



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

**Canada Revenue Agency
Agence du revenu du Canada**

Proposal to: Canada Revenue Agency

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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address (ensure the Bidder's complete legal name is properly set out)

Raison sociale et adresse du Soumissionnaire (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Bidder MUST identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

(____)_____

Telephone No. – No de téléphone

(____)_____

Fax No. – No de télécopieur

E-mail address – Adresse de courriel

**REQUEST FOR PROPOSAL - RETENDER/
DEMANDE DE PROPOSITION - NOUVEL APPEL
D'OFFRES**

Title – Sujet High Density Mobile Shelving for Halifax Tax Service Office	
Solicitation No. – No de l'invitation 1000326630A	Date 2016-01-18
Solicitation closes – L'invitation prend fin on – le: 2017-02-27 at – à: 2:00 P.M. / 14 h	Time zone – Fuseau horaire EST /HNE Eastern Standard Time/ Heure Normale de l'Est
Contracting Authority – Autorité contractante Name – Nom: Sam Snow Address – Adresse - See herein / Voir dans ce document E-mail address – Adresse de courriel - See herein / Voir dans ce document	
Telephone No. – No de téléphone (613) 946-7968	
Fax No. – No de télécopieur (613) 957-6655	
Destination - Destination See herein / Voir dans ce document	



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REQUEST FOR PROPOSAL (RFP)

Title: High Density Mobile Shelving for Halifax Tax Service Office

Part 1 General Information

1.1. Introduction

The solicitation is divided into seven parts plus appendices and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the solicitation;

Part 3 Proposal Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation and Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be submitted with the bid and before contract award

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Model Contract: includes the clauses and conditions and any annexes that will apply to any resulting contract.

The Appendices include:

Appendix 1: Mandatory Criteria
Appendix 2: Point Rated Criteria
Appendix 3: Financial Proposal

The Annexes include:

Annex A: Statement of Requirement
Annex B: Basis of Payment



1.2. Summary

CRA has a requirement to acquire high density mobile shelving with mechanical assist that will incorporate with CRA's pre-existing shelving to increase the storage capacity of physical evidence for the Criminal Investigations Division at the new CRA location of 145 Hobson's Lake Drive, Bond Room 333.

The period of the contract will be six (6) months from contract award.

1.3. Glossary of Terms

TERM	DEFINITION
CRA	Canada Revenue Agency
DDP	Delivered Duty Paid
Proposal	A solicited submission by one party to supply certain goods or services. The word "proposal" is used interchangeably with "bid"
Solicitation	An act or instance of requesting proposals/bids on specific products and/or services.
Tendering Authority	Canada Revenue Agency
EST	Eastern Standard Time
Legal Name	means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.
Operating Name	means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.
RFP	Request for Proposal
SOR	Statement of Requirement

1.4. Debriefings

Bidders may request a debriefing on the results of the solicitation process. Bidders should make the request to the Contracting Authority within ten (10) business days of receipt of the results of the solicitation process. The debriefing may be in writing, by telephone or in person.



Part 2 Bidder Instructions

2.1. Mandatory Requirements

Wherever the words “shall”, “must” and “will” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will receive no further consideration.

2.1.1. Signatures

Bidders MUST sign Page 1 (front page) of the Request for Proposal and any certifications identified in **Part 5: Certifications**.

2.2. Standard Instructions, Clauses and Conditions A0000T (2012-07-16)

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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

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

The standard instructions and conditions 2003 (2016-04-04) are incorporated by reference into and form part of the bid solicitation.

The following clauses are incorporated by reference:

SACC Reference	Clause Title	Date
A3015T	Certifications	2014-06-26
C3011T	Exchange Rate Fluctuation	2013-11-06

2.2.1. Revisions to Standard Instructions 2003

Standard Instructions - Goods or Services – Competitive Requirements 2003 (2016-04-04) are revised as follows.

Section 01 titled “Integrity Provisions– Bid”, is deleted in its entirety and replaced with the following:

1. The *Supplier Integrity Directive* (SID) dated May 24, 2016, is incorporated by reference into, and forms a binding part of the bid solicitation. The Bidder must comply with the SID, which can be found on the Canada Revenue Agency’s website at <http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>.
2. Under the SID, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The SID describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.



3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
 - a. by the time stated in the SID, all information required by the SID described under the heading “Mandatory Provision of Information”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the SID. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
 - a. it has read and understands the SID (<http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>)
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the SID, will or may result in a determination of ineligibility or suspension under the SID;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the SID;
 - e. none of the domestic criminal offences, and other circumstances, described in the SID that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the SID, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

Section 02 titled “Procurement Business Number”, is hereby deleted in its entirety and replaced with: Suppliers should obtain a Business Number (BN) before contract award. Suppliers may register for a BN online at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>.

Section 03 titled “Standard Instructions, Clauses and Conditions”, “Pursuant to the Department of Public Works and Government Services Act (S.C. 1996, c.16),” is hereby deleted.

Section 05 titled “Submission of Bids” paragraph 4, delete sixty (60) days and replace with ninety (90) days.

Section 06 titled “Late Bids” reference to “PWGSC” is hereby deleted and replaced with CRA.

Section 07 titled “Delayed Bids” all references to “PWGSC” are hereby deleted and replaced with “CRA”.



Section 12 titled "Rejection of Bid", delete subsections 1(a) and 1(b) in their entirety.

Section 17 titled "Joint Venture", delete in its entirety and replace with the following:

17 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a contractual joint venture shall clearly indicate in their bid submission (in Part 5) that they are bidding as a contractual joint venture and shall provide the following information:

- a) the name of the contractual joint venture;
- b) the name of each member of the contractual joint venture;
- c) the Procurement Business Number of each member of the contractual joint venture;
- d) a certification signed by each member of the joint venture representing and warranting:
 - (i) the name of the joint venture (if applicable);
 - (ii) the members of the joint venture;
 - (iii) the Business Numbers (BN) of each member of the joint venture;
 - (iv) the effective date of formation of the joint venture;
 - (v) that the joint venture continues to be in effect as of the date of the bid submission; and
 - (vi) that each member of the joint venture has appointed and granted full authority to the specified member of the joint venture (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award (if the joint venture is awarded a contract), including but not limited to Contract Amendments and Task Authorizations.
- e) the name of the representative of the joint venture (the "Lead Member"), i.e. the member chosen by the other members to act on their behalf.

