

REQUEST FOR BID

1. This Request for Bid document is issued for major product categories pursuant to PWGSC Supply Arrangement (SA) # E60PQ-140003/A and covers a requirement from the following Product Category(ies) of the SA:
 - Product Category 1 - Interconnecting Panels and Freestanding Systems;
 - Product Category 2 - Freestanding Height Adjustable Desk/Table Products;
 - Product Category 5 – Ancillary and Lighting Products
 - Product Category 6 – Collaborative Furniture
2. Environment and Climate Change Canada has a requirement for the purchase, delivery and installation of office furniture to 1238 Discovery Avenue, Kelowna V1V 1V9 by June 2017.
3. This Request for Bid covers a requirement to be solicited amongst the General Stream of Suppliers (SA holders).
4. This requirement is subject to the Agreement on Internal Trade (AIT), the North American Free Trade Agreement (NAFTA), the Canada-Columbia Free Trade Agreement and the Canada-Chili Free Trade Agreement. The estimated value of the purchase is in the range of \$75,000.00 to \$90,000.00 (GST excluded).
5. The bid solicitation is also open to suppliers who are not Supply Arrangement (SA) holders. In order for new suppliers to bid on this solicitation, the new supplier must first qualify for a SA. The process to qualify for a SA is detailed in RFSA # E60PQ-140003/B and can be found on the Government Electronic Tendering Service (GETS - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>). Canada is not required to delay the award of a resulting contract pending the evaluation of an arrangement and issuance of a SA by the PWGSC Supply Arrangement Authority.
6. There is no security requirement associated with the requirement.

Contractor may be escorted; possession of security clearance not required.

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

For additional information, consult the Request for Bid document.



REQUEST FOR BID

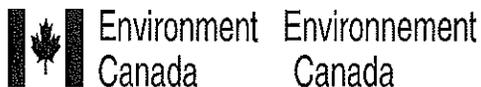
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FURNITURE FOR WORK SPACES

Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Angelina Garcia Contracting Authority Environment Canada 201 – 401 Burrard Street Vancouver, BC V6C 3S5 Tel: 604-664-9116 Fax: 604-713-9867 Email: Angelina.Garcia@canada.ca
Closing Date / Time	11 April 2017 1400 hrs P.S.T.

No of Page/

N° de page _____

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

Environment Canada
201 – 401 Burrard Street
Vancouver, BC V6C 3S5

STANDARD REQUEST FOR BID**INVITATION A SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ

Solicitation No. - N° de la demande	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande

Address inquiries to – Adresser toute demande de renseignement à :

Angelina Garcia
Contracting Authority
Environment Canada
201 – 401 Burrard Street
Vancouver, BC V6C 3S5
Tel: 604-664-9116
Fax: 604-713-9867
Email: Angelina.Garcia@canada.ca

Destination

Environment and Climate Change Canada
The University of British Columbia – Okanagan Campus
1238 Discovery Avenue
Kelowna, BC V1V 1V9

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of supplier (type or print)

Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.

Step 2. Competitive or Non-Competitive

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB**Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Angelina Garcia Contracting Authority Environment Canada 201 – 401 Burrard Street Vancouver, BC V6C 3S5 Tel: 604-664-9116 Fax: 604-713-9867 Email: Angelina.Garcia@canada.ca
RFB Closing - Submit Bid: Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. 2017.04.11 b. 14:00 hours PST
To physical location (if applicable)	Environment Canada 201 – 401 Burrard Street Vancouver, BC V6C 3S5
To e-mail address (if applicable)	Angelina.Garcia@canada.ca

RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority five business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	5 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
	a	<input checked="" type="checkbox"/> Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
	b	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Angelina Garcia
	Title:	Procurement and Contracting Officer
	Department/Agency/Crown Corporation:	Environment Canada
	Address:	201 – 401 Burrard Street, Vancouver, BC V6C 3S5
	Telephone No.:	604-664-9116
	Facsimile No.:	604-713-9867
	E-mail address:	Angelina.Garcia@canada.ca
4.2	Project Authority [To be left blank for RFB. IU to complete only when awarding contract]	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 10 below.	
5.	Payment	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	Invoicing (optional)	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: Environment and Climate Change Canada Pamela Vadori Regional Manager, Facilities West and Northern Region	
	Address: 9250 49 Street NW Edmonton, AB T6B 1K5	

ANNEX A REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

The requirement includes the following category (ies) of work (*check applicable box(es)*):

Category 1 – Interconnecting Panels and Freestanding Systems

Floor plans included in this RFB package.

Category 2 – Freestanding Height Adjustable Desk / Table Products

Category 2 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

Category 5 – Ancillary and Lighting Products

Category 6 - Support Space – Collaborative Furniture

Category 6 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

2. GoCUID identification and/or floor plan(s)

Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category(ies) _____.

Floor plan(s) are used for information

Refer to Annex A article 4 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: _____ (*to be completed by IU at contract award*)

3. Product and Pricing Tables

2.1 General Specifications

If no same or substantially similar product is available on a Standing Offer or Supply Arrangement (SA), please propose as a separate alternative price and alternative product; and include all furniture specifications that differ from the specified requirements for that furniture.

