



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Furniture - Meeting Tables	
Solicitation No. - N° de l'invitation EP922-182863/B	Date 2018-05-09
Client Reference No. - N° de référence du client PSPC	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-006-10547	
File No. - N° de dossier WPG-7-40273 (006)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-17	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Graham, Danielle	Buyer Id - Id de l'acheteur wpg006
Telephone No. - N° de téléphone (204) 292-2872 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA HARRY HAYS BUILDING 759- 220 4 AVE SE CALGARY Alberta T2G4X3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

STANDARD REQUEST FOR BID

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

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

Instructions: Municipal taxes are not applicable.

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Is this a Manufacturer Product Specific Procurement? If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.

Step 2. Competitive or Non-Competitive

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information **WITH** the bid:

- The information requested by Canada in Annex A herein.

Bid Evaluation

This article is completed if non-Government of Canada personnel will evaluate bids.

An evaluation team composed of representatives of Canada and IDEALAB licensed interior design Inc. will evaluate the bids.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	3 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
a.	<input type="checkbox"/>	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input checked="" type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority	
	Name:	Danielle Graham
	Title:	A/Procurement Specialist
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	100-167 Lombard Ave Winnipeg MB
	Telephone No.:	204-292-2872
	E-mail address:	danielle.graham@pwgsc-tpsgc.gc.ca
4.2	Project Authority	
	<p><i>The Project Authority (PA) 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.</i></p> <p><i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i></p>	
	Name:	[To be to completed at contract award]
	Title:	

	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 10 below.	
5.	Payment	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	Invoicing (optional)	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: Public Works and Government Services Canada	
	Address: see page 1	
7.	Defence Contract. This clause applies if the box below is checked.	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1.
8.	Period of the Contract	
	The period of the Contract is from date of Contract to August 31, 2018 inclusive.	

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

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- 1. IU to complete an Annex A for each category with the exception of the rules specified herein.**
2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.
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1. Category Selection

The requirement includes the following category (ies) of work (*check applicable box (es)*):

- f. Category 6 - Support Space – Collaborative Furniture

RULE 1: Category 6 can be further subdivided by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

RULE 2: Clients may exercise an option to upgrade products up to 15% of the Category 6 product total before applicable taxes after contract award for Category 6 products.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded in Category 6, Annex A. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 15% of Category 6 Product Total of Table 9 at Article 1. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product/series.

- Category 6 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

2. GoCUID identification and/or floor plan(s)

2.1 For Categories 1-6:

- Scenario a. Does not include a floor plan – Category(ies) 6A

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

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

Site Inspection Date: _____ (*to be completed at contract award*)

3. Product and Pricing Tables

Bidder to complete: Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 9 and 10. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

Product Category: 6A

Table 1 – Product (Only applicable for Scenario A procurements)

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	TTPSPCBMNILTSSPCC 48xxNILNIL30xx	Table S: 30 x 48" rectangular plastic laminate table with center metal column with metal disk base no grommet	2			
2	TTPSPQMPNILTSSUEP 60xxNILNIL30xx	Table M: 60 x 30" rectangular meeting room table with High pressure laminate surface and four point metal base with glides, wire access, with one recessed box with 4 power and 4 data with a flexible casing.	2			
3	TTPSPQMPNILTSSUEP 84xxNILNIL36xx	Table L: 84 x 36" rectangular meeting room table with high pressure laminate surface and four point metal base with glides, wire access, with one recessed box with 4 power and 4 data with a flexible casing.	1			
4	TTPSPQMPNILTSSDMQ 96xxNILNIL36xx	Table J: 96 x 36" rectangular meeting room table with high pressure laminate surface and four point metal base with glides, wire access, with two recessed boxes, each with 4 power and 4 data with a flexible casing.	1			
5	TRFTPCVCNILTSLCED6 0xxNILNIL30xx	Table K: 60" x 30" rectangular flip-top plastic laminate table with C-legs with lockable casters with	6			

	cable and electrical-date connectivity			
**Must not exceed ceiling unit price in SA.			Product Total	\$

Table 2 – Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Item #	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm lot Price \$
1	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before 2018-07-25	[Normal]	(Y) (M) (D)	
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5]				Delivery Total:	\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Item #	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm lot Price \$
1	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before 2018-07-25	[Normal]	(Y) (M) (D)	
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5]				Installation Total:	\$

Optional Storage

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

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

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID	
All Table 1 products	Optional Storage	Estimated duration	Firm unit Price \$	Extended Total (Est. duration x Firm unit Price) \$
1	Daily storage option for all items or this category.	6 calendar days (or less)	/ day	
2	Weekly storage option for all items or this category.	One week (7 calendar days)	/ week	
3	Monthly storage option for all items or this category.	One month (31 calendar days)	/ month	
This will not be part of the evaluation.		Indicate in section B if you are not offering optional storage by stating – NOT OFFERED .		

Table 4 – Optional Product

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in **Tables 4, 5 and 6** of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before **December 31, 2018** by sending a written notice to the Contractor.

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	TTPSPCBMNILTSSPCC 48xxNILNIL30xx	Table S: 30 x 48" rectangular plastic laminate table with center metal column with metal disk base no grommet	Up to 10			
2	TTPSPQMPNILTSSUEP 60xxNILNIL30xx	Table M: 60 x 30" rectangular meeting room table with High pressure laminate surface and four point metal base with glides, wire access, with one recessed box with 4	Up to 10			

		power and 4 data with a flexible casing.				
3	TTPSPQMPNILTSSUEP 84xxNILNIL36xx	Table L: 84 x 36" rectangular meeting room table with high pressure laminate surface and four point metal base with glides, wire access, with one recessed box with 4 power and 4 data with a flexible casing.	Up to 10			
4	TTPSPQMPNILTSSDMQ 96xxNILNIL36xx	Table J: 96 x 36" rectangular meeting room table with high pressure laminate surface and four point metal base with glides, wire access, with two recessed boxes, each with 4 power and 4 data with a flexible casing.	Up to 10			
5	TRFTPCVCNILTSLCED6 0xxNILNIL30xx	Table K: 60" x 30" rectangular flip-top plastic laminate table with C-legs with lockable casters with cable and electrical-date connectivity	Up to 10			
**Must not exceed ceiling unit price in SA.				Product Total		\$

Table 5 – Optional Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier to indicate lead time from order to delivery* I.e. 35 calendar days	Firm unit Price \$ (for delivery of 1 unit)	Extended Total (Max Qty from table 4 x Firm Unit Price) \$
1	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			

2	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			
3	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			
4	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			
5	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			
*The Project Authority will base their delivery date based on this standard. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5]				Delivery Total:		\$

Table 6 – Optional Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 4	Location	Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier to indicate installation standard from time of delivery. I.e. within 3 calendar days from delivery date.	Firm unit Price \$ (for installation of 1 unit)	Extended Total (Max Qty from table 4 x Firm Unit Price) \$
1	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			
2	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			
3	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			
4	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			
5	Harry Hays Building 220 – 4th Avenue SE, Calgary, Alberta T3G 4X3	On or before December 31 2018	[Normal]			

[Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5]	Installation Total:	\$
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Table 7 – Product Related Services n/a**Table 8 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada's Facilities to Accommodate the Delivery	
	<p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	East Loading Dock - Harry Hays Building 220 4th Avenue S.E., Calgary, Alberta
B	Dock	Truck Bay #4 can handle up to 53 foot trailer, 5 Tonnes permitted, and tractor trailer permitted.
C	Lift	Yes, only at the Truck Bay #4 - Hydraulic
D	Door	
2.2	Freight Elevator	There is one freight elevator located in the loading dock area
2.3	Other (specify, if any)	Doc Master is available from 7:00 am to 3:00 pm call (403) 262-2081 to make arrangements. After 3:00 pm, one must contact Harry Hays Building Security on 2nd floor for access (403) 716-7079.
	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>Applicable if Options are required):</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Options are required):</i>	\$

6	Optional Installation Total (Table 6)(<i>Applicable if Options are required</i>):	\$
7	Product Related Services Total (Table 7) (<i>if Applicable</i>):	-
8	Hardware Total as per article 1.5 of Annex A-1 of SA (<i>if Applicable</i>):	\$
9	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9) (<i>Remove this line at contract award</i>):	\$
10	(<i>For contract award only</i>) Contract Price (1+2+3+7+8):	\$
11	Applicable Tax(es):	\$
12	Total Estimated Cost (10+11):	\$

Table 10 – Bidder’s Authorized Representative

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other: