



**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 CARPET TILES	
Solicitation No. - N° de l'invitation EP067-172868/B	Date 2017-06-20
Client Reference No. - N° de référence du client 20172868	
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-757-73022	
File No. - N° de dossier pr757.EP067-172868	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-17	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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: Papineau (PR Div.), Alain	Buyer Id - Id de l'acheteur pr757
Telephone No. - N° de téléphone (613) 983-1927 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

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

Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6A2, 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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PR757 EP067-172868

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LIST OF ANNEXES

ANNEX "A" – REQUIREMENT

1. TECHNICAL REQUIREMENT
2. ADDRESSES
3. DELIVERABLES

ANNEX B – SPECIFICATIONS

PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The "Requirement" is detailed under at Annex A of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

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

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.

3) Green Initiatives (for PWGSC information only)

Bidders are requested to provide details of their policies and practices in relation to the following initiatives:

- environmentally responsible manufacturing;
- environmentally responsible waste disposal;
- waste reduction;
- packaging;
- re-use strategies;
- recycling.

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 (reference pre-award sample, Part 4, Evaluation Procedures, 4.1.1.1 Mandatory Technical Criteria.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

C3011T 2013/11/06 Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Pre-Award Sample and Supporting Documentation

As part of the technical evaluation, to confirm a Bidder's capability of meeting the technical requirements, one (1) pre-award sample of the carpet tile, Certificates of Compliance and Test Results, must be included with the bid as follows:

- **One carpet tile: Dimensions square format**

Min 50 cm x 50 cm, max 61 cm x 61 cm.

The Bidder must ensure that the required pre-award sample is manufactured in accordance with the technical requirement and is fully representative of the bid submitted. Rejection of the pre-award sample will result in the bid being declared non-responsive.

The Bidder must deliver the required pre-award sample, and Test Results at no charge to Canada and must ensure that they are received with the bid at time and place of bid closing. Failure to submit the required pre-award sample and certificates of compliance within the

specified time frame will result in the bid being declared non-responsive. The sample submitted by the Bidder will remain the property of Canada.

Laboratory analysis of the product offered showing complete test results for specific tests listed in Annex B must be provided with the pre-award sample. Testing must be performed by an independent accredited laboratory establishment and must be in accordance with the test methods detailed in the Requirement. The laboratory report and test results must be dated after Request for Proposal posting date.

The pre-award sample will be evaluated for quality of workmanship and conformance to specified materials and measurements.

The requirement for a pre-award sample, the certificates of compliance and Test Results will not relieve the successful bidder from submitting samples as required by the contract terms or from strictly adhering to the technical requirement of this Request for Proposal and any resultant contract.

CERTIFICATE OF COMPLIANCE - DEFINITION

A Certificate of Compliance is a written statement from an appropriate official of the component manufacturer attesting the full compliance of the components to the specification. This document must be on official company stationery; it must be dated after Request for Proposal posting date and it must make reference to the applicable specification and have the original signature of the company's designated representative. Canada reserves the right to verify the statements made in the Certificate of Compliance. Full test results, demonstrating the product's compliance, will be accepted in lieu of a Certificate of Compliance.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Bidder must submit firm unit prices in Canadian dollars, applicable taxes are excluded, DDP 140 O'Connor, Ottawa, Ontario) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Bidder must submit a firm lot price for items 1 as described in Annex A..

4.1.2.2 SACC MANUAL CLAUSE

A9033T 2012/07/16 Financial Capability
B3000T 2006/06/16 Equivalent Products

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluated price will be recommended for award of a contract. Evaluation will be established using the firm quantity at destination.

4.3 Contract Financial Security

1. If this bid is accepted, the Bidder may be required to provide contract financial security, after the bid closing date and within 10 calendar days from receipt of a written request from the Contracting Authority.

-
- (a) a security deposit as defined in clause "Security Deposit Definition" in the amount of up to ten percent (10%) of the contract price.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may, as its discretion, accept another offer, issue a new bid solicitation, award a contract or reject all the bids.