2.2 Standards

2.1.1 Government of Canada Workplace 2.0 Fit-up Standards

The Contractor shall read and understand the *Government of Canada Workplace 2.0 Fit-up Standards please see references at: <http://www.tpsgc-pwgsc.gc.ca/biens-property/mt-wp/mt-wp-eng.html>*

To request a copy, please email: Amenagement.Fitup@tpsgc-pwgsc.gc.ca

2.1.2 Other Standards

The Contractor must meet or exceed the ECCC Facilities site's safe working policies and comply with site and departmental security policies. This includes a requirement to sign in and out through site security services.

The Contractor shall comply with the British Columbia (BC) Health and Safety Act and WHMIS Regulation, the BC Occupational Health and Safety Act and Regulations for Construction Projects, the BC Ministry of Labour (MOL) notices, the Canada Labour Code Part II, the Electrical Inspection Authority (EAS) directives and notices, Federal and Provincial Building and Fire Codes, the District of North Vancouver building permit inspections.

The Contractor shall have and maintain current their company Health and Safety Plan and Training Program including their Zero Energy (lock-out and tag-out) Policy and Procedures.

2.3 Tasks

The Contractor shall perform and complete the following tasks:

2.3.1 Delivery and Installation Schedule

- Provide a delivery and installation schedule, within the outlined dates provided in Section 2.1 and 2.2.

2.3.2 Finish Selections

- Assist in completion of finish selections if requested by ECCC Project Manager
- Send/Provide two copies of samples of all finishes requiring final selection within three days of contract award.
- One set of finish samples is to be delivered to ECCC Project Manager:

Attn: Pam Vadori
9250 49 Street NW
Edmonton, AB T6B 1K5

The second set of finish samples is to be delivered to the site client:

Attn: Dan Antunes
1238 Discovery Avenue
Kelowna, BC V1V 1V9

2.3.3 Supply and Install Furniture

- Delivery and some installation is to occur during normal business hours. Installation of interconnecting panels, worksurfaces and storage is to occur outside normal business hours.
- Provide names of installers in advance of delivery and installation.
- The site has Main Entrance at Upper Level and Lower Level is accessed by a single passenger elevator. There is also a Lower Level loading bay with at level overhead doors. This loading bay is occupied by some scientific equipment and therefore prior arrangements must be made and some care must be taken when using this space to deliver and remove material at the site.
- Installation is to be completed as outlined in Section 2.0 Period of Performance
- Installation includes attaching existing client monitors to Dual Monitor Mounting Arms.

2.3.4 Installation Supervisor

- Ensure there is an Installation Supervisor on-site at all time during installation activity for co-ordination of all installation activities.

2.3.5 Co-ordination with Cabling and/or Electrical Contractors

- Ensure there is safe, efficient and effective coordination if and as necessary between furniture installation, cabling and energizing of interconnecting panel system.

2.3.6 Deficiency follow-up

- Deficiencies are to be identified by the client and followed up and corrected by the installers in accordance with Furniture NMSO standards.

2.4 Appendices

Appendix A – MWO-Furniture Plan
Appendix B – Cabling & Electrical Sketch
Appendix C – Architectural Construction Set
Appendix D – Construction Plan Excerpt
Appendix E – MWO Kelowna - Furniture Summary

2.5 Resulting Contract's Data Requirements List

Item No.	Data Item	Deliverable Format	Frequency
1.	Samples	Finishing samples provided to each the ECCC Project Manager and to the site client, as outlined in 4.1.	Within 3 days of Contract Award.
2.	List of delivery and installation employee names	1 electronic copy listing the first and last names of the employees provided delivery and installation to the project site, to the ECCC Project Manager	At least one week prior to delivery.
3.	Schedule of Delivery and Installation	1 electronic copy listing the delivery schedule and the installation schedule, as per the timeframes outlined in 2.1 and 2.2, to the ECCC Project Manager	Upon contract being awarded.
4.	Complete drawing set outlining "As-built" furniture layout	2 electronic copies, 1 CAD format, 1 Adobe Reader compatible .pdf format	Upon completion of furniture installation
5.	Warranty documentation		Upon completion of furniture installation
6.	Any Relevant User Manuals		Upon completion of furniture installation

Bidder to complete: Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 9 and 10. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

CATEGORY 1 – INTERCONNECTING PANELS AND FREESTANDING SYSTEMS

1.2.1 Interconnecting panels

Please see Appendix A for proposed furniture plan and Appendices C and D for Architectural drawings and construction plan excerpt showing dimensions.

Interconnecting panels and Workstation Components are to follow the Government of Canada's Workplace 2.0 fit-up standards (information can be found in Section 3.3.1). Workstation sizes are illustrated in Appendices A, B, and D.

Interconnecting panels will be approximately 1370mm (54") high for seated privacy.

1.2.2 Interconnecting panel Power and Cabling Poles and Wire Management

A sufficient number of system compatible power/cable management poles are to be included in the quote to supply each workstation with electrical power (three duplex power outlets), phone line connection and up to two network connections. Please see Appendices A and B for furniture plans showing layout, dimensions and proposed locations for power and IT/telecom outlets in each workstation.

