



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Furniture Division/Division des ameublements  
11 Laurier St. / 11, rue Laurier  
6B1, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> Workpace cat 1, 2, 5 and 6	
<b>Solicitation No. - N° de l'invitation</b> EP916-181406/A	<b>Date</b> 2017-10-18
<b>Client Reference No. - N° de référence du client</b> 20181406	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-980-73589	
<b>File No. - N° de dossier</b> pq980.EP916-181406	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-11-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dicaire, Sylvie	<b>Buyer Id - Id de l'acheteur</b> pq980
<b>Telephone No. - N° de téléphone</b> (819) 743-6552 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



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Section 1 – Invitation and Instructions to Bidders

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

## SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

### **Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

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

### **Step 2. ☒ Competitive or ☐ Non-Competitive**

For Competitive Requirements:

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

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

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

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

### **Step 3. ☒ General or ☐ PSAB**

For PSAB procurement:

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation.

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**Terms of the RFB:**

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

The Bidder must provide the following information **WITH** the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4. below at the time indicated in article 3. Security Requirement ;

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
  - 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 B.
2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) 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.

**Bid Evaluation**

An evaluation team composed of representatives of Canada will evaluate the bids.

<b>RFB Issued by:</b>		
<b>RFB Closing - Submit Bid:</b> Bids must be submitted to the Contracting Authority on the date and at the time indicated below.		
By no later than date and time:	a. November 7, 2017 b. 2 p.m. EST	
- To physical location (if applicable)	Bid Receiving Unit / Réception des soumissions 11 Laurier Street / 11 rue Laurier Place du Portage, Phase III Core 0B3 / Noyau 0B3 Gatineau, Québec K1A 0S5	
<b>RFB Enquiries</b>		
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.		Four (4) business days



## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	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.	
<b>2.</b>	<b>Security Requirement</b> (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
a.	<input type="checkbox"/>	<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausings in Annex B herein.
c.	<input checked="" type="checkbox"/>	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority</b>	
	Name:	Sylvie Dicaire
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	11 Laurier Street
	Telephone No.:	(819) 743-6552
	Facsimile No.:	Sylvie.dicaire@tpsgc-pwgsc.gc.ca
	E-mail address:	Public Works and Government Services Canada
4.2	<b>Project Authority</b>	
	Name:	(to be completed at contract award)
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 10 below.	
<b>5.</b>	<b>Payment</b>	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
<b>6.</b>	<b>Invoicing</b>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact:	
	Address: (to be completed at contract award)	



**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

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- 1. IU to complete an Annex A for each category with the exception of the rules specified herein.**  
**2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.**
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1. Category Selection

The requirement includes the following category (ies) of work

- a. ☒ Category 1 – Interconnecting Panels and Freestanding Systems

**RULE: Metal Storage**

Identified Users may procure metal storage products forming part of Category 1 when combined with interconnecting panels and/or freestanding systems and if the total sum of metal storage products represent less than 20% of the requirement. If this rule does not apply to the requirement, Category 3 must be used for the metal storage products forming part of this category.

☐ Category 1 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- b. ☒ Category 2 – Freestanding Height Adjustable Desk / Table Products

**RULE: Category 1 and 2**

Category 1 and 2 can be combined for tier 2 and tier 3 requirements when Category 2 surfaces comprise no more than 50% of the total sum of work surfaces.

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

- c. ☐ Category 3 – Metal Filing and Storage Cabinets

**RULE: High Storage Products**

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable when the requirement is to match existing panel systems heights forming part of an existing inventory. Additional storage forming part of the same requirement not incorporated into an existing panel system workstation must not specify maximum heights and added as a separate line item at article 3 of this Annex.

Maximum Height for product #(s) \_\_\_\_\_ at article 3 of this Annex is \_\_\_\_\_.