2. If the above information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.

3. Notwithstanding that the joint venture members have appointed one of the members of the joint venture to act as the representative of the joint venture, the bid including any certifications to be submitted as part of the bid, as well as any resulting contract must be signed by all the members of the joint venture.

4. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

5. In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract amendments may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

6. The Bidder shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after bid submission. Any change in the membership of a contractual joint venture after bid submission without the prior written approval of the Contracting



Authority shall result in elimination of the bid or if such change occurs after contract award shall be deemed to be default under the Contract.

Section 20 titled "Further Information", Paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.

Section 21 titled "Code of Conduct for Procurement-bid" is hereby deleted in its entirety.

2.3. Submission of Proposals

When responding, the proposal SHALL be delivered to the Bid Receiving Unit address indicated below by the time and date indicated on Page 1.

BIDDERS ARE TO SUBMIT PROPOSALS TO:

Canada Revenue Agency
Bid Receiving Unit
Ottawa Technology Centre
Receiving Dock
875 Heron Road, Room D-95
Ottawa, ON K1A 1A2
Telephone No: (613) 941-1618

Bidders are hereby advised that the Bid Receiving Unit of CRA is open Monday to Friday inclusive, between the hours of 0730 and 1530, excluding those days that the federal government observes as a holiday.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this solicitation, electronic transmissions of a proposal by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

2.4. Communications - Solicitation Period SACC A0012T (2014-03-01)

All enquiries must be submitted to the Contracting Authority no later than **ten (10) 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 SACC A9070T (2014-06-26)**

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

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

2.6. **Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the site of the new Bond Room where the existing shelving is being held.

The site visit will be held on, February 08, 2017:

09:00 a.m Atlantic Standard Time (AST)-145 Hobson's Lake Drive, Bayer's Lake, Halifax, NS
Viewing of the Bond Room where shelving will be installed. If they choose, visitors must meet with the CRA escort in the lobby of the building; they will be escorted to see the room from there as a single group.

Bidders are requested to communicate with the Contracting Authority no later than two (2) business day(s) before the scheduled visit, and provide the name(s) of the person(s) who will attend. Bidders will have to sign in with CRA Security on admission to the building, and be escorted by CRA employees at all times within CRA space.

Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the solicitation resulting from the site visit will be included as an amendment to the solicitation.

2.7. **Terms and Conditions**

The Bidder hereby certifies compliance with and acceptance of all of the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Requirement (SOR). Any modifications or conditional pricing by the bidder, including deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and/or SOR document will render the bid non-responsive and the bid will receive no further consideration.



Part 3 Proposal Preparation Instructions

3.1. Bid – Number of Copies CRA MODA0055T (2007-11-30)

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

Section I: Technical Bid (1 hard copy and 1 soft copy on a medium such as CD, DVD)

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability for providing High Density Mobile Shelving along with reusing existing shelving to maximize the space in the Bond Room, and stating this in a thorough, concise and clear manner.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid (1 hard copy)

Bidders must submit their financial bid in accordance with the format outlined in Appendix 3: Financial Proposal. The total amount of Applicable Taxes must be shown separately.

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

Section III: Certifications (1 hard copy)

3.2. Bidders must submit the certifications required under Part 5. **Bid Format and Numbering System CRA MODA0054T (2007-11-30)**

In those instances where hard copies of bids are provided, Canada requests that bidders follow the format instructions described below:

- a. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b. Use recycled-fibre content paper and two-sided printing. Reduction in the size of documents will contribute to CRA's sustainable development initiatives and reduce waste;
- c. avoid the use of colour and glossy formats
- d. use a numbering system corresponding to that of the bid solicitation;
- e. include the certification as a separate section of the bid.

Part 4 Evaluation and Selection

4.1. General



A committee composed of representatives of CRA will evaluate the proposals on behalf of the Agency. The services of independent consultants may be called upon to assist in the evaluation of, or in the validation of, specific aspects of the solution proposed. CRA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate any proposal.

Proposals will be evaluated in accordance with the evaluation criteria identified in Appendix 1 and in conjunction with the Statement of Requirement (SOR). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal.

4.2. Steps in the Evaluation Process

The selection process to determine the successful Bidder will be carried out as follows:

Notwithstanding Steps 1 and 2 below, in order to expedite the evaluation process, CRA reserves the right to conduct Step 3 - Evaluation of Financial Proposals concurrently with Steps 1 and 2. Should CRA elect to conduct Step 3 prior to the completion of Step 2, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory and rated sections until the completion of Steps 1 and 2. However, if the Contracting Authority is able to ascertain that a proposal is non-responsive by virtue of incomplete information or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory and rated sections that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Steps 1 and 2 despite the statement "All bids meeting the minimum thresholds in Step 2 will proceed to Step 3".

Bids will be ranked in accordance with the Selection Methodology.

Step 1 – Evaluation against Mandatory Criteria

All bids will be evaluated to determine if the mandatory requirements detailed in Appendix 1 "Mandatory Criteria" have been met. Only those bids meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.

Step 2 – Evaluation against Point-Rated Criteria

Point-rated criteria do not apply to this requirement.



Step 3 – Evaluation of Financial Proposals

Only technically compliant bids meeting all of the requirements detailed in Step 1 will be considered at this point.

Bidders must provide a price, percentage, or weight, as applicable, for each item identified in the format specified in Appendix 3: Financial Proposal. Ranges (e.g., \$10-\$13) are not acceptable.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Appendix 3: “Financial Proposal”. Once the bid evaluation prices are determined under Step 3, the proposals will proceed to Step 4.

Step 4 – Basis of Selection

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.