The power/cable management poles must have a metal divider that separates power cabling from IT/telecom cabling. Cableways inside poles and panels where cabling is to be pulled must be smooth and free of any sharp edges that could damage cables.

ELECTRICAL AND LAN OUTLETS ARE TO BE PROVIDED AT THE PANEL BASE. (The intention is to have a sit-to-stand height adjustable worksurface in each workstation which would be better fed from panel bases).

1.2.3 Interconnecting Panel Finishes/Skins

All panels are required to be fabric surfaces on both sides from the base to approximately 1065mm (42") considered worksurface privacy height.

In addition, panel system should be able to provide four (4) options for panel surfaces above worksurface privacy height to seated privacy height – that is, between approximately 1065mm (42") and 1371mm (54"):

- fabric to match surface below (in which case the panel can be a full monolithic fabric panel if more cost effective)
- clear glazing (C)
- frosted or translucent glazing (T)
- dry erase whiteboard (WTBRD)

Please see drawing in Appendix A for locations of each surface type required. If not indicated on the drawing, please assume it to be fabric.

Table 1 – Product (Only applicable for Scenario A procurements)

Section A - IU REQUIREMENT						Section B – SUPPLIER'S BID		
Item	GoCUI/CUI/GdC	Description	Finish Options	Special Notes	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
P1	N/A	Seated Privacy Height Add On. Non-powered. 24"Width.	Lower Element - Fabric/Fabric. Upper Element - Fabric/Fabric.	See Appendix A for layout	2			
P2	N/A	Seated Privacy Height Add On. Non-powered. 36"Width.	Lower Element - Fabric/Fabric. Upper Element - Clear Glazed.	See Appendix A for layout	6			
P3	N/A	Seated Privacy Height Add On. Non-powered. 36"Width.	Lower Element - Fabric/Fabric. Upper Element - Frosted Glazed.	See Appendix A for layout	11			
P4	N/A	Seated Privacy Height Add On. Non-powered. 48"Width.	Lower Element - Fabric/Fabric. Upper Element - Clear Glazed.	See Appendix A for layout	2			

P5	N/A	Seated Privacy Height Add On. Non-powered. 48"Width.	Lower Element - Fabric/Fabric. Upper Element - Frosted Glazed.	See Appendix A for layout	6			
P6	N/A	Seated Privacy Height Add On. Non-powered. 48"Width.	Lower Element - Fabric/Fabric. Upper Element - Fabric/Accessory Rail.	See Appendix A for layout	1			
P7	N/A	Seated Privacy Height Add On. Non-powered. 48"Width.	Lower Element - Fabric/Fabric. Upper Element - Fabric/Fabric.	See Appendix A for layout	12			
P8	N/A	Seated Privacy Height Add On. Non-powered. 48"Width.	Lower Element - Fabric/Fabric. Upper Element - Whiteboard/Fabric.	See Appendix A for layout	7			
P9	N/A	Seated Privacy Height Add On. Powered outlets Below Work Surface. 36"Width.	Lower Element - Fabric/Fabric. Upper Element - Frosted Glazed.	See Appendix A for layout. Each workstation to contain three (3) duplex outlets and provision for voice and data cable outlets.	12			
P10	N/A	Seated Privacy Height Add On. Powered outlets Below Work Surface 36"Width.	Lower Element - Fabric/Fabric. Upper Element - Fabric/Fabric.	See Appendix A for layout. Each workstation to contain three (3) duplex outlets and provision for voice and data cable outlets.	2			
P11	N/A	Seated Privacy Height Add On. Powered outlets Below Work Surface. 36"Width.	Lower Element - Fabric/Fabric. Upper Element - Whiteboard/Fabric.	See Appendix A for layout. Each workstation to contain three (3) duplex outlets and provision for voice and data cable outlets.	4			
F3a	SPPTFSM xxRHFFCD 542425	Personal Storage Tower. Freestanding. Hinged right. File/File. Closed storage compartment. 54"H x 24"W x 24"D	Painted Metal - light to medium charcoal or tan		11			
F3b	SPPTFSM xxLHFFCD 542424	Personal Storage Tower. Freestanding. Hinged left. File/File. Closed storage compartment. 54"H x 24"W x 24"D	Painted Metal - light to medium charcoal or tan		1			
F3c	SPPTFSM xxRHFFOD 542424	Personal Storage Tower. Freestanding. Hinged right. File/File. Open storage compartment. 54"H x 24"W x 24"D	Painted Metal - light to medium charcoal or tan	If possible - open adjustable shelving facing adjacent worksurface	2			
F3d	SPPTFSM xxLHFFOD 542424	Personal Storage Tower. Freestanding. Hinged left. File/File. Open storage compartment. 54"H x 24"W x 24"D	Painted Metal - light to medium charcoal or tan	If possible - open adjustable shelving facing adjacent worksurface	1			
F4a	SPPDFSM xxxx2Fxxxx xx22	Freestanding storage pedestal	Painted Metal - light to medium charcoal or tan	locking Box, Box, File drawers with finished top and height to fit under typical worksurface height	13			
F4b	SPPDWLM xxxxBFCSx xxx22	Mobile storage pedestal	Seating Fabric for top surface + Painted Metal	locking Box, (2nd Box if available in Mobile option), File drawers, casters	2			
F5	SPLFFSMx xxxFFxxxx 3620	Two Drawer Lateral Filing Cabinet. Freestanding. 36"W x 20"D.	Painted Metal - light to medium charcoal or tan	Freestanding under worksurface.	2			
**Must not exceed ceiling unit price in SA. Add more rows if necessary.							Product Total	\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B - SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B - SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16 to 18	Outside Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

