



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier/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**

<b>Title - Sujet</b> 111 Wellington-Lockers and benches	
<b>Solicitation No. - N° de l'invitation</b> EP751-173057/D	<b>Date</b> 2018-05-07
<b>Client Reference No. - N° de référence du client</b> EP751-173057	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PPS-017-26811	
<b>File No. - N° de dossier</b> 017pps.EP751-173057	<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 2018-05-28</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> Lemay, Jessica	<b>Buyer Id - Id de l'acheteur</b> 017pps
<b>Telephone No. - N° de téléphone</b> (613) 990-4232 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Annex A - Voir l'annexe A.	

**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**

Parliamentary Precinct Division/Acquisitions de la Cité  
parlementaire  
222 Queen Street / 222, rue Queen  
Ottawa  
Ontario  
K1A 0S5

<b>Delivery Required - Livraison exigée</b>	<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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EP751-173057/D  
Client Ref. No. - N° de réf. du client  
EP751-173057

Amd. No. - N° de la modif.  
File No. - N° du dossier  
017pps. EP751-173057

Buyer ID - Id de l'acheteur  
017pps  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)**

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, 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."

### **1.4 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.

### **1.5 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](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.

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)).
- 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."

### **2.1.1 Equivalent Products**

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
  - a. designates the brand name, model and/or part number of the substitute product;
  - b. states that the substitute product is fully interchangeable with the item specified;
  - c. provides complete specifications and descriptive literature for each substitute product;
  - d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
  - e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

2. Products offered as equivalent in form, fit, function and quality will not be considered if:
  - a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
  
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

## **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.

### **2.2.1 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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

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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 (2 hard copies and 1 soft copy on USB key)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (1 hard copy and 1 soft copy on USB key)

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:

- (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.

**The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.**

## **Section II: Financial Bid**

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

### **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 Technical Evaluation**

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

Mandatory Technical Criteria as specified in Attachment 1 to Part 4.

#### **4.1.2 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**

#### **4.2.1 Mandatory Technical Criteria**

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 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.

### 5.1.1 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 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

( ) a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

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.

#### 5.1.2.1 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.

### 5.1.3 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.

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#### 5.1.3.1 Canadian Content Definition

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

#### 5.1.3.2 Set-aside under the Procurement Strategy for Aboriginal Business

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](#) 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.

#### 5.1.4 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.

#### 5.1.5 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** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, **EACH** hold a valid **SITE ACCESS** Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex C.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work 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 July 15<sup>th</sup>, 2019 inclusive

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before July 15<sup>th</sup>, 2018.

#### **6.4.3 Delivery Points**

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

### **6.5 Authorities**

Solicitation No. - N° de l'invitation  
EP751-173057/D  
Client Ref. No. - N° de réf. du client  
EP751-173057

Amd. No. - N° de la modif.  
File No. - N° du dossier  
017pps. EP751-173057

Buyer ID - Id de l'acheteur  
017pps  
CCC No./N° CCC - FMS No./N° VME

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### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jessica Lemay  
Organization: Public Works and Government Services Canada  
Telephone: 613-990-4232  
E-mail: jessica.lemay@tpsgc-pwgscc.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: *(to be inserted at contract award)*  
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 budget and schedule 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 Technical Authority

The Technical Authority for the Contract is:

Name: *(to be inserted at contract award)*  
Organization:  
Telephone:  
E-mail:

The Technical Authority named above 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 Technical Authority, however the Technical 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.

### 6.5.4 Contractor's Representative

Name: *(to be inserted at contract award)*  
Organization:  
Telephone:  
E-mail:

## 6.6 Payment

### 6.6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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 B for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

### 6.6.2 Limitation of Price

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

### 6.6.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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.

## 6.7 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 to the following email address:

TO: (*to be inserted at contract award*)

## 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.

### 6.8.2 Aboriginal Business Certification

A3000C (2014-11-27), Aboriginal Business Certification

### 6.8.3 Canadian Content Certification

A3060C (2008-05-12), Canadian Content Certification

## 6.9 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*).

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2010A** (2016-04-04), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## 6.11 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

## **ANNEX "A"**

### **Statement of Work**

111 Wellington – Lockers and Benches

#### **PART 1: Project Requirements**

##### **Background**

Public Services and Procurement Canada (PSPC) is building a new Visitor Welcome Centre on Parliament Hill, 111 Wellington Street, Ottawa, Ontario. The Visitor Welcome Centre Phase One (VWC – Ph1) is a 4 storey structure, with two levels serving visitors, one level for material handling and one for building services. All four levels are underground, located between Centre Block and West Block.

##### **Requirement**

PSPC has a requirement for supply, delivery and installation, where applicable, of the components listed in Attachment 1 to Annex A. All components are to be delivered to the VWC – Ph1, 111 Wellington Street, Ottawa, Ontario. The applicable responsibilities and deliverables related to installation will apply only to the items as indicated in the attachments

##### **Schedule**

All components must be delivered and installed by July 15<sup>th</sup> 2018.

The delivery window may be extended due to construction delays.

The final date and time of delivery will be confirmed by the Project Authority ten (10) calendar days in advance. The schedule for deliveries must include considerations for site and loading dock constraints, volume of deliveries, and resource constraints regarding reviews and acceptances.

##### **Finish**

Where indicated, finishes for specified line items in Attachment 1 to Annex A are to be submitted for review and approval by the Technical Authority within ten (10) calendar days of contract award.

##### **Warranty**

1. For the work of this Section, the 12-months warranty period prescribed in the General Conditions of the Contract is extended to 2 years.
2. In addition to the extended warranty specified above, provide the manufacturer's 20-year written limited warranty against breakage, corrosion, delamination and defects in workmanship of all phenolic components; to be replaced without charge, excluding labour.

### **Contractor Responsibilities and Tasks**

1. The Contractor must assign a representative to be the sole contact with the Project Authority.
2. The named Contractor's Representative will be responsible for the following:
  - 2.1 to schedule deliveries and installation;
  - 2.2 to ensure the Contractor's security clearances and health and safety training is acquired as required;
  - 2.3 to track and address component deliveries, deficiencies and acceptance; and
  - 2.4 to provide installation instructions for components to be installed by a third party.
    - 3.4.1 For all components to be supplied and delivered by the Contractor and installed by a third party, the Contractor must ensure installation instructions are provided thirty (30) days after contract award to the Project Authority.
3. The named Contractor's Representative must respond to telephone and e-mail contact by the Project Authority and Contract Authority within 24 hours.
4. The named Contractor's Representative must be available to address issues relating to warranty.
5. The minimum level of service required of the Contractor is detailed below:
  - a. Provide requested submittals
  - b. Coordinate deliveries and installation with the Project Authority.
  - c. Assemble components off-site, as required.
  - d. Uncrate product in designated staging area, as required.
  - e. Inspect product for damage with Project Authority and Technical Authority.
  - f. Assemble and install product, as required.
  - g. Clean product once installed, as required.
  - h. Inspect installation with Project Authority and Technical Authority.
  - i. Make minor adjustments / repairs as required.
  - j. Remove and recycle all waste material, as required. The VWC – Ph1 project is striving for LEED Gold. As such, all packaging including plastic wrap, Styrofoam, cardboard, pallets and non-re-useable containers brought to the site by the Contractor for purposes of fulfilling the terms of the contract but not used by the Contractor for purposes of fulfilling the terms of the contract. Inclusive of materials and products removed directly by the contractor, by trades, suppliers and others acting under the direction of the contractor. Contractor to provide suppliers and/or manufacturers confirmation that arrangements have been made to both return and recycle packaging materials used to ship their products.
  - k. Clean up the installation site. The site must present a neat and orderly appearance at all times.
6. If necessary, the Contractor shall provide storage for any or all the items confirmed for delivery.
7. In the event of a discrepancy between the documents the following priority shall prevail:

- a. Building Component List (BCL)
  - b. Layouts
8. The Supplier is only responsible for the items identified in Attachment 1 to Annex A. The Layouts show items in the Attachment 1 to Annex A in addition to other items that are not within the scope of this Statement of Work. The other items are identified for information purposes only.

### **Submittals**

1. Product Data: Provide manufacturer's complete product data. Include:
  - 1.1 Preparation instructions and recommendations
  - 1.2 Storage and handling requirements and recommendations
  - 1.3 Installation methods
  - 1.4 Product data specific to materials used in the construction of lockers
  - 1.5 Green Material Data Sheets (GMDS) and supporting documentation, in accordance with Section 01 35 21 "LEED Requirements":
    - Recycled content information as per GMDS tracking Sheet
    - Regional content information as per GMDS tracking sheet
2. Shop Drawings: Indicate locker plan layout for the installation, component profiles and elevations, schedule of finishes, and accessories.
3. Samples:
  - 3.1 Provide samples illustrating the manufacturer's complete colour range for the Technical Authority's selection
  - 3.2 Provide 4 minimum 200 mm x 200 mm samples of locker material in the selected colour, using actual materials and finishes proposed for use in the final assembly
  - 3.3 Provide a sample of each type of hardware proposed for use in the final assembly

### **Delivery & Installation Instructions**

1. Components must be assembled and delivered as required to the temporary West Block loading dock (at west entry), with a packing slip. Deliveries will be routed through to West Block Elevator C and down to appropriate floor, then through below grade connecting corridors to the Visitor Welcome Centre. It may be possible that smaller items can be delivered by way of the front entry to the Visitor Welcome Centre. Delivery and installation locations for components are available at Attachment 2 to Annex A.

- 1.1 The Contractor must include a packing slip with all deliveries. Packing slips must contain the following information:

Delivery Date  
Contract Title and Number  
Contractor's Name and  
Address Identification of  
Submission

- a. Provide a checklist of the items delivered as listed under the Commercial and Household Goods lists, Attachments 1 to Annex A;
- b. Provide total quantity of item(s) delivered; and
- c. Provide total quantity of items delivered to date versus remaining quantities to be delivered.

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**Please Note:** All deliveries **MUST** be accompanied by a packing slip. Deliveries without a packing slip will be turned away at the site.

2. For components to be installed by the Contractor:
  - 2.1 The location of components for each of these floors is available in Attachment 2 to Annex A, Floor Plans.
  - 2.2 The Contractor will be responsible to take the necessary steps to ensure all interior finishes i.e., door frames, flooring finishes, elevators, etc. are protected against damages.
  - 2.3 The Project Authority will also be present to direct the relocation of components from the west entry of West Block to final locations within Visitor Welcome Centre.
  - 2.4 The Contractor must have a designated supervisor on site while the work is being carried out
3. Products will be delivered and installed in accordance with the agreed upon schedule between the Project Authority and the Contractor's Representative.
4. Deliveries and installations are routinely to be performed during regular hours between 4:00pm and 6:00am Monday to Saturday and excluding statutory holidays, using the West Block temporary loading dock and entry. For components to be installed by the Contractor, all delivered materials are to be moved from the temporary loading dock to their respective locations by 6:00am each day.
5. The Contractor must ensure that each driver coming to site reviews and understands the Traffic Control Plan in Attachment 3 to Annex A Site Instructions, prior to the delivery being made.

## **Health and Safety**

### General

During deliveries, the site will be under construction. All construction Health and Safety regulations must be observed by the Contractor.

PCL as Construction Manager, assumes the role of "Constructor" as defined in the Occupational Health and Safety Act and Regulations for construction Projects and is fully responsible for ensuring compliance with OSHA for all aspects of the Project.

The Contractor must comply with the PCL Health and Safety Procedures and Policy described below and attached in Attachment 3 to Annex A.

A Site Orientation Course will be provided through the Project Authority to all of the Contractor's personnel required to access the worksite (beyond the loading dock).

All personnel accessing the site (beyond the temporary loading dock) are required to have a valid WHMIS and Working at Heights training cards during their time on site. Copies of the training cards will be taken by PCL at the site orientation course.

Personnel accessing site will be required to obtain a valid site access card processed through PCL.

The Construction Manager complies with and enforces the requirements of:

- 
- a) The National Building Code of Canada 2005 (NBC), Part 8 Safety Measures at Construction and Demolition Sites and Provincial Regulations for Construction Projects.
  - b) The Designated Substances Report
  - c) The Workplace Hazardous Materials Information Systems (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labeling and the provision of Material Safety Data Sheets (MSDS) acceptable to Human Resources and Skills Development Canada, Labor Program.

