



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

B3J 1T3

Nova Scotia

Bid Fax: (902) 496-5016

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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

B3J 1T3

Nova Scot

Title - Sujet PB Moncton Furniture	
Solicitation No. - N° de l'invitation E0225-182039/A	Date 2017-12-21
Client Reference No. - N° de référence du client E0225-18-2039	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-320-10292	
File No. - N° de dossier HAL-7-79201 (320)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-04	Time Zone Fuseau horaire Atlantic Standard Time AST
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: Browne, January	Buyer Id - Id de l'acheteur hal320
Telephone No. - N° de téléphone (902) 401-8687 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 1713 BEDFORD ROW HALIFAX NOVA SCOTIA B3J3C9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS A:

See Section 1.

Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION A SOUMISSIONNER - STANDARD

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ

Solicitation No. - N° de la demande	Amendment No. - N° de modification
E0225-182039	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	
on – le See Section 1 Voir Section 1	

No of Page/ RFB
N° de page _____

Date of Solicitation – Date de la demande

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.

Voir Section 2, Article 4.1

Destination

See Section 2, Annex A.

Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of supplier (type or print)

Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Signature : _____ Date : _____

TABLE OF CONTENTS

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

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.

Bid Evaluation

RFB Issued to: [This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]	
Supplier Name and Address: (City, Province)	
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
- Facsimile Number:	
RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
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. January 04, 2018 b. 2:00pm AST
- To physical location (if applicable)	Bid receiving unit Public Services and Procurement Canada 1713 Bedford Row, Halifax, NS, B3J 1T3 Fax: (902) 496-5016
- To e-mail address (if applicable)	N/A
RFB Enquiries	
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.	___3___ business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.
2.	Security Requirement (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 checked="" type="checkbox"/>	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority	
	Name:	January Browne
	Title:	Supply Officer
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	1713 Bedford Row Halifax NS B3J 1T3
	Telephone No.:	902-401-8687
	Facsimile No.:	902-496-5016
	E-mail address:	january.browne@pwgsc-tpsgc.gc.ca
4.2	Project Authority	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 10 below.	
5.	Payment	
	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 type="checkbox"/>	Multiple Payment
6.	Invoicing	
	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:	
7.	Defence Contract. This clause applies if the box below is checked.	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1.

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 – Category(ies) _____

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

Floor plan(s) are used for information purposes

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

Site Inspection Date: _____

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

Table 1 – Product

N/A – See 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) \$
1	Government of Canada Building 1045 Main Street, Moncton, New Brunswick, E1C 1H1 Basement storage	On or before March 23, 2018	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				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) \$
1	Government of Canada Building 1045 Main Street, Moncton, New Brunswick, E1C 1H1 Third floor (3 rd)	2018/06/26	Normal	(Y) (M) (D)		

*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.	Installation Total:	\$
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Tableau 7- Product Related Services

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Service Required	Service	Description of Service (refer to Annex A for full definition of services)	Qty (number of hours)	Firm Hourly Rate** as per SA \$	Extended Total [Qty x Price] \$
<u>x</u>	Moving of furniture	Moving furniture from Basement storage to 3rd floor for installation	4h		
Desired completion date for services: <u>June 25, 2018</u> Can this date be met? ____yes, if not please provide best completion date: _____ Add more lines as necessary if there is more than one desired date.				Product Related Services Total:	\$

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

1.	Standard Finishes	
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.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	10 Highfiled street (back of building), Moncton, New Brunswick, E1C 1H1
B	Dock	No docks, lifts located on one door.
C	Lift	1 Lift – 8,000 lbs
D	Door	Two OHDoors 98 inch wide x 126 inch high
2.2	Freight Elevator	Freight Elevator – 6,000 lbs Service Elevator – 4,400 lbs
2.3	Other (specify, if any)	Note that 53' trucks cannot fit at the loading dock. The maximum size is: <u>Cab & chassis truck of 50 feet long.</u>

	Continuance of Certifications
	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	Optional Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional 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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9):	\$\$
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: 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] \$
1		<ul style="list-style-type: none"> Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted 1220mm (48 in.) x 610mm (24 in.) 	32			
2		<ul style="list-style-type: none"> 1524mm (60 in.) x 762mm (30 in.) Sit/Stand Range Height Adjustable Work Surfaces Modesty panel Electrically assisted 	9			
3		<ul style="list-style-type: none"> 1371mm (54") x 762mm (30") Sit/Stand Range Height Adjustable Work Surfaces Modesty panel Electrically assisted 	1 (office 311)			
<p>Non-SA (NSA) products forming part of this requirement not to exceed 20% of the firm quantity from the products above in this table.</p> <p>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.</p>						
	NON SA product(s)	Description of Non SA	QTY			
<p>**Must not exceed ceiling unit price in SA.</p> <p>Add more rows if necessary.</p>				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	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$

