



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Furniture Division/Division des ameublements  
11 Laurier St. / 11, rue Laurier  
6B1, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> TRAINING TABLES	
<b>Solicitation No. - N° de l'invitation</b> B8114-170240/A	<b>Date</b> 2017-01-26
<b>Client Reference No. - N° de référence du client</b> B8114-170240	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-981-72312	
<b>File No. - N° de dossier</b> pq981.B8114-170240	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-03-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacIsaac, James	<b>Buyer Id - Id de l'acheteur</b> pq981
<b>Telephone No. - N° de téléphone</b> (819) 639-4357 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 SECURITY REQUIREMENTS .....	2
1.2 STATEMENT OF WORK <i>OR</i> REQUIREMENT .....	2
1.3 DEBRIEFINGS .....	2
1.4 TRADE AGREEMENTS .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>2</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	2
2.2 SUBMISSION OF BIDS .....	2
2.3 ENQUIRIES - BID SOLICITATION .....	3
2.4 APPLICABLE LAWS .....	3
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>3</b>
3.1 BID PREPARATION INSTRUCTIONS .....	3
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>5</b>
4.1 EVALUATION PROCEDURES .....	5
4.2 BASIS OF SELECTION .....	6
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>6</b>
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	7
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>8</b>
6.1 SECURITY REQUIREMENTS .....	8
6.2 STATEMENT OF WORK <i>OR</i> REQUIREMENT .....	8
6.3 STANDARD CLAUSES AND CONDITIONS .....	8
6.4 TERM OF CONTRACT .....	8
6.5 AUTHORITIES .....	9
6.6 PAYMENT .....	10
6.7 INVOICING INSTRUCTIONS .....	10
6.8 INSURANCE .....	10
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	10
6.10 APPLICABLE LAWS .....	11
6.11 PRIORITY OF DOCUMENTS .....	11
6.12 <i>SACC MANUAL</i> CLAUSES .....	11
6.13 INSTALLATION SERVICES .....	11
6.14 POST INSTALLATION PROCEDURES .....	11
6.15 DEFICIENCY PROCEDURES .....	11
<b>ANNEX "A" .....</b>	<b>14</b>
STATEMENT OF REQUIREMENT .....	14

---

## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with the requirement.

### 1.2 Statement of Requirement

On behalf of Immigration Refugees and Citizenship Canada, Public Works Government Services Canada has a requirement to supply, delivery and install training tables in Gatineau, Quebec in accordance with the requirement at Annex A.

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.4 Trade Agreements

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003 (2016-04-04), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

## 2.3 Enquiries - Bid Solicitation

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

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

## 2.4 Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

Solicitation No. - N° de l'invitation  
B8114-170240/A  
Client Ref. No. - N° de réf. du client  
B8114-170240

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
PQ981  
CCC No./N° CCC - FMS No./N° VME

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Bid

1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing Schedule detailed in the chart below. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.

1.2 Bidders must submit their total firm lot price Delivered Duty Paid (DDP) destination; Canadian Customs duties and excise taxes included, as applicable; and GST or HST excluded.

1.3 When preparing their financial bid, bidders should review part 6, The Basis of Payment and Clause 1.2, Financial Evaluation, of Part 4.

1.4 SACC Manual Clauses: C3011T (2013-11-06) Exchange Rate Fluctuation

#### 1.5 Pricing Schedule

Pricing Schedule	
Bidders are to bid a total firm lot price for the supply, delivery, and installation of 15 Training Tables for Immigration Refugees and Citizenship Canada as detailed in Annex A herein.	
Training Tables - Single	
Series Offered:	
15 Training Tables 24"X48"	\$ _____
15 Training Tables 30"X48"	\$ _____
<b>TOTAL FIRM LOT PRICE in Canadian Funds, GST/HST excluded</b> (to include all requirements in Annex A)	\$ _____
<b>GST or HST:</b>	\$ _____
<b>GRAND TOTAL:</b>	\$ _____

**No other pricing is to be bid**

### 3.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

### Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Item	Mandatory Requirement	Page reference or location within the proposal
M1	<p>MTS1.1</p> <p>The Bidder must submit a product listing of the products proposed for this solicitation. As a minimum, the product listing must contain the following:</p> <ul style="list-style-type: none"><li>- Series Name</li><li>- Model number</li><li>- Short description of the product</li></ul> <p>MTS1.2</p> <p>To demonstrate MTS1.1 the Bidder must submit the above in hard copy format.</p>	
M2	<p>The Bidder must provide a minimum of 5 wood grain colour samples of its high-pressure laminate and a minimum of 3 metal paint finishes.</p>	
M3	<p>The Bidder must submit documentation on the manufacturer's environmental program, including:</p> <ul style="list-style-type: none"><li>a) Environmental policy statement on company letterhead or equivalent published material; and</li></ul>	