### **Inspection, Acceptance and Deficiency Procedures**

#### 1. Inspection

The Contractor must adhere to the following inspection process and deficiency procedure:

##### 1.1 At Contractor's Premise

The Project Authority reserves the right to visit the Contractor's premise for products to be assembled offsite and delivered to the loading dock.

##### 1.2 Inspection Upon Delivery

The Project Authority and Technical Authority will inspect all products arriving on-site.

##### 1.3 Inspection Upon Completion of Installation

The Project Authority and Technical Authority will perform the inspection within five (5) business days after notification of the completed installation.

#### 2. Deficiencies and Acceptance

The Project Authority, with input from the Technical Authority, will prepare an inspection report documenting any deficiencies. If there are no deficiencies, the Project Authority will provide the Contractor with a sign-off that the work is accepted.

- 2.1 The inspection report will be forwarded to the Contractor no later than ten (10) business days after delivery and installation.
- 2.2 For all outstanding deficiencies, the Contractor must submit a deficiency rectification plan with delivery dates and completion dates, within five (5) business days from receipt of the inspection report. The deficiency rectification plan will be reviewed at the weekly coordination meetings with the Project Authority.
- 2.3 The Contractor must notify the Project Authority when all the deficiencies have been rectified.
- 2.4 A rectified deficiencies inspection will be coordinated by the Project Authority with the Technical Authority and the Contractor. Once all rectified deficiencies pass final inspection, the Project Authority will provide the Contractor a final sign-off that the work is accepted.

### **Business Environment**

1. The delivery address, 111 Wellington Street, is under construction. The area for delivery and installation are designated as construction sites.
2. One (1) temporary loading dock will serve both the West Block building and the Visitor Welcome Centre. There will be no opportunity for maneuvering the contents of the delivery vehicle while at the loading dock. The item(s) to be delivered must be the first accessible item(s) in the delivery vehicle.
3. The Visitor Welcome Centre Phase One has two (2) freight elevators. One will be available for transportation of materials to the floors during the times noted above. Elevator: inside dimensions, Length 2675mm by Width 1700mm by Height 2745mm, clear opening (elevator door), Width 1219mm by Height 2133mm. One (1) elevator has a 600mm high doghouse the width of the cab. Use of the elevator must be coordinated with the Project Authority.
4. Deliveries and Inspection are to be conducted during specified hours of work only, as indicated in the Delivery & Installation Instructions.

### **Constraints**

The Contractor must ensure security clearance requests are submitted within ten (10) days of contract award.

### **Language of Work and Deliverables**

The Contractor must be able to communicate in both official languages, French and English. All deliverables, i.e. reports, must be in English.

## **PART 2: Product Requirements**

### **References**

1. American Society for Testing and Materials (ASTM):
  - 1.1. ASTM A167-99(2009), Standard Specification for Stainless and Heat-Resisting Chromium Nickel Steel Plate, Sheet, and Strip.
  - 1.2. ASTM D570-98(2010)e1, Standard Test Method for Water Absorption of Plastics.
  - 1.3. ASTM D1037-12, Standard Test Methods for Evaluating Properties of Wood-Base Fiber and Particle Panel Materials.
  - 1.4. ASTM D2794-93(2010), Standard Test Method for Resistance of Organic Coatings to the Effects of Rapid Deformation (Impact).
  - 1.5. ASTM D6578/D6578M-13, Standard Practice for Determination of Graffiti Resistance.
  - 1.6. ASTM E84-15b, Standard Test Method for Surface Burning Characteristics of Building Materials.
2. Canada Green Building Council (CaGBC):
  - 2.1. LEED Canada Green Building Design and Construction 2009.
    - 2.1.1. Reference Guide, June 2010
    - 2.1.2. Credit Interpretation Rulings: Updated listing found at [www.cagbc.org](http://www.cagbc.org)

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## **Performance Criteria**

1. Flame Spread: When tested in accordance with ASTM E84, locker and bench materials shall meet or exceed all requirements for Class B Flame Spread Rating and Smoke Developed and shall carry a Class B Fire Rating Certification
  - 1.1. Flame Spread shall not exceed 75
  - 1.2. Smoke Developed shall not exceed 450.
2. Graffiti Resistance Requirements:
  - 2.1. When tested in accordance with ASTM D6578, locker materials shall prove resistant to all chemicals tested for a period of 1 to 10 minutes and shall leave no mar or blemish on the surface when cleaned
  - 2.2. Locker materials shall have guaranteed surface cleanability from permanent markers and shall have non-ghosting properties
3. Scratch Resistance Requirements: When tested in accordance with ASTM D2197, locker materials shall prove to be scratch resistant when the maximum load value exceeds 10 kilograms.
4. Impact Resistance Requirements: When tested, locker materials shall withstand an impact force value in excess of 5 N-m.
5. Screw Holding Strength: When tested in accordance with ASTM D1037, Direct Screw Withdrawal Test, locker materials shall withstand a direct pull force that exceeds 1134 kg per fastener.
6. Tensile Strength: Locker materials shall have a modulus of elasticity of 10,687 MPa.
7. Shear Strength: Locker materials shall have a minimum shear strength of 13.8 MPa. minimum.
8. Compression Strength: Locker materials shall have a compression strength of 165 MPa. minimum.
9. Water Absorption Requirements: When tested in accordance with ASTM D570, locker materials shall have a water absorption Rate of less than 0.37%.
10. LEEDR Contribution Requirements: Locker materials shall contribute LEEDR Certification credits MR 4.1, 4.2, 5.1 & 5.2, and EQ 4.