Table 4 – Optional Product - Deleted

Table 5 – Optional Delivery - Deleted

Table 6 – Optional Installation - Deleted

Table 7 – Product Related Services - Deleted

Table 8 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9
B	Dock	N/A

C	Lift	N/A – Delivery at the Lower Level – loading bay at grade level
D	Door	Overhead Door
2.2	Freight Elevator	N/A
2.3	Other (specify, if any)	Loading Bay is shared with Science Program and some care must be taken in maneuvering around scientific equipment
Continuance of Certifications		
The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:		
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1) or Annex C Total	\$
2	Optional Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$
7	Product Related Services Total (if applicable) (Table 7)	\$
8	NSA Total (if applicable) refer to Annex D	\$
9	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
10	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7+8+9):	\$
11	Applicable Tax(es):	\$
12	Total Estimated Cost (10+11):	\$

Table 10 – Bidder's Authorized Representative

Table 6 – Bidder's Authorized Representative		
1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

CATEGORY 2 – FREESTANDING HEIGHT ADJUSTABLE DESK/TABLE PRODUCTS

Please indicate in the bid the vertical range for the Height Adjustable Worksurfaces. Ranges should accommodate persons between 5'-2" up to and including 6'-4".

Each height adjustable worksurface is to include an Edge Mounted Dual Monitor Mounting Arm for mounting work monitors to the worksurface in order to minimize damage to equipment due to the movement of the surfaces. Dual Monitor Mounting Arms to have Tilt and Height adjustability and be capable of mounting two (2) monitors of up to 24" screen size.

Please quote for electric assist height adjustability and as an Alternate Price #1a, and/or #1b, and/or #1c (as specified in the Appendix E – Furniture Summary) please quote for manual crank height adjustability.

Table 1 – Product

Section A - IU REQUIREMENT						Section B – SUPPLIER'S BID		
Item	GoCUIIC CUIGdC	Description	Finish Options	Special Notes	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
F1a	Non-Supply Arrangement Product	Sit/Stand Range Height Adjustable Work Surface. Electrically assisted. 72" x 24".	High Pressure Laminate - Natural Maple or similar	As an "Alternate Price #1a" please also quote for manual crank height adjustability.	14			
F1b	FSCAEA60 24	Sit/Stand Range Height Adjustable Work Surface. Electrically assisted. 60" x 24".	High Pressure Laminate - Natural Maple or similar	As an "Alternate Price #1a" please also quote for manual crank height adjustability.	1			
F1c	Non-Supply Arrangement Product	Sit/Stand Range Height Adjustable Work Surface. Electrically assisted. L-shaped work surfaces to be 24" deep with inside lengths of 48" (overall dimensions 72" x 72")	High Pressure Laminate - Natural Maple or similar	As an "Alternate Price #1a" please also quote for manual crank height adjustability	1			
F2a	Non-Supply Arrangement Product	Seated Range Height Adjustable Work Surface with Glides. 72" x 24"	High Pressure Laminate - Natural Maple or similar		2			
F2b	FSIGTS48 24	Seated Range Height Adjustable Work Surface with Glides. 48" x 24"	High Pressure Laminate - Natural Maple or similar		14			
**Must not exceed ceiling unit price in SA. Add more rows if necessary.						Product Total	\$	

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:	\$	



Table 3 – Installation

Section A - IU REQUIREMENT				Section B -- SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16 TO 18	Outside	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

Table 4 – Optional Product - Deleted**Table 5 – Optional Delivery - Deleted****Table 6 – Optional Installation - Deleted****Table 7 – Product Related Services - Deleted****Table 8 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

1.	Standard Finishes	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9
B	Dock	N/A
C	Lift	N/A – Delivery at the Lower Level – loading bay at grade level
D	Door	Overhead Door
2.2	Freight Elevator	N/A
2.3	Other (specify, if any)	Loading Bay is shared with Science Program and some care must be taken in manoeuvring around scientific equipment
	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Product Conformance	
3.4	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Optional Product Total (Table 4)	\$ not applicable
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$ not applicable
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$ not applicable
7	Product Related Services Total (if applicable) (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):	\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9+10):	\$

Table 10 – Bidder's Authorized Representative

Table 6 – Bidder's Authorized Representative		
1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

CATEGORY 5 – ANCILLARY AND LIGHTING PRODUCTS**Table 1 – Product**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Item	GoCUIG CUIGdC	Description	Special Notes	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	MADME	Monitor Arm. Dual Monitor. Edge Clamp Mount.	One installed for/on each height adjustable worksurface.	16			
**Must not exceed ceiling unit price in SA. Add more rows if necessary.					Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16 to 18	Outside	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

