



**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**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

|   |   |
|---|---|
| <b>Title - Sujet</b><br>Purchase of Shelving & Installation   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>5X001-170733/A  | <b>Date</b><br>2017-11-06   |
| <b>Client Reference No. - N° de référence du client</b><br>5X001-170733   |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$HN-465-73690  |   |
| <b>File No. - N° de dossier</b><br>hn465.5X001-170733   | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2017-12-18</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard Time<br>EST |
| <b>F.O.B. - F.A.B.</b><br><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><br>Nadeau, Alexandra  | <b>Buyer Id - Id de l'acheteur</b><br>hn465                               |
| <b>Telephone No. - N° de téléphone</b><br>(819) 420-2859 ( )  | <b>FAX No. - N° de FAX</b><br>(819) 953-4944                              |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br><br>Specified Herein<br>Précisé dans les présentes |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the requirement.

### **1.2 Statement of Work**

The contractor must provide the goods and/or services in accordance with the technical requirements stated at Annex A Statement of Work.

#### **1.2.1 Delivery Requirement**

Delivery is requested to be completed by March 31, 2018.

### **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: 90 days

#### 2.1.1 SACC Manual Clauses

| SACC Reference         | Section               | Date       |
|------------------------|-----------------------|------------|
| <a href="#">A9033T</a> | Financial Capability  | 2012-07-16 |
| <a href="#">B1000T</a> | Condition of Material | 2014-06-26 |

### 2.2 Submission of Bids

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer. Email proposal not accepted.

PWGSC Bids Receiving Unit  
11 Laurier Street  
Place du Portage, Phase 3, Core 0B2  
Gatineau, Québec, K1A 0S5  
Tel.: 819-420-7201  
Fax: 819-997-9776

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (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.

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## **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.

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## **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 (1 hard copy)
- Section II:       Financial Bid (1 hard copy)
- Section III:      Certifications (1 hard copy)
- Section IV:      Additional Information (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.

#### **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 specified in Annex A.

#### **Section II:       Financial Bid**

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

##### **3.1.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

#### **Section III:      Certifications**

Bidders must submit the certifications required under Part 5.

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#### **Section IV: Additional Information**

##### **3.1.2 Delivery Offered**

While delivery is requested as indicated above, the best delivery that could be offered is\_\_\_\_\_.

##### **3.1.3 Contractor's Representative**

Name and telephone number of the person responsible for:

###### **General enquiries**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

###### **Delivery follow-up**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## **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**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

##### **4.1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance herein and Annex A;

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Pricing Basis**

The bidder must quote firm lot prices in Canadian dollars, DDP Delivered Duty Paid (Gatineau QC), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

### **4.2 Basis of Selection**

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



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## 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. 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

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Bidders' Authorized Representative Signature

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Date

or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

| Green Practices within the Bidders' organization   | Insert a checkmark for each criterion that is met |
|--|---|
| Promotes a paperless environment through directives, procedures and/or programs  |   |
| All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client   |   |
| Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification  |   |
| Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity. |   |
| Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.   |   |
| A minimum of 50% of office equipment has an energy efficient certification.  |   |

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

### 5.2.3 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" 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](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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list at the time of contract award.

### 5.2.4 Certification from Manufacturer

Offerors shall provide written approval from each offered Manufacturer, authorizing the Offeror to sell and install their products across Canada.

## 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 Statement of Work

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein.

#### 6.2.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annexes A and B of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, in whole or in part, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### 6.2.2 SACC Manual Clauses

| SACC Reference | Section      | Date       |
|----------------|--------------|------------|
| <u>B7500C</u>  | Excess Goods | 2006-06-16 |

### 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

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

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:  
Alexandra Nadeau – Supply Officer  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5  
Telephone: (819) 420-2859  
E-mail address: [Alexandra.nadeau@pwgsc-tpsgc.gc.ca](mailto:Alexandra.nadeau@pwgsc-tpsgc.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: (will be inserted at contract)  
Name:  
Title:  
Telephone: (xxx) xxx-xxxx  
E-mail:

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 and telephone number of the person responsible for: (will be inserted at contract)

#### General enquiries

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex B – Pricing Sheet. Customs duties are included and Applicable Taxes are extra.

#### 6.6.2 Limitation of Price

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.