## **Phenolic Material for Lockers and Benches**

1. Material shall be solid phenolic with a high pressure melamine matte finish surface made as an integral part of the core material.
  - 1.1. Laminated surfaces are not acceptable
  - 1.2. Surface and edges shall be non-porous and shall not support fungus or bacteria
  - 1.3. Provide material which has been selected for uniform colour, surface flatness and smoothness. Exposed surfaces which exhibit discolourations, pitting, seam marks, roller marks, stains, telegraphing of core material, or other imperfections on finished units are not acceptable
  - 1.4. Defects such as chipping along edges and corners are unacceptable
  - 1.5. Solid phenolic shall meet or exceed all requirements for Class B Flame Spread Rating and Smoke Developed calculated according to ASTM E84, and shall carry a Class B Fire Rating Certification
  - 1.6. Materials shall contribute to LEED<sup>R</sup> Certification credits. MR 4.1, 4.2, 5.1 & 5.2, and EQ 4

## **Lockers**

1. The size of the lockers must be 254 mm wide x 610 mm deep x 1829 mm high
2. Phenolic Material Thicknesses:
  - 2.1. Doors, sloped tops, end panels, and toe kick plates: Minimum 13 mm finished thickness
  - 2.2. Sloped locker tops, bottoms, and shelves: Minimum 10 mm finished thickness
  - 2.3. Sides and locker backs: Minimum 8 mm finished thickness
3. Colours: To be selected by the Technical Authority from the manufacturer's full range of colours

4. Locker doors: locker door shall be the full width of the locker body and shall be frameless, allowing access to the entire width of the Locker and shall include perimeter ventilation. Framed doors are unacceptable.
  - 4.1. Attach doors to the hinge with stainless steel theft proof Torx head with pin fasteners
5. Locker Body:
  - 5.1. Fabricate lockers using mortise and tenon construction, mechanically fastened with stainless steel fasteners
  - 5.2. Incorporate a modular locker construction to allow for multiple locker configurations within the same locker body
  - 5.3. Mortise shelves into the side walls of the locker body at locations determined by the Technical Authority and secure with stainless steel fasteners
  - 5.4. Relocation of Shelves in the field shall be possible without the need for special tools or welders
  - 5.5. Attach the hinge to the locker box with stainless steel theft proof Torx head pin bolts
  - 5.6. Deliver lockers to the site fully assembled
  - 5.7. Manufacture sloped tops, end panels, and toe kick plates of the same colour, thickness and material as the locker doors

### **Hardware**

1. Locker Hinges: Concealed hinges made of 1.9 mm (14 ga) Type 304 stainless steel and have a satin finish. The hinge shall have 5 knuckles and shall allow door to open 90°.
2. Locker Hasp Bar: Hasp for use with padlocks, fabricated of 3 mm (11 ga) Type 304 stainless steel with a satin finish.
  - 2.1. All edges shall be polished and smooth.
  - 2.2. The hasp shall be attached to the locker body with 2 stainless steel, theft-proof Torx head with pin fasteners or through-bolts.
  - 2.3. The hasp shall extend through a slot in the face of the locker door and the locker number
3. Coat Hooks: Coat Hooks fabricated of 3 mm (11 ga) Type 304 stainless steel with a satin finish.
  - 3.1. All edges shall be polished and smooth.
  - 3.2. Coat Hooks shall be attached to the locker body with stainless steel, theft-proof Torx head with pin fasteners or through-bolts.
  - 3.3. Provide three 3 coat hooks per locker. Plastic and aluminum Coat Hooks are unacceptable.
4. Number Plates: Provide a number plate for each door or opening, in the sequence as directed by the Departmental Representative.
  - 4.1. The number plate shall be engraved from the back side to prevent the accumulation of dirt and grime.
5. Locker Base: Lockers to be base-mounted. Provide a continuous base for each bank of lockers.
  - 5.1. Locker base assembly shall be structural and shall be fully adjustable to provide for levelling and plumbing of the locker body.
  - 5.2. Provide toe kick plates with all necessary hardware for attaching to the locker base assembly.

### **Fabrication**

1. General: Provide factory pre-assembled locker units. Lockers shall be complete with all hardware and accessories specified above. Knockdown units are unacceptable.
2. Tops and End Panels: Provide sloped tops and end panels as required to complete the installation of the lockers.

### **Benches**

1. Bench Pedestal:
  - 1.1. Constructed of 3mm (11 ga) Type 304 stainless steel
  - 1.2. Height: 420 mm

- 1.3. Load bearing centre post extending from the floor to the bottom of the bench top
- 1.4. Top and bottom flanges welded to the centre post
- 1.5. Bench pedestals shall be secured to the floor with stainless steel Torx head with pin, #14 X 50 mm Screw
2. Bench Top: Phenolic material
  - 2.1. Sizes:
    - 68" Length Locker Room Bench
      - Minimum 1727 mm wide x 254 mm deep x 419 mm high
      - Maximum 1727 mm wide x 305 mm deep x 520 mm high
    - 43" Length Locker Room Bench
      - Minimum 1092 mm wide x 254 mm deep x 419 mm high
      - Maximum 1092 mm wide x 305 mm deep x 520 mm high
  - 2.2. Thickness: 19 mm
  - 2.3. Colour: to be selected by the Technical Authority from the manufacturer's complete colour range.

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
017pps. EP751-173057

Buyer ID - Id de l'acheteur  
017pps  
CCC No./N° CCC - FMS No./N° VME

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**Attachment 1 to Annex A**

EP751-173057/D  
 111 Wellington - Lockers and Benches  
 Attachment 1 to Annex A - Line Item Detail

ITEM NUMBER	COMPONENT CODE	COMPONENT NAME	DESCRIPTION	MANUFACTURER	MODEL	FINISH	QUANTITY
1.0	LOCK-01	Lockers	Locker- Full Height	Hollman, Spectrum, or equivalent	Full Height Lockers Depth to allow for clothes hanging 3 Coat Hooks provided Sloped Top w Interior shelf	Solid phenolic with high pressure melamine matte finish Scratch, Impact, Water Resistant <b>Color: TBD</b> Samples to be provided illustrating the manufacturer's complete colour range, 4 samples & hardware samples	68
2.0	BNCH-06	Bench	68" Length Locker Room Bench	Hollman, Spectrum, or equivalent	Floor Mounted Bench 16-1/2" H Pedestal + 3/4" Top	Pedestal: Stainless Steel Top: Phenolic Material, 19mm <b>Color: TBD</b>	2
3.0	BNCH-07	Bench	43" Length Locker Room Bench	Hollman, Spectrum, or equivalent	Floor Mounted Bench 16-1/2" H Pedestal + 3/4" Top	Pedestal: Stainless Steel Top: Phenolic Material, 19mm <b>Color: TBD</b>	3