☐ Category 3 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- d. ☐ Category 4 – Wood Veneer – Freestanding Products

☐ Category 4 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- e. ☒ Category 5 – Ancillary and Lighting Products

☐ Category 5 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)



f. ☒ Category 6 - Support Space – Collaborative Furniture

**RULE 1:** Category 6 can be further subdivided by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

**RULE 2:** Clients may exercise an option to upgrade products up to 15% of the Category 6 product total before applicable taxes after contract award for Category 6 products.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded in Category 6, Annex A. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 15% of Category 6 Product Total of Table 9 at Article 1. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product/series.

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

g. ☐ Product Related Services

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

2.1 For Product Related Services requirements

2.2 For Categories 1-6:

Scenario a. ☐ Does not include a floor plan

Scenario b. ☒ Includes floor plan(s) WITH identification of product information in Annex C of this RFB.

Floor plan(s) are used for information purposes only. *The floor plan takes precedent over any discrepancies for category 1 only.*

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

**Site Inspection Date:** Please contact the project authority as soon as possible  
Denis Bergeron: (613) 302-1537

3. Product and Pricing Tables

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



## Product Category: 1

Please refer to panel matrix (A, B, C and D) at Annex "C" and floor plan for quantities (Annex "C")

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
Phase 1	280 Slater Street, 4 <sup>th</sup> floor Ottawa, ON	2018/01/15	Normal	(Y)		
Phase 2	280 Slater Street, 6 <sup>th</sup> floor Ottawa, ON	2018/03/20		(M)		
				(D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. <b>Please contact the project authority before proceeding with the order and for coordination purposes.</b>			Delivery Total:			\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
Phase 1	280 Slater Street, 4 <sup>th</sup> floor Ottawa, ON	2018/01/15	Normal	(Y)		
Phase 2	280 Slater Street, 6 <sup>th</sup> floor Ottawa, ON	2018/03/20		(M)		
				(D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time			Installation Total:			\$

**Table 4 – Optional Product** n/a

**Table 5 – Optional Delivery** n/a

**Table 6 – Optional Installation** n/a

**Table 7 – Product Related Services** n/a



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

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	Phase 1 – 280 Slater Street, 4 <sup>th</sup> floor Ottawa , ON Phase 2 – 280 Slater Street, 6 <sup>th</sup> floor Ottawa , ON
B	Dock	Ground level outside
C	Lift	No lift
D	Door	7'-0" h x 8'-0"w
2.2	Freight Elevator	Yes, next to dock
2.3	Other (specify, if any)	
	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

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

**Table 10 – Bidder’s Authorized Representative**

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

\*At contract award, “Total Evaluated (Bid) Price” becomes “Contract Price”.



## Product Category: 2

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
	FSCAEA4824	Electrically assisted sit and stand work surface 24x48 with range from 24" to 46" (610mm to 1170mm)  <b>Additional note:</b> - Grommet required if not in a pre-cut form to accommodate wiring	Phase 1 65  Phase 2 32  See floor plan for location			
Non-SA (NSA) products forming part of this requirement not to exceed 20% of the firm quantity from the products above in this table.  The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
	NON SA product(s)	<b>Description of Non SA</b> <i>1 POWER/DATA MODULE. MODULE TO INCLUDE THREE (3) SIMPLEX OUTLETS AND 2 USB PORTS TO BE CLAMPED TO EACH HEIGHT ADJUSTABLE SURFACE</i>	Phase 1 65  Phase 2 32  See floor plan for location			
				Product Total		\$

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
Phase 1	280 Slater Street, 4 <sup>th</sup> floor Ottawa, ON	2018/01/15	Normal			
Phase 2	280 Slater Street, 6 <sup>th</sup> floor Ottawa, ON	2018/03/20				



<p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.  <b>Please contact the project authority before proceeding with the order and for coordination purposes.</b></p>	Delivery Total: \$
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**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
Phase 1	280 Slater Street, 4 <sup>th</sup> floor Ottawa, ON	2018/01/15	Normal			
Phase 2	280 Slater Street, 6 <sup>th</sup> floor Ottawa, ON	2018/03/20				
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time				Installation Total:		\$