Table 4 – Optional Product - Deleted

Table 5 – Optional Delivery - Deleted

Table 6 – Optional Installation - Deleted

Table 7 – Product Related Services - Deleted

Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9
B	Dock	N/A
C	Lift	N/A – Delivery at the Ground Floor – loading bay at grade level
D	Door	Overhead Door
2.2	Freight Elevator	N/A
2.3	Other (specify, if any)	Loading Bay is shared with Science Program and some care must be taken in manoeuvring around scientific equipment
	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.3	Product Conformance	
3.4	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Optional Product Total (Table 4)	\$ not applicable
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$ not applicable
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$ not applicable
7	Product Related Services Total (if applicable) (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):	\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9+10):	\$

Table 10 – Bidder’s Authorized Representative

Table 6 – Bidder’s Authorized Representative		
1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

CATEGORY 6 – COLLABORATIVE FURNITURE

Table 1 – Product

Section A - IU REQUIREMENT						Section B – SUPPLIER'S BID		
Item	GoCUIC CUIGdC	Description	Finish Options	Special Notes	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
F6a	TTDACPLPBPECSP NIL24xx1421NIL24xx	Side Table. 24"W x 24"D x +/-21"H	Wood Veneer. Maple		2			
F6b	TTCCCLPBPETSP NIL42xx1421NIL24xx (No Suppliers identified in CST for this product.)	Coffee Table. 42"w x 24"D x +/-21"H	Wood Veneer. Maple		1			
F6c	TTCCCLPBPETSP NIL36xx1421NIL18xx (No Suppliers identified in CST for this product.)	Coffee Table. 36"w x 18"D x +/-21"H	Wood Veneer. Maple		1			
F7a	TTPCCPLFBPETSSS ED72xx2931NIL36xx	Kitchenette Table. 72"W x 36"D	Laminate to match Kitchenette Bar Height Table F7b.		2			
F7b	TTHBPCCRBPERSL NILNIL414330xxNIL	Kitchenette Table. Bar height. 30"Diameter. With foot rests.	Laminate to match Kitchenette Tables F7a.		1			
F8a	Non-Supply Arrangement Product	18" radius quarter- round worksurface height corner table.	Wood Veneer. Maple		1			
F8b	TTPSPCBMNILRSP CCNILNIL42xxNIL	42" diameter round table. Centre support.	Wood Veneer. To match F9b		1			
F9a	MBCRAPWGPVDNIL SLPCC48xx28xxNIL2 4xx	20"D x 48"W Credenza	Wood Veneer	Partial open back for equipment cabling and power connections at wall outlets. Shelving to have cable grommets	1			
F9b	Non-Supply Arrangement Product	Shallow side table for cable management or shallow credenza (maximum dimensions to be 12"D x 36"W, height to be regular sitting table height)	Wood Veneer. To match F8b	If shallow credenza matching F9a above is available (with partial open back for equipment cabling and power connections at wall outlets. Any shelving to have cable grommets.) please quote as Alternate Price # 4	1			
S1a	SREFRDRDPDPAW ANILOBCFFTFNILNI LNIL	Lounge Chair with arms and back handle	Fabric	With two casters at front and two legs with glides at back	2			
S1b	SREFRBSPDPAWA NILOBCFFTFNILNIL NIL	Lounge Chair with arms, swivel base and right movable tablet arm	Fabric with Wood Tablet (natural maple similar to existing door finish)	Preference for compact shape/dimensions (non-mandatory - please include width and depth in bid).	2			
S1c	SREFRDRDPDPATG NILOBCFFTFNILNIL NIL	Lounge Chair with arms, back handle and right movable tablet arm	Fabric with Wood Tablet (natural maple similar to existing door finish)	With two casters at front and two legs with glides at back	3			
S1d	SREFRDRDPDPAAG NILOBCFFTFNILNIL NIL	Lounge Chair with arms, back handle and left movable tablet arm	Fabric with Wood Tablet (natural maple similar to existing door finish)	With two casters at front and two legs with glides at back	2			

S2	SRESQPANILAWA NILOBCFFTFNILN NIL	Sofa for two adults. With arms. With Carpet Glides.	Fabric	Preference for compact shape/dimensions (non-mandatory - please include width and depth in bid).	3			
S3a	Non-Supply Arrangement Product	Sit-to-standing height adjustable bar stool with foot rest	Wood back (natural maple similar to existing door finish), leather-like seat (black)		1			
S3b	SCNTDQPMRPFSA WNILNLCRRTFNILN ILNIL	Bar stool with foot rest (style and finishes to match and/or be compatible with S6 kitchenette seating)	Wood back, upholstered seat (natural maple wood similar to existing door finish)	style and finishes to match and/or be compatible with S6 kitchenette seating	2			
S4	Non-Supply Arrangement Product	Higher backed club chairs	Fabric with Wood arms (natural maple similar to existing door finish)	With carpet glides	2			
S6	SCNCCQPFNILSAW NILNLCRRTFNILN NIL	Kitchenette Seating. Four Legs. Without Arms.	Combination of bent plywood and upholstery. (natural maple colour wood similar to existing door finish)	style and finishes to match and/or be compatible with S3b bar stool seating	14			
		**Must not exceed ceiling unit price in SA. Add more rows if necessary.					Product Total	\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B - SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.					Delivery Total:	\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B - SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.					Installation Total:	\$