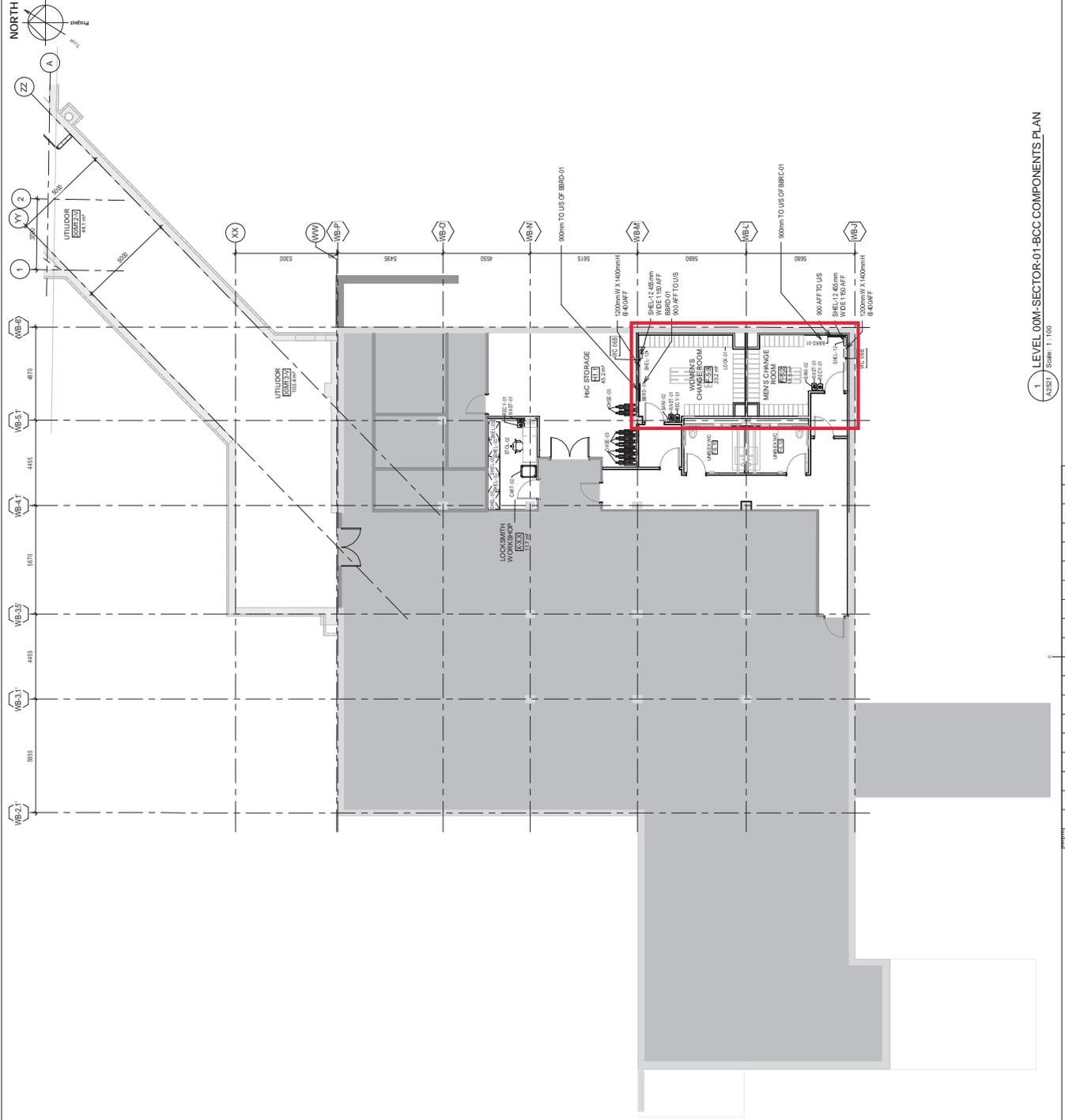
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017pps. EP751-173057

Buyer ID - Id de l'acheteur  
017pps  
CCC No./N° CCC - FMS No./N° VME

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**Attachment 2 to Annex A**



1. LEVEL 00M-SECTOR-01-BCC COMPONENTS PLAN  
 Scale: 1:100

<p>Parliamentary Precinct Branch          107 Cecil Street          Ottawa, Ontario          K1A 0S6</p>		<p>Direction générale du la          Cité du Parlement          107 rue Cecil          Ottawa, Ontario          K1A 0S6</p>																																		
<p><b>IBI GROUP</b>          400-500 Bloor Street West          Toronto, Ontario M5S 1B5          Tel: 416-961-1111          www.ibigroup.com</p>		<p><b>MONTANA &amp; BISHARA ARCHITECTS</b>          111 Spadina Street          Toronto, Ontario M5S 2M1          Canada          Tel: 416-593-1111          www.mbaa.com</p>																																		
<p>IBI Group Architect (Canada) Inc. is a member of IBI Group of companies.</p>																																				
<p>KEY PLAN</p>		<p>PLAN NUMBER</p>																																		
<p><b>FOR INFORMATION ONLY          NOT FOR CONSTRUCTION</b></p>																																				
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**Attachment 3 to Annex A**

## SITE INSTRUCTIONS

### 1. Definitions

Where the term Contractor is used, it shall mean the supplier with whom Public Services and Procurement Canada (PSPC) enters into a contract. Where the terms "PSPC" or "Owner" are used in this Document, it shall mean Public Services and Procurement Canada.

Wherever the term Construction Manager is used in this Document, it shall mean PCL Constructors Canada Inc. who are contracted with PSPC to provide Construction Management Services and who will act as Constructor and manage site access and construction safety up to the Base Building substantial completion date.

### 2. Site Security During Construction

The Construction Manager is mandated to provide site security services for the 111 Wellington Street Project until substantial completion has been reached for the Base Building construction work. After substantial completion for the Base Building work has been achieved, PSPC will be responsible for site security and building control.

Site security services, is managed by the Construction Manager using in-house security management, and a contracted third party private sector security services provider (Commissionaires). PSPC will process Contractor personnel clearances and provide approved access lists to the Construction Manager and Commissionaires for access control purposes.

The site has security presence 24 hours each day, seven days a week.

Visitors to site will only be granted access if they are on the security clearance access list and/or are escorted by an authorized representative that has prior clearance. Visitors must sign in and out at security and will be issued Visitor Cards to be worn while on site. Before entering the construction zone, all visitors must report to the PCL site office for a visitor orientation. (See section 2.2 below for the definition of a 'visitor.')

