



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure,
800 rue de la Gauchetière Ouest
Voir aux présentes - See herein
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

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 Achat de classeurs	
Solicitation No. - N° de l'invitation EF245-181156/A	Date 2017-09-12
Client Reference No. - N° de référence du client EF245-18-1156	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-180-14517	
File No. - N° de dossier MTA-7-40169 (180)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-23	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
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: Vaillancourt, Summer	Buyer Id - Id de l'acheteur mta180
Telephone No. - N° de téléphone (514) 496-3510 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A 1L6 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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure,
800 rue de la Gauchetière Ouest
Voir aux présentes - See herein
Montréal
Québec
H5A 1L6

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this request.

1.2 Requirement

The requirement is detailed under Annex "A".

1.3 Debriefings

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

1.4 Trade Agreements

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

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) (<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](#), (2017-04-27), 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

2.1.1 SACC Manual Clauses

SACC Manual clause [B1000T](#), (2014-06-26), Condition of Material – Bid

SACC Manual clause [B3000T](#), (2006-06-16), Equivalent Products

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.

CHANGE OF ADDRESS – BIDS DELIVERY

In person or by mail:

Public Services and Procurement Canada
Place Bonaventure, 1st Floor
800 de la Gauchetière Street West, Suite 1110
Montreal (QC), H5A 1L6

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **10 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 Quebec.

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 copies)

Section III: Certifications (1 hard copies)

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. Bidders must meet all the requirements as stated in Annex "A".

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria to be met precedent to Contract Award

- 1) The Bidder must submit technical documentation (brochure, specification form, etc.) and a shop drawing that includes, as a minimum, the dimensions (length, width, height and adjustable range) for the item being proposed at Annex "B" – Basis of Payment, in accordance with the Requirement at Annex "A".
- 2) Authorized Dealer
If the bidder is not the manufacturer of the products offered but is submitting an offer offering the products of a manufacturer(s), the Bidder must:
 - i. Be an authorized dealer of the manufacturer(s) for the products delivered;
 - ii. Submit a letter of authorization from each manufacturer whose products are being offeredThe letter must:
 - i. Be signed by the manufacturer and be under the letterhead of the manufacturer;
 - ii. List the products name/series offered;
 - iii. List the model number offered; and
 - iv. Confirm that the Bidder is in fact an authorized dealer for the products specified in the letter.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#), (2014-06-26), Evaluation of Price
Modified as follows:

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, *DDP Incoterms 2010*, Canadian customs duties and excise taxes included.

The Bidder must provide all the requested prices in Annex "B", in order to be able to proceed with the complete financial evaluation. Failure to comply will render the offer non-responsive.

The Total Bid Price of the offer will be evaluated as follows:

The unit price quoted for item 1 in Annex "B" times 8 units;
plus the unit price quoted for item 2 in Annex "B" times 93 units;
plus the unit price quoted for item 3 in Annex "B" times 10 units;
plus the unit price quoted for item 4 in Annex "B" times 40 units;
and item 5 and item 6.

Equals the Total Bid Price.

For example:

Item no.	Firm Unit Price	Quantity	Calculation	Firm total price
1	\$50	10	\$50 x 10	\$500.00
2	\$30	10	\$30 x 10	\$300.00
3	\$10	5	\$10 x 5	\$ 50.00
4	\$20	5	\$20 x 5	\$100.00
5	\$400	1	\$400 x 1	\$400.00
6	\$200	1	\$200 x 1	\$200.00
			Firm grand total (item no. 1 + 2 +3 + 4)	\$1550.00

4.2 Basis of Selection

SACC Manual clause [A0031T](#), (2010-08-16), Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and

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EF245-181156/A
Client Ref. No. - N° de réf. du client
EF245-18-1156

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-7-40169

Buyer ID - Id de l'acheteur
MTA180
CCC No./N° CCC - FMS No./N° VME

submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of the "Requirement" at Annex "A" and Plans at Annex "A.1".

Bidder's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed under Annex "A" – Requirement and Annex "A.1" - Plans.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

Section 09 entitled Warranty of general conditions 2010A is amended as follows:

- a) At Sub-section 1.
 - a. Deleted: "The warranty period will be twelve months."
 - b. 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."

- b) At Sub-section 2.
 - a. Deleted: In its entirety
 - b. 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.