**Table 4 – Optional Product** n/a

**Table 5 – Optional Delivery** n/a

**Table 6 – Optional Installation** n/a

**Table 7 – Product Related Services** n/a

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

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	Phase 1 – 280 Slater Street, 4 <sup>th</sup> floor Ottawa , ON Phase 2 – 280 Slater Street, 6 <sup>th</sup> floor Ottawa , ON
B	Dock	Ground level outside
C	Lift	No lift
D	Door	7'-0" h x 8'-0"w
2.2	Freight Elevator	Yes, next to dock
2.3	Other (specify, if any)	
	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
3.1	Integrity Provisions	



3.2	Federal Contractor's Program for Employment Equity
3.4	Product Conformance
3.5	Price Certification (In accordance with the SA, Part 6B)

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

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

**Table 10 – Bidder's Authorized Representative**

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

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



**Product Category: 5**

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
<b>Phase 1</b>						
1	MASME	Single arm monitor arms with clamp	130			
2	KMSLFG24	Keyboard tray With lever-free control, removable gel Palm with 27" wide top. Support for 610mm (24") deep worksurface	65			
<b>Phase 2</b>						
3	MASME	Single arm monitor arms with clamp	64			
4	KMSLFG24	Keyboard tray With lever-free control, removable gel Palm with 27" wide top. Support for 610mm (24") deep worksurface	32			
Non-SA (NSA) products forming part of this requirement not to exceed 20% of the firm quantity from the products above in this table.						
The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
	NON SA product(s)	Description of Non SA	QTY	N/A		
				Product Total		\$

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
Phase 1	280 Slater Street, 4 <sup>th</sup> floor Ottawa, ON	2018/01/15	Normal			
Phase 2	280 Slater Street, 6 <sup>th</sup> floor Ottawa, ON	2018/03/20				



*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. <b>Please contact the project authority before proceeding with the order and for coordination purposes.</b>	Delivery Total:	\$
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**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
Phase 1	280 Slater Street, 4 <sup>th</sup> floor Ottawa, ON	2018/01/15	Normal			
Phase 2	280 Slater Street, 6 <sup>th</sup> floor Ottawa, ON	2018/03/20				
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time				Installation Total:	\$	

**Table 4 – Optional Product** n/a

**Table 5 – Optional Delivery** n/a

**Table 6 – Optional Installation** n/a

**Table 7 – Product Related Services** n/a

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

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	Phase 1 – 280 Slater Street, 4 <sup>th</sup> floor Ottawa , ON Phase 2 - 280 Slater Street, 6 <sup>th</sup> floor Ottawa , ON
B	Dock	Ground level outside
C	Lift	No lift
D	Door	7'-0" h x 8'-0"w
2.2	Freight Elevator	Yes, next to dock
2.3	Other (specify, if any)	
	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	



3.1	Integrity Provisions
3.2	Federal Contractor's Program for Employment Equity
3.4	Product Conformance
3.5	Price Certification (In accordance with the SA, Part 6B)

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

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

**Table 10 – Bidder's Authorized Representative**

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

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



## Product Category: 6

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
<b>Phase 1</b>						
1	SREFRPMRPDPAWANIL OMCFFTFNILNILNIL	Single Seat	4			
2	SRESQDPANILAWANIL OMCFFTFNILNILNIL	Soft seating for 2 adults	2			
3	TTCCQPMFBPETSILN3 6XX1421N18xx	Coffee table	2			
4	TTPSPCBMILRSLN3 LNIL36xxN18	Meeting/kitchen table	4			
5	SCNCCQPFN18SAWIL N18PPMILN18N18N18	Kitchen chair	18			
<b>Phase 2</b>						
1	SREFRPMRPDPAWANIL OMCFFTFNILNILNIL	Single seat seating	4			
2	TTCCQPMFBPETSILN3 6XX1421N18xx	Coffee table	2			
3	SRESQDPANILAWANIL OMCFFTFNILNILNIL	Soft seating for 2 adults	1			
4	TTPSPCBMILRSLN3 LNIL36xxN18	Meeting/kitchen table	4			
5	SCNCCQPFN18SAWIL N18PPMILN18N18N18	Kitchen chair	18			
Non-SA (NSA) products forming part of this requirement not to exceed 20% of the firm quantity from the products above in this table.						
The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
	NON SA product(s)	Description of Non SA	QTY	N/A		
				Product Total		\$