#### 2.1 Security Clearance

Refer to the Security Requirements Check List for the required organizational and personnel security clearances. Individuals who do not have the minimum clearance level cannot work on site.

Once security clearance is granted to an individual, the Project Authority, will inform the Construction Manager's personnel security coordinator to update the construction access list. The Commissionaires will then provide a photo ID site pass for all personnel on the access list, working on site. The Commissionaires will check all cards daily as workers enter the site. The photo ID site pass card is to be worn in plain view at all times. Photo ID site passes are to be returned to Commissionaires after access to the site is no longer required. Contractors are to notify the Project Authority of any changes to their work force accessing site.

Lost or stolen cards are to be reported immediately. When the individual's scope of work is finished, the photo ID site pass must be turned in to the Commissionaires, and deactivated in the system.

#### 2.2 Worker/Visitor Site Access

##### Workers

Workers are those who are on site on a regular or daily basis to perform a specific scope of work. This includes individuals operating heavy equipment on site (i.e. a crane), consultants, service/maintenance workers, installers, inspectors and the like.

Upon being granted a security clearance for 111 Wellington Street, workers are added to a daily access list and issued an access card. If the worker is not on the access list, they should contact their foreman or office who would then contact the Project Authority regarding their security status.

For work completed on site prior to base building Substantial completion, a full Construction Manager orientation is required. These are held on Mondays and Thursdays at 07:00 A.M in the PCL Site Office. If the worker is unable to attend the full Construction Manager orientation, a short Construction Manager orientation must be completed and is good until the next full orientation. The Project Authority is to make arrangements with the Construction Manager for group orientations.

#### Visitors

A visitor is someone who is coming to the site outside the Personal Protective Equipment (PPE) zone/site offices or who is being escorted on a guided tour by a person holding a minimum Site Access clearance as well as having done the Construction Manager orientation. If a visitor comes to site, security calls the visitor's site contact to act as escort. The visitor signs in and is given a visitor badge. The escort will also sign the log and confirm that they will remain with the visitor at all times while on site. Short term orientations are not required if the visitor is staying in the trailer area, as it is designated and signed as a non-construction zone. The escort must accompany the visitor back to the security trailer to sign out at the end of the site visit.

Security will stop anyone who does not have a valid access card.

**All visitors must be escorted while on site. All visitors going on the construction site must have a Construction Manager delivered short term orientation if this visit is prior to Base Building substantial completion.**

#### Vehicles

All vehicles entering the site must have an approved Authorization for Vehicle Access (AVA) submitted 48 hours in advance. The AVAs for Contractors' vehicles will be managed by the Project Authority. Once approved, the vehicle will proceed through the Royal Canadian Mounted Police (RCMP) check point at the vehicular entrance to the site on Bank Street before approaching the site gate. The RCMP perform random vehicle searches which may add some delay time to vehicles coming on site. Depending on the size of the vehicles, the RCMP have indicated that a search could take anywhere from 2 to 20 minutes.

### **2.3 Termination of Site Access**

When an individual's scope of work is completed, or if they are barred from site, their construction access to the 111 Wellington Street project will be revoked. The Construction Manager will communicate this information to the Commissionaires and the site access card will be deactivated in the system. The Contractor must return the photo ID passes and inform the Construction Manager to deactivate the pass. The Construction Manager has the right to deny individuals access to the project site prior to Base Building substantial completion.

### **2.4 Parking**

Parking on site will not be allowed unless authorized by the Construction Manager. If authorization is given, a green parking pass will be handed out to the individual for posting in their vehicles at all times. The Construction Manager will update the list as required and submit to the security. Short term deliveries, owner/foreman stopping to check on workers and site inspectors requiring parking less than 30 minutes may be authorized upon prior coordination with the Construction Manager and in this case drivers will be given a yellow temporary parking pass upon signing in at the security office. They shall return the pass as they sign out.

### **2.5 Site Deliveries**

The following conditions must be met for deliveries prior to Base Building substantial completion.

Deliveries will not be accepted unless coordinated with, and approved by the Construction Manager.

The delivery steps will be as follows:

1. The delivery driver is provided with an AVA (Authorization for Building Access) by the Project authority; the driver can then head to the site to make the delivery.

2. The driver must pass through the RCMP checkpoint where the RCMP will verify his or her right to access the site.
3. Once cleared, the driver approaches the site gate. The project site gate is manned by project security.
4. The Site Supervisor and all assisting delivery personnel are required to attend a site coordination meeting as requested by the Construction Manager.
5. After the orientation a Delivery Drivers Orientation Checklist will be handed out by the security Personnel to the truck supervisor to be completed for each delivery.
6. The truck will then proceed to the work site for delivery.

The Construction Manager will conduct spot checks during deliveries, to ensure the Delivery Driver Orientation Checklist has been completed. If a spot check reveals the orientation has not been completed, the delivery must be stopped until the orientation is completed.

### **2.6 Off Hours Work**

All Contractor workers that stay beyond, or return to the project, after hours or on weekends must be authorized to do so by the Construction Manager.

For work performed outside of regular hours (07:00 to 18:00) Monday to Friday, or on weekends, an Off Hours Work Permit must be submitted to the Project Authority and to the Construction Manager for approval. Once approved, the form is handed in to security to ensure only workers/vehicles on the permit are granted access to the site. As well, an AVA must have been completed and approved to ensure the proper timeframe is covered to inform RCMP that vehicular access was granted.

### **3. Safety**

All Contractors will be responsible for health and safety of their workers as regulated by Federal, Provincial and Municipal Acts and Regulations.

The Contractor shall comply with the codes concerning safety applicable to the project and Safety Standards and Rules established during the progress of the work.

All workers must attend a Construction Manager site specific safety orientation. There are two types of site specific safety orientations:

- a) If the Contractor needs to continually access the site more than a week, the workers must attend a three hour site specific safety orientation.
- b) If the Contractor needs to access the site less than five times, the workers will need to attend a 15 minute site specific safety orientation each day.

For example, if the Contractor is sending the same crew of workers to continuously work on-site for a week or more, the Contractor's workers will be required to attend the site specific safety orientation described in a) above. If the Contractor is only coming on-site three times in total to deliver items, and the delivery crew may be different for each delivery, the Contractor's workers will be required to attend the site specific safety orientation described in b) above.

The Construction Manager has developed a Project Specific Health Safety and Environment Plan for the project. The Plan shall be complied with by the Contractor during the course of the work. This Plan shall be in force up to Base Building construction substantial completion.

The Contractor shall submit all safety related documentation requested by the Construction Manager.

#### **3.1 Personal Protective Equipment (PPE)**

The Construction Manager will not supply PPE to the Contractor. The Contractor is required to provide sufficient PPE to accommodate their own forces. PPE used on this project shall be inspected and maintained in accordance with the manufacturer's instructions. Where damaged PPE equipment is

detected, it will be removed from service and tagged as defective until approved repairs have been completed.

**Mandatory Requirements:**

The following requirements are mandatory for all PCL construction sites:

**3.1.1 Clothing**

Workers shall report to site fit and ready for work. Shirts with at least a 4 inch sleeve shall be worn at all times. Full length sleeves may be required on some projects. Full length pants are mandatory. Shorts are not to be worn at any time. Loose clothing or jewelry which may create a hazard shall not be worn.

**3.1.2 Head Protection**

Hard hats are a requirement on this project, and will be worn at all times. They must be in

- good condition, and worn in a manner that is prescribed by the manufacturer. Hard hats
- must conform to the CSA standard for "Industry Protective Headwear". The employees
- name must be clearly displayed on the hard hat. The use of a hard hat is required during
- welding operations, with the appropriate fitted shield.

**3.1.3 Eye and Face Protection**

The use of eye protection is mandatory for all personnel within construction areas, including supervisors, workers, visitors, and consultants. CSA approved safety eye wear must be in good repair, and maintained. Dark shade lenses should not be worn where natural light is unavailable. Prescription safety eye wear may be worn if it complies with the CSA standard for "Industrial Eye and Face Protection", they must be fitted with side shields that meet the standard. CSA approved coverall glasses or goggles shall be placed over prescription glasses that are not CSA approved. Face shields are required while grinding or cutting using abrasive blades (e.g. cut of saw or chop saw).

**3.1.4 Hand Protection**

Appropriate gloves must be used by employees and must be selected based on the work activity. Gloves are to be worn when conducting work activities with known or foreseeable hazards which may injure hands. All employees must have gloves available on their person while on-site.

**3.1.5 Foot Protection**

To protect from sharp, falling or rolling objects, safety footwear will be worn. They provide protection to the feet from other hazards that have not been identified, but exist on this project. Protective foot wear must be CSA Grade 1 Approved with puncture resistance sole and protection toe cap. The footwear must be at least 6" high cut boot. Boots shall be in good repair, appropriate to the task, and be worn laced to the top to provide support and protection against ankle injury. Running shoes of any kind are not permitted on work sites.

**3.1.6 Hearing Protection**

Hearing protection must meet CSA standard requirements. PCL policy states that hearing protection is to be worn when continuous occupational noise exposure exceeds 85 decibels per 8 hour, TWA or impulse or impact noise that meets or exceeds 110 decibels.

**3.1.7 Personal Fall Protection**

Fall protection must be utilized where workers are exposed to falls at and above 1.83 meters (six feet) in height. Working from ladders is discouraged and engineered working platforms are the preferred method of elevated work areas. Where this is not possible, a specific protocol (JHA) has been developed for the

protection of workers working from ladders above 1.83 meters (See Appendix 2 “Fall Protection and Prevention Plan”). This guideline must be carefully reviewed and followed for work from a ladder. The Contractor will be responsible to compile and implement their own Site Specific Fall Protection and Prevention Plan for the work they perform and submit to PCL as part of each subcontract site specific safety plan. These plans should be in accordance with the applicable regulatory requirements and PCL’s Project Specific Fall Protection Prevention Plan (See Appendix 2 “Fall Protection Prevention Plan”).

Personal fall protection (fall restraint/fall arrest) will only be employed after more stringent engineering controls have been ruled out (guardrail). Fall restraint must be first ruled out as not being appropriate to the task prior to the implementation of a fall arrest system.

Personal fall protection equipment, at a minimum consists of:

- Full body harness;
- Connecting means;
- Anchorage connector; and
- Anchorage.

All equipment must meet legislative jurisdictional requirements regarding servicing, maintenance, log books etc.

### **3.2 Defective or Damaged PPE**

Workers must inspect PPE prior to use to verify that it is fit for use.

Defective or damaged PPE must be immediately removed from use and repaired or discarded. All PPE removed from service for repair will be tagged as “Out of Service”. Any PPE tagged “Out of Service” will not be returned until repaired and inspected by a qualified person approved by the district HSE manger.

## **4. Signs**

The Contractor will not be permitted to erect or display signs of any nature unless approved in writing by the Construction Manager and PWGSC.

## **5. Hoarding and Barriers**

The Construction Manager will supply, install and maintain perimeter site fencing and gates during the course of the work. Removal and reinstatement of hoarding, gates, barriers and overhead protection in order to facilitate the work of the Contractor must have prior approval from the Construction Manager and shall be the responsibility of the Contractor.

Supply, installation and removal of temporary handrails, hoarding & barriers necessary to facilitate the Contractor's work are the responsibility of same.

## **6. Clean-Up**

Each Contractor shall be responsible for the clean-up and removal (to bins provided by the Construction Manager) of all rubbish and surplus material associated with his work. Such clean-up is to be scheduled and carried out to the satisfaction of the Construction Manager's Project Superintendent.

At completion of the work, each Contractor shall remove all tools, equipment, machinery, storage sheds, temporary protection and surplus material leaving the project clean and ready for occupancy.

## **7. Temporary Facilities**

The project site has limited storage and unloading area. The Contractor will be required to package materials to suit site conditions and also schedule and co-ordinate with the Construction Manager all

material deliveries to project site. Restrictions to trucking size and frequency may be imposed by the Construction Manager during certain phases of the work.

No parking for Contractor's workers' personal vehicles is available at the site.

Temporary water supply will be provided on site by the Construction Manager at specific locations. The Contractor shall provide necessary hoses and fittings required to bring water to its areas of work. Temporary toilet services will be provided at various locations throughout the project by the Construction Manager for the use of the Contractor's workers.

The Contractor shall include for all tools, equipment, ladders, scaffolds and all other equipment necessary to perform its work.

## **8. Temporary Power**

Where permanent power is not available, the following will be provided prior to Base Building substantial completion.

Temporary power service (110/208 volts) will be provided by the Construction Manager. 220 Volt service connections must be arranged and paid for by the Contractor requiring the service.

The Construction Manager will provide, "C" type 110/208v 50 amp panels for use of hand tools at various locations throughout the building. The Contractor will be required to provide its own wiring, leads and connecting devices to carry power from the service panel to the areas of work.

Electric welders and other high current tools and equipment will not be allowed without prior approval from the Construction Manager.

## **9. Hoisting**

The Contractor is responsible for hoisting its own materials and equipment.

All materials are to be brought in or taken out of the building through openings as approved by the Construction Manager's Superintendent.

Elevators inside the existing West Block building, fit up for delivery usage, are as follows: Elevator C serving levels 1, B1, B2M and B2 of West Block (which corresponds to levels 0, 00M and 00 of the Visitor Welcome Centre), and Elevators G and H which serve levels 1 and B1 (VWC level 0) may also be used. Within the Visitor Welcome Centre, Elevator 3 will be fit up for construction and delivery use. Elevator use will be allocated by the Construction Manager at its discretion and may not be available at all times that the Contractor requests it. The Contractor should assume the elevator will not be available for hoisting material during regular working hours.

## **10. Storage Space/Materials on Site**

The Contractor is advised to bring materials on the job only as required.

Due to the nature of this project site, on-site storage space is very limited. Allocation and use of any available storage space will be determined by The Construction Manager's Superintendent.

## **11. Work Restrictions**

Work is not permitted, and deliveries or removal of materials are not permitted, at the following scheduled times. Shut down site lighting and lower crane booms to horizontal position, shut off audible equipment, compressors, generators, excavation or hoisting equipment, or other noise-producing equipment:

- The Sound and Light event, daily from May 1 through September 6, from 20:30 to 23:20 hours.

- Remembrance Day, November 11<sup>th</sup> from 10:00 to 12:00 hours.
- Canada Day, July 1 from 06:00 to July 2 01:00 hours.
- Christmas Light Ceremony, first Thursday in December from 17:00 to 23:00 hours.
- Police Memorial Service, last Sunday in September from 08:30 to 12:30 hours.
- Changing the Guard Ceremony, daily from June 23 to August 25, from 10:00 to 10:30 hours.

The Project Authority also reserves the right to temporarily stop noisy operations and generation of fumes considered disruptive to adjacent occupied areas. The noise limitation is 85 db maximum at site perimeter.

In addition to the dates and times listed above, the Project Authority reserves the right to temporarily stop work at any time due to site operational activities.

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**ANNEX B**

**Basis of Payment**

Item No.	Description	Manufacturer Brand Name and Model Number Offered	Unit of Issue	Quantity	Unit Price (taxes excluded)	Extended Price (taxes excluded)
1	Phenolic Full Height Locker as per the Mandatory Technical Specifications and Requirements listed at Annex "A"		Each	68	\$ _____	\$ _____
2	68" Length Locker Room Bench as per the Mandatory Technical Specifications and Requirements listed at Annex "A"		Each	2	\$ _____	\$ _____
3	43" Length Locker Room Bench as per the Mandatory Technical Specifications and Requirements listed at Annex "A"		Each	3	\$ _____	\$ _____
<b>TOTAL</b>						\$ _____

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat EP751-17-3057
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
 Non Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
 Non Oui  
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
 Non Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
 Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
 Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
 Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
 Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
 Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
 Non Oui



Contract Number / Numéro du contrat EP751-17-3057
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PPB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Visitor Welcome Centre Phase 1 - Furniture Procurement		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité UNCLASSIFIED
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 EP751-173057

Amd. No. - N° de la modif.  
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 017pps. EP751-173057

Buyer ID - Id de l'acheteur  
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT LNK / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

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## **ATTACHMENT 1 TO PART 4**

### **MANDATORY TECHNICAL CRITERIA**

**MANDATORY REQUIREMENTS:**

At the date of bid closing, bids **MUST** meet the mandatory requirements specified herein. The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**Any proposal which fails to meet all mandatory specifications will be deemed non-responsive.**

Each requirement should be addressed separately.

Any deviations **MUST** be approved, in writing, **PRIOR** to bid closing by the Contracting Authority.

**Questions will be answered with an amendment to the solicitation and posted on Buy and Sell.**

	Mandatory Technical Specifications and Requirements:	Comply Yes or No	Supplier Comments	Supplier's Cross Reference to Technical Offer (page #)	For PSPC's Technical Evaluation Purposes Only	
					Met/ Not Met	Comments
<b>1</b>	<b>Phenolic Full Height Locker</b> as per the following mandatory specifications:					
1a	Size must be 254 mm wide x 610 mm deep x 1829 mm high					
1b	Material must be solid phenolic with a high pressure melamine matte finish surface					
1c	Doors, sloped tops, end panels, and toe kick plates: minimum 13 mm finished thickness					
1d	Sloped locker tops, bottoms, and shelves: minimum 10 mm finished thickness					
1e	Sides and locker backs: minimum 8 mm finish					

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1f	Locker door must be the full width of the locker body and shall be frameless					
1g	Must be scratch, impact and water resistant					
1h	Must have interior shelf and 3 coat hooks					
<b>2</b>	<b><u>68" Length Locker Room Bench</u></b> as per the following mandatory specifications:					
2a	<u>Minimum</u> 1727 mm wide x 254 mm deep x 419 mm high <u>Maximum</u> 1727 mm wide x 305 mm deep x 520 mm high					
2b	Must Type 304 stainless steel pedestal Minimum 3 mm (11 ga)					
2c	Must be secured to the floor					
2d	Must be Phenolic Material Bench Top Minimum 19 mm					
<b>3</b>	<b><u>43" Length Locker Room Bench</u></b> as per the following mandatory specifications					
3a	<u>Minimum</u> 1092 mm wide x 254 mm deep x 419 mm high <u>Maximum</u> 1092 mm wide x 305 mm deep x 520 mm high					
3b	Must Type 304 stainless steel pedestal Minimum 3 mm (11 ga)					
3c	Must be secured to the floor					
3d	Must be Phenolic Material Bench Top					

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	Minimum 19 mm								
<b>4</b>	<b>Project Requirements</b>								
	Bidder has read and confirms that they will comply with Annex A - Statement of Work.								