Table 4 – Optional Product - Deleted**Table 5 – Optional Delivery - Deleted****Table 6 – Optional Installation - Deleted****Table 7 – Product Related Services - Deleted****Table 8 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

1.	Standard Finishes	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9
B	Dock	N/A
C	Lift	N/A – Delivery at the Ground Floor – loading bay at grade level
D	Door	Overhead Door
2.2	Freight Elevator	N/A
2.3	Other (specify, if any)	Loading Bay is shared with Science Program and some care must be taken in manoeuvring around scientific equipment
	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Product Conformance	
3.4	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Optional Product Total (Table 4)	\$ not applicable
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$ not applicable
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$ not applicable
7	Product Related Services Total (if applicable) (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):	\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9+10):	\$

Table 10 – Bidder's Authorized Representative

Table 6 – Bidder's Authorized Representative		
1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**ANNEX B
SECURITY REQUIREMENTS**

DELETED

ANNEX C FLOOR PLAN(s)

Instructions to Bidder(s):

For scenario B procurements Bidders must provide:

- a) completed floor plan(s) with proposed SA approved products;
- b) a product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
 - Supplier part numbers;
 - brief product descriptions;
 - quantities;
 - firm unit prices.

By submitting a bid, the Bidder certifies that their submission includes all components and quantities required and identified in the floor plan(s) in accordance with the product descriptions, the product configurations and panel matrices stipulated at Annex C.

***At contract award, "By submitting a bid, the Bidder..." becomes "The Contractor..."**

NSA products forming part of the requirement will be identified at Annex D of this RFB.

Canada is providing the following Appendices for Bidder's reference.

Reference	Electronic document name and Brief Description
Appendix A	MWO-FurniturePlan_Final.02.2017.jpg Sketch of Furniture Layout including open workstation dimensions from inside face of interconnecting panels
Appendix B	Cabling&ElectricalSketch_Final.02.2017.jpg Sketch of Furniture Layout showing proposed power and data outlet locations
Appendix C	Architectural Construction Set-ifc_2016-09-28.pdf Architectural set from Issued for Construction documents. Refer to these for architectural dimensions of the office space(s) in which the various furniture will be installed. Refer specifically to drawing number 2/A3.01 for dimensions. Notional indications of furniture may be inaccurate and Appendix A supersedes the furniture information in this Appendix
Appendix D	ConstructionPlanExcerpt_Final.02.2017.pdf Excerpt showing detail of Issued for Construction Architectural 2/A3.01 Notional indications of furniture may be inaccurate and Appendix A supersedes the furniture information in this Appendix
Appendix E	MWO Kelowna – Furniture Summary_Final.02.2017.pdf

ANNEX D

Non Supply Arrangement (NSA) Products

This Annex includes the Specifications, Products and Pricing, Certifications associated with NSA products forming part of the requirement. Note: This is a summary of NSA products in Annex A and not additional requirements.

1. Specifications - See below
2. Product and Pricing

Bidder to complete: Sections B of the tables identified by the IU below as well as Tables 9 and 10 of Annex A. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

CATEGORY 2 – FREESTANDING HEIGHT ADJUSTABLE DESK/TABLE PRODUCTS

Table 1 – NSA Products

Section A - IU REQUIREMENT						Section B – SUPPLIER'S BID		
Item	GoCUI/C CUIGdC	Description	Finish Options	Special Notes	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
F1a	Non-Supply Arrangement Product	Sit/Stand Range Height Adjustable Work Surface. Electrically assisted. 72" x 24".	High Pressure Laminate - Natural Maple or similar	As an "Alternate Price #1a" please also quote for manual crank height adjustability.	14			
F1c	Non-Supply Arrangement Product	Sit/Stand Range Height Adjustable Work Surface. Electrically assisted. L-shaped work surfaces to be 24" deep with inside lengths of 48" (overall dimensions 72" x 72")	High Pressure Laminate - Natural Maple or similar	As an "Alternate Price #1a" please also quote for manual crank height adjustability	1			
F2a	Non-Supply Arrangement Product	Seated Range Height Adjustable Work Surface with Glides. 72" x 24"	High Pressure Laminate - Natural Maple or similar		2			
**Must not exceed ceiling unit price in SA. Add more rows if necessary.						Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16 TO 18	Outside	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

Table 4 - NSA TOTAL

1	Product Total	\$
2	Delivery Total	\$
3	Installation Total	\$
4	NSA Total (1+2+3)	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 8 FOR THE RESPECTIVE CATEGORY

