



**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

Title - Sujet Interconnecting panels	
Solicitation No. - N° de l'invitation G9292-207903/A	Date 2017-03-28
Client Reference No. - N° de référence du client G9292-207903	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-980-72758	
File No. - N° de dossier pq980.G9292-207903	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-04-25	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dicaire, Sylvie	Buyer Id - Id de l'acheteur pq980
Telephone No. - N° de téléphone (819) 743-6552 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

Reference: Part 6B, of the SA

Terms of the RFP:

This RFP 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 RFP. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFP.

1. General

Except for procurements conducted under sub article 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 \$221,400.00 or more: the "Agreement on Internal Trade (AIT)" and the "North American Free Trade Agreement (NAFTA)" and the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Canada-Columbia Free Trade Agreement, the Canada-Chili Free Trade Agreement, and the Canada-Peru Free Trade Agreement.

National Security Exception

If Canada has invoked a National Security Exception provided for in the Trade Agreements, this procurement is excluded from all of the obligations of all the trade agreements.

1.1 Security Requirements

For security requirements indicated in the RFP, except for the requirements that can be met by Canada escorting the Contractor, the Supplier must possess the security requirements at the time listed in the RFP.

1. Conditions
 - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex D;
 - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex D.
2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\)](#), [Industrial Program](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
 - a. by the closing date of the bid;
 - b. before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
 - a. The Bidder's valid VOS clearance number issued by CISD;

- b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

1.2 Requirement

This requirement is to issue a work authorization contract for the provision to supply and delivery to Warehouse, site inspection and documentation, pickup at warehouse, delivery and installation goods, delivery and installation of workspaces furniture, comprising of a variety of interconnecting panel systems in Montreal, Québec_ on behalf of PWGSC for _ Employment and Social Development Canada_, all as detailed in Annexes herein.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Standard Instructions

Scenario A - The following clause applies to Competitive Requirements.

- 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.

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 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.

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 on CD and/or DVD.
- Section IV: Additional Information 1 hard copy on CD and/or DVD.

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 Annex B article 1 of the RFP.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 Electronic Payment of Invoices – Bid

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

If Annex “E” 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.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

4.1.1 Technical Evaluation

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

4.1.1.A	Mandatory Technical Specifications Criteria (MTS)
MTS1	<p><u>MTS1.1</u></p> <p>The Bidder must submit one completed floor plan for the 2th, 3th, 4th, 5th and 7th floor template at annex A-2 in accordance with Annex A-1.</p> <p><u>MTS1.2</u></p> <p>To demonstrate MTS1.1, the Bidder must provide floor plans which include, as a minimum, the following:</p> <ul style="list-style-type: none">- proposed SA approved products <p><u>MTS1.3</u></p> <p>The Bidder must submit the floor plans in soft copy CD/DVD format written in PDF.</p>
MTS2	<p><u>MTS2.1</u></p> <p>The Bidder must submit a product listing of proposed SA approved products offered at floor plans at Annex A-2.</p> <p><u>MTS2.2</u></p> <p>To demonstrate MTS2.1, the product listing must include, as a minimum, the following information:</p> <ul style="list-style-type: none">-Supplier part numbers;-brief product descriptions;-quantities;-firm unit price per product. <p><u>MTS2.3</u></p> <p>The Bidder must submit the product listing in hard copy.</p>

4.1.2 Financial Evaluation

The price of the bid will be evaluated in accordance with Annex B article 1, 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.

If delivery is not part of the requirement, prices will be evaluated on a FCA Incoterms®2010 basis.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS

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.

The Bidder certifies that by submitting a bid in response to the RFP, 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:

Integrity Provisions

Federal Contractor's Program for Employment Equity

Product Conformance

Price Certification (In accordance with the SA, Part 6B)

PART 6 - RESULTING CONTRACT CLAUSES

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

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.

6.1 Security Requirements –N/A

The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex D of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).

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.

Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex D herein.

6.2 Requirement

This requirement is for the issuance of a work authorization contract for the provision of supply and delivery to Warehouse, site Inspection and Documentation and pickup at Warehouse, delivery and Installation of interconnecting panel systems in Montréal, _ on behalf of PWGSC for _ Employment and Social Development Canada _, all as detailed in Annexes herein.

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>) issued by Public Works and Government Services Canada.

6.3.1 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:

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.""

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.

b. 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.

6.4 Term of Contract

6.4.1 Performance of the Work

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

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A-3" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Sylvie Dicaire
Agent contractuel / Supply Officer
Services publics et approvisionnement Canada / Public Services and Procurement Canada
Division des produits de l'ameublement / Furniture Division- PQ
11, rue Laurier Street
Gatineau QC
K1A 0S5
Téléphone / Telephone: (819) 743-6552
Courriel / Email: Sylvie.Dicaire@tpsgc-pwgsc.gc.ca

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

6.5.2 Technical Authority (To be completed at contract award.)

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (To be completed by the Bidder)

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

6.6.1.2 Firm Lot Price - Individual Work Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Work Authorization (WA), the Contractor will be paid the firm lot prices and the firm unit rate in accordance with the basis of payment, in Annex B, as specified in the authorized WA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.6.2 Limitation of Expenditure - Cumulative Total of all Work Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Work Authorizations (WAs), inclusive of any revisions, must not exceed the sum of \$ **(to be added at Contract award)**. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (a) when it is 75 percent committed; or
 - (b) four (4) months before the contract expiry date; or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized WAs, inclusive of any revisions; or
 - (d) whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.6.3 Multiple 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.

a) Payment of Invoices by Credit Card

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

b) 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:

- i. 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.

c) 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.

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 Work Authorization Process

6.7.1 Work Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Work Authorization Form (WAF). The Work described in the WAF must be in accordance with the scope of the Contract.

Work Authorization Process:

1. The Technical Authority (TA) will provide the Contractor with a description of the work using the WAF (or Work Authorization Revision Form (WARF) if a revision to an approved WAF) specified in Annex C.
2. The WAF/WARF will be processed in accordance with, and contain the information listed in, Annexes herein. The WAF/WARF will also include the basis payment as specified in the Contract.
3. If the Minor Deviations provision of Annex A-1 is proposed, the Contractor must provide the Technical Authority the proposed total estimated cost for performing the work, and a breakdown of that cost, established in accordance with Annex A-1 and with the basis of payment specified in the Contract.
4. The Contractor must not commence work until a WAF/WARF authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before an authorized WAF/WARF has been received, will be done at the Contractor's own risk.

6.7.2 Work Authorization Limit

The Technical Authority may authorize individual work authorizations up to a limit of \$ **(to be inserted at Contract Award)**, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any work authorization to be issued in excess of that limit must be authorized by the Technical

Authority and Contracting Authority before issuance.

6.7.3 Periodic Usage Report - Contract with Work Authorizations

The Contractor must compile and maintain records on its provision of work to the federal government under authorized Work Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If work is not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a monthly basis to the Contracting Authority:

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized work must be kept for each contract with a work authorization process. This record must contain:

For each authorized work:

- (i) the authorized work number or work revision number(s);
- (ii) a title or a brief description of each authorized work;
- (iii) the total estimated cost specified in the authorized Work Authorization (WA) of each work, GST or HST extra;
- (iv) the start and completion date for each authorized work; and
- (v) the active status of each authorized task, as applicable.

For all authorized work:

- i. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized WAs; and
- ii. the total amount, GST or HST extra, expended to date against all authorized WAs.

6.8 Certifications

6.8.1 Compliance

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.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The following clause applies for Contracts with an Estimated Total Contract Amount of \$1,000,000.00 or more.

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour,

the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9 Applicable Laws

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

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) the general conditions 2010 (2015-07-03);
- c) Annex A-1, Requirement;
- d) Annex A-2, Floor plans
- e) Annex A-3, Delivery and installation schedule
- f) Annex B, Basis of payment
- g) Annex C, Work authorization form
- h) Annex D, Security requirements
- i) Annex E, to part 3 of the bid solicitation
- j) Annex F, to part 5 of the bid solicitation
- k) the Contractor's bid dated _____ as amended on _____.

6.11 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.

6.12 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.

6.13 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.

6.14 Site Regulations

- a. The clause below applies when the Contract is issued by or on behalf of all departments, agencies and Crown corporations who are authorized IUs, except the Canadian Forces of the Department of National Defence.

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

6.15 Shipping Instructions

If delivery is required: 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.

ANNEX "A-1"

REQUIREMENT

The work must be carried out using the Work Authorization Process listed in the contract. Separate Work Authorizations will be issued for:

- 1) supply and delivery to the warehouse;
- 2) the site inspections and the completion of documentation;
- 3) pickup of goods from the warehouse and their delivery and installation, in the following order:

1. Supply and Delivery to Warehouse

Delivery address: ESDC Regional Warehouse at 740 Bel-Air Street, Room D-1030, Montreal, QC H4C 2K3 and Guy Favreau Complex at 1125 Jeanne-Mance Street, Montreal, Qc, H2Z 1W8.

- All acoustic screens must be delivered on pallets 48" x 54" in size. No other sizes will be accepted.
- All pallets must be identified by their content, specifying the sizes of the screens, their type (powered/non-powered), etc.
- The Contractor must unload the truck manually using a pallet truck; the manufacturer must ensure that the pallets are strong enough to withstand handling with a pallet truck.
- The acoustic screens will be placed on commercial shelving as delivered by the Supplier. The pallets must be able to withstand handling with a pallet truck and all furniture must be firmly fastened to avoid damage during storage (12 to 24 months).
- The Supplier must communicate with the ESDC contact at least 48 hours prior to delivery.

2. Site Inspection and Documentation

2.1 The Contractor must perform a site condition inspection for each floor. Access to the floors must be coordinated beforehand with the TA. The inspection must occur no later than the date prescribed in the Work Authorization.

2.2. Using the information from the site condition inspection(s), and in conjunction with the Contractor's proposal, by no later than five business days from the date of the inspection(s), the Contractor must prepare and deliver, to the TA, a complete draft installation drawing for the floor(s) inspected. The installation drawing must not deviate from the Contractor's proposal, nor from the quantity of workstations listed in the respective floor plan in Annex A-2 of the Contract, unless the site condition dictates the need for minor* deviations.

The draft installation drawing must show the following, as a minimum:

- a) all furniture (including sizes and dimensions);
- b) furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;
- c) workstation and room numbers;
- d) indications of powered and non-powered screens/panels;
- e) indications of power pole locations;
- f) electrical outlets;
- g) telecommunications/data symbols;

- h) lighting component requirements;
- i) deviations from original floor plans (if any), including the rationale.

*Minor deviations are limited to factors on site that would require the following:

- 1) workstation relocation;
- 2) workstation reconfiguration;
- 3) panel cutting;
- 4) work surface cutting.