#### 6.6.3 Multiple Payments

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

#### 6.6.4 SACC Manual Clauses

| SACC Reference         | Section   | Date       |
|------------------------|-----------|------------|
| <a href="#">G1005C</a> | Insurance | 2016-01-28 |

### 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 to the Contracting Authority identified under the section entitled "Authorities" of the Contract.  
Department of Public Works and Government Services - "HN" Division  
7B3 Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5  
Attention: Alexandra Nadeau

### 6.8 Certifications

#### 6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 6.9 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, Statement of Work;
- (d) Annex B, Pricing Sheet;
- (e) the Contractor's bid dated \_\_\_\_\_

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#### 6.11 SACC Manual Clauses (Delivery)

| SACC Reference | Section               | Date       |
|----------------|-----------------------|------------|
| <u>D2000C</u>  | Marking               | 2007-11-30 |
| <u>D2001C</u>  | Labelling             | 2007-11-30 |
| <u>D9002C</u>  | Incomplete Assemblies | 2007-11-30 |

##### 6.11.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) Gatineau QC. Incoterms 2000 for shipments from a commercial contractor.

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## ANNEX A

### STATEMENT OF WORK

#### 1.0 TITLE

Procurement and Installation of Shelving at 1770 Pink Road Records Center

#### 2.0 OBJECTIVE

- To purchase and install Phase I and Phase II (Optional) pallet racking as per Courts Administration Service (CAS) specifications.

#### 3.0 BACKGROUND

CAS is a federal department that provides judicial, registry and corporate services to the Federal Court of Appeal, the Federal Court, the Court Martial Appeal Court of Canada and the Tax Court of Canada. To support the four Courts, CAS also has two file room/records center: the Federal Court file room and the Pink Road records center in addition to the Tax Court file room. The Pink Road Records Centre is located at 1770 Pink Road, Gatineau, Quebec. This storage facility is where all dormant and semi-dormant CAS and four courts records are kept. The Pink Road Records Center is at full capacity, therefore there is an immediate need to purchase and install shelving system to increase the space utilization.

#### 4.0 SCOPE OF WORK

The contractor must:

- Provide all material required to install the new racking of Phase I and provide pricing of material and installation of Optional Phase II.
- Send manufacturer approved installers to receive, verify and install all components.
- Provide manufacturer's pre-start health and safety review exemption certificates listing weight capacity.
- The racking must have weight capacity clearly marked at bottom level of each bay.
- The contractor must work with CAS facilities team to ensure the clean-up, vacuum after installation of the shelves and completion of the project.
- The contractor must provide all power equipment necessary to unload, transport and install all material. \*\*\*no propane powered equipment is allowed at 1770 pink road\*\*\*
- The contractor must provide a copy of their schedule including any other specifications.
- Materials and installation service for Phase I consists of the following:

| Quantity                          | Material and Installation Service Specifications |
|-----------------------------------|--|
| 1                                 | Installation service                             |
| 1                                 | Freight and handling                             |
| To suit installation requirements | Required power equipment                         |

|   |  |
|---|--|
| To suit layout drawing on page 18 of 20 | <p>42"x216" END FRAMES BAKED POWDER COAT FINISH ORANGE COLOR</p> <ul style="list-style-type: none"> <li>• Non-seismic Capacity based on 48" beam centers: 22,570 LBS</li> <li>• Minimum Safety Factor: 1.75 based on 50-ksi yield</li> <li>• Engineering calculations must be published by the manufacturer</li> <li>• 3 1/4"x2" 14 ga minimum column profile with 10 vertical bends including rear returns</li> <li>• Tubular enclosed bracing rather than simple channel bracing</li> <li>• All horizontal bracing to be welded against the front and rear end frame columns</li> <li>• Minimum Footplate Size (area): 17.5 sq. in</li> <li>• Anchored to floor using 1/2"x3 3/4" wedge anchors (3 per frame)</li> </ul> |
| To suit layout drawing on page 18 of 20 | <p>4"x96" STEP BEAMS – BAKED POWDER COAT FINISH ORANGE COLOR</p> <ul style="list-style-type: none"> <li>• Non-seismic Capacity: 5,470 LBS per pair</li> <li>• Minimum top face of 1 3/4" for pallet support</li> <li>• Rolled-in step 7/8" wide X 1 5/8" deep</li> <li>• 2 11/16" beam depth</li> <li>• 3" deep brackets welded front and rear complete with six-point wrap-around connectors at both ends ( 12 connection points per beam)</li> <li>• No exposed seams-stitch welded at the rear under the step</li> <li>• Must include 2 safety clips for each beam to resist 2000LBS of uplift force</li> <li>• Safety Factor: 1.65 based on 50-ksi yield, L/180 for deflection</li> </ul>                              |
| To suit layout drawing on page 18 of 20 | <p>42"x46" WIRE MESH PANELS – UNIVERSAL (WATERFALL)</p> <ul style="list-style-type: none"> <li>• Minimum Capacity: 2,500LBS</li> <li>• Complete with 3 inverted channel supports welded to each panel</li> </ul>   |
| 3 per frame                             | 1/2 " CONCRETE WEDGE ANCHORS   |
| 1.5 per frame in back-to-back row       | 12" ROW SPACERS – GALVANIZED   |

i. Materials and installation service for Phase II (Optional) consists of the following:

| Quantity                          | Material and Installation Service Specifications |
|-----------------------------------|--|
| 1                                 | Installation service                             |
| 1                                 | Freight and handling                             |
| To suit installation requirements | Required power equipment                         |



|   |  |
|---|--|
| To suit layout drawing on page 19 of 20 | <p>42"x216" END FRAMES BAKED POWDER COAT FINISH ORANGE COLOR</p> <ul style="list-style-type: none"> <li>• Non-seismic Capacity based on 48" beam centers: 22,570 LBS</li> <li>• Minimum Safety Factor: 1.75 based on 50-ksi yield</li> <li>• Engineering calculations must be published by the manufacturer</li> <li>• 3 1/4"x2" 14 ga minimum column profile with 10 vertical bends including rear returns</li> <li>• Tubular enclosed bracing rather than simple channel bracing</li> <li>• All horizontal bracing to be welded against the front and rear end frame columns</li> <li>• Minimum Footplate Size (area): 17.5 sq. in</li> <li>• Anchored to floor using 1/2"x3 3/4" wedge anchors (3 per frame)</li> </ul> |
| To suit layout drawing on page 19 of 20 | <p>4"x96" STEP BEAMS – BAKED POWDER COAT FINISH ORANGE COLOR</p> <ul style="list-style-type: none"> <li>• Non-seismic Capacity: 5,470 LBS per pair</li> <li>• Minimum top face of 1 3/4" for pallet support</li> <li>• Rolled-in step 7/8" wide X 1 5/8" deep</li> <li>• 2 11/16" beam depth</li> <li>• 3" deep brackets welded front and rear complete with six-point wrap-around connectors at both ends ( 12 connection points per beam)</li> <li>• No exposed seams-stitch welded at the rear under the step</li> <li>• Must include 2 safety clips for each beam to resist 2000LBS of uplift force</li> <li>• Safety Factor: 1.65 based on 50-ksi yield, L/180 for deflection</li> </ul>                              |
| To suit layout drawing on page 19 of 20 | <p>42"x46" WIRE MESH PANELS – UNIVERSAL (WATERFALL)</p> <ul style="list-style-type: none"> <li>• Minimum Capacity: 2,500LBS</li> <li>• Complete with 3 inverted channel supports welded to each panel</li> </ul>   |
| 3 per frame                             | 1/2 " CONCRETE WEDGE ANCHORS   |
| 1.5 per frame in back-to-back row       | 12" ROW SPACERS – GALVANIZED   |

## 5.0 TASKS

The contractor must:

- Review, read and understand current specification. Identify insufficient or conflicting details, incomplete, missing or ambiguous information.
- Provide samples/specifications of material proposed including frame column, bracing and footplate as well as beam with bracket and connector/safety clip.
- Modify and clarify with CAS the specifications, as required.
- The contractor must complete a GPR scan to locate obstructions embedded in the concrete slab which may interfere with anchor locations.

## **6.0 DELIVERABLES and ASSOCIATED ROLES and RESPONSABILITIES**

### CAS:

The staff of the Pink Road Records Center will clear the required space including the removal of the current shelving system and boxing of the records prior to the installation of the new racking system.

After the racking is installed, CAS will be responsible for moving the boxed records to this additional racking space.

### Contractor:

The Contractor must meet with CAS Records Center at Pink Road supervisor to arrange the timing of delivery and installation of the shelves.

Installation of the racking system is expected to take 3 to 4 days, during which time the installers will be supervised by CAS Pink Road staff.

## **7.0 CONSTRAINTS**

### CAS:

CAS facilities must relocate the lights for all areas where new vertical shelving will be installed.

CAS facilities must relocate the fire alarm laser as well as EXIT lights.

### Contractor:

The contractor must complete a GPR scan to locate obstructions embedded in the concrete slab which may interfere with anchor locations.

The rows of racking must be installed starting from our existing racking.

The contractor must also work with Facilities team to ensure the clean-up, vacuum after installation of the new racking.

The contractor must provide a copy of their schedule including any other specifications.

## **8.0 LANGUAGE OF WORK**

The contractor does not need to be bilingual or fluent in both official languages.

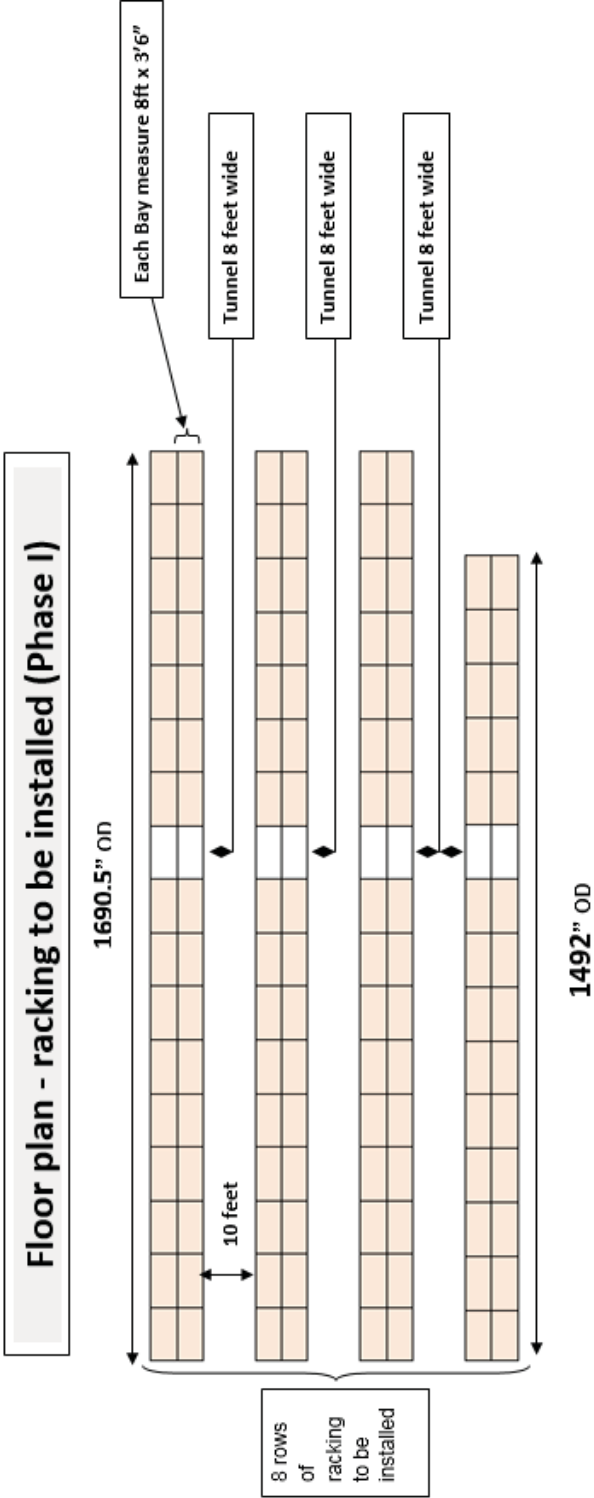
## **9.0 TRAVEL REQUIREMENTS**

There is no travel requirement associated with this contract.

## **10.0 LOCATION OF WORK**

The Contractor must meet with CAS Records Center at Pink Road supervisor to arrange the timing of delivery and installation of the shelves. The work will be completed on site at:

1770 Pink Road,  
Gatineau, Quebec  
(819) 994-1127

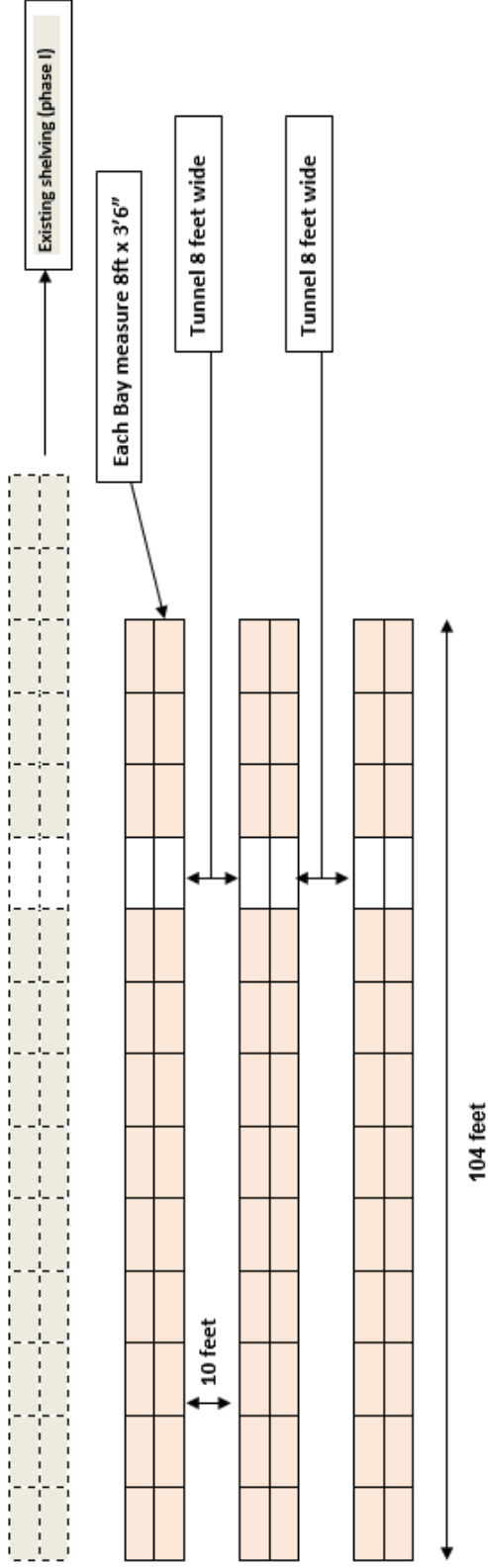


**Description of drawing:**

In total 8 rows of racking to be installed including:

- 6 rows of racking, each row consists of 50 bays and measure 1690.5" OD.
- 2 rows of racking, each row consists of 44 bays and measure 1492" OD.
- Each row of racking consists of three 3 levels of bays except for the tunnels that consists of two levels of bays.
- Each row of racking is 18 feet tall.
- Each Bay measure 8 feet x 3'6"
- Each row of racking has an 8ft tunnel (size of a bay) for Forklift passage.
- 1.5 per frame in back-to-back row - 12" ROW SPACERS – GALVANIZED.
- Each two back-to-back rows are separated by a distance of 10 feet.

## Floor plan - racking to be installed (Phase II) (Optional)



### Description of Phase I floor plan racking:

In total 3 rows of racking to be installed including:

- Each row consists of 38 bays and measures 104 feet.
- Each row of racking consists of three 3 levels of bays except for the tunnels that consists of two levels of bays.
- Each row of racking is 18 feet tall.
- Each Bay measure 8 feet x 3'6"
- Each row of racking has an 8ft tunnel (size of a bay) for Forklift passage.
- 1.5 per frame in back-to-back row - 12" ROW SPACERS – GALVANIZED.
- Each two back-to-back rows are separated by a distance of 10 feet.

Solicitation No. - N° de l'invitation  
5X001-170733/A  
Client Ref. No. - N° de réf. du client  
5X001-170733

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN465. 5X001-170733

Buyer ID - Id de l'acheteur  
HN465  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX B

### PRICING SHEET

All prices must be firm lot prices, in Canadian dollars, Delivered Duty Paid (Gatineau QC), Goods and Services Tax or the Harmonized Sales Tax extra, transportation costs to destination and all applicable Custom Duties, Excise Taxes and installation included.

#### Phase I:

##### FIRM LOT PRICE FOR EQUIPMENT:

\$ \_\_\_\_\_

##### FIRM LOT PRICING FOR SHIPPING/DELIVERY AND INSTALLATION:

\$ \_\_\_\_\_

##### TOTAL BID PRICE (before taxes):

\$ \_\_\_\_\_

##### Taxes:

\$ \_\_\_\_\_

##### TOTAL BID PRICE (including taxes):

\$ \_\_\_\_\_

#### INSTALLATION (FIRM HOURLY RATES)

The bidder must submit a firm hourly rate for installation during and outside normal working hours for each labour category required.

##### Labour Categories

##### Hourly Rate During Regular Hours

##### Hourly Rate Outside Regular Hours

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

#### Optional Phase II:

##### FIRM LOT PRICE FOR EQUIPMENT (OPTIONAL):

\$ \_\_\_\_\_

##### FIRM LOT PRICING FOR SHIPPING/DELIVERY AND INSTALLATION (OPTIONAL):

\$ \_\_\_\_\_