Item	Mandatory Requirement	Page reference or location within the proposal
	b) Dated reports, within the last three years from the date of bid closing, on the outcomes of the manufacturer's environmental management initiatives showing a reduction or elimination of the impacts of its operations on the environment.	
<b>M4</b>	<p>If the Bidder is not the manufacturer of the products offered but is submitting a bid offering the products of a manufacturer, the Bidder must:</p> <ol style="list-style-type: none"><li>1. Be an authorized dealer of the manufacturer for the products offered; and</li><li>2. Submit a letter of authorization from each manufacturer whose products are being offered.</li></ol> <p>The letter must:</p> <ol style="list-style-type: none"><li>a) Be signed by an authorized representative of the manufacturer and be under the letterhead of the manufacturer;</li><li>b) List the Series name of the product being offered; and</li><li>c) Confirm that the Bidder is in fact an authorized dealer for the Series of the product being offered in the letter.</li></ol>	

#### 4.1.2 Financial Evaluation

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

Evaluation of Price - The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP destination, Canadian customs duties and excise taxes included.

#### 4.2 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.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

---

## 5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.1.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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

### 5.1.3 Product Conformance

Bidders are to complete the certification for the products being proposed for this solicitation. The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of, and meet the testing requirements detailed in Annex A.

---

Bidder's Signature

---

Date



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

There is no security requirement associated with this requirement.

### 6.2 Statement of Requirement

This requirement is for the supply, delivery and installation of training tables for Immigration Refugees and Citizenship Canada in Gatineau, Quebec in accordance with the requirement at Annex A.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

**DELETE:** The warranty period will be twelve (12) months

**INSERT:** The warranty period will be ten (10) years with the exception of user adjustable components, which must have a warranty of five (5) years.

**Section 9 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:**

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received by March 31, 2017 or best proposed date.

#### 6.4.2 Delivery Points

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

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: James MacIsaac  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
11 Laurier St.  
Gatineau, Quebec, K1A 0S5

Telephone: 819-639-4357  
E-mail: [james.macisaac@tpsgc-pwgsc.gc.ca](mailto:james.macisaac@tpsgc-pwgsc.gc.ca)

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

##### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_ (Will be identified upon contract award)  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

##### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_ (Will be identified upon contract award)  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
B8114-170240/A  
Client Ref. No. - N° de réf. du client  
B8114-170240

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
PQ981  
CCC No./N° CCC - FMS No./N° VME

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, for a cost of \$ \_\_\_\_\_ (to be inserted at Contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### **6.6.2 Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

## **6.7 Invoicing Instructions**

6.7.1 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.

Invoices must be distributed as follows:

6.7.2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.8 Insurance – No Specific Requirement (G1005C)**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

---

## 6.9.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04);
- (c) Annex A, Statement of Requirement;
- (d) the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

## 6.12 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations  
B7500C (2006-06-16) Excess Goods

## 6.13 Installation Services

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

- 
1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
  2. Unpack all pieces and inspect products for shipping damage;
  3. Install all products in accordance with the manufacturer's specifications;
  4. Ensure all other products function properly and make minor adjustment/repairs;
  5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
  6. Clean the products once installed;
  7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;
  8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

#### **6.14 Post installation Procedures**

The Contractor must adhere to the following Post installation procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

#### **6.15 Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

5. The Contractor must notify the Project Authority when the installation is completed;
6. The Project Authority must arrange for the inspection with the Contractor;
7. The inspection must take place no later than three business days after installation is completed;

8. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
9. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
10. The deficiency list must be forwarded by the Project Authority to the Contractor;
11. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
12. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
13. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## **ANNEX "A"**

### **STATEMENT OF REQUIREMENT**

## **Training Tables**

### **1.0 SCOPE**

- 1.1 The requirement is for the supply, delivery and installation of thirty (30) flexible training tables that allow for training with technology as well as traditional classroom set-up. The requirement is to obtain training tables that allow for two (2) computer monitors to drop down into each table. This will allow instructors to have a proper line of sight between them and the class, as computer monitors often partially block the view. This solution will also allow for extra room on each table for activities and exercises when the technology is not required, and allows the rooms to be truly multi-functional (technology enabled and tech free when required). The method of operation is to be electric.
- 1.2. The contractor is responsible for supplying all necessary accessories (trim, hardware supports, etc.).
- 1.3. Products do not need to be from the same manufacturer.
- 1.4. All products must be new.

### **2.0 REFERENCES**

- 2.1 American National Standards Institute (ANSI)/BIFMA International
  - 2.1.1 ANSI/BIFMA X 5.5- Desk/Table Products - Tests
- 2.2 Canadian General Standards Board (CGSB)
  - 2.2.1 CAN/CGSB 44.227- Freestanding Office Desk Products and Components

NOTE: Reference to the above publications, or test methods, is to the latest issue.