4.4 Security Deposit Definition

1. "security deposit" means
- (a) a bill of exchange that is payable to the Receiver General for Canada, and certified by an approved financial institution or drawn by an approved financial institution on itself; or
 - (b) a Government guaranteed bond; or
 - (c) an irrevocable standby letter of credit, or
 - (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
- (a) any corporation or institution that is a member of the Canadian Payments Association;
 - (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the "Régie de l'assurance-dépôts du Québec" to the maximum permitted by law;
 - (c) a credit union as defined in paragraph 137(6) the *Income Tax Act*;
 - (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by Canadian province or territory; or
 - (e) the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- (a) payable to bearer;
 - (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the *Domestic Bonds of Canada Regulations*;
 - (c) registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
- (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
 - (b) must state the face amount which may be drawn against it;
 - (c) must state its expiry date;
 - (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;

-
- (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
 - (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
 - (g) must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

PART 5 – CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award

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

5.1.1 Integrity Provisions - Associated Information

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Samples and Production Certification

The Bidder certifies that:

- () the manufacturer that produced the pre-award sample will remain unchanged for the pre-production samples and full production of the contract quantity.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Delivery Required (Desirable) - Firm Quantity

PSPC requires 3 separate deliveries, First delivery should be 4 weeks after contract award, second delivery 15 weeks and third delivery 20 weeks after contract award

6.4.1.1 Delivery – Appointments

The Contractor or its carrier must arrange delivery appointments by contacting the client between 7:30 a.m. and 4:00 p.m. The client may refuse shipments when prior arrangements have not been made. **Loading dock for L'Esplanade Laurier is located on Gloucester Street, between O'Connor and Bank. Truck size is limited.**

6.4.1.2 Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) (Ottawa, Ontario) Incoterms 2000 for shipments from commercial contractor
2. The Delivery-Loading docks will only accept a truck with a maximum length of 30 Feet. The Contractor must move the carpet (pallets) from delivery dock to the storage place at P3 by Freight Elevator
3. The maximum height of the garage is 6'4". It is recommended using an electric jigger to deliver the merchandise.
- 4 Deliveries must be done after 5pm during the week or Saturday between 7am and 4pm

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6.4.1.3 Packaging and Marking

Best commercial packaging standards to ensure safe arrival at destination.

All boxes and cartons must be labelled with the Contract Number EP067-172868/001/PR,

All goods must be delivered on skids.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alain Papineau
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone : 613-983-1927
E-mail address: alain.papineau@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

The Technical Authority for this Contract is:

Public Works & Government Services Canada
Real Property Branch
1010 Somerset Street West
Ottawa (Ontario) K1A 0S5

ATTN.: _____ (to be advised at contract)

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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

The person responsible for :

General enquiries

Name: _____

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Telephone No.: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No.: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified at Annex A for a cost of \$ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 SACC Manual Clauses

H1001C 2008/05/12 Multiple Payment

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment

Public Works Government Services Canada
Att :
1010 Somerset Street West
Ottawa (Ontario) K1A 0S5
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - (c) One (1) copy must be forwarded to the consignee.

6.8 Certifications

6.8.1 Compliance

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The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or 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.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2030 (2016-04-04), General Conditions - Goods (Higher Complexity);
- c) Annex A, Requirement;
- d) Purchase Description;
- e) Sealed Sample;
- f) the Contractor's bid dated _____

6.11 Materials: Contractor Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) Specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.

6.12 Plant Location

Items will be manufactured at: _____

6.13 Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: _____

Location: _____

Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

6.14 Overshipment

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

6.15 Specifications and Standards

6.15.1 Canadian General Standards Board (CGSB) – Standards

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A copy of the CGSB Standards referred to in the Contract is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

6.16 Financial Security

1. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.
2. Where Canada so converts the security deposit:
 - (a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and
 - (b) if Canada enters into a Contract to have the Work completed, the Contractor will:
 - (i) be considered to have irrevocably abandoned the Work; and
 - (ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.
3. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.
4. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

**ANNEX A
REQUIREMENT**

1. TECHNICAL REQUIREMENT

The Contractor is required to provide Canada-Public Works and Government Services with 14,000 Square Meters of Carpet Tiles and installation and recycling of the old carpet as described in Annex B.