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$



			Business Hours (Outside)*			
Phase 1	280 Slater Street, 4 <sup>th</sup> floor Ottawa, ON	2018/01/15	Normal	(Y)		
Phase 2	280 Slater Street, 6 <sup>th</sup> floor Ottawa, ON	2018/03/20		(M)		
				(D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. <b>Please contact the project authority before proceeding with the order and for coordination purposes.</b>			Delivery Total:			\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
Phase 1	280 Slater Street, 4 <sup>th</sup> floor Ottawa, ON	2018/01/15	Normal	(Y)		
Phase 2	280 Slater Street, 6 <sup>th</sup> floor Ottawa, ON	2018/03/20		(M)		
				(D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time			Installation Total:			\$

**Table 4 – Optional Product** n/a

**Table 5 – Optional Delivery** n/a

**Table 6 – Optional Installation** n/a

**Table 7 – Product Related Services** n/a

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

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.  Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	Phase 1 – 280 Slater Street, 4 <sup>th</sup> floor Ottawa , ON Phase 2 – 280 Slater Street, 6 <sup>th</sup> floor Ottawa , ON
B	Dock	Ground level outside
C	Lift	No lift
D	Door	7'-0" h x 8'-0"w



2.2	Freight Elevator	Yes, next to dock
2.3	Other (specify, if any)	
<b>Continuance of Certifications</b>		
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

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

**Table 10 – Bidder's Authorized Representative**

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

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



**ANNEX B**  
**SECURITY REQUIREMENTS**

N/A



## ANNEX C FLOOR PLAN(s)

### Instructions to Bidder(s):

For scenario B procurements Bidders must provide:

- a) completed floor plan(s) with proposed SA approved products;
- b) a product listing of proposed SA approved products offered at floor plan(s).

As a minimum the product listing must include the following information:

- Supplier part numbers;
- brief product descriptions;
- quantities;
- firm unit prices.

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

**\*At contract award, “By submitting a bid, the Bidder...” becomes “The Contractor...”.**

### 1) Floor Plan(s) in PDF or AutoCAD version

Refer to attached floor plans

### 2) Product Configurations

1. EACH SURFACE TO BE SUPPORTED INDIVIDUALLY (DO NOT USE DOUBLE SUPPORT FOR TWO SURFACES, MUST USE CANTILEVER OR C-LEGS) CAN BE LINK BY FLUSH PLATE ONLY
2. 3 DUPLEX RECEPTABLES AT THE BASE OF THE PANEL
3. TWO (2) SINGLE MONITOR ARMS, 1 KEYBOARD TRAY AND TO BE CLAMPED TO EACH HEIGHT ADJUSTABLE SURFACE
4. EACH POWERED PANEL MUST HAVE A POWER RACEWAY THAT CAN ACCOMMODATE AN OUTLET WITHOUT MODIFICATIONS

### 3) Product Configurations

Complete table 9 of the Category 1 for product pricing.

Category 1b

#	GoCUID	Description of Product
1	PEDSMCLC24xBFxxxxxx	<i>Pedestal:</i> <b>Additional note</b> : All doors and drawers to be keyed alike per workstation
2	PSTxW2FCxxx2424Lxxx	<i>Metal Personal Storage Tower: hinged left</i> <b>Additional note</b> : All doors and drawers to be keyed alike per workstation
3	PSTxW2FCxxx2424Rxxx	<i>Metal Personal Storage Tower: hinged right</i> <b>Additional note</b> : All doors and drawers to be keyed alike per workstation
4	WSxxPMLHRxxxxxx2424	<i>Work surface, panel mounted</i>