### **3.0 TEST REQUIREMENTS**

- 3.1 All table products and components offered under this solicitation must meet the acceptance criteria provided in ANSI/BIFMA X5.5, and CAN/CGSB 44.227 when tested in accordance with the appropriate tests from the referenced standards and purchase description.
- 3.2 All ANSI/BFMI tests only must be completed at an acceptable testing facility. An independent testing laboratory and a company owned laboratory are acceptable' provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.
- 3.3 Test reports must be not more than five (5) years old at the time of submittal.

---

#### 4.0 TERMINOLOGY

- 4.1 DVD - Digital Video Disc software equipment/player.
- 4.2 VESA - Is an international non-profit corporation which supports and sets industry-wide standards for the PC, workstation and consumer electronics industries.
- 4.3 VESA Monitor arm guideline - Mounting plate interface that has a six-hole mounting methodology.

#### 5.0. GENERAL REQUIREMENTS FOR TRAINING ROOM TABLES

- 5.1 **Quality of Workmanship:** The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability, or safety. When assembled in all possible configurations there must be no visible unfinished edges or surfaces, other than stainless steel. Metal edges, corners and parts with which the user is intended to come in contact, must have rounded corners or be covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warpage.
- 5.2 **Cord and Cable Management:** Tables must provide wire management to accommodate cords and cables for one (1) PC and two (2) monitors. Access to wires from front or rear of modesty panel.
- 5.3 **Welds:** All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 5.4 Work surfaces must have radius corners and square edges.
- 5.5 **Safety:** Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 5.6 The tolerance for all dimensions except height must be +/- 25.4mm (+/- 1") unless otherwise specified and where edge shapes preclude.
- 5.7 **Hidden Monitor Storage:** Table must have a hidden monitor storage opening minimum of 1067 mm (42") and a maximum of 1118 mm (42") to accommodate two (2) flat-screen displays, keyboard, and mouse, which will all be stored away inside the desk when not in use. Flat-screens, keyboards and mice must be stored into the modesty panels as screens are lowered, lids must close automatically and all must be electrically controlled.
- 5.8 **Supports:** All tables to have its own supports. Legs are not to be shared in table configurations. Metal legs must be C-legs or T-legs and compatible with vertical wire management.
- 5.9 **Glides:** All primary supports with levelling mechanism must provide an adjustment of not less than 25.4mm (1").
- 5.10 **Keyboard/Mouse:** Keyboard, and mouse to be stored away inside the Hidden Monitor storage.
- 5.11 **Modesty Panel:** Must come complete with hardware and cable tray. Full height or partial height modesty panel to run width of table and must not interfere with hidden monitor storage.



5.12 **Wireless Remote Control:** All Hidden Monitor Storage must be linked so that a master wireless remote control can raise or lower the Hidden Monitor Storage on all desks at once.

5.13 **Configuration:** All tables must have the ability to butt against one another.

5.14 **Finishes:** Horizontal surfaces must be constructed of high pressure laminate of wood grain color complete with PVC edge. Vertical surfaces and supports must be constructed of metal or laminate.

## 6.0 DETAILED REQUIREMENTS FOR TRAINING ROOM TABLES

6.1 Table substrate must be minimum 25.4mm (1") thick.

6.2 **CPU Holder:** Must hold a CPU approximately sized 178mm (7") W x 432mm (17") D x 406mm (16") H and must be a minimum of 102mm (4") off the floor for cleaning purposes.

6.3 **Cord and Cable Management:** Horizontal wire management to run the length of the table and be hidden. Must accommodate wires for 1 PC's and 2 monitors. Access to wires must be from front or rear of modesty panel.

6.4 **Monitor Arm:** Arm must allow for the two (2) monitors to be completely hidden below the work surface. When monitors are in the lowered position, full work surface is to remain continuous and monitor arm is to be concealed on all sides below desk to prevent damage. When monitor arm is above work surface, maximum desk space to be retained between monitor and front edge of desk. Monitor arm must incorporate a vertical tilt adjustment. Mounting plates must be VESA compliant.

6.5 Table work surface for room 4A015 must be rectangular with a size of 610mm (24") in depth and 1219mm (48") in length. The tolerance for the work surface depth and length is -12.7 mm (-1/2").

6.6 Table work surface for room 4A012 must be rectangular with a size of 762mm (30") in depth and 1219mm (48") in length. . The tolerance for the work surface depth and length is -12.7 mm (-1/2").

## 7.0 DETAILED REQUIREMENTS FOR FINISHES

7.1 Horizontal surfaces must meet the performance requirements for high pressure laminate as stated in CAN/CGSB-44.227-Table 1.

7.2 Vertical surfaces and supports must meet the performance requirements for finishes as stated in CAN/CGSB-44.227- Table 1.

7.3 **Deflection:** The horizontal work surface must meet the deflection requirement for work surfaces as stated in CAN/CGSB-44.227- par. 6.1.1.

7.4 Five (5) wood grain laminate cards for the horizontal surface and three (3) laminate or three (3) metal finishes for the vertical surfaces must be available upon submission of the bid.

## 8.0 MARKING

8.1 In addition to the labelling requirement stated in CAN/CGSB-44.227-2008, all freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.