

# Appendix i

## TECHNICAL EVALUATION CRITERIA

Mandatory Criteria	Description	Met	Not Met	Comments
<b>Compliance with Requirements</b>	<b>M1.</b> The Bidder MUST confirm in writing that all proposed goods comply with all requirements identified in Annex A - Specifications, Part II - Scope of Work.			
<b>Capability</b>	<p><b>M2.</b> The Bidder MUST demonstrate that the Bidder's manufacturer has the capability to produce the required quantity of furniture pieces. Capability can be demonstrated by:</p> <p style="margin-left: 20px;">A) providing details of a previously completed project of similar size and scope (contract or project value, and the quantity of pieces produced) (The details provided must correspond to the information provided in response to Rated Criterion R4); or</p> <p style="margin-left: 20px;">B) providing a description of production capacity in sufficient detail to determine that the required quantity of furniture pieces can be produced (see Annex A, Statement of Work).</p>			
<b>Corporate Background</b>	<b>M3.</b> The Bidder MUST identify all companies involved in the manufacture, delivery and installation of the requirements in writing.			
<b>Qualifications</b>	<b>M4.</b> The Bidder MUST confirm that the Bidder's manufacturer has a minimum of seven (7) years' of demonstrated experience in the manufacturing and sales of furniture.			
	<b>M5.</b> The Bidder MUST confirm that the Bidder's lead furniture installer resource has a minimum of five (5) years' of demonstrated experience as a furniture installer.			
	<b>M6.</b> The Bidder MUST confirm in writing that all of the Bidder's installers will be trained in the functioning and installation of the furniture specified in PART II: Scope of Work before the delivery of product to site.			
<b>Local Representation</b>	<b>M7.</b> The Bidder MUST confirm that a local representative in the National Capital Region with the authorization to speak on behalf of the Bidder and the Bidder's manufacturer will be available to address issues and provide Customer Service duties.			

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Mandatory Criteria	Description	Met	Not Met	Comments
<b>Warranty</b>	<b>M8.</b> The Bidder MUST confirm that all furniture pieces as contained within PART II: SCOPE OF WORK, will be warranted for a period of at least ten (10) years for manufacturer's defects, from the final date of acceptance.			
	<b>M9.</b> The Bidder MUST provide a plan with their bid for dealing with warranty issues. The plan MUST clearly identify what constitutes: <ul style="list-style-type: none"> <li>• replacement or repair</li> <li>• timelines for service</li> <li>• any costs involved</li> </ul>			
	<b>M10.</b> The Bidder MUST confirm that that a Bidder's representative will respond to telephone and e-mail contact by PW GSC or the Technical Authority within 24 hours.			
	<b>M11.</b> The Bidder MUST confirm that a representative in the National Capital Region with the authorization to address warranty issues will be available.			
<b>Quality Assurance</b>	<b>M12.</b> The Bidder MUST provide a written summary of the key quality assurance steps that will be followed to ensure that a consistent product of high quality is manufactured, delivered, and installed for the Scope of Work described in Part II.			
<b>Storage Services</b>	<b>M13.</b> The Bidder MUST confirm that it has the ability to store the product if required, in a climate controlled environment suitable for storage of items described in Part II Scope of work.			
<b>Submission of Samples<sup>1</sup></b>	<b>M14.</b> The Bidder MUST submit one (1) Bid Sample of the items identified below. The sample MUST comply with all requirements identified in Annex A - Specifications, Part II - Scope of Work. The Bidder MUST label the sample with the Bidder's name, date, Group and sample number and project name.			
	<i>Group 1 – MN Furniture (Bookcase Unit)</i>			
	<i>Sample 01: Sample of Crown Moulding detail, demonstrating wood finish and detail. Size: 150mm x 150mm x full height of moulding. (6" x 6" x full height of moulding) See Furniture Drawings provided in Annex A. Drawing BCC-450a</i>			
	<i>Sample 02: Sample of Door Moulding detail, demonstrating wood finish and detail. Size: 300mm x thickness of door x 300mm (12" x thickness of door x 12") See Furniture Drawings provided in Annex A. Drawing BCC-450a</i>			
	<i>Sample 03: Sample of Base Corner detail, demonstrating wood finish and detail. Size: 150mm x 150mm x height of base corner (6" x 6" x height of base corner) See Furniture Drawings provided in Annex A. Drawing BCC-450a</i>			

