/2004/12

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat T3125-160032
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
 Document Number / Numéro du document:

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
 Commentaires spéciaux: _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

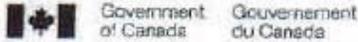
PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat T3125-160032
Security Classification / Classification de sécurité

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

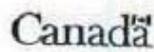
For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				CONSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	RESTRICTED	CONFIDENTIAL	SECRET	TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support IT																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX "D"

MANDATORY CRITERIA TABLE

The bidder must include with its proposal technical datasheets of the products offered. A "Technical datasheet" is defined as a document, such as a brochure, technical document, a drawing, a test report. This document must provide detailed information for each specification and performance requirement.

The bidder must clearly demonstrate how the products offered meet each of the mandatory technical criteria. Merely mentioning that it meets the criteria is not enough. The bidder must provide sufficient detail to enable a full assessment.

Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed in the table "Mandatory Technical Criteria" detailed below, will be considered non-responsive and its proposal will be rejected.

No.	Mandatory Technical Criteria	To assist in the evaluation please indicate where it is in the technical proposal
A	<p>The tenderer must submit drawings of the proposed mobile shelving system.</p> <p>These drawings must include all the dimensions and elevations required, the actual number of inches of linear storage and the total surface area.</p> <p>The tenderer must respect the specifications listed in Annex A and demonstrate that the system will maximize the storage space in linear feet in accordance with the plans in Annex A-1.</p>	
B	<p>The tenderer must submit technical data sheets for the proposed mobile shelving system.</p> <p>The data sheets must include the dimensions and materials.</p>	
3.1.2.1	Made of steel	
3.1.2.2	Mounted on rails	
3.1.2.3	False floor	
3.1.2.4	The vinyl floor covering must match the shelving system	
3.1.2.5	Transition moulding (minimum 3½ inches)	
3.1.2.6	Shelves that can be adjusted without any tools	
3.1.2.7	Shelves 15 inches deep	
3.1.2.8	Shelves 36 inches long	
3.1.2.9	Perforated shelves	
3.1.2.10	Side and back panels for each shelf	
3.1.2.11	Steel finishing panels on the exposed ends of the rows	
3.1.2.12	Two two-inch stoppers for each row, to create a four-inch space when the rows are closed; with a removable metal divider per shelf	

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3.1.2.13	No shelf at the top	
3.1.2.14	The shelving structure must allow three storage boxes (12 in. L x 10½ in. H x 15 in. D) to be stored per shelf, for a 36-inch long unobstructed space Rails	

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ANNEX "E" 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)