



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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Yellowknife Relocation Project	
<b>Solicitation No. - N° de l'invitation</b> 72000-170113/A	<b>Date</b> 2018-03-23
<b>Client Reference No. - N° de référence du client</b> 72000-170113	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-983-74650	
<b>File No. - N° de dossier</b> pq983.72000-170113	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-04-10</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wong, Michelle	<b>Buyer Id - Id de l'acheteur</b> pq983
<b>Telephone No. - N° de téléphone</b> (819) 639-9834 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PUBLIC PROSECUTION SERVICE OF CANADA 5150 50th Avenue, 4th Floor Yellowknife NWT X1Z3Z4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to the Solicitation.

### **1.2 Requirement**

The requirement is detailed under Annex A – Requirement.

### **1.3 Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):  
- Tlicho Lands Claim Agreement.

### **1.4 Set-aside under the Federal Government PSAB**

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business (PSAB). For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the [Canadian Free Trade Agreement \(CFTA\)](#), CFTA does not apply to this procurement.

### **1.5 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.

### **1.6 Canadian Content**

The requirement is subject to a preference for Canadian goods and/or services.

## **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](#) 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: sixty (60) days

Insert: one hundred and twenty (120) days

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
  - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
  - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
  - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
  - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

"Transmission by facsimile or by epost Connect

  1. Facsimile
    - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
    - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
      - i. receipt of garbled or incomplete bid;
      - ii. availability or condition of the receiving facsimile equipment;
      - iii. incompatibility between the sending and receiving equipment;
      - iv. delay in transmission or receipt of the bid;
      - v. failure of the Bidder to properly identify the bid;
      - vi. illegibility of the bid; or
      - vii. security of bid data.
    - c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
  2. ePost Connect
    - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)).
    - b. To submit a bid using epost Connect service, the Bidder must either:
      - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or

- ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca). The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

## 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 five (5) 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 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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (one (1) hard copy and one (1) electronic copy on CD/DVD)

Section II: Financial Bid (one (1) hard copy and one (1) electronic copy on CD/DVD)

Section III: Certifications (one (1) hard copy and one (1) electronic copy on CD/DVD)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- use 8.5 x 11 inch (216 mm x 279 mm) paper;
- 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](#). To assist Canada in reaching its objectives, bidders should:

- 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
- 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 D Electronic Payment Instruments, to identify which ones are accepted.

If Annex D 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

### **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) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes 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 will be recommended for award of a contract.

## 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

###### 5.1.2.1.1 [A3062T \(2008-05-12\)](#), Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids for items with a certification that the item(s) offered are Canadian goods, as defined in clause [A3050T \(2014-11-27\)](#), may be considered.

Failure to provide this certification completed with the bid will result in the item(s) offered being treated as non-Canadian goods.

Bidders must **clearly identify below** which items meet the definition of Canadian good and complete the certification below.

The Bidder certifies that:

☐ the item(s) offered and identified as Canadian goods are Canadian goods as defined in paragraph 1 of clause [A3050T \(2014-11-27\)](#).

###### 5.1.2.1.2 [A3050T \(2014-11-27\)](#), Canadian Content Definition

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [North American Free Trade Agreement \(NAFTA\)](#) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult [Annex 3.6](#) (9) of the Supply Manual.)



**2. Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.

**3. Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:

- a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
- b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.

**4. Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.

**5. Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the Supply Manual.

**6. Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

#### **5.1.2.2 Set-aside for Aboriginal Business**

##### **5.1.2.2.1 [A3000T \(2014-11-27\)](#), Set-aside for Aboriginal Business**

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.

2. The Bidder:

- i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
- ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Bidder must check the applicable box below:

- i. ☐ The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- ii. ☐ The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:

- i. ☐ The Aboriginal business has fewer than six full-time employees.
- OR
- ii. ☐ The Aboriginal business has six or more full-time employees.

5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**5.1.2.2.2 A3001T (2014-11-27), Owner/Employee Certification - Set-aside for Aboriginal Business**

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

**5.1.2.3 Product Conformance**

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

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

**5.1.2.4 PPSC Specific Certification**

Due to its mandate the Public Prosecutor Service of Canada (PPSC) has a special requirement to perform an internal check to ensure suppliers or subcontractors who work on our projects are not currently being, or have not been, prosecuted by PPSC.

The Bidder certifies that the installers working on this requirement are not in the process of or have not been prosecuted by PPSC. The Bidder also certifies that the installers will continue to conform to this requirement throughout the duration of the Contract.

Within three (3) days of contract award, the Contractor will provide PPSC's Project Authority with the full legal names and DOB of all installers. PPSC will use this information to verify if any individuals are being or have been prosecuted by PPSC.

PPSC will provide the names of those, if any, who cannot work on the Yellowknife Project. If, at that time, there is an insufficient number of installers available to fulfill the Contract requirements, the Contract will be terminated.

Any replacement personnel will need to be verified by PPSC.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

## 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) (<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.

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 requirement is detailed under Annex A – Requirement.

### 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](#) 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.

Section 09, Warranty of general conditions 2010A is amended as follow:

**DELETE:** The warranty period will be twelve (12) months.

**INSERT:** The warranty period will be ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

**DELETE:** Subsection 2 in its entirety

**INSERT:** 2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

## **6.4 Term of Contract**

### **6.4.1 Delivery Date**

All the deliverables must be received and installed on or before June 1, 2018.

### **6.4.2 Comprehensive Land Claims Agreement(s)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):  
- Tlicho Lands Claim Agreement.

### **6.4.3 Delivery Points**

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

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Michelle Wong  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Furniture Division  
11 Laurier Street, 6B3  
Gatineau, Quebec K1A 0S5

Telephone: 819-639-9834

E-mail address: [michelle.wong@tpsgc-pwgsc.gc.ca](mailto:michelle.wong@tpsgc-pwgsc.gc.ca)

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

## 6.5.2 Project Authority

The Project Authority for the Contract is:

*(to be completed at contract award)*

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

*(to be completed at contract award)*

## 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 a firm price, as specified in Annex C, Basis of Payment, for a cost of \$ \_\_\_\_\_ *(to be completed at contract award)*. Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 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

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 following address for certification and payment.

*(to be completed at contract award)*

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.8 Installation Services**

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

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

## **6.9 Post installation Procedures**

The Contractor must adhere to the following Post installation procedures:

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

## **6.10 Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

1. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
2. The deficiency list must be forwarded by the Project Authority to the Contractor;
3. Within three (3) business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
4. For all deficiencies, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen (14) calendar days from receipt of the deficiency list from the Project Authority and;
5. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## **6.11 Certifications and Additional Information**

### **6.11.1 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.

### **6.11.2 Product Conformance Certification**

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

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

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

### **6.11.3 SACC Manual Clauses**

#### **6.11.3.1 A3000C (2014-11-27), Aboriginal Business Certification**

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.

2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.

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

#### **6.11.3.2 A3060C (2008-05-12), Canadian Content Certification**

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T (2014-11-27).

2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the

Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

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

## 6.12 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## 6.13 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, Floor Plans and Panel Matrices;
- (e) Annex C, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## 6.14 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations  
B1501C (2006-06-16), Electrical Equipment  
B4003T (2011-05-16), Canadian General Standards Board – Standards  
B6802C (2007-11-30), Government Property  
B7500C (2006-06-16), Excess Goods  
G1005C (2016-01-28), Insurance - No Specific Requirement



## **ANNEX A**

### **REQUIREMENT**

Annex A is comprised of the provisions associated with the work to be performed under this contract as well as the following:

Annex A-1 – Specifications for the Office Space Furniture

Annex A-2 – Environmental Requirements

#### **1. Scope**

1.1 The Department of Public Prosecution Service of Canada has a requirement for the supply, delivery and installation of newly manufactured office furniture.

1.2 The supplier is responsible for supplying all necessary hardware, trim, connectors, supports, components (including electrical components) and wall mounts etc. to allow the furniture to be installed.

#### **2. Supply the Products**

2.1 All products supplied under this contract must conform to the Specifications contained in Annex A-1 and Environmental Requirements in Annex A-2.

#### **3. Delivery and Installation**

3.1 The following definitions form part of this contract.

3.1.1 During Normal Business Hours is defined as from 08:00 to 17:00 hours, Monday through Friday except Federal Government Statutory holidays.

3.1.2 During Outside Normal Business Hours is defined as:

- i. between 17:00 through 08:00 hours, Monday through Friday except Federal Government Statutory holidays;
- ii. all hours on Federal Government Statutory holidays;
- iii. all hours on Saturdays and/or Sundays.

3.2 The delivery and installation will be done during work hours.

3.3 Delivery address is:

4th Floor, 5101 50th Avenue, Greenstone Building, Yellowknife, NWT, X1A 2N8

3.4 Canada's Facilities to accommodate the delivery:

There is a loading dock at this location, though furniture may also be unloaded at the back of the building and brought in through the main level. There is one freight elevator and one conventional elevator that is lined to accommodate construction and deliveries. Either may be used for furniture deliveries. There are no other restrictions that would restrict the delivery of furniture.

Freight Elevator Dimensions

Elevator Door: 42" W X 84" H

Interior Dimensions: 100" H x 74" D x 48" W

## **ANNEX A-1 SPECIFICATIONS FOR WORK SPACES**

### **1.0 PUBLICATIONS AND TESTING REQUIREMENTS**

#### **1.1 Publications**

##### **1.1.1 General Standards Board**

1.1.1.1 CAN/CGSB-44.227 Free-standing Office Desk Products and Components.

1.1.1.2 CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.

##### **1.1.2 American National Standards Institute – Business Institutional Furniture Manufacturers Association**

1.1.2.1 ANSI/BIFMA X5.6 Panel Systems.

1.1.2.2 ANSI/BIFMA X5.9 Storage.

1.1.2.3 ANSI/BIFMA X5.5 Desk/Table Products.

1.1.2.4 ANSI/BIFMA X5.3 Vertical Files.

##### **1.1.3 American National Standards Institute / National Particleboard Association (NPA)**

1.1.3.1 ANSI A 208.1- 2009 Particleboard

1.1.3.2 ANSI/HPVA HP-1- 2009 Hardwood lumber

##### **1.1.4 Underwriter Laboratory Inc.**

1.1.4.1 UL 1286-2011, Section 35 Standards for Office Furnishings.

#### **1.2 Testing Requirements**

The Product offering must meet all the test requirements listed in this section.

1.2.1 All interconnecting panels and supported components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.6 – Panel Systems and CAN/CGSB.44.229 Interconnecting Panel System and Supported Components.

1.2.2 The complete electrical system and all components must comply with CSA C22.2 No 203- Modular Wiring System for Office Furniture.

1.2.3 All freestanding office desk products and components must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.5– Desk/Table Products and CAN/CGSB.44.227 Freestanding Office Desk Products and Components.

1.2.4 All storage products must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9 - Storage.

1.2.5 Test reports must not be more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.

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

## 2.0 TERMINOLOGY

For the purpose of this specification, the following definitions apply:

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

2.2 Modular: Collection of related units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements, to serve various purposes including storage, display, or shelving.

2.3 Panel Heights are identified as Base Panel Height, Work Surface Privacy Height and Seated Privacy Height and are defined as follows:

2.3.1 Base Panel Height – must be within the range of 914mm (36 in.) to 965mm (38 in.) inclusive.

2.3.2 Work Surface Privacy Height – must be within the range of 1065mm (42 in.) to 1219mm (48 in.) inclusive.

2.3.3 Seated Privacy Height – must be within the range of 1270mm (50 in.) to 1371mm (54 in.) inclusive.

2.4 Hang-on component: A product intended to be fully supported by a panel system.

2.5 Continuous Height Adjustable Surface: A surface that is intended to be adjusted vertically by the user, to allow working in the seated or sit/stand position.

2.6 Off Module Component: An off module component allows the panel-dependent product to be mounted without having to be the same width as the panel.

2.7 Pedestal: A self-contained unit that is deeper than wide, less than 787 mm (31 in.) in height, and having extendible elements. The extendible elements are typically used for multi-functional general storage or filing. It may be freestanding, work surface supporting, or mobile. Pedestal tops must be configured to accommodate seating, work surface supporting or as an extension to a work surface.

2.7.1 Work surface supporting: A pedestal, which replaces the function of work surface, support hardware such as a c-leg, cantilever or gables.

2.8 Panel Add-on Module: A panel add-on module is supported by the base panel.

2.9 Stackable Panel: A stackable panel consists of a base panel with additional panel add-on module. The stackable panel allows for an increase in height or decrease in height with minimal dismantling of the panel station. Each add-on module of the stackable panel must be load bearing.

2.10 Seated Range: Refer to CAN/CGSB-44.229-2008 paragraph 6.2.2 "User-adjustable".

2.11 Face Mounted Power Data Module: A face mounted power data module can be specified on the front and back of a panel frame, which will accommodate duplex power outlets and voice and data outlets at predetermined locations on the surface of a panel frame. It is designed for easy access without the use of access doors.

2.12 Power and data above the work surface: Power and data above the work surface can be achieved by integrating power and data components into the upper portion of the Base Panel Height or by integrating power and data components into the Panel Add-on module.

2.13 Power and data below the work surface: Power and data below the work surface can be achieved by integrating power and data components into the base race way or anywhere within the panel fascia, provided it is below the work surface.

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### 3.0 GENERAL REQUIREMENTS

#### *For Interconnecting Panels & Work Surfaces*

3.1 Interchangeability: Each component must have the capability of being assembled, disassembled, and reconfigured without damage or loss of serviceability when changes are required. Parts must be capable of being replaced.

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

3.2.1 All edges and corners with which the user is intended to come in contact must be eased or radius.

3.2.2 Doors and drawers must fit squarely and evenly on all sides, when closed.

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

3.2.4 Finish: All exposed aluminum components must be anodized, painted or otherwise treated to prevent oxidation.

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

#### *For Wood Veneer Products*

3.3 Workmanship: Wood and wood veneer surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, de-lamination or watermarks.

3.3.1 Face veneers must be tightly joined, properly matched and similar in grain pattern or colour throughout any given area. The natural characteristics of wood and veneer are acceptable.

#### *For Interconnecting Panels & Work Surfaces and Wood Veneer Products*

3.4 Resilient bumpers must be provided on all doors and drawers assemblies to minimize impact noise when closing doors and drawers. An alternate means to minimize impact noise is acceptable.

3.5 All drawers and doors must be lockable.

3.5.1 All locks within a single workstation must be keyed alike.

3.5.2 A minimum of three (3) sets of keyed alike keys per workstation must be supplied.

#### *For Interconnecting Panels & Work Surfaces, Freestanding Height Adjustable Table Products and Wood Veneer Products*

3.6 Work surfaces must be of a similar construction and appearance and must allow the integration of work surfaces within a workspace.

3.6.1 All work surfaces must be supplied with High Pressure Laminate finishes (excluding Wood Veneer Products).

3.7 When wire management openings pass through a work surface, a meeting table surface, a support or a modesty panel the openings must be provided with a grommet. Reusable covers must be provided for each grommet to conceal the openings when not in use.

3.7.1 If a grommet is used, all work surfaces measuring 1219mm (48") wide and less must have one grommet as part of the work surface. All work surfaces greater than 1219mm (48") wide must have two grommets incorporated into the work surfaces.

3.8 All work surfaces and meeting table surfaces with electrical and data cabling must provide wire management for routing and concealing electrical and data cabling.

3.8.1 The wire management system must be a grommet or a gap where the work surface meets a perpendicular panel or upper storage when specified.

3.8.2 The method of wire management must not cause the face of a pedestal to protrude beyond the front edge of the work surface when the pedestal is placed beneath the work surface.

3.8.3 When grommets are located over a work surface supported pedestal the resultant wires must not interfere with the operation of the drawers.

3.9 Parts must be capable of being replaced.

#### **4.0 DETAILED REQUIREMENTS for Interconnecting Panels & Work Surfaces**

4.1 The overall panel height, including any panel mounted component must not exceed 1.37 m (54 in.). Panels must be stackable.

4.2 Work Surface Privacy Height and Seated Privacy Height must be Stackable Panels and must consist of a Base Panel Height plus one or more Panel Add-on Modules. As part of the stackable panel each add-on module must be load bearing and provide hang-on capability.

Note: The total height of a Seated Privacy Height panel can be achieved with a Base Panel Height and one Panel Add-on Module, and does not exceed 1372mm (54") high.

4.2.1 Base Panel Height: provides no privacy to the end-user.

4.2.2 Work Surface Privacy Panel Height: provides work surface privacy to the end-user and provides access to power and data at the work surface and above the work surface and accessory capabilities.

4.2.3 Seated Privacy Panel Height: provides seated privacy to the end-user and provides access to power and data above the work surface and accessory capabilities.

4.3 All Base Panels must provide access to power and data below the work surface.

4.4 All work surface privacy and seated privacy panels must provide face mounted power data modules above the work surface. The duplex power outlets and voice and data outlets must be offered at predetermined locations where specified on the drawing and product listing.

4.5 The tolerance for all panel widths is +/- 25.4mm (1 in.).

4.6 Panel widths must allow for the enclosure of freestanding desk/table and storage product system components with panels on three sides, while maintaining a 90-degree corner.

4.7 Panels must be offered in upholstered fabric and/or metal air-flow for Base Panel Height.

4.8 When the interior structural support frame is fabricated from metal, it must be anodized, painted or otherwise treated to prevent oxidization.

4.9 Panel add-on modules must be offered in upholstered fabric and/or accessory rails, and/or whiteboard and/or any combination.

4.10 A panel-to-panel connectors must allow a panel to be installed perpendicular at any location along the width of the panel.

#### Cable Pathway

4.11 All powered and non-powered panels must have concealed cable pathways to accommodate the electrical, voice and data cables.

4.11.1 The cable pathway must provide sufficient space to allow for a bend radius of at least 76mm (3 in.) for the installation of communication cables both horizontally and vertically.

4.11.2 The cable pathway must accommodate at least three (3) eight-wire circuits as well as nine (9) 5mm (0.20 in.) diameter communication cables with no more than a 60% fill capacity.

4.11.3 Cable pathways located at the base must have knockouts to receive back-to-back electrical outlets.

4.11.4 Cable pathway covers must open and close firmly without the use of proprietary tools.

4.11.5 Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.

4.11.6 Non-powered cable pathways must provide field conversion to powered cable pathways without requiring the workstation to be dismantled.

4.11.7 Unused knockouts/access points, which are visible, must be covered to prevent unsightly holes.

4.12 Vertical Wire Management System: must conceal wires running from the base cable pathway up to desk height and above or from desk height cable pathways to above.

#### Electrical Wiring System

4.13 The electrical wiring system must be made of components which are modular and provide power at predetermined locations. When electrical wiring alterations or disassembly are required, the workstation must not be dismantled. The system must provide for base feed/floor access.

4.13.1 The electrical system must provide electrical distributing service to four (4) workstations from one central feed point.

4.13.2 Each station must be provided with a maximum of six (6) receptacles in combination of either three (3) duplex power outlets or two (2) triplex power outlets. Each workstation must have one (1) voice / data outlet.

4.13.3 Receptacles: Must be interchangeable within the manufacturer predetermined locations and accessible above work surface height.

4.13.4 The complete electrical system and all components must comply with CSA C22.2 No 203-M91 (R2010) Modular Wiring System for Office Furniture.

4.13.5 All powered panels for a width of 762mm (30 in.) to 1524mm (60 in.) requires up to four receptacles power outlets.

#### Panel-Mounted Work Surfaces

4.14 The tolerance for all work surface widths is +/- 25.4mm (1 in.). The tolerance for all work surface depths is +/- 13mm (0.5 in.).

4.15 Work surfaces must be panel mounted and/or floor supported and/or combination of panel mounted and floor supported. Floor supported is non-panel dependent.

4.16 Off module capability must allow a panel mounted work surface to be installed at any location along the panel width.

#### Component System Accessories

4.17 Panel-mounted accessories must be integrated into the panel frame or attached to the panels separately. Panel-mounted accessory widths must correspond with panel widths.

4.18 Accessory Rails and white boards must be installed above the work surface height and be of heights that correspond with the panels at Seated Privacy Panel Height.

4.19 Accessories mounted on the accessory rails must be made of metal or rigid plastic. As a minimum the component system must provide two in/out trays.

### **5.0 DETAILED REQUIREMENTS for Interconnecting Panels & Work Surfaces and Wood Veneer Products**

#### Fixed Height Work Surfaces

5.1 Fixed height work surfaces must be freestanding and integrated with the storage products system and be of similar construction and appearance, with no interruptions to wire management or power and data.

5.1.1 The tolerance for all work surface widths is +/- 25.4mm (1 in.).

5.1.2 The tolerance for all work surface depths is +/- 13mm (0.5 in.).

5.2 Fixed height work surfaces with a modesty panel.

5.2.1 The modesty panel must not prevent access to wall outlets, or interfere with work surface supports and power/data access.

5.2.2 The modesty panel width must correspond with the work surface width.

5.2.3 The modesty panel must be in heights that allows for floor clearance and allows wire access from wall power/data to the equipment.

5.2.4 The modesty panel must be installed recessed within the work surface back edge.

#### Storage Products

5.3 Storage products consist of pedestals, hutches, and wardrobes.

5.3.1 All storage products must be finished on the top and all sides.

5.3.2 All closed compartments within a storage unit must be lockable.

5.3.3 Hutches must be single sided.

5.3.4 Storage products must be in wood veneer.

5.3.5 All storage units without casters must have a leveling mechanism with a vertical adjustment of at least 19mm (0.75 in.).

5.3.6 High storage units must provide floor access and wall access for the electrical system and provide a cable pathway to route cables from the building to the storage products.

5.3.7 Hutches and wardrobes must line up at the top so that they rest at the same height. The hutch will sit atop a work surface at standard height (29.5") and must be cut so that when it sits on the work surface, it matches the height of the wardrobe.

#### Pedestals (Wood Veneer Products)

5.4 Pedestals must be freestanding.

5.4.1 The top box drawer must have a movable pencil tray that spans the full interior width of the drawer.

5.4.2 The file drawer must have a hanging file rail.

#### Hutches

5.5 Doors must be hinged vertically and/or sliding.

5.5.1 Hutches must be securely but not permanently affixed on the top of the supporting surface so that the hutch, when removed, will not cause any damage to the top of the supporting surface or the storage unit.

5.5.2 Hutches must be mounted on a desk.

#### Wardrobe

5.6 The wardrobe must have full-length garment storage for hanging more than one garment.

5.6.1 Wardrobes must have two doors, a hanging rod and a hat shelf.

5.6.2 Wardrobes with the absence of doors must be provided and at least three adjustable shelves must be included, the unit must be tested to ANSI/BIFMA X5.9 and the shelves must be tested for surface deflection (for storage units).

### 6.0 DETAILED REQUIREMENTS for Freestanding Height Adjustable Table Products

6.1 Freestanding height adjustable desk/tables products must be a depth of at least 610mm (24") and 762mm (30") a width of 762mm (48") and 1524mm (60"). The tolerance for all work surface widths and depths is +/- 25.4mm (1 in.)

#### Continuous Height Adjustable Work Surfaces

6.2 Continuous height adjustable work surfaces must be sit/stand range.

6.3 The controls for continuous height adjustable work surfaces must be electrical.

6.3.1 The electrical controls must be certified to be compliant with CSA C22.2 No 203.

#### Sit/Stand Range

6.4 The primary surface must be capable of a height adjustment of 558mm to 1218mm (22 to 48 in.).

### 7.0 DETAILED REQUIREMENTS FOR FINISHES AND MATERIALS

7.1 All finishes and materials, must meet the performance requirements in Section 2.0 Publication and Testing Requirements.

7.1.1 Interconnecting Panels & Work Surfaces all finishes for, panel and upholstery fabrics, work surface finishes, edge profile details for panel and freestanding work surfaces, panel trims finishes for vertical supports, metal storage and personal storage towers.



7.1.2 Freestanding Height Adjustable Table Products all finishes work surfaces, edge profile details, finishes for vertical supports including modesty panels.

7.2 Fabric for panels must be manufactured from 100% recycled material or from other environmentally appropriate materials.

7.2.1 All panel fabrics must meet the requirements and acceptance levels cited in the Association for Contract Textile (ACT) Voluntary Performance Guidelines for wrapped panels and upholstered walls.

7.3 Flammability: The panels must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102-2010. The test must be conducted on each different fabric composition and interior construction. If panel construction is changed, new flammability tests are required.

7.3.1 Fabrics that are "identical" in content and weight will be accepted as comparable to the fabric tested on the panel.

7.4 Particleboard must meet ANSI A208-2008.1, grade M2 or greater when used as substrate.

7.5 Hardwood lumber must meet Architectural Woodwork Manufacturers Association of Canada (AWMAC) custom grade.

7.6 Hardwood plywood must meet ANSI/HPVA HP-1, Birch-2008 species, architectural grade.

## **8.0 QUALITY ASSURANCE**

8.1 The Supplier must have a recognized quality management system in place at the manufacturing facility or conformance to ISO 9001:2008.

## **9.0 PREPARATION FOR DELIVERY**

9.1 In addition to the marking requirement stated in section 9.0 MARKING of CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components or CAN/CGSB.44.229-2008 Interconnecting Panel System and Supported Components all Panels, Work surfaces, Storage, electrical components and freestanding units must be permanently and legibly marked with:

- The product code
- Manufacture's trade mark
- Traceable order information for warranty purposes.

## **ANNEX A-2 ENVIRONMENTAL REQUIREMENTS**

In April 2006, the Government of Canada introduced a "Policy on Green Procurement" as mandated by Treasury Board of Canada Secretariat. The objective of the Policy is to advance the protection of the environment and to support sustainable development by integrating environmental considerations into the procurement decision-making process.

### **1.0 Materials**

- 1.1. All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999))
- 1.2 All metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
- 1.3 All steel parts must contain a minimum of 25% recycled content.
- 1.4 All plastic components must be recyclable at the end of their life.
- 1.5 All composite wood products must contain a minimum of 60% recycled material.
- 1.6 Product emitting formaldehyde which must result in an indoor air concentration of more than 0.5 mg/m<sup>3</sup> shall be plugged. Holes do not need to be plugged if the product is listed on Ecologo, Greenguard etc.

### **2.0 BioBased Renewable Material - Sustainable Wood**

- 2.1 All wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CS), Forest Stewardship Council (FSC), Program for the Endorsement of Forest Certification (PEFC) or Sustainable Forestry Initiative (SFI).

### **3.0 Product Design**

- 3.1 Wear susceptible parts must be designed to be replaceable.

### **4.0 Manufacturing**

- 4.1 Waste material from the manufacturing process must be minimized and/or recycled.
- 4.2 The Supplier must have certificates as proof that all products contain no chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE).
- 4.3 Products offered must be manufactured in a facility with a hazardous and toxic material management system in place.

### **5.0 Packaging and Distribution**

- 5.1 Corrugated containers used must contain at least 80% recycled content paper fibre.
- 5.2 Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e. enough to fill a truck).
- 5.3 As a minimum, the Supplier must implement one of the following requirements:

5.3.1 Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site)

5.3.2 Packaging is recyclable and/or bio-degradable

5.3.3 Packaging is returnable to the supplier/shipper

5.3.4 Packaging is reusable

## **6 .0 Chemical Management Plan (CMP)**

6.1 All products offered must come from a Manufacturer who has a Chemical Management Plan to cover one or more of the following:

6.1.1 Must demonstrate that a hazardous substances (materials) management system is in place at their manufacturing facility(s)