Step 5 – Conditions Precedent to Contract Award

The Bidder recommended for award of a Contract must meet the requirements provided in Part 5 “Certifications” and Part 6 “Security, Financial and Other Requirements” of this RFP.

Step 6 – Contract Entry

The Bidder(s) with the highest ranked responsive bid and meeting all the requirements listed above will be recommended for award of a contract.



Part 5 - Certifications

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. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required To Be Submitted At Time of Bid Closing

5.1.1 Joint Venture Certification Only complete this certification if a joint venture is being proposed

The Bidder represents and warrants the following:

- (a) The bidding entity is a contractual joint venture in accordance with the following definition. A "contractual joint venture" is an association of two or more parties who have entered into a written contract in which they have set out the terms under which they have agreed to combine their money, property, knowledge, skills, time or other resources in a joint business enterprise, sharing the profits and the losses and each having some degree of control over the enterprise.
- (b) The name of the joint venture is: _____(if applicable).
- (c) The members of the contractual joint venture are (the Bidder is to add lines to accommodate the names of all members of the joint venture, as necessary):

- (d) The Business Numbers (BN) of each member of the contractual joint venture are as follows (the Bidder is to add lines for additional BNs, as necessary):

- (e) The effective date of formation of the joint venture is: _____
- (f) Each member of the joint venture has appointed and granted full authority to _____ (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award, including but not limited to Contract Amendments and Task Authorizations.
- (g) The joint venture is in effect as of the date of bid submission.

This Joint Venture Certification must be signed by each member of the joint venture.

The Joint Venture Certification shall be effective throughout the entire period of the Contract, including any exercised option period, if exercised. The CRA has the right to request documentation from the Bidder evidencing the existence of the contractual joint venture.



Signature of an authorized representative of each member of the joint venture
(the Bidder is to add signatory lines as necessary):

_____ Signature of Duly Authorized Representative	_____ Name of Individual (Please Print)	_____ Legal Name of Business Entity	_____ Date
_____ Signature of Duly Authorized Representative	_____ Name of Individual (Please Print)	_____ Legal Name of Business Entity	_____ Date

5.2 Certifications Precedent to Contract Award and Associated 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 certification within the time frame provided will render the bid non responsive and the bid will receive no further consideration.

5.2.1 Integrity Provisions – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2.2 Employment Equity

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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\)-Labour's](#) website

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.

5.2.3 Vendor Reporting Information

The following information should be provided to enable CRA compliance with paragraph 221(1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.) and report payments made to contractors under applicable services contracts (including contracts involving a mix of goods and services) on a T1204 Government Service Contract Payments slip.



For the purpose of this clause:

“Legal Name” means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.

“Operating Name” means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.

The Bidder is requested to provide the following:

Legal Name:

Operating Name:

Address:

Payment/T1204 Address (if different)

Payment address is same as above

City:

Province:

Postal Code:

Telephone:

Fax:

Type of Business (Select only one)

Corporation

Partnership

Sole Proprietor

Non-Profit Organization

US or International Co.



All registered companies (excluding Non-Profit organizations and US or International companies) must provide their Goods and Services Tax (GST) or Business Number (BN). Additional details on how to obtain a BN can be found at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>

If the services will be rendered by an individual, please provide the Social Insurance Number (SIN). Goods and Services Tax (GST) Number:

Business Number (BN):

If a SIN number is being provided, the information should be place in a sealed envelope marked "Protected".

Social Insurance Number (SIN):

N/A Reason:

Note: If you select "N/A", then you must give a reason.

Date: _____

Name: _____

Signature: _____

(Signature of duly authorized representative of business)

Title: _____

(Title of duly authorized representative of business)



Part 6 - Security, Financial and Other Requirements

6.1 Security Requirements

The Bidder's personnel must be escorted at all times while on CRA premises.



Appendix 1: Mandatory Criteria

Mandatory Technical criteria

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. The Bidder must provide supporting documentation in its proposal as requested by CRA, in order to demonstrate that each technical mandatory requirement has been met. To assist with the evaluation process, it is preferred that the Bidder complete the table included below, to indicate where in its proposal the information can be located. Bids that fail to meet all mandatory requirements will be declared non-responsive and the bid will receive no further consideration.



Item	Mandatory Requirement	Page Reference	Met / Not Met (with Comments)
M1	<p>The Bidder must demonstrate that the proposed high density mobile shelving system meets the full requirement and technical specifications detailed in Annex A - Statement of Requirement (SOR). In order to demonstrate compliance with M1, the Bidder must complete the spreadsheet titled Mandatory Performance Specifications, located under Appendix 1A of the RFP.</p> <p>Using this table, the Bidder must indicate where the supporting information is located within their bid to demonstrate compliance with each product specification. Supporting Documentation may include, but is not limited to, pictures, drawings, pamphlets / brochures, price lists, specification guides, or any other documentation that outlines the product specifications.</p>	Refer to Appendix 1A: Mandatory Performance Specifications, attached in a separate document	
M2	<p>The Contractor must provide electronic drawing(s) of the proposed high density mobile shelving system (including the reused mobile and fixed shelving), in either PDF or Auto CAD formats, or both. The drawing(s) must contain, at a minimum, the following information:</p> <p>All required dimensions and elevations, the proposed layout of the shelving, the storage capacity of the plan (i.e. the number of standard sized boxes that can be accommodated, as per Section 4.0 of the SOR), and the total floor space occupied.</p>		
M3	<p>The Contractor must incorporate CRA's reused shelving into the new mobile shelving system, as described in Annex A: SOR. The types and quantities of existing mobile and fixed shelving that must be used for this requirement are described in Annex A1: Existing Shelving Inventory of the SOR.</p> <p>In order to demonstrate compliance, the Bidder must provide a plan that explains how the existing CRA-provided shelving will be incorporated into the Bidder's proposed layout for the Bond Room.</p>		