6.4 Term of Contract

6.4.1 Delivery and Installation Date

All the deliverables must be received by November 14, 2017.

Installation is to be held between November 14 to December 15, 2017, however, dates are to be coordinated with the construction site contractor. It is possible that the delivery and the installation be moved a few days depending on the progress of the site.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:	Summer Vaillancourt
Title:	Procurement Agent
Organization:	Public Works and Government Services Canada, Acquisitions Branch
Directorate	Québec region
Address:	800 rue de la Gauchetière Ouest 1st floor, suite 1110, Place Bonaventure, Montreal, QC
Telephone:	514-496-3510
Facsimile:	514-496-3822
E-mail address:	summer.vaillancourt@pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(To be inserted at time of award)*

Name:	
Title:	
Organization:	
Address:	
Telephone:	
Facsimile:	
E-mail address:	

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the

Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name:	
Title:	
Organization:	
Address:	
Telephone:	
Facsimile:	
E-mail address:	

6.6 Payment

6.6.1 Basis of Payment

In consideration of Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a unit price and/or firm lot price, as specified in Annex "B" for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

SACC Manual clause, [C6000C](#), (2011-05-16), Limitation of Price

6.6.3 Multiple Payments

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

6.6.4 Electronic Payment of Invoices – Contract

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

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

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded by email (electronic format) to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex "A" – Requirement and Annex "A.1" Plans. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex "A". The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

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

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

6.9 Applicable Laws

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

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 2010A,(2016-04-04); General Conditions - Goods (Medium Complexity)
- (c) Annex "A", Requirement;
- (d) Annex "A.1", Plans;
- (e) Annex "B", Basis of payment
- (f) the Contractor's bid dated _____

6.11 SACC Manual Clauses

SACC Manual clause [A9068C](#), (2010-01-11), Government Site Regulations

SACC Manual clause [B7500C](#), (2006-06-16), Excess Good

SACC Manual clause [B9028C](#), (2007-05-25), Access to Facilities and Equipment

SACC Manual clause [G1005C](#), (2016-01-28), Insurance - No Specific Requirement

6.12 Installation Services

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

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

6.13 Post installation Procedures

The Contractor must adhere to the following Post installation procedures:

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

6.14 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures

1. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
2. The deficiency list must be forwarded by the Project Authority to the Contractor;
3. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
4. For all deficiencies other than those identified in point 3, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
5. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX A

STATEMENT OF REQUIREMENT

1.0 SCOPE AND OBJECTIVES

- 1.1 The following specifications define the technological requirements for the metal file cabinets with electronic key pad lock for the new office space of Public Works and Government Services (PWGSC) in Montreal.
- 1.2 The supplier is responsible to supply all the hardware, connecting, support, components (including electrical and/or electronic components) and any wall mounts necessary for the complete installation of file cabinets.
- 1.3 Products must be new.

2.0 REFERENCES (PUBLICATIONS)

- 2.1 American National Standards Institute – Business Institutional Furniture Manufactures Association
 - 2.1.1 ANSI/BIFMA X5.9 Storage.
 - 2.1.2 ANSI/BIFMA X5.3 Vertical Files.
- 2.2 Underwriter Laboratory Inc.
 - 2.2.1 UL 1286-2011, Section 35 Standards for Office Furnishings.

3.0 TESTS REQUIREMENTS (TRIAL REQUIREMENTS)

- 3.1 The product offering must meet all the testing requirements as listed below:
- 3.2 All storage products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9 - Storage.
- 3.3 Test reports must not be more than five years old from the date the test was performed.
- 3.4 Revised Test Standard(s):

Reference is made to the testing Standards listed within this annex and to the requirement that all products offered in the SA have successfully passed the referenced testing Standards. If the referenced test Standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).

3.5 Product Changes:

When physical changes are made to products already tested against the above referenced test Standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test Standards will be those deemed by an Acceptable Test Facility.

3.6 All tests must be completed by an acceptable test facility.

4.0 TERMINOLOGY

For the purpose of this specification, the following definitions apply

4.1 Acceptable Test Facility: An Acceptable Test Facility is defined as a laboratory that is accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

5.0 GENERAL REQUIREMENTS

- 5.1 The metallic cabinet files must be made with cold laminated commercial steel.
- 5.2 Resilient bumpers must be provided on all doors and drawers assemblies to minimize impact noise when closing doors and drawers. An alternate means to minimize impact noise is acceptable.
- 5.3 According to the quantities listed in the article 9.0, all drawers must be locked with an electronic keypad lock:

5.3.1 Required features

- a. Electronic key pad operated;
- b. Constant locking device allowing the mechanism to remain locked in open position; (drawer locks automatically when closed);
- c. Manager-Security programming and override (bypass) function with electronic keys;
- d. Dual functionality, shared or assigned individual use;
- e. Tamper resistant metal housing;
- f. Multi use locks with audit trail capability;
- g. Quiet type of motorized deadbolt;
- h. Minimum 4 digits code programming;
- i. Powered by long life batteries;
- j. Low battery sound or light indicator;
- k. Manager Keys for user code override in case of failed batteries

5.3.2 Features not accepted

- a. NO USB KEY MANAGING
- b. NO BLUETOOTH MANAGING
- c. NO PLASTIC COMPONENTS

5.3.3 Product reference:

The Security Department of Public Works and Government Services Canada has approved the Digilock[®] Versa Standard[™], an equivalent product may also be accepted.

5.3.4 Managing electronic key:

- a. Supply with 4 managing electronic key and 1 electronic pad.

5.4 Workmanship: the finished product must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.

5.4.1 All edges that the users could be in touch with have to be softened.

5.4.2 Drawers fit: doors and drawers must fit squarely and evenly on all sides, when closed.

5.4.3 Welds: all welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.

5.4.4 Safety: fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.

5.5 Brackets and hardware:

- a. All brackets and hardware must be supplied in order to complete the installation.

5.6 All parts must be replaceable.

6.0 DETAILED REQUIREMENTS

6.1 Metal file cabinets units must be the lateral type.

6.2 Dimensions: Typical width must be 914mm (36 inches)

Typical depth must be 457 mm (18 inches)

Typical height must be:

3 drawers: 1067 mm (42 inches)

4 drawers: 1422 mm (56 inches)

6.3 Glides:

All metal filing and storage cabinets must be equipped with four (4) glides with a minimum vertical adjustment of 19 mm (0.75 in.). The glides must be adjustable from the interior of the cabinet.

6.4 Suspension:

The suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet Two (2) or more storage units must be capable of being secured together in a group, side to side, rear to rear or a combination.

6.5 Drawers quantity :

Must be three (3) or four (4) file drawers. Each drawer must have at least two removable dividers, hanging-file bars and legal-to-letter conversion bars.

6.6 Counterweights:

Must meet ANSI/BIFMA X5.9 Storage requirements for stability when the files are not under a work surface.

6.7 Safety System:

Lateral filing cabinets with two or more extendible members must be equipped with a positive inter lock system. The system must prevent any drawer from being opened by more than 51 mm (2 in.) when any other drawer has been extended beyond its fully closed position. No two drawers shall be capable of being opened simultaneously.

6.8 All drawers must be fixed front.

6.9 The drawer's bottom and back must be slotted to receive dividers.

6.10 Filing Cabinet Locks:

Some cabinet drawers must be individually equipped with locks. See quantities at articles 6.3 and 10.0.

6.11 Double metallic backgrounds:

File cabinets with locks on each drawers must have a metallic sheet between the drawers to avoid access to the lower drawer.

6.12 File cabinets must have insertion plaques or a frontal zone to manage their identification.

7.0 DETAILED REQUIREMENTS FOR FINISHES AND MATERIALS.

- 7.1 All finishes and materials, must meet the performance requirements in Section 2.0 and 3.0 Publication and Testing requirements.
- 7.2 All finishes for metal file cabinets must be painted.
- 7.3 Color: the reference off white color is: NEVAMAR SMOKEY WHITE S7027T

8.0 PREPARATION FOR DELIVERY

- 8.1 Metallic lateral file cabinets must be permanently and legibly marked with:
 - a. The product code
 - b. Manufacture's trade mark
 - c. Traceable order information for warranty purposes

9.0 IDENTIFICATION CODES AND QUANTITIES

TYPES AND CODES		Quantity
3 DRAWERS		
3D-1SER	MÉTALLIC 3 DRAWER FILE CABINET WITH 1 NUMERIC LOCK OPERATING ALL DRAWERS	8
3D-3SER*	MÉTALLIC 3 DRAWER FILE CABINET WITH 3 NUMERIC LOCKS OPERATING EACH DRAWER	93
4 DRAWERS		
4D-1SER	MÉTALLIC 4 DRAWER FILE CABINET WITH 1 NUMERIC LOCK OPERATING ALL DRAWERS	10
4D-4SER*	MÉTALLIC 4 DRAWER FILE CABINET WITH 4 NUMERIC LOCKS OPERATING EACH DRAWERS	40

*File cabinets with locks on each drawers must have a metallic sheet between the drawers to avoid access to lower drawer.