5	WSxxPMLHRxxxxxx4824	Worksurface, panel mounted
6	WSxxGGLHRxxxxxx5424	Work surface 24x54 with full gable end and modesty <b>Additional note:</b> -The work surface is freestanding. For quiet rooms
7	SPPTFSLxxLW2FOD662424	Laminated Personal Storage Tower: <b>Additional note :</b> All doors and drawers to be keyed alike per workstation
8	SPPDWLLxxxx2Fxxxxxx22	22" laminate mobile pedestal on wheels B/B/F
9	MTxxDPLxDxxxxxx30xx	Meeting table 30" round with single post and disk base
10	SPHxSSLxRDDxxCxxx7212	72" hutch
11	SPLSSSLxRxxxxOxxx7220	20x72 Credenza
12	WSxxGGLHRxxxxxx6024	Work surface 24x60 with full gable end and modesty

#### 4) Workstation Layout(s) or Panel Matrix

##### a. Panel Matrix

##### Type A

Frosted glass/ Vitre givré	Frosted glass/ Vitre givré
Fabric/Tissu	Fabric/Tissu
Power outlet(s) and data below work surface in <b>raceway</b> / Prise(s) électrique(s) et de communication dessous la surface de travail dans une <b>moulure</b>	Power outlet(s) and data below work surface in <b>raceway</b> / Prise(s) électrique(s) et de communication dessous la surface de travail dans une <b>moulure</b>
Side 1	Side 2

##### Type B

Fabric/Tissu	Fabric/Tissu
Power outlet(s) and data below work surface in <b>raceway</b> / Prise(s) électrique(s) et de communication dessous la surface de travail dans une <b>moulure</b>	Power outlet(s) and data below work surface in <b>raceway</b> / Prise(s) électrique(s) et de communication dessous la surface de travail dans une <b>moulure</b>
Side 1	Side 2

##### Type C

Air flow/Flux d'air	Air flow/Flux d'air
Power outlet(s) and data below work surface in <b>raceway</b> / Prise(s) électrique(s) et de communication dessous la surface de travail dans une <b>moulure</b>	Power outlet(s) and data below work surface in <b>raceway</b> / Prise(s) électrique(s) et de communication dessous la surface de travail dans une <b>moulure</b>
Side 1	Side 2



**Type D**

<i>Whiteboard/ Tableau blanc</i>	<i>Whiteboard/ Tableau blanc</i>
<i>Fabric/Tissu</i>	<i>Fabric/Tissu</i>
<i>Power outlet(s) and data below work surface in <b>raceway</b>/ Prise(s) électrique(s) et de communication dessous la surface de travail dans une <b>moulure</b></i>	<i>Power outlet(s) and data below work surface in <b>raceway</b>/ Prise(s) électrique(s) et de communication dessous la surface de travail dans une <b>moulure</b></i>
Side 1	Side 2

**5. Product and Pricing**

1	Product Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 1 FOR THE RESPECTIVE CATEGORY
2	Delivery Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 3 FOR THE RESPECTIVE CATEGORY
3	Installation Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 5 FOR THE RESPECTIVE CATEGORY



## ANNEX D

### Non Supply Arrangement (NSA) Products

This Annex includes the Specifications, Products and Pricing, Certifications associated with NSA products forming part of the requirement.

#### 1. Specifications

**Power/data module – module to include three (3) simplex outlets and 2 USB ports to be clamped to each height adjustable surface.**

#### 2. Product and Pricing

Bidder to complete: Table 1 at Sections B of the tables identified by the IU as well as Tables 9 and 10 of Annex A. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

#### 3. Certification

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

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

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Supplier’s Signature

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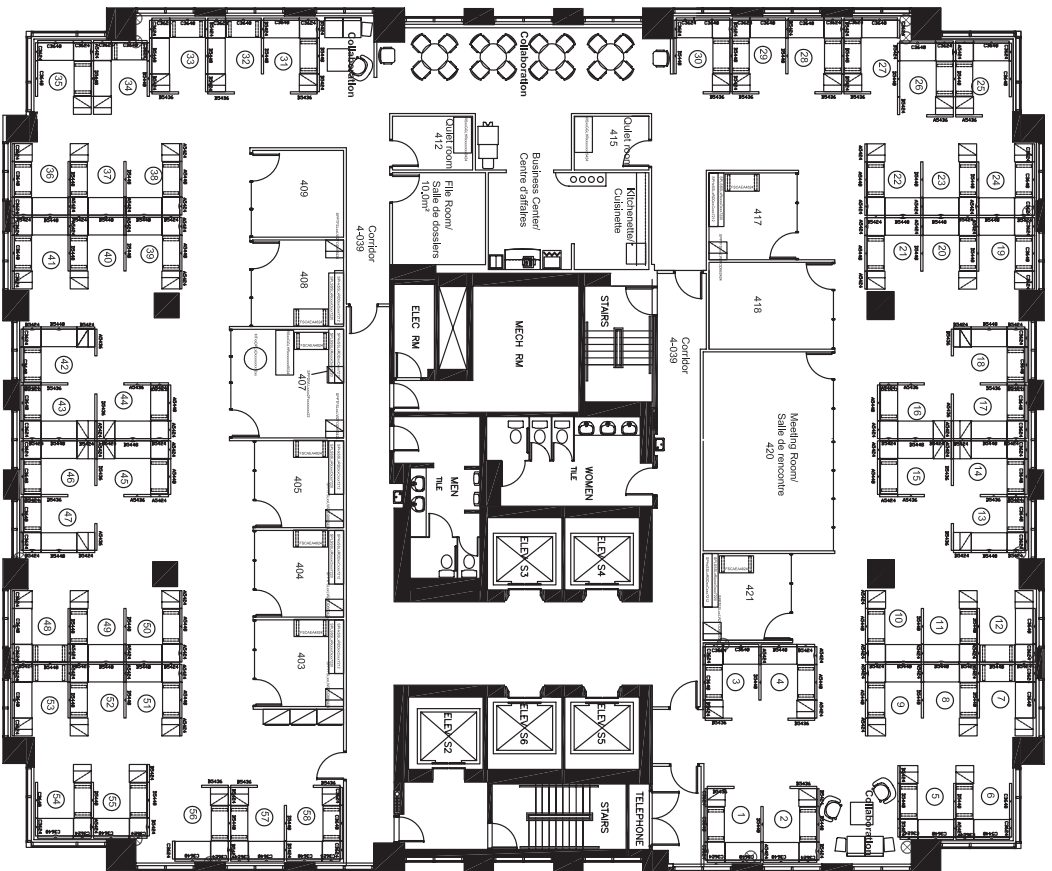
Date

##### **NSA Product Conformance Certification** (applies after contract award)

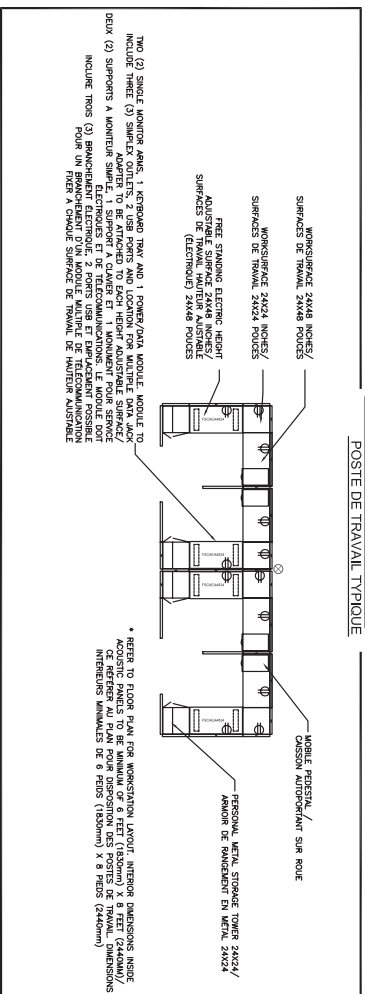
The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in Annex D. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

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

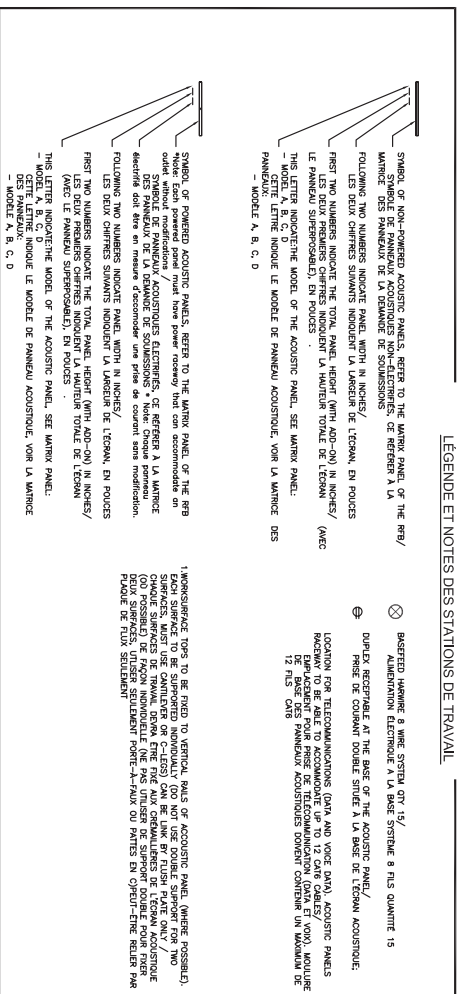




# 4th floor, Phase 1 4e plancher, Phase 1



## WORKSTATION LEGEND AND NOTES/ LÉGENDE ET NOTES DES STATIONS DE TRAVAIL





The floor plan of the second floor of the Natick Town Office is divided into several main sections. On the left is a large, shaded area labeled "N.T.O." (Natick Town Office). To the right of this is a central "Business Center" which includes a "Kitchenette", a "Quiet Room 607", a "Business Center", and a "MECH RM". Below the Business Center is a "STAIRS" area. To the right of the stairs are restrooms labeled "MEN", "WOMEN", and "TLE". Further right is a "Meeting Room 612" and a "N.T.C." (Natick Town Council) area. To the right of the N.T.C. are several numbered rooms (1-27) and a "Telephone" area. The plan also includes a "Quiet Room 604", "ELEC RM", and "ELEC S3" through "ELEC S6".

POSTE DE TRAVAIL TYPIQUE

MONITORING 24x6 MON/CS  
SURFACE DE TRAVAIL 24x24 POUCES

WORKSURFACE 24x24 MON/CS  
SURFACES DE TRAVAIL 24x24 POUCES

FREE STANDING ELECTRIC HEIGHT  
ADJUSTABLE SURFACE 24x6 MON/CS  
SURFACES DE TRAVAIL 24x6 POUCES  
(ELECTRONIC) 24x6 POUCES

MOBILE UTENSIL  
CASSON AUTOMATIQUE SUR ROUE

PERSONAL METAL STORAGE TOWER 24x24/  
RANGEOIR DE RANGEMENT EN METAL 24x24

REFER TO FLOOR PLAN FOR WORKSTATION LAYOUT INTERIOR DIMENSIONS MUST  
ACCOMMODATE PANELS TO BE MINIMUM OF 6 FEET (1830mm) X 8 FEET (2440mm)/  
CE RANGEOIR AU PLAN POUR DESORDRE DES PORTES DE TRAVAIL. DIMENSIONS  
INTERIEURES MINIMALES DE 6 PIEDS (1830mm) X 8 PIEDS (2440mm)

TWO (2) SINGLE MONITOR STAND, 1 KEYBOARD TRAY AND 1 POWER/DATA MODULE. MODULE TO  
INCLUDE THREE (3) SWITCHES ADAPTED TO BE ATTACHED TO EACH HEIGHT ADJUSTABLE SURFACE/  
BEN (4) SUPPORTS A MONITOR SAMPLE, 1 SUPPORT A CABLE ET 1 MODULE POUR SERVICE  
INCLURE TROIS (3) BRANCHEMENT ELECTRONIQUE, 2 PORTS USB ET DEPARTEMENT POSSIBLE  
POUR UN CABLE D'ADAPTEMENT POUR LE TRAVAIL DE L'INTERIEUR ADJUSTABLE  
POUR A CHAQUE SURFACE DE TRAVAIL DE L'INTERIEUR ADJUSTABLE

[illegible]