M4	<p>The manufacturer of the mobile shelving system proposed by the bidder must be ISO 9001 registered <u>OR</u> have a Quality Management plan in place.</p> <p>In order to demonstrate compliance, the Bidder must submit a copy of the manufacturer's ISO registration certificate, or their Quality Management plan. The Quality Management plan, as a minimum, must demonstrate that there is a program in place at the manufacturing facility to verify the product's conformance throughout the manufacturing process.</p>		
M5	<p>The Bidder must be the manufacturer of the products proposed, or authorized by the manufacturer to resell the products proposed.</p> <p>If the Bidder is a reseller, the Bidder must provide a letter from the manufacturer certifying that the Bidder is an authorized reseller.</p>		
M6	<p>Certifications</p> <p>The Bidder must sign Page 1 (front page) of the Request for Proposal and the Joint Venture certification, if applicable, identified in Part 5</p>		
M7	<p>Financial Proposal</p> <p>The Bidder must provide a financial proposal in accordance with Part 3: "Proposal Preparation Instructions" and in accordance with Appendix 3: "Financial Proposal".</p>		

Appendix 1A: Mandatory Performance Specifications

Please refer to attachment



Canada Revenue
Agency

Agence du revenu du
Canada

Solicitation No. 1000326630A

Appendix 2: Point Rated Criteria

NOT APPLICABLE



Appendix 3: Financial Proposal

3.1 FINANCIAL PROPOSAL

1. Bidders must quote firm lot prices in Canadian funds, taxes extra if applicable, Delivered Duty Paid (DDP) (**Nova Scotia TSO, 145 Hobson’s Lake Drive, Halifax, Nova Scotia**), for the supply, delivery and installation of the goods outlined in Annex A “Statement of Requirement”.
2. Shipments shall be consigned to the destination specified in Annex A “Statement of Requirement” and Delivered Duty Paid (DDP) (**Nova Scotia TSO, 145 Hobson’s Lake Drive, Halifax, Nova Scotia**) Incoterms 2010 for shipments from a commercial supplier.
3. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

ITEMS	DESCRIPTON	UNIT OF ISSUE	LOT PRICE
1	The supply of high density mobile shelving system as described in Annex A: Statement of Requirement.	Lot	\$_____
2	Total all-inclusive cost for the transportation and delivery of new mobile shelving system.	Lot	\$_____
3	Total all-inclusive cost for the dismantling (where required) of the CRA’s pre-existing shelving as described in Annex A: Statement of Requirement.	Lot	\$_____
4	Total all-inclusive installation charges for the installation of the mobile shelving system which incorporates pre-existing shelving, as per Annex A: Statement of Requirement. Regular Installation to be completed during working hours from 07:30 AM to 4:30 PM, Monday to Friday inclusive.	Lot	\$_____
Bid Evaluation Price (ITEMS 1+2+3+4):			\$_____



Part 7 - Model Contract

The following clauses and conditions apply to and form part of any contract resulting from the solicitation.

7.1 Revision of Departmental Name

Reference to the Minister of Public Works and Government Services or to Public Works and Government Services Canada contained in any term, condition or clause of the contract shall be interpreted as a reference to the Commissioner of Revenue or the Canada Revenue Agency, as the case may be, with the exception of the following clauses:

- a) Standard Clauses and Conditions

7.2 Agency Restructuring

In cases where the Contracting Authority's department or agency is being reconfigured, absorbed by another government department or agency, or disbanded entirely, the Commissioner may, by giving notice to the Contractor, designate another Contracting Authority for all or part of the Contract.

7.3 Requirement

The Contractor must perform the Work in accordance with the Statement of Requirement (SOR) at Annex A, attached hereto and forming part of the Contract

7.4 Period of Contract

The period of the Contract is six (6) months from contract award.

7.5 Standard Clauses and Conditions SACC A0000C (2012-07-16)

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>



The following Clauses are incorporated by reference:

SACC Reference	Clause Title	Date
A2000C	Foreign Nationals (Canadian Contractor) or	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16
A3015C	Certifications	2014-06-26
A9117C	T1204 – Direct Request by Customer Department	2007-11-30
C2000C	Taxes – Foreign-based Contractor	2007-11-30
C6000C	Limitation of Price	2011-05-16
H1000C	Single Payment	2008-05-12

7.6 General Conditions

2030 (2016-04-04) General Conditions – Higher Complexity - Goods, apply to and form part of the Contract.

Section 01 titled “Interpretation” the definition of "Canada", "Crown", "Her Majesty" or "the Government" is hereby amended to read: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA).

Section 02 titled “Standard Clauses and Conditions” is hereby amended to delete the phrase “Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,” The remainder of Section 02 remains unchanged.

Section 22 titled “Warranty

Subsection 1 is hereby deleted in its entirety and replaced with:
Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for five years (or any other period stated in the Contract), the Work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract. The warranty period begins on the date of delivery, or if acceptance takes place at a later date, the date of acceptance.

Section 23 titled “Confidentiality”,

Subsection 5 is hereby amended to delete Public Works and Government Services (PWGSC) and insert Canada Revenue Agency (CRA).

Subsection 6 is hereby amended to delete “PWGSC Industrial Security Manual and its supplements”, and insert “Security Requirements for the Protection of Sensitive Information” issued by the CRA, Security and Internal Affairs Directorate (SIAD). The remainder of Section 23 remains unchanged.

Section 43 titled “Integrity Provisions- Contract” is hereby deleted in its entirety and replaced with:



The Supplier Integrity Directive (SID) incorporated by reference into the bid solicitation is incorporated into, and forms a binding part of the Contract. The Contractor must comply with the provisions of the SID, which can be found on the Canada Revenue Agency's website at <http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>.

Section 45 titled "Code of Conduct for Procurement—Contract" is hereby deleted in its entirety.

7.7 Security Requirements

Contractor personnel must be escorted at all times while on CRA premises.

7.8 Authorities

7.8.1 Contracting Authority A1024C (2007-05-25)

The Contracting Authority for the Contract is:

Name: Samuel Snow

Telephone Number: (613) 946-7968

Fax Number: (613) 957-6655

E-mail address: samuel.snow@cra-arc.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.