<i>Group 1 – MN Furniture (Credenza)</i>			
<i>Sample 01: Sample of Surface Corner detail, demonstrating wood finish and detail. Size: 150mm x 150mm x thickness of surface. (6" x 6" x full height of moulding) See Furniture Drawings provided in Annex A. Drawing BCC-451</i>			
<i>Group 2 – Modified Desk</i>			
<i>Sample 01: Sample of Surface Corner at top of desk, demonstrating wood finish and detail. Size: 150 mm x 150 mm x thickness of surface material. (6" x 6" x thickness of surface material). See Furniture Drawings provided in Annex A. Drawing BCC-456</i>			
<i>Group 3 – Racetrack Tables</i>			
<i>Sample 01: Sample of Top Corner, demonstrating wood finish and detail. Size: 150 mm x 150 mm x thickness of surface material and apron. (6" x 6" x thickness of material and apron). See Furniture Drawings provided in Annex A. Drawing BCC-490</i>			
<i>Group 4 – Supervisor's Cabinet</i>			
<i>Sample 01: Sample of Moulding and Panel, demonstrating both wood and bronze finish assembly details. Size: 150 mm x 150 mm x thickness of surface material. (6" x 6" x material). See Furniture Drawings provided in Annex A. Drawing BCC-440</i>			
<i>Group 5 – Lounge Serveries</i>			
<i>Sample 01. Sample of Panel Molding, demonstrating both wood finish and assembly detail, Size: 300 mm x 300 mm (12" x 12"). See Furniture Drawings provided in Annex A. Drawing BCC-483</i>			

- Please note, items indicated on the drawings as Submission Samples will be produced after contract award with the submission of Shop Drawings.

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Mandatory Criteria	Description	Met	Not Met	Comments
<b>Note 1</b>	Wood samples will be evaluated on the ten (10) elements listed below. Each of the ten (10) elements will be evaluated as met or not met. For each sample, Bidders must pass a minimum of six (6) of the ten (10) elements. Failure to do so will render the bid technically non-compliant.			
	<i>Evaluation Elements – Group 1- MN Furniture</i>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
	1 The wood type is black walnut (Juglans nigra)			
	2 The finish colour is Mohawk Wiping Stain, M545-D404 Dark Fruitwood			
	3 The sheen level is 30%			
	4 The finish is not non grain raising			
	5 The finish is smooth			
	6 The joints are tight			
	7 The miters are clean			
	8 There is no cross sanding			
	9 There is no visible glue on the finished side of the sample			
	10 Dowels are applied as per specifications			
	<i>Evaluation Elements – Group 2- Modified Desk</i>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
	1 The wood type is black walnut (Juglans nigra)			
	2 The finish colour is Mohawk Wiping Stain, M545-D404 Dark Fruitwood			
	3 The sheen level is 30%			
	4 The finish is not non grain raising			
	5 The finish is smooth			
	6 The joints are tight			
	7 The miters are clean			
	8 There is no cross sanding			
	9 There is no visible glue on the finished side of the sample			
	10 Dowels are applied as per specifications			
	<i>Evaluation Elements – Group 3 - Racetrack Tables</i>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
	1 The wood type is black walnut (Juglans nigra)			
	2 The finish colour is Mohawk Wiping Stain, M545-D404 Dark Fruitwood			
	3 The sheen level is 30%			

4	The finish is not non grain raising			
5	The finish is smooth			
6	The joints are tight			
7	The miters are clean			
8	There is no cross sanding			
9	There is no visible glue on the finished side of the sample			
10	Dowels are applied as per specifications			
	<i>Evaluation Elements – Group 4 – Supervisors Cabinet</i>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
1	The wood type is white oak			
2	The finish colour for white oak is Mohawk Wiping Stain, 3 parts M545-207 Medium Brown Walnut, 1 part M545-0143 Raw Umber			
3	The wood type is maple			
4	The finish colour is Sherwin-Williams Wood Classics, SW 3118-B Fruitwood			
5	The sheen level is 30%			
6	The finish is not non grain raising			
7	The finish is smooth			
8	The joints are tight			
9	The miters are clean			
10	There is no cross sanding			
11	There is no visible glue on the finished side of the sample			
12	Dowels are applied as per specifications			
13	The metal type is bronze			
14	The finish colour is oil rubbed bronze			
	<i>Evaluation Elements – Group 5 – Lounge Serveries</i>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
1	The wood type is black walnut (Juglans nigra)			
2	The finish colour is Mohawk Wiping Stain, M545-D404 Dark Fruitwood			
3	The sheen level is 10 %			
4	The finish is not non grain raising			
5	The finish is smooth			
6	The joints are tight			
7	The miters are clean			
8	There is no cross sanding			
9	There is no visible glue on the finished side of the sample			
10	Dowels are applied as per specifications			