If minor deviations are required, the draft installation drawing is to incorporate the deviations. The following must be submitted with the draft installation drawing:

- 1) a revised Contractor's component list showing the changed components and quantities (the changes must be obvious so that the TA can readily identify them);
- 2) a revised floor plan;
- 3) a financial proposal that details the total firm lot price for the phase and a breakdown showing (a) the firm unit price of the changed components and their quantities, and (b) extended totals (unit prices multiplied by quantities) showing how the total firm lot price was determined. The unit prices must conform to the "Modifications resulting from Site Conditions / Contingency Funds" provision of the basis of payment in Annex B.

The TA will give the Contractor written notification of his/her acceptance of the draft installation drawing and, if applicable, of the revised component list, revised floor plan and financial proposal. By no later than three business days following the TA's notification, the Contractor must deliver, to the TA, a final installation drawing (and, if applicable, a final component list, floor plan and financial proposal). The TA will review this documentation and he/she may provide further comments for which the Contractor will have another three business days to submit subsequent final documentation. This process may be repeated until the TA is satisfied with the documentation.

3. Pickup at Warehouse, Delivery and Installation of Goods

If the TA is satisfied with the documentation, the TA will provide the Contractor with an approved Work Authorization Form (WAF). The WAF must include the final documentation that the TA has approved, namely:

- a) the final installation drawings;
- b) the final component list.

The Contractor must, within one day of the TA's WAF approval, provide the TA with written acknowledgement of receipt of the Form.

The Contractor must deliver and install the Contractor's furniture for the floors in accordance with the approved WAF and the following:

- i. the Requirement at Annex A-1 and Floor plans at Annex A-2;
- ii. the Delivery and Installation Schedule listed at Annex A-3, unless the Schedule date is different in the WAF, in which case the WAF prevails;
- iii. the installation services article of the contract;
- iv. the Contractor's proposal referenced in the Contract as amended, if applicable, under the Minor Deviations process;
- v. pickup of a portion of the goods at 740 Bel-Air Street for delivery and installation at the Guy Favreau Complex, 1125 Jeanne Mance Street, Montreal, Quebec on Friday starting at 4:00 p.m. Pickup of the final portion of the goods at 740 Bel-Air Street for delivery and installation at the Guy Favreau Complex, 1125 Jeanne Mance Street, Montreal, Quebec on Friday starting at 4:00 p.m.;
- vi. any installation procedures that will produce extensive or disturbing noise must be done after normal working hours;
- vii. the Contractor must confirm the delivery and installation schedules with the TA at least one week prior to needing to access the delivery and installation locations;
- viii. prior to installations, the Contractor's furniture installers must attend an orientation session regarding standard construction site safety rules at no additional cost to Canada. The Contractor must provide a list of the full names of its installers to the TA at least one week prior to the scheduled installations. The TA will advise the Contractor of the date and location of the orientation sessions that the installers must attend; and
- ix. the Contractor must conform to standard construction site safety rules.

**ANNEX A-2
FLOOR PLANS**

1) Floor plan(s) in PDF or AutoCAD version.

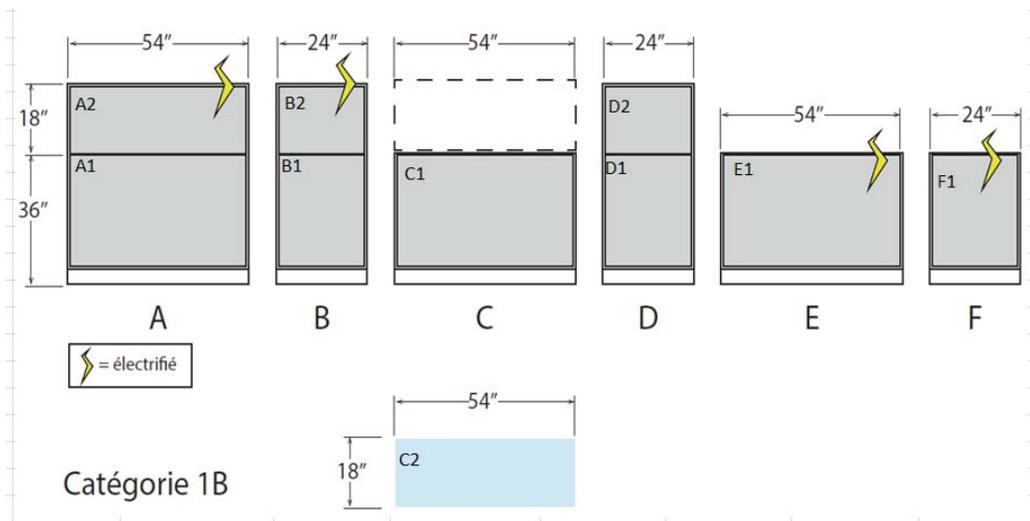
NOTE: No freestanding furniture shall be procured under this solicitation; in submitting its bid, the bidder must consider only the procurement, delivery and installation (spread over three years) of acoustic panels.

See in attach AutoCAD version.

2) Product description – refer to the panel matrix for further details.