7.8.2 Project Authority A1022C (2007-05-25)

(to be completed at time of Contract award)

Name:

Address:

Telephone Number:

Fax Number:

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.



7.8.3 Contractor's Representative

(to be completed at time of Contract award)

Name:

Address:

Telephone Number:

Fax Number:

E-mail Address:

7.9 Packaging and Shipping

The Contractor must deliver the goods to the delivery destination specified on the order. All items supplied shall remain the responsibility of the Contractor until delivered and installed. Packaging and shipping shall be in accordance with industry standards in order to ensure safe arrival at destination.

It is the Agency's objective to promote sustainable development initiatives by purchasing environmentally preferable products, where possible, as well as encouraging vendors to use best practices in packaging and delivery to reduce environmental impacts.

All packaging material is to be removed from the site by the Contractor for reuse, recycling, or be disposed of in an environmentally preferable manner.

7.10 Delivery

Deliverables must be received by the Project Authority at the place and time specified herein.

7.11 Installation Services

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

- 1) Receive and unload all product/pieces to the staging and/or installation area.
- 2) Unpack all pieces and inspect product for shipping damage. Report any damage immediately to the CRA Purchaser.
- 3) Install all products in accordance with the manufacturer's specifications.
- 4) Ensure all products function properly and make minor adjustment/repairs as necessary at time of installation.
- 5) Touch up all nicks and scratches that may have occurred during installation.
- 6) Clean product.
- 7) Remove all packing material debris and cartons from the site.
- 8) Upon completion, and at the request of the CRA, the Contractor must walk through the installation area with the CRA to verify the operating condition of all products in accordance with the deficiency procedures.



7.12 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures at the discretion of the CRA:

- 1) It is the responsibility of the Contractor to notify the CRA when the installation is completed.
- 2) It is the responsibility of the CRA to arrange for the initial walk-through inspection with the Contractor.
- 3) The walk-through inspection will only take place within three (3) working days after installation is completed. If the Work is for a phased installation, the walk-through inspection will take place upon completion of each phase.
- 4) The CRA, in consultation with the Contractor, will prepare the deficiency list documenting all problems in every area.
- 5) The deficiency list will be forwarded by the CRA to the Contractor.
- 6) Within three (3) working days of receipt of this deficiency list, the Contractor will complete all minor deficiencies and make all adjustments not requiring new parts.
- 7) For all outstanding issues identified on the deficiency list, that are not considered a minor deficiency, the Contractor will submit the plan of action with the delivery dates or completion dates within fourteen (14) calendar days from receipt of the deficiency list from the CRA.

Upon completion of the deficiencies and adjustments the Contractor must notify the CRA that all deficiencies have been completed. The CRA will then submit to the supplier a final sign-off that the Order is complete

7.13 Liquidated Damages SACC D0024C (2008-05-12)

If the Contractor fails to deliver the goods within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$100.00 for each calendar day of delay. The total amount of the liquidated damages must not exceed ten (10) percent of the contract price.

Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

7.14 Inspection and Acceptance

All deliverables under the Contract shall be subject to inspection and acceptance by the Project Authority at destination.



7.15 Basis of Payment

The Basis of Payment will be reflected in the final award document.

7.16 Payment Process

At Canada's discretion the Contractor will be paid using direct deposit or cheque. All communications regarding the specific method of payment, including changes thereto, will be in writing via email as it's not Canada's desire to formally amend the Contract if the payment method is changed.

At its sole discretion Canada may change the method of payment at any time during the period of the Contract, including any extension thereto, to one of the other two payment methods stated above.

It is the sole responsibility of the Contractor to ensure that their organization is entitled to receive payment from the Government of Canada.

7.16.1 Payment by Direct Deposit

The Contractor shall accept Direct Deposit for payment of the goods and/or services described herein. Payments by direct deposit will be subject to Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2030 General Conditions (2016-04-04) forming part of the Contract.

To complete or amend a direct deposit registration, the Contractor must complete the Vendor Electronic Payment Registration form accessible at: <http://www.cra-arc.gc.ca/E/pbg/tf/rc231/rc231-14e.pdf>

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Vendor Electronic Payment Registration form is up to date. Should the Contractor's information within the Vendor Electronic Payment Registration form not be accurate or up to date, the provisions identified herein under Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2030 General Conditions (2016-04-04) forming part of the Contract will not apply, until the Contractor corrects the matter.

7.16.2 Payment by Cheque

The Contractor shall accept Government of Canada cheques for the payment of goods and/or services described herein.

7.17 Certifications

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the



contract. If the Contractor does not comply with any certification, fails to provide the associated information, or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.18 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 Project Authority of the Contract, identified under the section entitled "Authorities", for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.19 Joint Venture

If the Contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of the Contract.

In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract Amendments, may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

The Contractor shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after Contract Award. Any change in the membership of a contractual joint venture after Contract Award without the prior written approval of the Contracting Authority shall be deemed to be default under the Contract.

The joint venture represents and warrants that it has appointed and granted full authority to **(name to be inserted at Contract Award)**, the "Lead Member", to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract, including but not limited to Contract Amendments and Task Authorizations.

In the event of a contractual joint venture, all payments due and owing to the joint venture shall be made by the Canada Revenue Agency to the Lead Member of the joint venture. Any such payment to the Lead Member of the joint venture shall be deemed to be



payment to the joint venture and shall act as a release from all the members of the joint venture.

By giving notice to the Lead Member the Canada Revenue Agency will be deemed to have given notice to all the members of the joint venture.

7.20 Applicable Laws SACC A9070C (2014-06-26)

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

7.21 Priority of Documents SACC A9140C (2007-05-25)

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.

1. The Articles of Agreement;
2. The General Conditions 2030 (2016-04-04), higher complexity - goods;
3. Annex A: Statement of Requirement;
4. Annex B: Basis of Payment;
5. The Contractor's proposal dated (insert date of bid), as amended on (insert date(s) of amendment(s), if applicable).

7.22 Alternative Dispute Resolution

NEGOTIATION FOLLOWED BY MANDATORY MEDIATION, THEN, IF NECESSARY BY ARBITRATION OR LITIGATION

The parties agree to meet, negotiate in good faith, and attempt to resolve, amicably, any dispute arising out of or related to the contract or any breach thereof.

If the parties are unable to resolve the dispute through negotiations within 10 working days, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected jointly by the parties. The mediator will be chosen from a roster of qualified mediators maintained by the Canada Revenue Agency. All costs shall be shared equally between the disputing parties.

If a dispute cannot be settled with a 15 calendar day period after the mediator has been appointed, or if the parties are unable to select a mediator within 15 calendar days of the date of provision of notice by one party to the other of the intention to proceed to mediation, or such longer period as agreed to by the parties, the parties shall have the right to resort to any remedies permitted by law, including but not limited to arbitration or litigation.

All defences based on the passage of time shall be tolled pending the termination of the mediation.



7.22.1 Procurement Ombudsman

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (l) of the Department of Public Works and Government Services Act will, on request and consent of the parties, participate in these meetings to resolve any such dispute, and subject to their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.22.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (l) of the Department of Public Works and Government Services Act will review a complaint filed by [the supplier or the contractor or the name the entity awarded the contract] respecting administration of the contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of the contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



Annexes

The following Annexes apply to and form part of the Contract:

ANNEX A: STATEMENT OF REQUIREMENT

ANNEX B: BASIS OF PAYMENT



ANNEX A: STATEMENT OF REQUIREMENT

1.0 TITLE

HIGH DENSITY MOBILE SHELVING

2.0 OBJECTIVE

The CRA has a requirement to acquire high density mobile shelving with mechanical assist that will incorporate CRA's pre-existing shelving, in order to increase the storage capacity of physical evidence for the Criminal Investigations Division's Bond Room 333 at the new CRA location of 145 Hobsons Lake Drive, Halifax, NS.

3.0 BACKGROUND

With the move to a new location, as well as the increase of employees and the required physical evidence that is gathered due to the nature of this division, the Bond Room 333 shelving must be arranged to accommodate the maximum amount of material.

CRA is looking for shelving to maximize the storage space for Record Files and promote the efficient placement and retrieval of the Record Files. All items stored in Bond Room 333 will be placed in boxes with the same uniform dimensions.

4.0 SCOPE

The dimensions of Bond Room 333 are 11.9m (39' 1/2") by 13.2m (43' 4"), with a usable height of 90"; a floor plan of the new Bond Room 333 is included under Annex B of this document. The Contractor must propose a layout for this room that will maximize shelving space and provide a minimum storing capacity of 2,400 boxes. Each box has the following dimensions: 16"D x 12"W x 11"H.

Reused Shelving:

The shelving layout provided by the Contractor must incorporate the existing shelving at the Bond Room location at 145 Hobsons Lake Drive, including additional components stored on site.

Please refer to Annex A-1: Existing Shelving Inventory, which outlines the current products that CRA expects the Contractor to reuse and incorporate in its proposed solution.

The Contractor must use this surplus shelving either by placing the individual shelves into the new mobile system, or where applicable, use the fixed shelving units to fill in areas of the room that will not fit a full mobile shelving unit, in order to maximise the total capacity of the solution to be provided to CRA.

5.0 PRODUCT SPECIFICATIONS

5.1 General System

5.1.1 Anchoring.



5.1.1.1 The mobile shelving system must be anchored to the floor. The floor structure of the Bond Room which will be provided by CRA, starting from the bottom up to the top, will consist of the following:

- A. Steel open web joists are spaced at approximately 1500 c/c. The joists are supported on structural steel 'W' sections (or I beams).
- B. Composite steel decking with 38mm deep flutes run between the joists. Every second flute has a 15M rebar running continuously through it.
- C. Concrete slab cast on the decking is 4000 psi and 100mm deep over the flutes, and 62mm deep over the highest section of the deck (between flutes).
- D. This floor structure meets the Ontario fire code and is a rated 1 hour alternate compliance separation, without use of sprayed on fireproofing.

5.1.1.2 Any fasteners used by the Contractor to fasten the mobile shelving system to the floor must work with this floor structure. The Contractor must use either short anchors, or an anchorage that goes through the floor structure, and use plate washers on the bolts at the underside of the decking. Any fastening holes that insert completely through the slab must be fire proofed to the level cited above in 5.1.1.1. D, as a minimum.

5.1.2 Finishes

5.1.2.1 All fabricated metal components and assemblies, end panels, accessible ends and faced ends on visible carriage ends and rail skirts must use the Manufacturer's standard powder coat paint finish.

5.1.2.2 Steel carriages and shelves must be painted and finished with factory textured power coat paint. The colour will be specified by the Project Authority after contract award.

5.1.2.3 All aluminium components must be anodized, painted or otherwise treated to prevent oxidation.

5.1.3 Safety Features:

5.1.3.1 The system must use colour-coded visual indicators to provide verification that the carriages are in a locked or unlocked mode.

5.1.3.2 A single safety lock button, mounted on each operating wheel hub must be provided which will permit moving a carriage in either direction to create a new access aisle when pulled out (unlocked), or locking the carriage when pushed in.

5.1.3.3 The stopping distance for any range must be 2" maximum under any operating or loading conditions.

5.1.3.4 If the width to height ratio exceeds 4 to 1, then the system's rails must have anti-tip channels to prevent tipping as a minimum safety requirement.

5.1.3.5 All chains and gears in the mechanical assist system must be sealed for the protection of all users and all moving parts must not be exposed.



5.2 Tracks / Rails

- 5.2.1 The proposed solution must include roll-pinned joints between the track and rail and these joints must be lapped to provide a homogeneous assembly.
- 5.2.2 The track and rail must be constructed of steel to provide a smooth surface for carriage movement and rails are to be machined on all sides.
- 5.2.3 Each track joint must be supported by two leveller channels to prevent deflection or separation of the track.
- 5.2.4 Levelling screws must be provided to facilitate proper levelling of the track and to ensure smooth operation of the system.
- 5.2.5 The drive shaft mechanism must run the full length of the carriages in order to prevent torqueing and racking in order to maintain a consistent aisle width.
- 5.2.6 The wheels must be double flanged to provide maximum safety by preventing the carriages from derailing. Single centre flanged wheels are not acceptable, nor are roller bearings for a guidance system.
- 5.2.7 Bearings must be completely sealed and shielded with a weight load capacity of 2,200 lbs per bearing.
- 5.2.8 Rails must be capable of carrying a minimum of 1000 lbs per linear foot of carriage.
- 5.2.9 Rail skirts must be utilized wherever rail ends are exposed.
- 5.2.10 The rails must exhibit no movement or deflection during operation of mobile ranges.
- 5.2.11 Tracks must be located and positioned properly, levelled and grouted as needed. The grout must be non-corrosive, non-metallic and non-shrink and must produce a permanent foundation for the system. The grout must be worked under the rail and any voids must be completely filled and trimmed up the sides, flush with the rails.

5.3 Carriages

- 5.3.1 The carriages must consist exactly of welded 12 gauge steel construction, designed and manufactured to support weight without distortion. Galvanized structural components and/or riveted carriages are unacceptable.
- 5.3.2 All carriages must be capable of supporting a minimum load of 453.6 kg (1,000 lbs) per .30 meter without any distortion.
- 5.3.3 Fixed carriages must be of the same construction and height as the movable carriages and anchored to the rails for a complete, homogenous system.
- 5.3.4 When required, bolted carriage splices must be provided to maintain proper unit alignment and weight load distribution.
- 5.3.5 Each carriage must have a minimum of two (2) wheels per rail.
- 5.3.6 Carriage construction must be designed to allow shelving uprights to be securely anchored to the carriages with vibration proof fasteners.



- 5.3.7 Exposed carriage ends on the rear (front being the control end) of carriages must be equipped with a Faced End that closes off the carriage end.
- 5.3.8 All mobile carriages must be fitted with full length sold stress proof steel drive shafts connecting all wheels on the drive side of the carriage with couplings.
- 5.3.9 The carriage straightness must have no more than a ¼" maximum deviation from a true straight line.
- 5.3.10 The drive shaft and wheel assemblies must exhibit no play or looseness over the entire length of the assembly.
- 5.3.11 Carriages must be capable of allowing shelves from CRA's pre-existing shelving system to fit within. The shelving to be re-used by the Contractor is outlined in Annex A-1: Existing Shelving Inventory.

5.4 Mechanical Assist

- 5.4.1 The proposed solution must include a chain and sprocket reduction drive system which is operated by hand using ergonomic 3 spoke handles, allowing for ease of use and movement compared to a single spoke handle.
- 5.4.2 Each moveable carriage must include a continuous drive shaft, driving all wheels.
- 5.4.3 All handles must be equipped with locking indicators, to prevent the carriages from moving when an aisle is being accessed.
- 5.4.4 Multiple rows of shelves must be able to be moved easily and effortlessly at one time. One pound of effort on the handle must move a minimum of 1814.4 kg (4,000 lbs), carriage weight and a maximum of seven (7) turns must open a 915 mm (36 in.) wide aisle.
- 5.4.5 The gearing mechanism of the drive assembly must be easily accessible and able to accept larger or smaller sprockets depending on storage weight changes.
- 5.4.6 The gearing mechanism must be covered by an easily removable panel to provide access for adjustments to the chain tension.

5.5 Shelving and Uprights

- 5.5.1 The shelving units must be able to securely fit boxes with the dimensions of 16" deep x 12" wide x 11" high and the boxes must fit without wasting storage space. The CRA will allow for the proposed floor layout of the Contractor's storage system to include three (3) boxes, per shelf, to be stored on their side (as if they were 16" deep x 11" wide x 12" high. Boxes must not be stacked on the shelves.
- 5.5.2 The shelves must be able to support the weight of a full row of boxes, which when loaded, will have a maximum weight of 20 kg per box.
- 5.5.3 The shelving units must have a maximum height of 90" (from floor level, and including any raised mechanisms).
- 5.5.4 Shelving ranges must be set at a minimum of 5 levels to accommodate boxes.



- 5.5.5 File dividers, centre stops or back stops are not required on the shelving.
- 5.5.6 Shelves must be formed from sheet steel with flanges on all sides and a return hem on front and back flanges.
- 5.5.7 The shelf ends must be formed to clear inside of the upright offset panels.
- 5.5.8 The shelves must be independently adjustable.
- 5.5.9 Anchoring for Fixed Shelving: All reused fixed single-sided shelves supplied through CRA must be anchored securely to the floor. Any floor anchorings must meet the standards of 5.1.1. in Annex A: Statement of Requirement.

6.0 TASKS

The Contractor must provide the following:

6.1 Electronic Drawings of Shelving System

- 6.1.1 The Contractor must provide electronic drawing(s) of the proposed high density mobile shelving system (including the reused mobile and fixed shelving), which must contain the following information: All required dimensions and elevations, the proposed layout of the shelving, the storage capacity of the plan (i.e. the number of standard sized boxes, as per section 4.0, that can be accommodated), and the total floor space occupied.
- 6.1.2 The Contractor must incorporate CRA's reused shelving in the mobile shelving system, and where applicable, can use the fixed shelving units to fill in spaces where a mobile shelving system may not fit. The types and quantities of mobile and fixed shelving are described in Annex A-1: Existing Shelving Inventory of this document.

6.2 Supply and delivery of the products within the timelines specified in deliverable section 9.0;

6.3 Delivery of all components to 145 Hobsons Lake Drive, Halifax, Nova Scotia. The Contractor will be responsible for the dismantling of shelving within the bond room as the project requires, and for any other movement of components within the building.

6.4 Installation of the mobile shelving system along with the reused shelving which must be carried out as follows:

- 6.4.1 The installation must occur in phases, with the existing shelving in Bond Room 333 being dismantled by the Contractor to make room for the mobile units, and with this dismantling being phased in a manner that minimizes disruption to the use of the Bond Room and the materials therein. This is expected to result in at least two phases of construction (assuming two sets of tracked shelving), with a break for bond room inventory boxes to be shifted by CRA to accommodate each phase.
- 6.4.2 The mobile system must be installed by factory certified installers and must be assembled in accordance with the manufacturer's written instructions and as per the electronic drawing(s).
- 6.4.3 The Contractor is responsible to confirm the exact location of where the mobile shelving system will be placed in the room, and that all component parts are available



prior to assembly of the product, and that all anchoring is secure before assembling the mobile shelving system.

6.4.4 All necessary parts and fasteners must be provided with delivery to ensure a proper installation;

6.4.5 Installation is to take place during regular working hours: 07:30 AM to 4:30 PM

6.5 Training of the client on the proper use of the system, including operation of the system, health and safety issues and other general information pertinent to the daily operation of the system. This training must occur prior to CRA's acceptance of the product.

7.0 CLIENT SUPPORT

- CRA will be responsible for moving all existing media from the areas where the installation is to occur.
• CRA will provide access to the loading dock and freight elevator.
• CRA will provide the Contractor with escorted access while on CRA premises when delivering and installing the high density mobile shelving.
• CRA will provide a floor structure in accordance with 5.1.1.1

8.0 CONSTRAINTS

Weight load: Structural bays in the floor of room 333 are reinforced and can accommodate a uniformly distributed load of 7.20 kPa (150 lbs/Sq. ft.). The total shelving system and media cannot exceed this maximum limit. The maximum allowable point load is 800 pounds distributed over a 9 sq.in. base plate; the maximum allowable line load is 750 pounds per foot. Documentation provided with the bids must clearly show the maximum point and line loads of the system proposed when fully loaded.

Wall clearance: Internal standards require that the shelving shall be a minimum of 300 mm to maximum 460 mm (12 to 18 inches) from the interior walls. The standard 460mm (18") clearance from the ceiling is included in the calculation of usable height, above.

9.0 DELIVERABLES and ASSOCIATED SCHEDULE

The Contractor must deliver the following good(s) by the date and at the location specified:

Table with 3 columns: Description of Goods or Component or Item, Delivery Date, Delivery Location. Row 1: High Density Mobile Shelving, Delivery and installation must be completed no later than eight (8) weeks from contract award, Canada Revenue Agency NSTSO 145 Hobsons Lake Drive Halifax, NS



ANNEX A-1: EXISTING SHELVING INVENTORY

CRA has two types of shelving available for reuse.

All units of identified shelving are fixed steel shelving finished in a Beige colour. Units are 18" deep as single-sided shelving, 32.5" deep as double-sided shelving, with 36" wide, 15" deep shelves. Double-sided shelving uses a central double-sided post. Posts are shared between consecutive bays; the configuration of the bays is included to aid in calculating the reuse potential.

A slight majority of the shelving available is Corcan shelving (as outlined in the table below); the remainder (referred to as type 2, as specifics of manufacture are not certain) is similar but slightly different from the Corcan shelving. Where the Corcan shelving has each shelf and supports as a single piece, the type 2 shelving uses separate double-width shelf supports, with clips that the shelves slot down into on each side. Testing has confirmed that this shelving can be used on the Corcan posts, but that because of the nature of the supports each row across must be of the same type of shelving (either Corcan or the unidentified Burnside type), though if necessary you could mix rows of each type across a run of bays as long as each row is consistent.

Type	Shelves	Centre posts (double)	Centre posts (single)
Corcan, stored	286	26	31
Corcan, installed	204	13	
Type 2 shelving, installed	408	44	
Total	898	83	28

Constraint: Pallets cannot be transported beyond the loading bay/initial warehouse at Hobson's Drive; any materials on pallets will have to be removed there for transportation to the Bond room for assembly.



ANNEX A-2 - PICTURES OF EXISTING SHELVING

Single-Sided units (10th floor units shown):



Double-sided units (Units stored in Burnside shown prior to disassembly):





Disassembled units (Units stored in Burnside shown after disassembly):





ANNEX A-3: FLOOR PLAN

The Floor Plan for Bond Room 333 will be provided in a separate document.



ANNEX B - BASIS OF PAYMENT

The Contractor will be paid firm lot prices for the supply, delivery and installation of the goods as described in Annex A: Statement of Requirement, and as set out in the Basis of Payment Table below, DDP (**Nova Scotia TSO, 145 Hobson's Lake Drive, Halifax, Nova Scotia**). Customs duty is included, if applicable; and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable, in accordance with the Method of Payment and Invoicing Instructions clauses identified herein.

NOTE TO BIDDERS: TABLE TO BE COMPLETED AT TIME OF AWARD BASED ON THE SUCCESSFUL BIDDER'S PROPOSAL.

ITEM	DESCRIPTON	UNIT OF ISSUE	LOT PRICE
1	The supply of high density mobile shelving system as described in Annex A: Statement of Requirement.	Lot	\$XXX.XX
2	Total all-inclusive cost for the transportation and delivery of a new mobile shelving system.	Lot	\$XXX.XX
3	Total all-inclusive cost for the dismantling (where required) of the CRA's pre-existing shelving as described in Annex A: Statement of Requirement.	Lot	\$XXX.XX
4	Total all-inclusive installation charges for the installation of the mobile shelving system which incorporates pre-existing shelving, as per Annex A: Statement of Requirement. Regular Installation to be completed during working hours from 07:30 AM to 4:30 PM, Monday to Friday inclusive.	Lot	\$XXX.XX
SUB-TOTAL LOT PRICE (ITEMS 1+2+3+4):			\$XXX.XX
TAXES:			\$XXX.XX
TOTAL PRICE:			\$XXX.XX

ALL PAYMENTS ARE SUBJECT TO GOVERNMENT AUDIT.