10. HOURS OF SERVICE

10.1 The Supplier must deliver the products and provide all services on the days at the times set out in the resulting contract

10.2 All solicitations and bids must correspond with the definition of during Normal Business Hours and Outside Normal Business Hours listed below:

10.2.1 During Normal Business Hours is defined as: from 07:00 to 18:00 hours, Monday through Friday except Federal Government Statutory holidays.

10.2.2 During Outside Normal Business Hours is defined as:

10.2.2.1 Between 18:00 through 07:00 hours, Monday through Friday except Federal Government Statutory holidays;

10.2.2.2 All hours on Federal Government Statutory holidays;

10.2.2.3 All hours on Saturday and/or Sunday.

11. DELIVERY AND INSTALLATION

10.1 All the deliverables must be received November 14, 2017.

10.2 Installation is to be held between November 14 – December 15 2017, however, dates are to be coordinated with the construction site contractor. It is possible that the delivery and the installation be moved a few days depending on the progress of the site.

10.2.1 The delivery and installation must be completed at: **Place Bonaventure, 800 de la Gauchetière West, Suite 7300, Montreal, Quebec H5A 1L6**

10.3 Loading Dock: Standard, Aces from Montfort Street

Elevator: Exists
Capacity sufficient for furniture

Dock: *Large dock*
Width : 10'2"
Length : 19'9"
Height : 9'10" (door) 12'0" (interior)
Capacity : 18 000 lbs

Small dock
Width : 4'10" (door) 5'4" (interior)
Length : 11'0"
Height : 7'3" (door) 8'5" (interior)
Capacity : 7 000 lbs

Solicitation No. - N° de l'invitation
EF245-181156/A
Client Ref. No. - N° de réf. du client
EF245-18-1156

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-7-40169

Buyer ID - Id de l'acheteur
MTA180
CCC No./N° CCC - FMS No./N° VME

ANNEX "A.1"

PLANS

See the "Attachments" section on this Tender Notice's page on the buyandsell.gc.ca site

ANNEX "B"

BASIS OF PAYMENT

Note to Bidders:

1. Firm prices in Canadian dollar, all inclusive, *DDP Incoterms 2010* (Place Bonaventure, 800 de la Gauchetière West, Suite 7300, Montreal, Québec H5A 1L6), are required for all items in the table below.
2. All prices must include customs duties and Canadian excise taxes, if any.
3. Applicable taxes are additional for all items.

Article No.	Description	Unit of item	Quantity	Firm Unit Price	Firm Total Price
1.	3 drawer metallic file cabinet with 1 numeric lock operating all drawers as per specifications mentioned in Annex A	Each	8	\$ _____	\$ _____
2.	3 drawer metallic file cabinet with 3 numeric locks operating each drawer as per specifications mentioned in Annex A	Each	93	\$ _____	\$ _____
3.	4 drawer metallic file cabinet with 1 numeric lock operating all drawers as per specifications mentioned in Annex A	Each	10	\$ _____	\$ _____
4.	4 drawer metallic file cabinet with 4 numeric lock operating each drawer as per specifications mentioned in Annex A	Each	40	\$ _____	\$ _____
5.	Delivery as mentioned in section 6.4.1, 6.4.2, 6.11.	Lot	1	\$ _____	\$ _____
6.	Installation as mentioned in section 6.4.1, 6.12, 6.13, 6.14.	Lot	1	\$ _____	\$ _____
FIRM TOTAL PRICE					\$ _____

Solicitation No. - N° de l'invitation
EF245-181156/A
Client Ref. No. - N° de réf. du client
EF245-18-1156

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-7-40169

Buyer ID - Id de l'acheteur
MTA180
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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