2. ADDRESSES

Destination Address	Invoicing Address
PWGSC 140 O'Connor Ottawa, Ontario	PWGSC Att : 1010 Somerset Street West Ottawa (Ontario) K1A 0S5

3. DELIVERABLES

CONTRACT QUANTITY

Firm Quantity

Item	Description	Firm Quantity	Unit of Issue	Firm Lot Price, DDP, Transportation costs included, Applicable taxes extra
1	Carpet Tiles Min 50 cm x 50 cm, max 61 cm x 61 cm	<u>14,000 Square meters</u>	Lot	\$ _____

- We need to have the total price amount for the entire 14,000 square meter of carpet tiles and installing and recycling included.

ANNEXE B

SPECIFICATIONS

Part 1 General

The bidder must use the latest version of the all the references or standards specified in this document.

1.1 RELATED SECTIONS

Section 096810 - Lift System for Modular Carpet Installations

1.2 REFERENCES

- American Association of Textile Chemists and Colorists (AATCC)
- AATCC 16, Color Fastness to Light.
- AATCC 23, Color Fastness to Burn Gas Fumes
- AATCC 129, Color Fastness to Ozone in the Atmosphere Under High Humidities.
- AATCC 134, Electrostatic Propensity of Carpet.
- AATCC 171, Hot Water Extraction for colourization, dimensional stability and permanency of finishes.
- ATCC 175, Stain Resistance Pile Floor Coverings.
- AATCC 189, Fluorine Content of Carpet Fibers.
- AATCC 165, Colorfastness to Crocking.
- American Society for Testing and Materials (ASTM International)
- ASTM D1055, Specification for Flexible Cellular Materials - Latex Foam.
- ASTM D1335, Tuft Bind of Pile Floor Coverings.
- ASTM D1667, Standard Specification for Flexible Cellular Materials-Vinyl Chloride Polymers and Copolymers (Closed-Cell Foam).
- ASTM D3936, Standard Test Method for Resistance to Delamination of the Secondary Backing of Pile Yarn Floor Covering.

- STM D5252, Standard Practice for the Operation of the Hexapod Drum Tester.
- STM E84, Test Method for Surface Burning Characteristics of Building Materials.
- ASTM E648, Standard Test Method for Critical Radiant Flux of Floor-Covering Systems Using a Radiant Heat Energy Source.
- ASTM E662, Standard Test Method for Specific Optical Density of Smoke Generated by Solid Materials.
- Canadian General Standards Board (CGSB)
- CAN/CGSB-4.2 No.27.6-M91, Textile Test Methods-Flame Resistance-Methemine Tablet Test for Textile Floor Coverings.
- CAN/CGSB-4.2 No.77.1-94/ISO 4919, Textile Test Methods - Carpets - Determination of Tuft Withdrawal Force.
- CAN/CGSB-4.129-93, Carpets for Commercial Use.
- CAN/CGSB-25.20-95, Surface Sealer Floors.
- Carpet and Rug Institute (CRI)
- IAQ Carpet Testing Program.
- National Floor Covering Association (NFCA)
- Floor Covering Specification Manual 1998
- Underwriters' Laboratories of Canada (ULC)
- CAN/ULC-S102.2, Surface Burning Characteristics of Flooring, Floor Covering.

1.3 TESTING, SUBMITTALS AND SAMPLES

.1 TESTING

- .1 At the time of product delivery to the work site, the Contractor must turn over a representative sampling range of materials for testing to the Departmental Representative. Note: The Departmental Representative must have full authority to select materials for testing from an unrestricted range of unopened, original containers or wrappings with Manufacturer's seals and labels intact, after materials have been delivered to the work site.

- .2 The following tests will be performed by an independent laboratory. This list is representative only and should not be considered comprehensive. Although date not noted below it is understood that the latest testing date to be used (eg: AATCC- 16 - 2004). Other tests may requested/conducted at the sole discretion of the Departmental Representative who will be responsible for all costs related to the testing:
- .1 AATCC 16, Color Fastness to Light, minimum 4 after 40 hours.
 - .2 Testing against CAN/CGSB-4.129M, CAN/CGSB-4.161M, one quality in construction only for a light, medium and dark colour.
 - .3 Aachen/ISO 2551 Dimensional Stability, maximum .15 % change.
 - .4 ASTM D 3936-00 Standard Test Method for Resistance to Delamination of the Secondary Backing of Pile Yarn Floor Covering. Minimum 3 lbs per inch/5 Newtons /cm
 - .5 Pile Density (calculation not test) - minimum 10 Kilotex. Provide calculations of determined kilotex.
 - .6 Appearance Retention Hexapod Drum Test, ASTM D5252 for 12,000 cycles, minimum rating of 3.0 using CRI TM-101 Reference Scales.
 - .7 AATCC 175, Stain Resistance: Pile Floor Coverings AATCC 171 minimum 2 washings as per AATCC 171 to simulate removal of topical treatments by hot water extraction, followed by: AATCC 175, minimum of 8 using AATCC Red Dye 40 Reference Scale.
 - .8 Soil Resistance: An average of 3 fluorine analyses AATCC 189 of a single composite sample to be a minimum of 300 ppm fluorine by weight when new and an average of 3 fluorine analyses of a single composite using AATCC 189 to be a minimum of 200 ppm fluorine by weight after 2 AATCC 171 (HWE) cleanings.
 - .9 ASTM D1335, Tuft Bind of Pile Floor Coverings - minimum 35 N force.
 - .10 CAN/CGSB 4.2, No. 27.6-M91, Textile Test Methods- Flame Resistance - Methemine Tablet Test for Textile Floor Coverings, sampling by CAN/CGSB-4.155, as required under the Hazardous Products Act.

- .11 Maximum flame spread rating 300, maximum smoke developed classification 500, when tested to CAN/ULC S102.2.
- .12 Smoke Density: (ASTM E-662)
- .13 AATCC 134, Electrostatic Propensity of Carpet: maximum 3500 v at 20% RH and 22°C
- .14 AATCC 165 Colourfastness to Crocking, greater than or equal to 4 wet, dry.
- .15 AATCC 164, Colorfastness to Oxides of Nitrogen in the Atmosphere under High Humidity for 2 cycles. Rating to AATCC Gray Scale for Colour Change.
- .3 Testing must be by an independent testing agency accredited to do the specified tests, by the Standards Council of Canada or by the U.S. National Institute of Science and Technology's National Voluntary Accreditation Program (NVLAP).
- .4 To be considered independent, a testing agency must not in any way be involved or have an interest in the manufacture or sale of the product being tested.
- .2 SUBMITTALS:
 - .1 Submit control submittals at time of tender submission in accordance with Section 010010 - General Instructions.
 - .2 Submit verification to demonstrate compliance with CAN/ULC S102.2-03.
 - .3 Submit proof that carpet has been tested and passed the Indoor Air Quality (IAQ) Carpet Testing Program requirements of the Carpet and Rug Institute (CRI) Green Label Plus Indoor Air Quality Test Program and the Canadian Carpet Institute (CCI).
 - .4 Submit report verifying that tuft bind meets requirements of CAN/CGSB-4.129 when tested to CAN/CGSB-4.2 No. 77.1.
 - .5 Submit 3rd Party Certification of the Modification Ratio of the fibre used in product specified. In the case where more than one fibre is used in a fibre system an equation on the percentage will be used (eg: two yarns: MR x percentage yarn A plus MR x percentage yarn B = MR of yarn system).
 - .6 Submit list of each yarn colour as outlined in 2.1.13.4 (list yarn supplier, colour names and number) for example / sample submitted.
 - .7 Submit duplicate architectural product folders, at time of tender submission, of products included in tender bid, which include a full range of colors.

