



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9
Bid Fax: (604) 775-7526

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Storage Lockers	
Solicitation No. - N° de l'invitation EZ899-182350/A	Date 2018-02-01
Client Reference No. - N° de référence du client EZ899-182350	
GETS Reference No. - N° de référence de SEAG PW-\$VAN-590-8296	
File No. - N° de dossier VAN-7-40366 (590)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-13	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Sezginalp, Kipp	Buyer Id - Id de l'acheteur van590
Telephone No. - N° de téléphone (604) 367-5341 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 219-800 BURRARD ST VANCOUVER British Columbia V6Z0B9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

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

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EZ899-182350
Client Ref. No. - N° de réf. du client
EZ899-182350

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

Buyer ID - Id de l'acheteur
Van590
CCC No./N° CCC - FMS No./N° VME

BID SUBMISSION FORM21

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), 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

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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 British Columbia.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

"Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted."

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

Section I: Technical Bid (Two (2) hard copies)

Section II: Financial Bid (One (1) hard copy)

Section III: Certifications (One (1) hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any elements of the bid solicitation that are identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex C.

4.1.2 Financial Evaluation

- a) SACC Manual Clause A0220T (2014-06-26), Evaluation of Price
- b) See Annex C.1 for Total Evaluation Bid Price Calculation

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the 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 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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 the Contract.

6.2 Requirement

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

6.3 Standard Clauses and Conditions

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

The period of the Contract is from date of Contract to May 21, 2019 inclusive

6.4.2 Delivery Date

Multiple Deliveries. See Annex A.2.

6.4.3 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A 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, 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.

6.4.5 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Solicitation No. - N° de l'invitation
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EZ899-182350

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

Buyer ID - Id de l'acheteur
Van590
CCC No./N° CCC - FMS No./N° VME

Name: Kipp Sezginalp
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 604-367-5341
E-mail address: kipp.sezginalp@pwgs-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:

Name:
Title:
Organization:

Telephone:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

6.6.2 Multiple Payments

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

6.6.3 Electronic Payment of Invoices – Contract

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

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

6.7 Invoicing Instructions

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.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ .

ANNEX A

Requirement

1. INTRODUCTION

Requirement:

Public Services and Procurement Canada (PSPC), formerly known as Public Works and Government Services Canada (PWGSC) has a requirement for the supply, delivery and installation of storage lockers.

Scope:

The Contractor must provide to the satisfaction of Canada all deliverables as described in this Statement of Requirements.

Background:

PSPC is undertaking a refit of its Regional Office in the Pacific Region. The office is located in Vancouver, British Columbia. This project is part of the Workplace Renewal Initiative (WRI) being undertaken by PSPC, Pacific Region. Among the goals of the WRI, is to have storage lockers provided for each employee. These lockers will be placed in various locations making them accessible to employees.

2. CONSTRAINTS

- A. This is a phased construction schedule and installation dates are subject to change; the Contractor will be notified if installation dates change.
- B. Multiple deliveries/installations with completion of project estimated for May 2019.
- C. All installers will be escorted during regular office hours.
- D. Deliveries will be made on weekdays excluding statutory holidays, between 8:30am-4:30pm Pacific Time.
- E. 48 hours prior notification and confirmation for deliveries is required with the Project Authority. Failure to do so may result in non-acceptance at the expense of the Contractor.
- F. Contractor must provide off-site storage if installation dates change
- I. A block of storage lockers will be defined as three (3) lockers stacked vertically by "X" lockers horizontally (horizontal block of lockers to vary per location, per floor)
- J. A wooden base will be provided by PSPC that will run below the entire length of a block.
- K. The lockers will be installed against a designated wall or as a stand-alone unit and will be located at pre-determined areas within a floor. Floor plans will be provided to the Contractor after Contract award but PSPC reserves the right to modify the location of the storage lockers as needed.
- L. The storage lockers can be assembled on-site by the Contractor or be delivered to site already assembled.
- M. Passenger and Freight Elevators at 800 Burrard have the following (on average) minimum / maximum dimensions :