			Hours (Outside)*			
1	Government of Canada Building 1045 Main Street, Moncton, New Brunswick, E1C 1H1 Basement storage	On or before March 23, 2018	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.			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) \$
1	Government of Canada Building 1045 Main Street, Moncton, New Brunswick, E1C 1H1 Third floor (3 rd)	2018/06/26	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.			Installation Total:			\$

Tableau 7- Product Related Services

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Service Required	Service	Description of Service (refer to Annex A for full definition of services)	Qty (number of hours)	Firm Hourly Rate** as per SA \$	Extended Total [Qty x Price] \$
<u>x</u>	Moving of furniture	Moving furniture from Basement storage to 3rd floor for installation	4h		

Desired completion date for services: <u>June 25, 2018</u> Can this date be met? ____yes, if not please provide best completion date: _____ Add more lines as necessary if there is more than one desired date.	Product Related Services Total:	\$
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Table 8 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
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>	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	10 Highfiled street (back of building), Moncton, New Brunswick, E1C 1H1
B	Dock	No docks, lifts located on one door.
C	Lift	1 Lift – 8,000 lbs
D	Door	Two OHDoors 98 inch wide x 126 inch high
2.2	Freight Elevator	Freight Elevator – 6,000 lbs Service Elevator – 4,400 lbs
2.3	Other (specify, if any)	Note that 53' trucks cannot fit at the loading dock. The maximum size is: <u>Cab & chassis truck of 50 feet long.</u>
	Continuance of Certifications	
	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	Optional Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional 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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9):	\$\$
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] \$
1		<ul style="list-style-type: none"> Rectangular Keyboard and Mouse Support Surface Lever-free control Gel Palm Support for 610mm (24") deep work surface 	32			
2		<ul style="list-style-type: none"> Task light Desk base 	40			
3		<ul style="list-style-type: none"> Double Monitor arm Edge clamp mount 	40			
4		<ul style="list-style-type: none"> Rectangular Keyboard and Mouse Support Surface Lever-free control Gel Palm Support for 762mm (30") deep work surface 	10			
5		<ul style="list-style-type: none"> Double Monitor arm Edge clamp mount 	10			
<p>Non-SA (NSA) products forming part of this requirement not to exceed 20% of the firm quantity from the products above in this table.</p> <p>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.</p>						
	NON SA product(s)	Description of Non SA	QTY			
<p>**Must not exceed ceiling unit price in SA.</p> <p>Add more rows if necessary.</p>				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) \$
1	Government of Canada Building 1045 Main Street, Moncton, New Brunswick, E1C 1H1 Basement storage	On or before March 23, 2018	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				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) \$
1	Government of Canada Building 1045 Main Street, Moncton, New Brunswick, E1C 1H1 Third floor (3 rd)	2018/06/26	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

Tableau 7- Product Related Services

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Service Required	Service	Description of Service (refer to Annex A for full definition of services)	Qty (number of hours)	Firm Hourly Rate** as per SA \$	Extended Total [Qty x Price] \$
<u>x</u>	Moving of furniture	Moving furniture from Basement storage to 3rd floor for installation	4h		
Desired completion date for services: <u>June 25, 2018</u> Can this date be met? ____yes, if not please provide best completion date: _____ Add more lines as necessary if there is more than one desired date.				Product Related Services Total:	\$

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

1.	Standard Finishes	
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.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	10 Highfiled street (back of building), Moncton, New Brunswick, E1C 1H1
B	Dock	No docks, lifts located on one door.
C	Lift	1 Lift – 8,000 lbs
D	Door	Two OHDoors 98 inch wide x 126 inch high
2.2	Freight Elevator	Freight Elevator – 6,000 lbs Service Elevator – 4,400 lbs
2.3	Other (specify, if any)	Note that 53' trucks cannot fit at the loading dock. The maximum size is: <u>Cab & chassis truck of 50 feet long.</u>
	Continuance of Certifications	
	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	Optional Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional 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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9):	\$\$
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 – contractor will be escorted by Commissioners.
Commissionaires will be hired by PSPC.*

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

See attached Annex C for plan.

2) Product Descriptions

- a. *All required panel heights: Base Height and Seated Privacy Add-on Height;*
- b. *When power is required, the power is located below work surface height (at base of panel); should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non powered, those panels affected must be powered.*
- c. *Type of power feed: base feed and power poles. Refer to plan.*

3) Product Configurations

#	Description of Product	Qty
Workstation details		
CATEGORY 1A		
1	<ul style="list-style-type: none"> Seated Privacy Height Where panels are on perimeter windows – panel must be base height only Powered at base/Non powered – refer to Annex C Lower element 1 and 2 – Fabric Upper element 1 and 2 – Fabric 610mm (24”) panel 	See plan
2	<ul style="list-style-type: none"> Seated Privacy Height Where panels are on perimeter windows – panel must be base height only Powered at base/Non powered – refer to Annex C Lower element 1 and 2 – Fabric Upper element 1 – fabric, element 2 – Accessory rail as indicated on Annex C 	See plan

	<ul style="list-style-type: none"> 1220mm (48") panel 	
3	<ul style="list-style-type: none"> Seated Privacy Height Powered at base – refer to Annex C Lower element 1 and 2 – Fabric Upper element 1 and 2 – Fabric 1220mm (48") panel 	See plan
4	<ul style="list-style-type: none"> Seated Privacy Height Non powered – refer to Annex C Lower element 1 and 2 – Fabric Upper element 1 and 2 – Frosted glass 1220mm (48") panel 	See plan
CATEGORY 1B		
1	<ul style="list-style-type: none"> Work Surfaces Fixed. Panel hung 610mm (24 in.) x 610mm (24 in.) 	32
2	<ul style="list-style-type: none"> Work Surfaces Fixed. Panel hung 1220mm (48 in.) x 610mm (24 in.) 	32
3	<ul style="list-style-type: none"> Personal Storage Towers Freestanding Metal finish Wardrobe one side, 1 file drawer and 2 boxes at bottom (B/B/F) and closed cupboard above, with lock 1372mm (54 in.) high max. must not be higher than the panel Left /Right handed as indicated on the plan 	40
4	<ul style="list-style-type: none"> Paper sorter accessory Panel mounted Rigid Plastic 	85
5	<ul style="list-style-type: none"> Bin accessory Panel mounted Rigid Plastic 	45
6	<ul style="list-style-type: none"> In-out tray accessory Panel mounted Rigid Plastic 	85
7	<ul style="list-style-type: none"> Telephone shelf Panel mounted Rigid Plastic 	40
8	<ul style="list-style-type: none"> Hardware 	As required
CATEGORY 2		
1	<ul style="list-style-type: none"> Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted 	32

	<ul style="list-style-type: none"> 1220mm (48 in.) x 610mm (24 in.) 	
CATEGORY 5		
1	<ul style="list-style-type: none"> Rectangular Keyboard and Mouse Support Surface Lever-free control Gel Palm Support for 610mm (24") deep work surface 	32
2	<ul style="list-style-type: none"> Task light Desk base 	40
3	<ul style="list-style-type: none"> Double Monitor arm Edge clamp mount 	40
Enclosed office furniture details		
CATEGORY 1B		
Office 312		
	<ul style="list-style-type: none"> 762mm (30") x 610mm (24") work surface with 2 full gable ends (QTY – 1) 1220mm (48") x 610mm (24") work surface with 2 full gable ends (QTY – 1) 762mm (30") Hutch with two hinged doors, closed cupboard with lock (QTY – 1) 1220mm (48") Hutch with two hinged doors, closed cupboard with lock (QTY – 1) Work surface supporting box/box/file pedestal with lock (QTY – 1) 914mm (36") Round table (QTY – 1) Laminate finish 	As shown
Office 314		
	<ul style="list-style-type: none"> 1371mm (54") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 2) 1220mm (48") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 1) 762mm (30) x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 1) 1371mm (54") Hutch with two hinged doors, closed cupboard with lock 1220mm (48") Hutch with two hinged doors, closed cupboard with lock Work surface supporting box/box/file pedestal with lock 1676mm (66") x 610mm (24") x 610mm (24") storage tower wardrobe right, closed, FF drawer, with lock Laminate finish 	As shown
Office 316		
	<ul style="list-style-type: none"> 914mm (36") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 2) 914mm (36") Hutch with two hinged doors, closed cupboard with lock (QTY – 2) Work surface supporting box/box/file pedestal with lock 1676mm (66") x 610mm (24") x 610mm (24") storage tower wardrobe right, closed, FF drawer, with lock 914mm (36") Round table Laminate finish 	As shown
Office 315		
	<ul style="list-style-type: none"> 914mm (36") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 2) 914mm (36") Hutch with two hinged doors, closed cupboard with lock (QTY – 2) Work surface supporting box/box/file pedestal with lock 	As shown

	<ul style="list-style-type: none"> • 1676mm (66") x 610mm (24") x 610mm (24") storage tower wardrobe left, closed, FF drawer, with lock • 914mm (36") Round table • Laminate finish 	
Office 321		
	<ul style="list-style-type: none"> • 1067mm (42") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 2) • 1067mm (42") Hutch with two hinged doors, closed cupboard with lock (QTY – 2) • Work surface supporting box/box/file pedestal with lock • 1676mm (66") x 610mm (24") x 610mm (24") storage tower wardrobe right, closed, FF drawer, with lock • 914mm (36") Round table • Laminate finish 	As shown
Office 336		
	<ul style="list-style-type: none"> • 1371mm (54") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 2) • 1220mm (48") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 1) • 762mm (30) x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 1) • 1371mm (54") Hutch with two hinged doors, closed cupboard with lock (QTY – 2) • Work surface supporting box/box/file pedestal with lock • 1676mm (66") x 610mm (24") x 610mm (24") storage tower wardrobe right, closed, FF drawer, with lock • Laminate finish 	As shown
Office 334		
	<ul style="list-style-type: none"> • 1371mm (54") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 1) • 1220mm (48") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 1) • 1371mm (54") Hutch with two hinged doors, closed cupboard with lock (QTY – 1) • 1220mm (48") Hutch with two hinged doors, closed cupboard with lock (QTY – 1) • Work surface supporting box/box/file pedestal with lock • 1676mm (66") x 610mm (24") x 610mm (24") storage tower wardrobe right, closed, FF drawer, with lock • 914mm (36") Round table • Laminate finish 	As shown
Office 332		
	<ul style="list-style-type: none"> • 1067mm (42") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 2) • 1067mm (42") Hutch with two hinged doors, closed cupboard with lock (QTY – 2) • Work surface supporting box/box/file pedestal with lock • 914mm (36") Round table • Laminate finish 	As shown
Office 331		
	<ul style="list-style-type: none"> • 914mm (36") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 2) • 914mm (36") Hutch with two hinged doors, closed cupboard with lock (QTY – 2) • Work surface supporting box/box/file pedestal with lock • 1676mm (66") x 610mm (24") x 610mm (24") storage tower wardrobe right, closed, FF drawer, with lock 	As shown

	<ul style="list-style-type: none"> 914mm (36") Round table Laminate finish 	
Office 329		
	<ul style="list-style-type: none"> 914mm (36") x 610mm (24") work surface with 1 Half, 1 full gable (QTY – 2) 914mm (36") Hutch with two hinged doors, closed cupboard with lock (QTY – 2) Work surface supporting box/box/file pedestal with lock 610mm (24") x 610mm (24") storage tower wardrobe left, closed, FF drawer, with lock 914mm (36") Round table Laminate finish 	As shown
CATEGORY 2		
	<ul style="list-style-type: none"> 1524mm (60 in.) x 762mm (30 in.) Sit/Stand Range Height Adjustable Work Surfaces Modesty panel Electrically assisted 	9
	<ul style="list-style-type: none"> 1371mm (54") x 762mm (30") Sit/Stand Range Height Adjustable Work Surfaces Modesty panel Electrically assisted 	1 (office 311)
CATEGORY 5		
	<ul style="list-style-type: none"> Rectangular Keyboard and Mouse Support Surface Lever-free control Gel Palm Support for 762mm (30") deep work surface 	10
	<ul style="list-style-type: none"> Double Monitor arm Edge clamp mount 	10

4) Workstation Layouts

1. The floor plan takes precedent over any discrepancies.
2. When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
4. Should one typical workstation identify power and the other does not – power will be required for both.

**Workstation layouts are detailed in the attached Annex C (SK1).*

Enclosed Office Layouts

1. The floor plan takes precedent over any discrepancies.

**Enclosed office layouts are detailed in the attached Annex C (SK2).*

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