- .8 Submit Third Party Testing of all tests listed in 2.2 Testing, with all related costs being the responsibility of the bidder.
- .9 Submit carpet manufacturer's installation instructions: Indicate special procedures and perimeter conditions requiring special attention.
- .10 Submit certification and description of carpet reclamation and recycling process.
- .11 During installation, after each and every floor is completed, submit Reclamation Certificate from existing carpet removed and recycled. Certificates must include contact information (name, phone number, e-mail address) from recycling facility. Note: Invoice will not be paid until Reclamation Certificate is submitted.

1.4 PRODUCT DATA

- .1 Submit product data in accordance with Section 010010-General Instructions.
- .2 Submit product data sheet for each carpet, adhesive including alternate installation to adhesive method, carpet protection and sub floor filler patching compound.
- .3 Submit WHMIS MSDS - Material Safety Data Sheets acceptable to Labour Canada and Health Canada for carpet adhesive and seam adhesive. Indicate VOC content.
- .4 Submit data on specified products, describing physical and performance characteristics, sizes, patterns, colours and methods of installation.

1.5 CLOSEOUT SUBMITTALS

- .1 Submit maintenance data in accordance with Section 010010 General Instructions: Include maintenance procedures, recommendations for maintenance materials and equipment, and suggested schedule for cleaning.
- .2 Schedule of carpet reclamation activities indicating following:
 - .1 Detailed sequence of removal work.
 - .2 Inventory of items to be removed and reclaimed.
 - .3 Proposed packing and transportation measures.
 - .3 Reclamation agencies' records indicating receipt and disposition of used carpet.
- .4 Certification: Reclamation Agency to verify in writing that used carpet was removed and recycled in accordance with fibre manufacturer's reclamation program.

- .1 Record off-site removal of debris and materials and provide following information regarding removed materials:
 - .1 Time and date of removal;
 - .2 Type of material;
 - .3 Weight and quantity of materials;
 - .4 Final destination of materials.

1.6 QUALIFICATIONS

- .1 Installer Qualifications
- .1 Flooring contractor requirements:
 - .1 Specialty contractor normally engaged in this type of work, with prior experience in installation of these types of materials.
 - .2 Certified by carpet manufacturer for carpet installation.
 - .3 Must not sub-contract labour without written approval of Departmental Representative.
- .2 Be responsible for proper product installation, including floor testing and preparation as specified and in accordance with carpet manufacturers written instructions.

1.7 REGULATORY REQUIREMENTS

- .1 Prequalification: compliance with Health Canada regulations under "Hazardous Products Act", Part II of the Schedule, to CAN/CGSB 4.2-No.27.6.
- .2 Indoor Air Quality: compliance with CRI/CCI Green Label Plus Indoor Air Quality Program, CRI/CCI-IAQ requirements for maximum total volatile chemicals released into air. Label each carpet product with CRI/CCI-IAQ label.

1.8 DELIVERY, STORAGE, AND HANDLING

- .1 Label packaged materials. For modular carpet products indicate nominal dimensions of tile and indicate installation direction if any.
- .2 Store packaged materials in original containers or wrapping with manufacturer's seals and labels intact.
- .3 Store carpeting and accessories in location as directed by the Departmental Representative. Store carpet and adhesive at minimum temperature of 18 degrees C and relative humidity of maximum 65% for minimum of 48 hours before installation.

- .4 Prevent damage to materials during handling and storage. Keep materials under cover and free from dampness.
- .5 Modular carpet: store on pallet form as supplied by Manufacturer. Do not stack pallets.
- .6 Refer to 3.9 Additional Materials
- .7 .

1.9 WARRANTY

- .1 Provide 15 year warranty from date of invoice, for edge ravel, delamination, shrinking, stretching, dimensional stability, wear beyond 10% by weight of face fibre and static control.
- .2 Provide 1 year warranty on the installation of the carpet tile product and base.