External elevator door opening: 40 inches to 41 inches

Internal elevator width: 76 inches to 77 inches

Elevator depth: 52 inches to 53 inches – closed door to back rail

Diagonal measurement: 85 to 87 inches, inclusive of any rail obstructions

3. TASKS

A. Individual Storage Lockers:

1. General Specifications/Requirements:

1.1 Individual storage lockers must have the following inside dimensions:

	Minimum	Maximum
▪ Width	17 inches	19 inches
▪ Depth	17 inches	19 inches
▪ Height	19 inches	21 inches

1.2 The lockers must be stackable to three (3) lockers high.

1.3 The individual locker must hold a minimum of 15 pounds (lbs.)

1.4 Lockers must be made of an engineered wood product with a protective high pressure laminate surface.

2. Securing the lockers

2.1 If the block of lockers are not against a wall, they must be held secure in a way that avoids any or the whole unit from toppling over and causing an accident.

2.2 Lockers must have capability of being "ganged".

3. Blank Number Plates

3.1 The locker door for each individual lockers must have blank number plates (BNP)

3.2 The BNP must be located on the outside of the door and must be located in the same position for all lockers.

4. Locking Mechanism

4.1 Locking mechanism must be securely fixed to the door.

4.2 All lockers must have a battery powered key pad which allows user to set a minimum 4 digit access code. Initial batteries are to be supplied by Contractor.

4.3 The locking mechanism must come with an Administrative user bypass function to allow access in cases of emergency or forgotten codes.

4.4 Administrative users must be able to delete and reset passcodes any time.

4.5 Must be able to access locker if battery is dead without damaging the lock or locker and without Contractor's assistance.

4. DELIVERABLES

Delivery point: Public Services and Procurement Canada (PSPC),
800 Burrard Street, Vancouver BC.

Annex A.1

**List of Floors and the
Number of Storage Lockers per Floor**

Floor/No of Blocks	Block Designations	No. of Locker (units)	No. of Vertical Stacks (3 lockers per vertical stack)
14 / 3	14-1	42	14
	14-2	27	9
	14-3	33	11
15 / 2	15-1	42	14
	15-2	33	11
16 / 3	16-1	42	14
	16-2	18	6
	16-3	24	8
17 / 2	17-1	39	13
	17-2	30	10
18 / 2	18-1	36	12
	18-2	30	10
19 / 1	19-1	12	4
Total storage locker (units)		408	

Annex A.2

Delivery and Installation Start Dates

Floor	Delivery and Installation Start Dates
18th	April 20, 2018
19th	July 25, 2018
17th	October 24, 2018
14th	January 09, 2019
16th	March 20, 2019
15th	May 21, 2019

PSPC reserves the right to modify the dates mentioned above, depending on the actual construction schedule. If there is a date change, PSPC will notify Contractor within seven (7) calendar days of listed start date.

Annex B

Basis of Payment

The Contractor will be paid firm rates for the work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

The firm rates are inclusive of all direct and indirect expenses incurred in performing the Requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, cleaning supplies, personal protective equipment, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Contractor such as additional surcharges, and transportation fees. No other charges will be accepted.

The prices/rates inserted in the below table are firm for the full period of the Contract.

Table 1
Storage Lockers:

Floor	No. of Locker (units)	Delivery Date	Unit Price	Extended Price
14	102	04-20-2018	\$	\$
15	75	07-25-2018	\$	\$
16	84	10-24-2018	\$	\$
17	69	01-09-2019	\$	\$
18	66	03-20-2019	\$	\$
19	12	05-21-2019	\$	\$
Total Storage Locker Price				\$

Table 2
Delivery:

Floor	No. of Locker (units)	Delivery dates	Firm Delivery Cost
14	102	04-20-2018	\$
15	75	07-25-2018	\$
16	84	10-24-2018	\$
17	69	01-09-2019	\$
18	66	03-20-2019	\$
19	12	05-21-2019	\$
Total Delivery Price			\$

Table 3
Installation:

Floor	No. of Locker (units)	Delivery dates	Firm Installation Cost
14	102	04-20-2018	\$
15	75	07-25-2018	\$
16	84	10-24-2018	\$
17	69	01-09-2019	\$
18	66	03-20-2019	\$
19	12	05-21-2019	\$
Total Installation Price			\$

Optional Services:

Table 4

Storage:

Contractors must provide firm storage pricing to support unforeseen changes in delivery dates. Storage cost (per day) must be firm for the entire period of the Contract.

