



**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

Title - Sujet Office Furniture/mobilier de bureau	
Solicitation No. - N° de l'invitation 45045-160050/B	Date 2017-02-22
Client Reference No. - N° de référence du client 000009051	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-978-72543	
File No. - N° de dossier pq978.45045-160050	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-03-06	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Vlahos, Helen	Buyer Id - Id de l'acheteur pq978
Telephone No. - N° de téléphone (613) 220-8951 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: STATISTICS CANADA Shipping & Receiving 170 TUNNEYS PASTURE DRIVEWAY JEAN TALON BLDG PARKDALE AVENUE LOADING DOCK OTTAWA Ontario K1A0T6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Requirement

The Department of Public Works and Government Services Canada (PWGSC), on behalf of Statistics Canada has a requirement for the supply, delivery, and installation of bases and sit stands mechanism. The Contractor must provide the items detailed at Annex "B" Basis of Payment in accordance with the Requirement at Annex "A".

1.3 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#) of the *Supply Manual*.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Further to Article 1802 of the [Agreement on Internal Trade](#) (AIT), AIT does not apply to this procurement.

1.4 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.

1.5 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 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.

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)
- Section IV: Additional Information (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), 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

4.1.1.1.A. Mandatory Technical Specifications Criteria (MTSC)

MTSC1	MTSC1: The Bidder must certify that all the products offered at Annex B – Basis of Payment conform to the specifications detailed in Annex A - Requirement. MTSC1.2: To demonstrate MTSC1, the Bidder must sign and date the Product Conformance certification clause in accordance with Part 5 - Certifications of this solicitation.
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4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

	Mandatory Financial Criteria
MF1	MFC 1 The Bidder must submit firm prices (including delivery and installation fees) Bidders must submit their pricing in accordance with Part 3 Financial Bid of this solicitation in hard copy. Prices must appear at Annex B Basis of Payment – Pricing Schedule only .

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

5.1.2.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

5.1.3 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Bidder must check the applicable box below:
 - i. ☐ The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. ☐ The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
 - i. ☐ The Aboriginal business has fewer than six full-time employees.
OR
 - ii. ☐ The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Signature of owner and/or employee

Printed name of owner and/or employee

Date

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

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5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list at the time of contract award.

5.2.3 Product Conformance

The Bidder certifies that all the products proposed conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A - Requirement.

Supplier'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

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Department of Public Works and Government Services Canada (PWGSC), on behalf of Statistics Canada, has a requirement for the supply, delivery and installation of Benches and sit stands. The Contractor must provide the items detailed at Annex "B" Basis of Payment 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 09 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.

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6.4 Term of Contract

6.4.1 Delivery Date

While delivery is requested by March 31, 2017, the best delivery that could be offered is _____.

6.4.2 Delivery Points

Delivery of the requirement will be made to:
Address: Shipping/Receiving, Jean-Talon Building
Floor B1 W21
Parkdale Ave Loading Dock
170 Tunney's Pasture Driveway
Ottawa, ON, K1A 0T6
Tel: 613-720-7388

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Helen Vlahos
Title: Supply Specialist
Public Services and Procurement Canada
Furniture & Office Supplies Division
11 Laurier St, Gatineau, QC

Telephone: 613-220-8951
E-mail address: helen.vlahos@pwgsc-tpsgc.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: _____
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.

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6.5.3 Contractor's Representative

Name: _____
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, as specified in Annex B – Basis of Payment for a cost of \$ (To be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.7 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 on the invoice is completed.

2. The contractor is requested to provide invoices in electronic format to the Contracting Authority and Procurement Authority unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.

3. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the consignee for acceptance and payment at the following address:

Financial and Administrative Services Division (FASD)
RH Coats Building, Finance Counter (RHC 7A)
100 Tunney's Pasture Driveway, Ottawa, ON K1A 0T6
statcan.financecounter-comptoirfinance.statcan@canada.ca

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

(c) One (1) copy must be forwarded or e-mail to the Project Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 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.

6.8.2 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

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) General Conditions - Goods (Medium Complexity) 2010A (2016-04-04);
- (c) Annex A, General Statement of Requirement;
- (d) Annex B, Basis of Payment-Pricing Schedule;
- (e) Annex C, to part 3 of the Bid Solicitation – Electronic Payment Instrument
- (f) the Contractor's bid dated _____ (*insert date of bid*).

6.11 SACC Manual Clauses

SACC Reference	Title	Date
A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Good	2006-06-16
G1005C	Insurance	2016-01-28

6.12 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.

6.13 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;

6.14 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

1.0 SCOPE OF WORK

1.1 The Department of Statistics Canada has a requirement for the supply, delivery, and installation of bases and sit stands mechanisms.

2.0 GENERAL REQUIREMENTS

2.1 All products must be new and be the manufacturer's standard product.

2.2 The Contractor is responsible for supplying all necessary hardware attachments to allow for a complete installation by the end user.

2.3 All packaging must be designed to minimize waste (e.g. bulk, reusable) and must be reused, recycled and/or recovered.

2.4 All products must meet CAN/CGSB-04.227-2008.

2.5 All products must meet ANSI/BIFMA X5.5-2008.

2.6 All products must meet ANSI/BIFMA e3-2011e Furniture Sustainability Standard, Minimum Level 1 or SCS-EC10.2-2007 Indoor Advantage Gold or Greenguard Gold. Certification must be submitted with the bid package.

3.0 REFERENCES

3.1 Canadian General Standards Board (CGSB)

3.2 American National Standards Institute (ANSI) / Business and International Furniture Manufacturers Association (BIFMA International)

3.3 Reference to the above publications, or test methods herein, is to the latest issue.

4.0 PERFORMANCE REQUIREMENTS

4.1 The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.

4.2 External surfaces must be smooth and all edges must be clean and well finished. All surfaces must be free from sharp edges, burrs and any other hazards to safety.

4.3 All components must be level and square.

5.0 TEST REQUIREMENTS

5.1 All ANSI/BIFMA and CAN/CGSB tests must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as a Standards Council of Canada, A2LA (American Association for Laboratory Accreditation), or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance program.

6.0 PRODUCTS

6.1 Electric Height

6.1.1 Height range: 24.5" - 50" from the floor to the top of a 1" worksurface

6.1.2 Standard silver base finish (black, white and custom colors available by special order)

6.1.3 Available in two-leg or three-leg configurations with 23" C-feet

6.1.4 Post middle foot for three-leg configurations

6.1.5 Speed: up to 1.5" per second

6.1.6 Weight capacity: 225 lbs load capacity (330 lbs. for 3-leg)

6.1.7 Power usage: standby 0.5 W / in use 200 W

6.1.8 Sound level: approx. 50 dB

6.1.9 Certifications: UL, CE

6.1.10 Environmental: LEED MR 4.2, ID 1.1-1.4 eligible; worksurfaces Greenguard certified

6.1.11 Warranty: 10 years (electrical 2 years) - See more at: <https://www.ise-group.com/products/height-adjustable-tables/ascent/ascent-electric-245-50/#sthash.b7cA86e8.dpuf>

6.1.12 Electric motors in each leg provide quiet and effortless adjustment

6.1.13 Anti-collision function automatically stops the table to prevent damage

6.1.14 Sleek C-leg table with low profile foot design

6.1.15 Two-leg and three-leg configurations in stock in silver

6.1.16 Digital display, 4 position memory switch as standard

6.1.17 Crossbar-free design provides maximum knee clearance

6.1.18 Unique frame design accommodates full-track adjustable keyboard systems without spacers

6.1.19 Adjustable width frame to fit tops from 48" - 84" wide

6.1.20 Available as base only or complete desk - See more at: <https://www.ise-group.com/products/height-adjustable-tables/ascent/ascent-electric-245-50/#sthash.b7cA86e8.dpuf>

6.2 Fixed Height

6.2.1 Matching finishes and look of RISE electric tables

6.2.2 The unique frame design accommodates an adjustable keyboard system without spacers

6.2.3 Available in a wide range of configurations, including 2-leg and 3-leg tables

6.3 Additional Specifications

6.3.1 Fixed height set at 29.5" from the floor to the top of a 1" worksurface

6.3.2 Width adjustable base allows one SKU to fit a large number of worksurface sizes

6.3.3 Available in silver, white and black

6.3.4 Certifications: ANSI/BIFMA

6.3.5 Environmental: LEED MR 4.2, ID 1.1-1.4 eligible, worksurfaces Greenguard certified

6.3.6 Warranty: 10 years

6.4 Frame Unit Supports/ Hardware for benches

6.4.1 56x36 frame unit, 36"h x 56"

6.4.2 6012 Painted steel shelf 60"x12"

6.4.3 1201 pairs of shelf supports 12"x01"

6.4.4 2812 Painted steel tilt able shelf, 28"x12"

7.0 DELIVERY POINT

7.1 Goods must be delivered to the following location:

170 Tunney's Pasture Drive
Shipping and Receiving , Parkdale
Avenue Loading Dock
Ottawa ON K1A 0T6

The Contractor is to advise the delivery schedule with the Project Authority at least 48 hours in advance of accessing the delivery destination.

8.0 CANADA'S FACILITIES TO ACCOMMODATE THE DELIVERY

8.1 Loading dock: Accommodate all vehicles (53' trailers, small vans etc...)

8.2 Lift: Scissor lifts to ground 10,000 lbs capacity

8.3 Door: 53'1" or 3.9 meters clearance

8.4 Freight Elevator: At Statistics Canada | 170 Tunney's Pasture Driveway, Ottawa ON K1A 0T6 (beside loading dock B1W18)

ANNEX "B" - BASIS OF PAYMENT

Item	Description	Proposed Item	Quantity	Firm Unit Price	Extended Total (Quantity x Firm Unit Price)
1	Electrical Height-Height range: 24.5"-50" from the floor to the top of a 1" work surface(please see annex A for more details)		24		
2	Fixed Bases-Matching finishes and look of RISE electric tables(Please see annex A for more details)		4		
3	Frame Unit Supports/Hardware for Benches		28		
4	Delivery				
5	Installation				
Total Evaluated Price* (Sum of Extended Totals)					
Applicable Taxes					

* "Total Evaluated Price" will become "Contract Price" at contract award.

- **Installation to be done after regular work hours: 17:00 to 24:00**

Solicitation No. - N° de l'invitation
45045-160050/B
Client Ref. No. - N° de réf. du client
45045-160050

Amd. No. - N° de la modif.
File No. - N° du dossier
pq978. 45045-160050

Buyer ID - Id de l'acheteur
PQ978
CCC No./N° CCC - FMS No./N° VME

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)