As a minimum, the IU must identify the following product information:

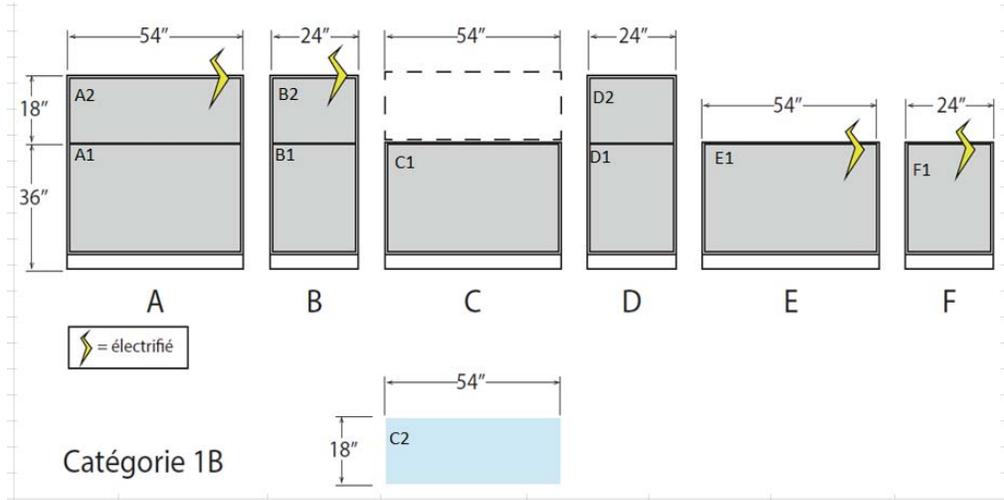
- a. Total heights of all the screens required: Heights of 54”H and 36”H *refer to screen matrix*
- b. Raceways at ground level, under the work surface



4) Product Configurations

Not applicable

5) Workstation Layout(s) or Panel Matrix



Type of Screen	Quantities required per type of screen
MODEL A : A1 & A2	535 & 535
MODEL B : B1 & B2	535 & 535
MODEL C : C1 & C2	675 & 675
MODEL D : D1 & D2	1025 & 1025
MODEL E : E1	20
MODEL F : F1	20

Type de Panneau/ Type of panel *voir image ci-dessus/ see the picture above	Description des panneaux/ Description panels

<p>MODELE A/ MODÈLE A (A1 & A2)</p> <p>Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise</p> <p>Powered outlet(s) Below Work Surface / Prise(s) électrique(s) en dessous de la surface de travail</p>	<p><u>A1 Lower Element / Élément inférieur</u></p> <p>Lower Element 1/ Élément inférieur 1 : Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</p> <p>Lower Element 2/ Élément inférieur2 : Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</p> <p>Width/Largeur: 54 in./po</p> <p>Height/Hauteur : 36 in./po</p>	<p><u>A2 - Upper Element / Élément supérieur</u></p> <p>Upper Element 1/ Élément supérieur 1 : Fabric / tissu</p> <p>Upper Element 2 / Élément supérieur 2 : Fabric / tissu</p> <p>Width/Largeur: 54 in./po</p> <p>Height/Hauteur : 18 in./po</p>
<p>MODELE B/ MODÈLE B (B1 & B2)</p> <p>Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise</p> <p>Powered outlet(s) Below Work Surface / Prise(s) électrique(s) en dessous de la surface de travail</p>	<p><u>B1 Lower Element / Élément inférieur</u></p> <p>Lower Element 1/ Élément inférieur 1 : Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</p> <p>Lower Element 2/ Élément inférieur2 : Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</p> <p>Width/Largeur: 24 in./po</p> <p>Height/Hauteur : 36 in./po</p>	<p><u>B2 - Upper Element / Élément supérieur</u></p> <p>Upper Element 1/ Élément supérieur 1 : Fabric / tissu</p> <p>Upper Element 2 / Élément supérieur 2 : Fabric / tissu</p> <p>Width/Largeur: 24 in./po</p> <p>Height/Hauteur : 18 in./po</p>
<p>MODELE C/ MODÈLE C (C1 & C2)</p> <p>Base Height / Hauteur de base</p> <p>Non-Powered / Non-électrifié</p>	<p><u>C1 Lower Element / Élément inférieur</u></p> <p>Lower Element 1/ Élément inférieur 1 : Fabric / tissu</p> <p>Lower Element 2/ Élément inférieur2 : Fabric / tissu</p> <p>Width/Largeur: 54 in./po</p> <p>Height/Hauteur : 36 in./po</p>	<p><u>C2 - Upper Element / Élément supérieur</u></p> <p>Category/ catégorie : accessories / accessoires</p> <p>sub-category/ sous-catégorie: privacy screens / panneaux d'intimité</p> <p>support & mounting/supports et appuis: panel mounted / monté sur cloison</p> <p>materials & finishes/ matériaux et finis : translucent / translucide</p> <p>Width/Largeur: 54 in./po</p> <p>Height/Hauteur : 36 in./po</p>