Part 2 Products

2.1 MODULAR CARET

- .1 Project Requirement:
 - .1 Field Carpet: One modular carpet pattern/colour/texture is required, Type 1.
 - .2 Carpet Tile Dimensions:
 - .1 Minimum 50 cm x 50 cm, maximum 61 cm x 61 cm.
 - .3 Carpet: to CAN/CGSB 4.129 and as follows:
 - .1 Certified for flammability to Health Canada regulations under "Hazardous Products (Carpet) Regulations" Part II of the Schedule.
 - .2 Maximum flame spread rating 300, maximum smoke developed classification 500 when tested to CAN/ULC-S102.2.
 - .3 Certified to Carpet and Rug Institute's and the Canadian Carpet Institute's IAQ requirements. Carpet is to be CRI Green Label Plus Certified.
 - .4 Smoke Density (ASTM E-662)
 - .5 Performance as per description / tests outlined in Section 2.2, TESTING.
 - .6 Stain Resistance: Must be permanent and able to resist trafficking and numerous hot-water extractions without losing its effectiveness.
 - .7 Permanent static control

- .4 Construction:
 - .1 Tufted-loop
 - .5 Pile Surface Appearance
 - .1 Type 1: Multi-Colour, Textured Pattern.
 - .6 Pile Fibre: CAN/CGSB 4.129.
 - .1 100% first quality, bulk continuous filament nylon, branded and certified, offering a construction and performance standards testing program by fibre producer for the carpet specified. Fibre shape to have maximum Modification Ratio of 2.2 for soil release capabilities. Minimum DPF (Denier per Filament) of 18.
 - .7 Pile Weight
 - .1 Minimum 576 gm/m² / 17 oz/sq yard
 - .8 Pile Density
 - .1 Minimum 10 Kilotex
 - .2 Density factor, minimum 22.5 kg/cu meter
 - .9 Yarn Dye Method
 - .1 Carpet Type 1: 100% solution dyed or a combination of solution dyed and maximum 30% yarn dyed.
 - .10 Colourization
 - .1 Carpet Type 1: 8 fibre colours, with colour selection to take into consideration the ability to mask soiling and staining.
 - .11 Primary Backing
 - .1 Non-woven.
 - .12 Secondary Backing
 - .1 PVC, polyolefin and other polymeric systems
 - .2 Density: as per ASTM D 1667.
 - .3 Dimensional Stability: ISO 2551 (Aachen Test), maximum 0.15% change.
 - .4 Delamination: ASTM D3936: minimum 5N/cm
 - .5 Meet NSF Gold
 - .13 Colour, texture and pattern to be selected from bidder's standard range of carpet product.
 - .1 Pattern should be integrated within the face material and not applied after surface manufacturing.

- .2 Random or regular pattern as required (refer to 2.14, Installation)
- .3 Multiple colour tones in medium colour (not light nor dark) to reduce the visible effects of soiling and staining.
- .4 Field Carpet: Minimum 8 colours within one carpet tile.
- .14 Installation
 - .1 Type 1: Random / non-directional (installer places carpet on floor without any regard to arrows or patterning)
 - .2 Contractor must verify and obtain written approval for installation with the Departmental Representative on-site prior to installation.
- .15 Adhesives
 - .1 Releasable, pressure sensitive adhesive to conform to carpet manufacturers specifications.
 - .2 Water based releasable adhesives best suited for the project and for environmental or flexibility reasons.
 - .3 Alternate adhesive method may be required to be used at the discretion of the Departmental Representative. Method and materials to be recommended and approved by carpet supplier.
- .16 Recycling
 - .1 New Carpet: Must be eligible for recycling by the supplying mill or fibre producer within an existing program in place; submit program parameters.
- .17 Recycled Content
 - .1 Total product recycled content: minimum of 40% recycled content.