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Rated Criteria	Description	Evaluation	Maximum Possible Points	Bidder's Score
<b>Corporate Background</b>	<b>R1.</b> The Bidder SHOULD provide a brief description of the Bidder's manufacturer. The description should include:			
	<ul style="list-style-type: none"> <li>• Name(s) of its owner(s) and/or principal officer(s).</li> </ul>	0 points = no names of owners and principal officers provided 1 point = names of owners and principal officers provided	<b>1</b>	
	<ul style="list-style-type: none"> <li>• Number of years' experience in the manufacturing and sales of custom furniture.</li> </ul>	0 points = less than or equal to 7 years 1 point = greater than 7 and less than 10 years 2 points = greater than or equal to 10 years and less than 13 years 3 points = greater than or equal to 13 years and less than 16 years 4 points = greater than or equal to 16 years and less than 19 years 5 points = greater than or equal to 19 years	<b>5</b>	
	<ul style="list-style-type: none"> <li>• Number of employees.</li> </ul>	0 points = number of employees not provided 1 point = number of employees provided	<b>1</b>	
	<b>R2.</b> The Bidder SHOULD provide a brief description of the Bidder's installer. The description should include:			
	<ul style="list-style-type: none"> <li>• Name(s) of its owner(s) and/or principal officer(s).</li> </ul>	0 points = no names of owners and principal officers provided 1 point = names of owners and principal officers provided	<b>1</b>	
	<ul style="list-style-type: none"> <li>• Number of years' experience in the installation of furniture.</li> </ul>	0 points = less than or equal to 7 years 1 point = greater than 7 and less than 10 years 2 points = greater than or equal to 10 years and less than 13 years 3 points = greater than or equal to 13 years and less than 16 years 4 points = greater than or equal to 16 years and less than 19 years 5 points = greater than or equal to 19 years	<b>5</b>	

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	Description	Evaluation	Maximum Possible Points	Bidder's Score
	<b>R3.</b> The Bidder SHOULD explain its working relationship with the Bidder's manufacturer and the Bidder's installer, and how these relationships will aid in the successful delivery of the project requirements.	0 points = no description provided OR the bidder has no working relationship with either the manufacturer or the installer 1 point = previous working relationship with only one of the manufacturer or the installer, but no working relationship with the other. 2 points = working relationship with both the manufacturer and the installer, but no explanation as to how these relationships will aid in the successful delivery of the project requirement. 3 points = working relationship with both the manufacturer and the installer, and the explanation describes how these relationships will aid in the successful delivery of the project requirement.	<b>3</b>	
<b>Qualifications</b>	<b>R4.</b> The Bidder SHOULD provide a written example of a project completed by the Bidder's manufacturer of similar scope (contract value or quantity of pieces) and complexity (multiple pieces, delivered in phases, building under construction), that has been successfully completed within the last seven (7) years. Provide the following information:			
	<ul style="list-style-type: none"> <li>Details on the products, including photographs, materials used, and quantities manufactured.</li> </ul>	0 points = no details provided 1 point per each of the following, to a maximum of 4 points: 1. written details on the products, 2. photographs, 3. description of materials used, 4. number of quantities manufactured	<b>4</b>	
	<ul style="list-style-type: none"> <li>Contract value of the installed products.</li> </ul>	0 points = no contract value provided 1 point = contract value provided	<b>1</b>	
	<ul style="list-style-type: none"> <li>Date of completion.</li> </ul>	0 points = no date of completion provided 1 point = date of completion provided	<b>1</b>	
	<ul style="list-style-type: none"> <li>Efforts made to adhere to established timelines.</li> </ul>	0 points = no details provided OR no effort made to adhere to established timelines 1 point = Single type of effort made to adhere to established timelines 2 points = Multiple types of efforts made to adhere to established timelines	<b>2</b>	

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	Description	Evaluation	Maximum Possible Points	Bidder's Score
<b>Approach and Methodology</b>	<b>R5.</b> The Bidder SHOULD provide a Management Plan describing its approach and proposed methodology to managing the manufacturing, delivery, and installation of custom furniture projects. This approach SHOULD address the following:			
	<ul style="list-style-type: none"> <li>• Team structure for large projects (including a definition of roles and responsibilities)</li> </ul>	0 points = no details provided OR team structure is insufficient to manage a large project 2 points = team structure is sufficient to manage a large project	<b>2</b>	
	<ul style="list-style-type: none"> <li>• Approach to site supervision</li> </ul>	0 points = no details provided OR site supervision is not provided 2 points = site supervision is provided	<b>2</b>	
	<ul style="list-style-type: none"> <li>• Approach to communications</li> </ul>	0 points = no details provided OR communication management is not provided 2 points = communication management is provided	<b>2</b>	
	<ul style="list-style-type: none"> <li>• Approach to developing an implementation schedule</li> </ul>	0 points = no details provided OR there is no ability to develop an implementation schedule 2 points = ability to develop an implementation schedule is demonstrated	<b>2</b>	
	<b>R6.</b> The Bidder SHOULD provide a Project Plan that clearly outlines its project planning process for the manufacturing, delivery and installation of this project. The project plan SHOULD include risk mitigation and quality assurance for manufacturing, delivery, and installation.	0 points = no details provided 1 point for each manufacturing risk and accompanying mitigation strategy, to a maximum of 5 points 1 point for each delivery risk and accompanying mitigation strategy, to a maximum of 3 points 1 point for each installation risk and accompanying mitigation strategy, to a maximum of 3 points 1 point for each manufacturing quality assurance measure, to a maximum of 5 points 1 point for each delivery quality assurance measure, to a maximum of 3 points 1 point for each installation quality assurance measure, to a maximum of 3 points	<b>22</b>	



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	Description	Evaluation	Maximum Possible Points	Bidder's Score	Bidder's page number reference
<b>Quality Assurance</b>	<b>R7.</b> The Bidder SHOULD provide a copy of the Bidder's <b>Manufacturer's</b> ISO Certification or ISO Certificate equivalent and their written quality assurance program.	0 points = no details provided; 1 point = a copy of Bidder's Manufacturer's ISO Certification or ISO Certificate equivalent is provided. 1 point = a copy of the Bidder's Manufacturer's written quality assurance program. 3 points = the quality assurance program describes in detail a mandatory training program for all Manufacturers' inspectors	<b>5</b>		
	<b>R8.</b> The Bidder SHOULD identify in the written summary provided as part of Mandatory Criteria item M13, the inspection points in the Bidder's Manufacturers' quality assurance program.	0 points = no details provided or only 1 inspection 1 points = 2 inspections or less 2 points = more than 2 but less than 5 inspection steps 3 points = more than 5 inspections	<b>3</b>		
	<b>R9.</b> The Bidder SHOULD identify in the written summary provided as part of Mandatory Criteria item M13, the inspection steps in their quality assurance program that will be followed for delivery, storage and installation to meet the requirements identified in Annex A - Specifications, Part II – Scope of Work.	0 points = no details provided 1 point = for the detailed description of inspections and methods of tracking a shipment for delivery 1 point = for the detailed description of inspections for storage 1 point = for the detailed description of inspections for installation	<b>3</b>		
<b>Environmental</b>	<b>R10.</b> The Bidder SHOULD provide the Bidder's manufacturer's environmental policy. The policy SHOULD describe the manufacturer's efforts to reduce, re-use, and recycle waste materials, water, and/or energy.	0 points = no details provided 1 point for each effort to reduce waste materials, water, and energy, to a maximum of 3 points 1 point for each effort to re-use waste materials, water, and energy, to a maximum of 3 points 1 point for each effort to recycle waste materials, water, and energy, to a maximum of 3 points	<b>9</b>		
	<b>R11.</b> The Bidder SHOULD provide the Bidder's manufacturer's environmental certifications. (ISO 14000 or equivalent)	0 points = no details provided 2 points = copy of Bidder's manufacturer's environmental certifications (ISO 14000 or equivalent) is provided	<b>2</b>		
	<b>R12.</b> The Bidder SHOULD procure the Black Walnut, Oak and Maple for the items in the Scope of Work described in Part II, from Canadian forests, and will provide the chain of custody documentation to demonstrate this after award.	0 points = no details provided 5 points = Bidder's attestation of commitment to procure Black Walnut from Canadian forests. 2 points = Bidder's attestation of commitment to procure Oak from Canadian forests. 2 points = Bidder's attestation of commitment to procure Maple from Canadian forests.	<b>9</b>		
<b>Maximum Total Score</b>			<b>85</b>		