<p>MODELE D/ MODÈLE D (D1 & D2)</p> <p>Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise</p> <p>Non-Powered / Non-électrifié</p>	<p><u>D1 Lower Element / Élément inférieur</u></p> <p>Lower Element 1/ Élément inférieur 1 : Fabric / tissu</p> <p>Lower Element 2/ Élément inférieur2 : Fabric / tissu</p> <p>Width/Largeur: 24 in./po</p> <p>Height/Hauteur : 36 in./po</p>	<p><u>D2 - Upper Element /Élément supérieur</u></p> <p>Upper Element 1/ Élément supérieur 1 : Fabric / tissu</p> <p>Upper Element 2 / Élément supérieur 2 : Fabric / tissu</p> <p>Width/Largeur: 24 in./po</p> <p>Height/Hauteur : 18 in./po</p>
<p>MODELE E/ MODÈLE E E1</p> <p>Base Height / Hauteur de base</p> <p>Powered outlet(s) Below Work Surface / Prise(s) électrique(s) au dessous de la surface de travail</p>	<p><u>E1 Lower Element / Élément inférieur</u></p> <p>Lower Element 1/ Élément inférieur 1 : Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</p> <p>Lower Element 2/ Élément inférieur2 : Fabric / tissu</p> <p>Width/Largeur: 54 in./po</p> <p>Height/Hauteur : 36 in./po</p>	<p><u>E2 - Upper Element /Élément supérieur</u></p> <p>NIL</p>
<p>MODELE F/ MODÈLE F F1</p> <p>Base Height / Hauteur de base</p> <p>Powered outlet(s) Below Work Surface / Prise(s) électrique(s) au dessous de la surface de travail</p>	<p><u>F1 Lower Element / Élément inférieur</u></p> <p>Lower Element 1/ Élément inférieur 1 : Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</p> <p>Lower Element 2/ Élément inférieur2 : Fabric / tissu</p> <p>Width/Largeur: 24 in./po</p> <p>Height/Hauteur : 36 in./po</p>	<p><u>F2 - Upper Element /Élément supérieur</u></p> <p>NIL</p>

ANNEX A-3

DELIVERY AND INSTALLATION SCHEDULE

1. The Work will be carried out in accordance with the Schedule listed below, at the following locations:
Guy Favreau Complex, 1125 Jeanne Mance Street, Montreal, Quebec and ESDC Reginoal Warehouse,
740 Bel-Air Street, Montreal, Qc, H4C 2K3.

The dates indicated are estimated and may change if authorized by the Technical Authority on the approved Work Authorization Form (WAF). Canada will endeavour to give the Contractor four to six weeks' lead time for delivery and installation of the furniture planned for the different steps. However, Canada may need to modify the time frame for completion; the final dates will be confirmed in the WAF.

2. Deliveries must be carried out in accordance with the schedule indicated below.

**PHASE 1- FINANCIAL YEAR 2017-2018
SUPPLY AND DELIVER ACOUSTIC SCREENS**

Step 1: Supply acoustic screens

Step 2: Deliver acoustic screens

1st delivery quantity by type of screen									
Écran Type A1	Type A2	Type B1	Type B2	Type C1	Type D1	Type D2	Type E1	Type F1	Type C2
102	102	102	102	140	218	218	0	0	140

Delivery address: Guy Favreau Complex, 1125 Jeanne Mance Street, Montreal, Qc, H4C2K3

- Delivery during the week of October 1st 2017
- Monday to Friday between 8:00am and 4:00pm
- Delivery via the receiving dock and freight elevator.
- Access to a receiving dock for a trailer of max 48 feet in length
- There is very little space on Jeanne Mance Street (which is one-way) for a 53-foot truck. If the delivery is made with a truck 53 feet, this one will have to enter the garage of let us move back (back of the truck first). Ideally Delivery must be carried out using a straight bed truck or straight body truck.
- Maximum height of truck must be **12 feet 6 inches (empty)**.
- Delivery by the loading dock for a truck of a maximum 48 feet long. The trailers of 53 feet have a very difficult access and in case of breaking of equipment or to the building, the transport company as well as his driver will be kept person in charge.
- All the acoustic screens must be delivered on pallets of dimension 48x54, such as described Below;

Put on pallets panels of type A1 with the panels of type E1
Put on pallets the panels of type A2 only
Put on pallets panels of type B1 with the panels of type F1
Put on pallets panels of type B2 with the panels of type D2
Put on pallets the panels of type C1 only
Put on pallets the panels of type D1 only
Put on pallets the acrylic panels of type C2 only

- The Supplier will have to unload the truck manually using a pallet truck, ensure that pallets are strong enough to withstand handling with a pallet truck.
- The products must be securely fastened to the pallets in order to prevent any risk of damage during the storing period (12 to 24 months).
- The Contractor is to contact ESDC at least 48 hours in advance of accessing the delivery location.
- ESDC site contact for the delivery will be Louis Godin, 514-496-1948.

2° delivery quantity by type of screen									
Écran Type A1	Type A2	Type B1	Type B2	Type C1	Type D1	Type D2	Type E1	Type F1	Type C2
433	433	433	433	535	807	807	20	20	535

- Delivery during the week of February 27, 2018
- Monday to Friday between 8:00am and 4:00pm
- Delivery via the receiving dock and freight elevator.
- Access to a receiving dock for a trailer of max 48 feet in length. The trailers of 53 feet have a very difficult access and in case of breaking of equipment or to the building, the transport company as well as his driver will be kept person in charge.
- Maximum height of truck must be **12 feet 6 inches (empty)**.
- All the acoustic screens must be delivered on pallets of dimension 48x54, such as described Below;
- All the pallets must be identified with their contents, specifying the dimensions of the screens, the type (electrified, non-electrified, etc.)

Put on pallets panels of type A1 with the panels of type E1
Put on pallets the panels of type A2 only
Put on pallets panels of type B1 with the panels of type F1
Put on pallets panels of type B2 with the panels of type D2
Put on pallets the panels of type C1 only
Put on pallets the panels of type D1 only
Put on pallets the acrylic panels of type C2 only

- The Supplier will have to unload the truck manually using a pallet truck, ensure that pallets are strong enough to withstand handling with a pallet truck.
- The products must be securely fastened to the pallets in order to prevent any risk of damage during the storing period (12 to 24 months).
- The Contractor is to contact ESDC at least 48 hours in advance of accessing the delivery location.
- ESDC site contact for the delivery will be Louis Godin, 514-496-1948.

PHASE 2 FINANCIAL YEAR 2017-2018

PICK UP, DELIVER AND INSTALL ACOUSTIC SCREENS

In winter 2018, in 2 installation phases

One floor equivalent to approximately 160 workstations (80 workstations per phase)

Step 1: Pickup of a portion of the acoustic screen pallets

(product purchased under the same contract in 2017–2018) required for the acoustic screen layout of an office space on one floor, equivalent to approximately 160 workstations.

Pickup address:

ESDC Regional Warehouse, 740 Bel-Air Street, Room D-1030, Montreal, QC H4C 2K3

- Monday to Friday, 8:00 a.m. to 4:00 p.m.
- Pickup via the receiving dock for a truck no more than 48 feet in length.

Step 2: Delivery of a portion of the acoustic screen pallets

(product purchased under the same contract in 2017-2018) required for the installation of approximately 160 workstations.

Delivery address:

Garage of the Guy Favreau Complex, 1125 Jeanne Mance Street, Montreal, QC H2Z 1W8.

- Friday from 4:00 p.m.
- Delivery via the receiving dock and freight elevator
- Access to a receiving dock for a trailer of max 48 feet in length
- There is very little space on Jeanne Mance Street (which is one-way) for a 53-foot truck. If the delivery is made with a truck 53 feet, this one will have to enter the garage of let us move back (back of the truck first). Ideally Delivery must be carried out using a straight bed truck or straight body truck.
- Maximum height of truck must be **12 feet 6 inches (empty)**.
- The goods must be delivered and removed from the pallets at the loading dock and taken up to the floors by dolly for installation.
- The Supplier must provide the dollies to bring the furniture up to the floors.

- The carrier must leave the areas clean and depart with the pallets and packing once the furniture has been removed from the pallets.
- The Supplier must communicate with the ESDC contact at least 48 hours prior to installation.
- ESDC site contact for the delivery will be Louis Godin, 514-496-1948.

Step 3: Installation

Installation of a portion of the acoustic screens (product purchased under the same contract in 2017–2018) required for the acoustic screen layout of an office space on one floor, equivalent to approximately 160 workstations (2 phases).

- Each phase of installation of 80 workstations must be completed in one two-day weekend.
- Each phase of installation must be completed in accordance with the client's schedule, which you will be provided with three months prior to the specified installation phase (winter 2018).
- A preliminary office plan may be provided.

PHASE 3 FINANCIAL YEAR 2018-2019

PICK UP, DELIVER AND INSTALL ACOUSTIC SCREENS

In summer 2018 & winter 2019, in 4 installation phases

Two floors equivalent to approximately 320 workstations (80 workstations per phase)

Step 1: Pickup of a portion of the acoustic screen pallets

(product purchased under the same contract in 2017–2018) required for the acoustic screen layout of an office space on one floor, equivalent to approximately 320 workstations.

Pickup address:

ESDC Regional Warehouse, 740 Bel-Air Street, Room D-1030, Montreal, QC H4C 2K3

- Monday to Friday, 8:00 a.m. to 4:00 p.m.
- Pickup via the receiving dock for a truck no more than 48 feet in length.

Step 2: Delivery of a portion of the acoustic screen pallets

(product purchased under the same contract in 2017–2018) required for installation.

Delivery address:

Garage of the Guy Favreau Complex, 1125 Jeanne Mance Street, Montreal, QC H2Z 1W8.

- Friday from 4:00 p.m.
- Delivery via the receiving dock and freight elevator
- Access to a receiving dock for a trailer of max 48 feet in length
- There is very little space on Jeanne Mance Street (which is one-way) for a 53-foot truck. If the delivery is made with a truck 53 feet, this one will have to enter the garage of let us move

back (back of the truck first). Ideally Delivery must be carried out using a straight bed truck or straight body truck.

- Maximum height of truck must be **12 feet 6 inches (empty)**.
- The goods must be delivered and removed from the pallets at the loading dock and taken up to the floors by dolly for installation.
- The Supplier must provide the dollies to bring the furniture up to the floors.
- The carrier must leave the areas clean and depart with the pallets and packing once the furniture has been removed from the pallets.
- The Supplier must communicate with the ESDC contact at least 48 hours prior to installation.
- ESDC site contact for the delivery will be Louis Godin, 514-496-1948.
-

Step 3: Installation (in four phases)

Installation of a portion of the acoustic screens (product purchased under the same contract in 2017–2018) required for the acoustic screen layout of an office space on two floors, equivalent to approximately 320 workstations (4 phases).

- Each phase of installation of 80 workstations must be completed in one two-day weekend.
- Each phase of installation must be completed in accordance with the client's schedule, which you will be provided with three months prior to the specified installation phase (summer 2018 and winter 2019).
- A preliminary office plan may be provided.

PHASE 4

PICK UP, DELIVER AND INSTALL ACOUSTIC SCREENS

In summer 2019 & winter 2020, in four installation phases

Two floors equivalent to approximately 320 workstations (80 workstations per phase)

Step 1: Pickup of a portion of the acoustic screen pallets

(product purchased under the same contract in 2017–2018) required for the acoustic screen layout of an office space on one floor, equivalent to approximately 320 workstations.

Pickup address:

ESDC Regional Warehouse, 740 Bel-Air Street, Room D-1030, Montreal, QC H4C 2K3

Monday to Friday, 8:00 a.m. to 4:00 p.m.

Pickup via the receiving dock for a truck no more than 48 feet in length.

Step 2: Delivery of some of the acoustic screen pallets

(product purchased under the same contract in 2017–2018) required for installation.

Delivery address:

Garage of the Guy Favreau Complex, 1125 Jeanne Mance Street, Montreal, QC H2Z 1W8.

- Friday from 4:00 p.m.
- Delivery via the receiving dock and freight elevator.

- Access to a receiving dock for a trailer of max 48 feet in length
- There is very little space on Jeanne Mance Street (which is one-way) for a 53-foot truck. If the delivery is made with a truck 53 feet, this one will have to enter the garage of let us move back (back of the truck first). Ideally Delivery must be carried out using a straight bed truck or straight body truck.

- Maximum height of truck must be **12 feet 6 inches (empty)**.

- The goods must be delivered and removed from the pallets at the loading dock and taken up to the floors by dolly for installation.

- The Supplier must provide the dollies to bring the furniture up to the floors.

- The carrier must leave the areas clean and depart with the pallets and packing once the furniture has been removed from the pallets.

- The Supplier must communicate with the ESDC contact at least 48 hours prior to installation.

Step 3: Installation (in four phases)

Installation of a portion of the acoustic screens (product purchased under the same contract in 2017–2018) required for the acoustic screen layout of an office space on two floors, equivalent to approximately 320 workstations (4 phases).

- Each phase of installation of 80 workstations must be completed in one two-day weekend.

- Each phase of installation must be completed in accordance with the client's schedule, which you will be provided with three months prior to the specified installation phase (summer 2019 and winter 2020).

- A preliminary office plan may be provided.

Information où se fera la livraison

Information on location of delivery	
Location	740 Bel-Air Street, Room D-1030, Montreal, Quebec H4C 2K3
Loading dock	Maximum length of 48 feet (access difficult for 53-foot trailers)
Hoist	Existing / 2,000 lbs
Door	4.7m
Freight elevator	N/A
Other (specify)	740 Bel-Air is a warehouse. Product must be delivered on wood pallets 48" x 54" or 48" x 60" in size. No other sizes will be accepted.
Information on loading dock/area	
Location	Guy Favreau Complex, 1125 Jeanne Mance St., Montreal, Quebec H2Z 1W8
Loading dock	Straight bed truck or straight body truck
Hoist	Existing / 2,000 lbs / 80" long x 70" deep
Door	3.8 m (empty truck)
Freight elevator	10' x 10'
Other (specify)	Product must be unpacked on receiving dock; no pallets are to be taken up to the floors.

Delivery & Installation Instructions

- 1- FLOOR/ WALL PROTECTION: During and on completion of the delivery and installation, the Contractor must ensure that all flooring and walls are properly protected against any type of damages.
- 2- WEATHER AND OTHER CONDITION: The contractor must take all appropriate to protect properly during the entire process. This includes protecting items from exposure to inclement weather during loading, unloading and transport.
- 3- It is the Contractor responsibility to assume any permits and/or parking related fees associated with loading/unloading, pickup and delivery.

ANNEX "B"
BASIS OF PAYMENT

At time of award, article 1 will be removed.

1. Pricing Schedule

The Bidder must complete Tables 1 and 2 in accordance with Annex A-2.

The sum of the evaluated prices of Table 1 and Table 2, Item 2B will be evaluated and in accordance with the

following:

a. As a minimum, Table 1 must be completed with the following information:

- Firm Lot price for Product in accordance with the product listing submitted in part 4.1.1.1 MTS 2.1
- Extended Total
- Installation charges
- Delivery charges
- Hardware Total
- Applicable Taxes

As a minimum, Table 2 must be completed with the following information:

- Firm Hourly Rate for Panel and Work surfaces Cutting
- b. The Bidder must bid only the products listed in its SA that conform to the requirement listed in this RFP.
- c. Bid prices for the products must not exceed the ceiling unit prices/rates listed in the Supplier's SA.
- d. For PSAB procurements, the bid must comply with the Canadian Content provision stipulated in the Supplier'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.

A	B	C	D	E	F	G
Phases	Step/Étape	Firm Lot Price of Product	Hardware Total	Delivery Charges	Installation Charges	Extended Total
			(as per article 1.5 of Annex A-1 of SA)	at a rate of _____% of the Firm Lot Price	at a rate of _____% of the Firm Lot Price	
1	1 – Supply	\$	\$			\$
	2 –Deliver			\$		\$
2	1 – Pick up			\$		\$
	2 – Deliver					
3	1 – Pick up					\$
	2 – Deliver					
3	3 – installation (4 phases)			\$	\$	\$
4	1 – Pick up			\$		\$
	2 – Deliver					
4	3 – installation (4 phases)				\$	\$
Evaluated Price* The Sum of the Extended Totals for all phases(1 through 4)						\$
Applicable Taxes (for the Evaluated Price)						\$

*Evaluated Price will be changed to Estimated Grand Total, including applicable taxes.

The extended total may be adjusted through the use of the Modifications Resulting from Site Conditions / Contingency

Funds clause. The adjustment values will be expressed in the WAF/WARF and the Contract need not be formally amended to permit the adjustments.

2.Modifications resulting from Site Conditions / Contingency Funds (will become article 2 at contract award)

Table 2

TABLE 2		
Item	Description	Estimated Total
2A	Additional or Reduced Quantities	
	<p>For the purpose of satisfying the Minor Deviations provision of Annexes A-1 and C, additional or reduced quantities may occur. Adjustments to the Extended Total per Phase will be made using the firm unit prices contained in the Product Listing submitted in accordance with Annex B-1.</p> <p>Calculations will be made by multiplying the revised quantity of components by the firm unit price per component. The resulting price will be lot and firm and will be expressed in the WAF/WARF.</p> <p>Canada may also invoke the Audit provision of the general conditions of the Contract to verify the pricing used to establish the Firm Lot Price of Product and Canada may use these prices for pricing the Modifications and making adjustments.</p>	\$ *(Note 1)
2B	Panel or Work surface Cutting	
	<p>For the performance of panel or work surface cutting to satisfy the Minor Deviations provision of Annexes A-1 and C, the Contractor will be paid the firm hourly rate of \$ _____ for an estimated quantity of 100 hours. Delivery and Installation charges will not be applied to this item.</p>	\$

Evaluated Price for Item 2B: \$ _____

Applicable Taxes for Item 2B: \$ _____

Estimated Grand Total for Items 2A and 2B (including applicable taxes): \$ _____

The total net amount payable under the Contract resulting from the adjustments authorized in WAF/WARFs cannot exceed the combined Estimated Grand Totals of Tables 1 and 2.

The following articles will be deleted at Contract award:

- * To be added at Contract award.
- ** To be deleted at Contract award.

Note 1 - PWGSC will add budget funding for amounts expected to address the Minor Deviations. Item 2A of Table 2 will not form part of the financial bid submitted in response to the solicitation.

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ANNEX C- WORK AUTHORIZATION FORM

Work Authorization Form - Formulaire d'Autorisation du travail	
Contract No./Numéro du contrat :	
WAF No./Numéro de l'AdT:	
WAF Revision No./Numéro de revision de l'AdT :	
Work To be Completed/Les travaux à effectuer :	
Complete the applicable portion, refer to Annex A1 / Compléter la composante applicable, se référer à l'annexe A1	
1- Supply and deliver at warehouse/ Fournir et livrer à l'entrepôt	Firm Lot Price per Phase (FLPP) per Article 1 of Basis of Payment/Prix de lot ferme par phase (PLFP) tel que l'article 1 de la base de paiement : \$
2 - Site Condition Inspection and the preparation and delivery of the draft installation plan(s) for the phase listed below / L'inspection de la condition du site et la préparation et livraison d'un ébauche du(des) plan(s) d'installation pour la phase nommée ci-dessous.	
Phase / Phase (1 to 4 refer to Annex A3/ 1 à 4 référer à l'Annexe A3)	Date or period for Site Inspection / Date ou période pour effectuer l'inspection du site
	Date / Date:
	Floor / Plancher:

<p>3 - Pick up, deliver and install the goods/ Cueillette, et ramassage Install / Installation</p> <p>no change to the Contract and following the final installation drawing attached/aucun changement au contrat et en suivant le dessin d'installation final ci-joint.</p> <p>In accordance with the Contract as modified by the Contractor's proposal for Minor Deviations as accepted by the TA and following the final installation plan, the final component list, and the final floor plan attached(see attached) / en suivant la soumission de l'entrepreneur tel qu'accepté par l'AT et le dessin d'installation final, la liste des composantes finale, et le plan de plancher final ci-joints.</p>	<p>Firm Lot Price per Phase (FLPP) per Article 1 of Basis of Payment/Prix de lot ferme par phase (PLFP) tel que l'article 1 de la base de paiement :</p>	<p>\$</p>
	<p>Total Adjustment Value (+/-) per Article 2A of the Basis of Payment (if applicable)/Montant de l'ajustement total (+/-) tel que l'article 2A de la base de paiement (le cas échéant): Sub-Total/Sous-total :</p>	<p>+/- \$</p>

Work Authorization Form - Formulaire d'Autorisation du travail

attached/en suivant la soumission de l'entrepreneur tel qu'accepté par l'AT et le dessin d'installation finale, la liste des composantes finale, et le plan de plancher final ci-joints.			
B. Perform cutting services per/Effectuer les services de coupe tel que _____ Contractor's WAF/WARF proposal, or / la soumission de l'AdT/RAdT de l'entrepreneur, ou _____ see attached / voir ci-joint			
		Sub-total / Sous-total :	= \$
		GST/HST / TPS/TVH :	+ \$
		Total Estimated Cost/Coûts totaux estimés :	= \$
Phase / Phase	Floor(s) / Plancher(s)	Delivery Schedule / l'horaire de livraison	

Work Authorization Revision / Revision de l'autorisation de travail :

Reason for revision/Raison pour la revision:

or/ou _____ see attached/voir ci-joint

Work Authorization Form - Formulaire d'Autorisation du travail

Documentation required/la documentation requisite :	or/ou _____ see attached/voir ci-joint
Explanation of changes to the WAF and breakdown of price change (attached)/l'explication des changements à l'AdT et ventilation du changement du prix (ci-joint) :	or/ou _____ see attached/voir ci-joint

Authorizations/Autorisations :
(Work cannot commence unless a WAF/WARF has been authorized in accordance with the Contract and include the signatures below/Début des travaux pour l'AdT/RAdT ne peuvent commencer avant que l'AdT/RAdT soit autorisée conformément au contrat y incluant les signatures ci-dessous.)

1	Technical Authority/l'autorité technique :	
	Name/Nom	Signature
		Date
2	Contracting Authority/l'autorité contractante : (When applicable/le cas échéant)	
	Name/Nom	Signature
		Date

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ANNEX D
SECURITY REQUIREMENTS

N/A

ANNEX “E” 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)

ANNEX "F" to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's website](#).

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instruction).