2.2 TESTING

- .1 Carpet tiles to meet or exceed all of the following tests with confirmation from a Third Party Testing organization for the carpet specified. Testing must be by an independent testing agency accredited to do the specified tests, by the Standards Council of Canada or by the U.S. National Institute of Science and Technology's National Voluntary Accreditation Program (NVLAP). To be considered independent, a testing agency must not in any way be involved or have an interest in the manufacture or sale of the product being tested. Submit Third Party Testing of all tests listed in 2.2 Testing, with all related costs being the responsibility of the bidder.

- .1 Soil Resistance: An average of 3 fluorine analyses AATCC 189 of a single composite sample to be a minimum of 300 ppm fluorine by weight when new and an average of 3 fluorine analyses of a single composite sample using AATCC 189 to be a minimum of 200 ppm fluorine by weight after 2 AATCC 171 (HWE) cleanings.
- .2 Stain Resistance: AATCC 171 minimum 2 washings as per AATCC 171 to simulate removal of topical treatments by hot water extraction, followed by: AATCC 175, minimum of 8 using AATCC Red Dye 40 Reference Scale.
- .3 Appearance Retention: Hexapod Drum ASTM D5252 for 12,000 cycles, minimum rating of 3.0 using CRI TM-101 Reference Scales or Vetterman Deum ASTM D 5417 22000 cycles with a minimum rating of 3.0.
- .4 Permanent static control: to AATCC 134, 3500V maximum at 20% RH and 22°C.
- .5 AATCC 16, Color Fastness to Light, minimum 4 after 40 hours.
- .6 Aachen/ISO 2551 Dimensional Stability, maximum .15 % change.
- .7 ASTM D 3936-00 Standard Test Method for Resistance to Delamination of the Secondary Backing of Pile Yarn Floor Covering. Minimum 3 lbs per inch/5 Newtons/cm.
- .8 Pile Density (calculation not test) - minimum 10 Kilotex. Provide calculations of determined kilotex. Equation: $\text{Kilotex} = (\text{Denier} \times \text{Tuft Gauge} \times 2) / 58070$
- .9 ASTM D1335, Tuft Bind of Pile Floor Coverings - minimum 35 N force.
- .10 CAN/CGSB 4.2, No. 27.6-M91, Textile Test Methods- Flame Resistance - Methemine Tablet Test for Textile Floor Coverings, sampling by CAN/CGSB-4.155, as required under the Hazardous Products Act.
- .11 AATCC 165 Colourfastness to Crocking, greater than or equal to 4 wet, dry.
- .12 AATCC 164, Colorfastness to Oxides of Nitrogen in the Atmosphere under High Humidity for 2 cycles. Minimum rating of 4 on AATCC Gray Scale for Colour Change.

2.3 ACCESSORIES

- .1 Base
- .1 Carpet base: 100 mm high, roll goods material, colour, pattern and texture similar to adjoining carpet, serged edge. Sample to be approved by the Department Representative before installation.

- .2 Vinyl base: 100 mm high, 3 mm thick, colour to be selected by Sample to be approved by the Department Representative before installation.
- .2 Seaming tape: types recommended by carpet manufacturer for purpose intended.
- .3 Seaming sealer adhesive: type recommended by carpet manufacturer for purpose intended.
- .4 Binder Bars: as recommended by carpet manufacturer and approved by the Departmental Representative.
- .5 Concrete floor sealer: to CAN/CGSB 25.20, type 1.
- .6 Sub floor patching compound: Portland cement base filler mix with latex and water to form a cementations paste.

2.4 MAINTENANCE SEMINAR

- .1 At the request of the Departmental Representative present a Maintenance Seminar attended by the carpet supplier representative as well as a technical representative from the carpet supplier or their approved delegate. Topics to be discussed with the Building Facility Manager and maintenance team/carpet cleaners are preventative maintenance, vacuuming, spot and soil removal, interim cleaning, restorative cleaning, materials and equipment and other maintenance related topics. A full and detailed carpet maintenance procedural plan may be required to be provided.

2.5 ADDITIONAL MATERIALS

- .1 Provide additional materials as follows: 3% standard lay, 1% random / non directional lay.