CATEGORY 6 – COLLABORATIVE FURNITURE

Table 1 – NSA Products

Section A - IU REQUIREMENT						Section B – SUPPLIER'S BID		
Item	GoCUIC CUIGdC	Description	Finish Options	Special Notes	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
F8a	Non-Supply Arrangement Product	18" radius quarter-round worksurface height corner table.	Wood Veneer. Maple		1			
F9b	Non-Supply Arrangement Product	Shallow side table for cable management or shallow credenza (maximum dimensions to be 12"D x 36"W, height to be regular sitting table height)	Wood Veneer. To match F8b	If shallow credenza matching F9a above is available (with partial open back for equipment cabling and power connections at wall outlets. Any shelving to have cable grommets.) please quote as Alternate Price # 4	1			
S3a	Non-Supply Arrangement Product	Sit-to-standing height adjustable bar stool with foot rest	Wood back (natural maple similar to existing door finish), leather-like seat (black)		1			
S4	Non-Supply Arrangement Product	Higher backed club chairs	Fabric with Wood arms (natural maple similar to existing door finish)	With carpet glides	2			
**Must not exceed ceiling unit price in SA. Add more rows if necessary.						Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B - SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B - SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Environment and Climate Change Canada The University of British Columbia – Okanagan Campus 1238 Discovery Avenue Kelowna, BC V1V 1V9	2017.06.16	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

Table 4 - NSA TOTAL

1	Product Total	\$
2	Delivery Total	\$
3	Installation Total	\$
4	NSA Total (1+2+3)	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 8 FOR THE RESPECTIVE CATEGORY

3. Certification

NSA Product Conformance (Required precedent to Issuance of a contract)

The Supplier certifies that all the NSA products offered will conform to all specifications of, and meet the testing requirements detailed in Annex D of this RFB.

Supplier's Signature

Date

NSA Product Conformance Certification (applies after contract award)

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in Annex D. The Supplier must not, without obtaining the prior written consent of the SAA, 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.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

ANNEX E

WORK SPACES TERMS AND CONDITIONS

Table of Contents

(Solicitations)

1. Reference: PART 6B of the SA
 - A. RFB (Bid Solicitation and Resulting Contract) Templates
 - B. First Page of the RFB Template
 - C. Subsequent Pages of the RFB Templates
 1. PSAB or GENERAL
 2. Security Requirement
 3. Debriefings
 4. Standard Instructions, Clauses and Conditions
 5. Standard Instructions
 6. Enquiries – Bid Solicitation
 7. Bid Preparation Instructions
 8. Financial Bid
 9. Certifications
 10. Evaluation Procedures
 11. Mandatory Evaluation Criteria
 12. Financial Evaluation
 13. Basis of Selection

(Contracts)

2. Reference: PART 6C of the SA
 - A. Resulting Contract Templates
 - B. Contract First Page
 - C. Subsequent Pages of the Resulting Contract Templates
 1. Requirement
 2. Security Requirement
 3. Standard Clauses and Conditions
 4. General Conditions
 5. Term of Contract
 6. Optional Quantities
 7. Payment
 8. Certifications
 9. Federal Contractors Program for Employment Equity – Default by the Contractor
 10. Applicable Laws
 11. Priority of Documents
 12. Excess Goods
 13. Access to Facilities and Equipment
 14. Insurance
 15. Site Regulations
 16. Defence Contract
 17. Shipping Instructions

1. Reference: Part 6B, of the SA

A. RFB (Bid Solicitation and Resulting Contract) Templates

Standard RFB accommodates more variables for goods, quantities, locations and schedules.

B. First Page of the RFB Standard Template (applies to Standard RFB only)

The RFB First Page contains general information about the requirement.

C. Subsequent pages of the RFB Templates

The clauses below, and those in Section 1 of the RFB, apply to and form part of the solicitation.

1. Except for procurements conducted under subarticle c, above, the requirement is subject to the provisions of the following Trade Agreement(s) for requirements with the EMVs set out below.

- a. EMV of \$25,000.00 or more: the "Agreement on Internal Trade (AIT)."
- b. EMV of \$28,900.00 or more: the "Agreement on Internal Trade (AIT)" and the "North American Free Trade Agreement (NAFTA) and the Canada-Columbia Free Trade Agreement, the Canada-Chili Free Trade Agreement, and the Canada-Peru Free Trade Agreement.

2. Security Requirement

Contractor may be escorted; possession of security clearance not required.

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified herein and in the RFB 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.

5. Standard Instructions

- a. The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- b. The following clauses apply to both 2003
 - i. Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions incorporated by reference above is deleted in its entirety and replaced with the following:
 - ii. List of Names

Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).

These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

c. Enquiries – Bid Solicitation

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 questions or may request that the Bidder do so, so that the proprietary nature of the question 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.

6. Bid Preparation Instructions

Bidders must submit one soft copy by email that must be readable by the IU.

7. Financial Bid

Bidders must submit their financial bid in accordance with Annex A of the RFB and article "Mandatory Evaluation Criteria" below.

8. Certifications

Clauses a and b apply to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.

a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- iii. does not include any provision for discounts to selling agents.

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and

c. Integrity Provisions - Additional 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 listed above.

9. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the RFB including the mandatory evaluation criteria.

Unless otherwise indicated in the RFB, an evaluation team composed of representatives of Canada will evaluate the bids.

10. Mandatory Evaluation Criteria

- a. The bid must be completed in full in accordance with the instructions of the WTCM and the RFB.
- b. The Bidder must bid the firm pricing at Annex A in the RFB template.
- c. The Bidder must bid only the products listed in its SA that conform to the requirement listed in Annex A of the RFB.
- d. Bid prices for the products must not exceed the ceiling unit prices/rates listed in the Bidder's SA.
- e. The total amount of Applicable Taxes must be shown separately.
- f. If delivery is requested, prices must be DDP Incoterms®2010. If delivery is not requested, prices must be FCA Incoterms® 2010.
- g. Prices must be in Canadian funds.
- h. The bid must not request exchange rate fluctuation risk mitigation.

11. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.

If delivery is part of the requirement, the price of the bid will be evaluated on a DDP Incoterms®2010 basis.

12. Basis of Selection

To be declared responsive, a bid must

- a. comply with the requirements in
 - i. the WTCM;
 - ii. the RFB; and
 - iii. meet all mandatory evaluation criteria.
- b. The responsive bid with the lowest evaluated bid price per category ** will be recommended for award of a contract.

** Note: IU considers that Category 1 (Interconnecting Panels) & 2 (free standing height adjustable desk/table products) should complement and must be supplied by one Contractor. IU within reason may combine these 2 categories as one. The combined lowest evaluated price will be recommended for contract award.

2. Reference: Part 6C of the SA

A. Resulting Contract Template

IUs will use the RFB template listed above at 1.A. "RFB (Bid Solicitation and Resulting Contract) Template".

B. Contract First Page (applies to Standard RFB only)

The Contract First Page is to be completed and used as page one with the awarded contract.

The first page of the resulting contract contains the following, as a minimum:

- a. File No.;
- b. Date of Contract;
- c. Contract number or Amendment number (if applicable);
- d. Financial code;
- e. Total Estimated Cost; and
- f. Signature.

C. Subsequent pages the Resulting Contract Templates

The clauses below, and those in Section 2 of the RFB - Resulting Contract Clauses, apply to and form part of the Contract.

1. Requirement

- a. The Contractor must perform the Work listed in Annex A of the Contract.

2. Security Requirement

- a. If Section 2 of the Contract contains Security Requirements, the Contractor must meet the requirements.

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>) issued by Public Works and Government Services Canada.

4. General Conditions

2010A (2015-07-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

- a. Section 09 - Warranty, is amended as follows:

a.1 At Sub-section 1.

Deleted: "The warranty period will be twelve months."

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

a.2 At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

"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.

c. Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card.

5. Term of Contract

The Contract shall be valid from the period May 1, 2017 to August 15, 2017.

5. Performance of the Work

All the Work listed in Annex A of the Contract must be received in accordance with the schedule detailed in the same Annex A.

6. Payment

a. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit/lot/rate prices specified in Annex A of the Contract for the total cost specified at "Contract Price". Applicable Tax(es) are extra.

- b. 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.

Method of Payment

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

c. Payment of Invoices by Credit Card

Canada may pay invoices by credit card if the Contractor's SA indicates acceptance of such payment.

d. Invoicing Instructions

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:

- a. Unless otherwise stated in the "Invoicing Instructions" of the Contract, the original and one (1) copy must be forwarded to the Contracting Authority, listed in the Contract under the section titled "Authorities", for certification and payment.

e. Discretionary Audit – Commercial Goods and/or Services

The clauses below apply when the Contractor's bid includes a Price Certification.

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged

anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

7. Certifications

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional information, or if 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.

8. Applicable Laws

As set out in the article "Applicable Laws" in Part 6A of the SA.

9. 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 (2015-07-03) "General Conditions - Goods (Medium Complexity)";
- c. Annex A, Requirement and Basis of Payment;
- d. Annex B, Security Requirements and Security Requirements Check List (*if applicable*); and
- e. the Contractor's bid as dated in the bid and as may have been clarified or amended on the dates in the clarifications and amendments.

10. Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

11. Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

12. Insurance

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.

13. Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

14. Shipping Instructions

Goods must be delivered DDP (Destination as specified in contract) Incoterms®2010 rules, Applicable Taxes extra.

In addition to the above, the contractor is to unload and move the goods to the delivery location(s) specified in the contract.

Use this page as page one at contract award. Attach Section 2 of the RFB including Annex A and, if applicable Annex B and C.

Contract First Page



PURCHASING OFFICE - BUREAU DES ACHATS

CONTRACT – CONTRAT

Use "Canada accepts your bid" when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Use "You are Requested" when you conducted a verbal solicitation, did not send a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

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

Supplier to sign for a "You are Requested" contract only.

The vendor hereby accepts this contract
Le fournisseur accepte le présent contrat

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (caractère d'impression)

Signature

Date

PWGSC-TPSGC 9400-4 (11/2008) modified by Furniture Division
November 2015

Return signed copy forthwith - Prière de retourner une copie dûment
signée immédiatement

Page		of de
File No. - N° de dossier		
Date of Contract - Date du Contrat		
Contract No. - N° du contrat		
Client Reference No. (optional) - N° du référence du client (facultatif)		
Financial Code(s) - Code(s) financier(s)		
Duty - Droits	GST - TPS/ HST - TVH	
<input checked="" type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded Ensus	<input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus
FOB - FAB		
DESTINATION		
Destination See Section 2, Annex A. Voir Section 2, Annexe A.		
Invoices - Original and two copies must be completed and sent to: Factures - L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.		
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.		
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur	
Total estimated cost - Coût total estimatif		
For the Minister - Pour le Ministre		