6.1.2 Must have a system in place to acquire, use, store, transportation and final disposition of chemicals

6.1.3 Must adopt a chemical hazard recognition plan

6.1.4 Must have a documented emergency response plan in place

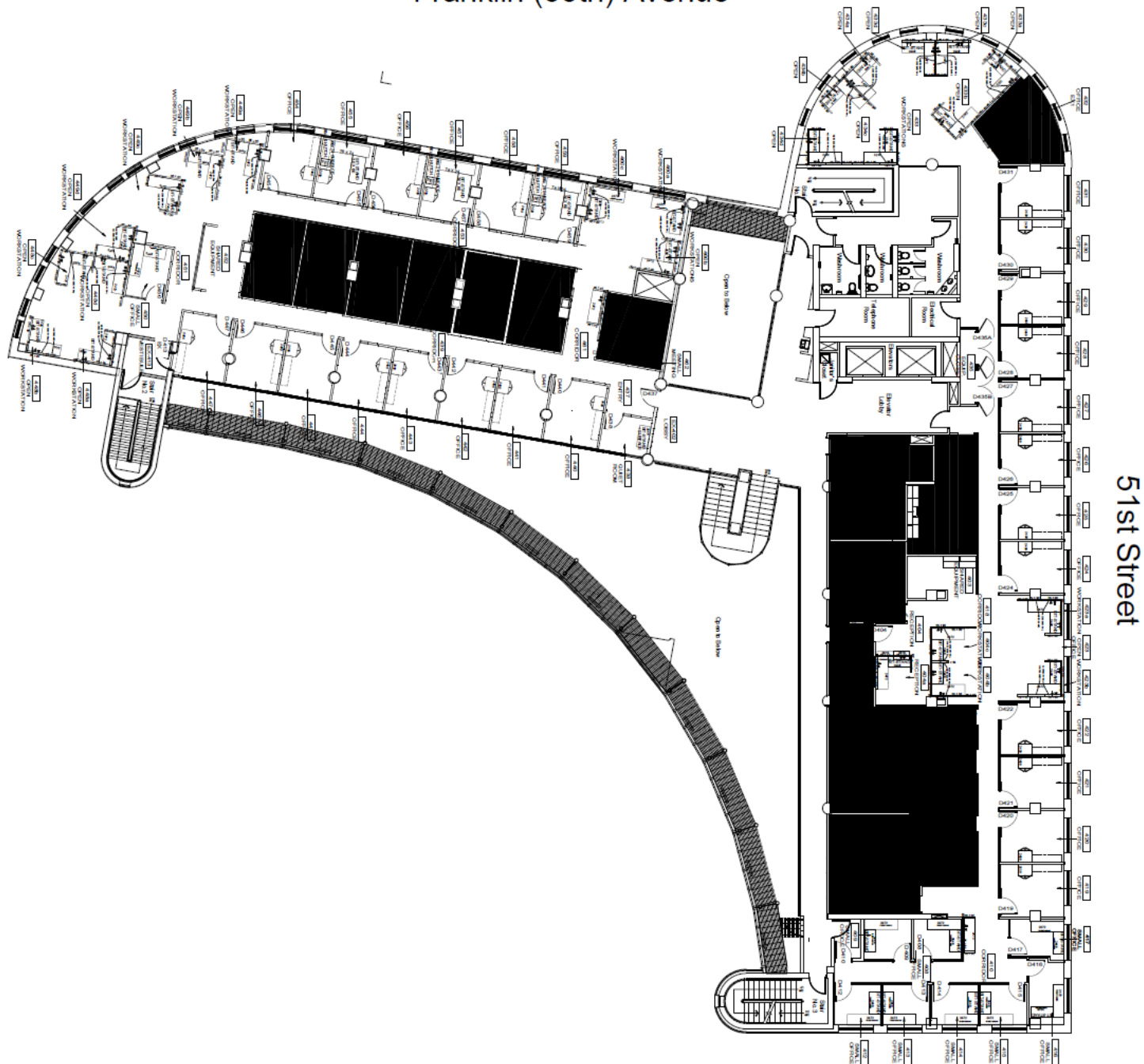
## ANNEX B

### FLOOR PLANS & PANEL MATRICES

#### Floor Plan(s)

AutoCAD file added as a separate document.

### Franklin (50th) Avenue



## **Panel Matrices**

### **Item # 1 & 4 & 9**

<i>upper element 1</i>	<i>upper element 2</i>
Fabric	Fabric
<i>lower element 1</i>	<i>lower element 2</i>
Fabric	Fabric

Side 1

Side 2

Seated Privacy Height Add On Non-Powered  
610mm (24") W  
915mm (36") W

Work Surface Privacy Add On Non-Powered  
915mm (36") W

### **Item # 3 & 10**

<i>upper element 1</i>	<i>upper element 2</i>
Fabric	Fabric
<i>lower element 1</i>	<i>lower element 2</i>
Cut-out(s) for Power & Data, Fabric	Cut-out(s) for Power & Data, Fabric

Side 1

Side 2

Seated Privacy Height Add On Powered outlet(s)  
Above Work Surface  
915mm (36") W

Work Surface Privacy Add On Non-Powered  
915mm (36") W

### **Item # 2**

<i>upper element 1</i>	<i>upper element 2</i>
Accessory Rail	Fabric
<i>lower element 1</i>	<i>lower element 2</i>
Fabric	Fabric

Side 1

Side 2

Seated Privacy Height Add On Non-Powered  
915mm (36") W

### **Item # 5**

<i>upper element 1</i>	<i>upper element 2</i>
Accessory Rail	Fabric
<i>lower element 1</i>	<i>lower element 2</i>
Cut-out(s) for Power & Data, Fabric	Fabric

Side 1

Side 2

Seated Privacy Height Add On Powered outlet(s)  
Above Work Surface  
915mm (36") W

Item # 6

<i>upper element 1</i> White Board	<i>upper element 2</i> Fabric
<i>lower element 1</i> Fabric	<i>lower element 2</i> Fabric
Side 1	Side 2

Seated Privacy Height Add On Non-Powered  
915mm (36") W

Item # 7

<i>upper element 1</i> Fabric	<i>upper element 2</i> Fabric
<i>lower element 1</i> Cut-out(s) for Power & Data, Fabric	<i>lower element 2</i> Fabric
Side 1	Side 2

Seated Privacy Height Add On Powered outlet(s)  
Above Work Surface  
915mm (36") W

Item # 8

<i>upper element 1</i> White Board	<i>upper element 2</i> White Board
<i>lower element 1</i> Fabric	<i>lower element 2</i> Fabric
Side 1	Side 2

Seated Privacy Height Add On Non-Powered  
915mm (36") W

Item # 11

<i>lower element 1</i> Cut-out(s) for Power & Data, Fabric	<i>lower element 2</i> Fabric
Side 1	Side 2

Base Height Powered Above Work Surface with Data  
915mm (36") W

Item # 12

<i>lower element 1</i> Cut-out(s) for Power, Fabric	<i>lower element 2</i> Fabric
Side 1	Side 2

Base Height Powered Above Work Surface  
915mm (36") W

Item # 13

<i>lower element 1</i> Fabric	<i>lower element 2</i> Fabric
Side 1	Side 2

Base Height Non-Powered  
915mm (36") W

## ANNEX C

### BASIS OF PAYMENT

#### Instructions to Bidder(s):

Bidders must provide:

- a) Completed floor plan(s) with proposed products;
- b) A product listing of 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 and panel matrices stipulated at Annexes A & B.

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

Floor Plans take precedence over the Product List.

Item #	Description	Proposed Item	Quantity	Firm Unit Price	Extended Total (Quantity x Firm Unit Price)
<b>INTERCONNECTING PANELS</b>					
1	Seated Privacy Height Add On Non-Powered  Upper Element 1 Fabric Lower Element 1 Fabric  Upper Element 2 Fabric Lower Element 2 Fabric  610mm (24") W	<a href="#">[proposed model]</a>	23	\$	\$
2	Seated Privacy Height Add On Non-Powered  Upper Element 1 Accessory Rail Lower Element 1 Fabric  Upper Element 2 Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	1	\$	\$

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3	Seated Privacy Height Add On Powered outlet(s) Above Work Surface  Upper Element 1 Fabric Lower Element 1 Cut-out(s) for Power & Data, Fabric  Upper Element 2 Fabric Lower Element 2 Cut-out(s) for Power & Data, Fabric  915mm (36") W	<a href="#">[proposed model]</a>	2	\$	\$
4	Seated Privacy Height Add On Non-Powered  Upper Element 1 Fabric Lower Element 1 Fabric  Upper Element 2 Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	15	\$	\$
5	Seated Privacy Height Add On Powered outlet(s) Above Work Surface  Upper Element 1 Accessory Rail Lower Element 1 Cut-out(s) for Power & Data, Fabric  Upper Element 2 Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	18	\$	\$
6	Seated Privacy Height Add On Non-Powered  Upper Element 1 White Board Lower Element 1 Fabric  Upper Element 2 Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	13	\$	\$
7	Seated Privacy Height Add On Powered outlet(s) Above Work Surface  Upper Element 1 Fabric Lower Element 1 Fabric, Cut-out(s) for Power & Data, Fabric  Upper Element 2 Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	12	\$	\$



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8	Seated privacy Height Add On Non-Powered  Upper Element 1 White Board Lower Element 1 Fabric  Upper Element 2 White Board Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	5	\$	\$
9	Work Surface Privacy Add On Non-Powered  Upper Element 1 Fabric Lower Element 1 Fabric  Upper Element 2 Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	2	\$	\$
10	Work Surface Privacy Add On Non-Powered  Upper Element 1 Fabric Lower Element 1 Cut-out(s) for Power & Data, Fabric  Upper Element 2 Fabric Lower Element 2 Cut-out(s) for Power & Data, Fabric  915mm (36") W	<a href="#">[proposed model]</a>	1	\$	\$
11	Base Height Powered Above Work Surface with Data  Lower Element 1 Cut-out(s) for Power & Data, Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	11	\$	\$
12	Base Height Powered Above Work Surface  Lower Element 1 Cut-out(s) for Power, Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	2	\$	\$
13	Base Height Non-Powered  Lower Element 1 Fabric Lower Element 2 Fabric  915mm (36") W	<a href="#">[proposed model]</a>	27	\$	\$

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WORK SURFACES					
14	Panel Mounted  Rectangular High Pressure Laminate  24" x 72"	<a href="#">[proposed model]</a>	26	\$	\$
15	Panel Mounted  Transactional Top Laminate  36" x 18"	<a href="#">[proposed model]</a>	2	\$	\$
16	Freestanding  Two full gable ends with modesty Wood Veneer, Cherry Finish  24" x 72"	<a href="#">[proposed model]</a>	8	\$	\$
17	Freestanding  Rectangular One full and one half gable and modesty panel Two grommets Wood Veneer, Cherry Finish  78" x 24"	<a href="#">[proposed model]</a>	3	\$	\$
18	Freestanding  Transitional Fixed Two full gable and modesty panel Two grommets Wood Veneer, Cherry Finish  66" x 24"	<a href="#">[proposed model]</a>	3	\$	\$
SIT/STAND RANGE HEIGHT ADJUSTABLE WORK SURFACES					
19	Freestanding  High Pressure Laminate Electrically assisted (to be installed in the workstations)  48"W x 24"D	<a href="#">[proposed model]</a>	24	\$	\$
20	Freestanding  Wood Veneer, Cherry Finish Electrically assisted  48"W x 24"D	<a href="#">[proposed model]</a>	9	\$	\$

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21	Freestanding  Wood Veneer, Cherry Finish Electrically assisted  Rectangular Two full gable and modesty panel Two grommets  60"W x 30"D	<a href="#">[proposed model]</a>	3	\$	\$
<b>STORAGE PRODUCTS</b>					
22	Freestanding Wardrobe  Wood Veneer, Cherry Finish  Two(2) doors, a hanging rod and a hat shelf  24"D x 30"W	<a href="#">[proposed model]</a>	26	\$	\$
23	Freestanding Hutch  Wood Veneer, Cherry Finish  High Or Add-On Unit Closed Doors  15"D x 66"W	<a href="#">[proposed model]</a>	26	\$	\$
24	Freestanding Pedestals  Wood Veneer, Cherry Finish  Box, Box, File  22"D	<a href="#">[proposed model]</a>	3	\$	\$
<b>ACCESSORIES</b>					
25	In-Out Trays Panel Mounted Metal Finish  2 per workstation	<a href="#">[proposed model]</a>	48	\$	\$

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HARDWARE					
26	Corner Powerpole Base Feed (Max Seated Privacy Height)	<a href="#">[proposed model]</a>	17	\$	\$
27	Corner Connector for Panel	<a href="#">[proposed model]</a>	26	\$	\$
28	C-leg	<a href="#">[proposed model]</a>	46	\$	\$
29	Cantilevers	<a href="#">[proposed model]</a>	29	\$	\$
DELIVERY					\$
INSTALLATION					\$
Total Evaluated Price* (sum of 1-29 + delivery & installation)					\$

\* "Total Evaluated Price" will become "Contract Price" at contract award. Applicable taxes extra.

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## **ANNEX D to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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