Floor	No. of Locker (units)	Delivery dates	Storage cost (per day)
14	102	04-20-2018	\$
15	75	07-25-2018	\$
16	84	10-24-2018	\$
17	69	01-09-2019	\$
18	66	03-20-2019	\$
19	12	05-21-2019	\$

Table 5

Estimated Contract Award Total = (Total Storage Locker Price) + (Total Delivery Price) + (Total Installation Price) = \$ _____

Annex C

Evaluation Tables

Mandatory TECHNICAL Criteria

Mandatory Criteria: Bid must meet all mandatory criteria in order to be considered compliant. Bid not meeting ALL of the mandatory criteria will be deemed non-compliant and their financial bid will not be evaluated.

Item	Mandatory Requirements	Comply (Yes or No)	Comments
1.1	Individual storage lockers must have the following inside dimensions: <ul style="list-style-type: none"> • Width – Minimum 17 inches - Maximum 19 inches • Depth – Minimum 17 inches - Maximum 19 inches • Height – Minimum - 19 inches - Maximum 21 inches 		Bidder must provide documentation within bid to support that they are compliant with this criterion.
1.2	The lockers must be stackable to three (3) lockers high.		Bidder must provide documentation within bid to support that they are compliant with this criterion.
1.3	The individual locker must be able to hold a minimum of 15 pounds (lbs.)		Bidder must provide documentation within bid to support that they are compliant with this criterion.
1.4	Lockers must be made of an engineered wood product with a protective high pressure laminate surface.		Bidder must provide documentation within bid to support that they are compliant with this criterion.
2.1	If the block of lockers are not against a wall, they must be held secure in a way that avoids any or the whole unit from toppling over and causing an accident.		Provide information on how this will be achieved
2.2	Lockers must have capability of being "ganged".		Bidder must provide documentation within bid to support that they are compliant with this criterion.
3.1	The locker door for each individual lockers must have blank number plates (BNP)		Bidder must provide documentation or image showing how this is achieved.
3.2	The BNP must be located on the outside of the door and must be located in the same position for all lockers.		

4.1	Locking mechanism must be securely fixed to the door.		Bidder must provide documentation or image showing how this is achieved.
4.2	All lockers must have a battery powered key pad which allows user to set a minimum 4 digit access code. Initial batteries are to be supplied by Contractor.		Bidder must provide documentation within bid to support that they are compliant with this criterion.
4.3	The locking mechanism must come with an Admin bypass function to allow access in cases of emergency or forgotten codes.		Bidder must provide documentation within bid to support that they are compliant with this criterion.
4.4	Administrative users must be able to delete and reset passcodes any time.		Bidder must provide documentation within bid to support that they are compliant with this criterion.
4.5	Must be able to access locker if battery is dead without damaging the lock or locker and without Contractor's assistance.		Bidder must provide documentation within bid to support that they are compliant with this criterion.

Annex C.1 – Financial Evaluation

Financial Evaluation Summary Table

****Not to be completed by Bidder****

Item	Equipment Description	Total Price (As per Annex B)
1	Storage Lockers (Table 1) Total Storage Locker Price	
2	Delivery (Table 2) Total Delivery Price	
3	Installation (Table 3) Total Installation Price	
4	Storage (Table 4) (sum of all storage cost per day x 14 days)	
Total Evaluated Bid Price		

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ANNEX D

Electronic Payment Instruments

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

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

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FORM A

Bid Submission Form

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) [see the <i>Standard Instructions 2003</i>]	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Board of Directors: Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 	
Signature of Authorized Representative of Bidder	Date: