



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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Mobile shelving unit	
Solicitation No. - N° de l'invitation EP916-190080/A	Date 2018-07-26
Client Reference No. - N° de référence du client 20190080	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-470-75174	
File No. - N° de dossier hn470.EP916-190080	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-05	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Belcaid(hn470), Sidi	Buyer Id - Id de l'acheteur hn470
Telephone No. - N° de téléphone (819) 420-2202 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement. See Article 6.1.

1.2 Statement of Work

This Request for Proposal (RFP) is being issued in order to establish the floor calculations including floor loading diagram, the design and the Installation of a Manual High Density Mobile Shelving (HDMS) in accordance with manufacturer's instructions.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

1.5 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

“Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFS), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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 10 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 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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.

2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Main Building – Wing 2000, 150 Tunney's Pasture Driveway, Ottawa, ON, K1A 0K9 on August 9, 2018. The site visit will begin at 01:30 pm. Bidders must bring their personal protection equipment – safety boots and hard hats.

Bidders must communicate with Quiterie Garcia Lozano via email: Quiterie.GarciaLozano@tpsgc-pwgsc.gc.ca no later than August 7th, 2018 3:00 pm to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.6 Work Period

Work must commence no later than September 24th, 2018 and should be completed before or on October 31st, 2018.

By submitting a bid, the Bidder certifies that they have sufficient materiel and human resources allocated or available and that the above work period is adequate to both complete the known work and absorb a reasonable amount of unscheduled work.

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 08 of the 2003 standard instructions. Bidders must 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 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 (1 hard copy 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 on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The bidder must complete Annex C by filling out all price sections.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of this RFP. Any element of the RFP solicitation identified with the words "must" or "mandatory" is a mandatory requirement. Solicitation that do not comply with each and every mandatory requirement will be declared non-responsive and disqualified. The mandatory requirements are as follows:

- (a) The Bidders must meet the specifications outlined in Annex "A". Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to the requirement presented in the Annex A and related annexes. Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.
- (b) Bidders must demonstrate that they have been in business for at least Five (5) full years prior to the closing date of the Request for Proposal (RFP) providing Manual Mobile, Mechanical Mobile, or Powered Mobile HDMS as well as their installation.

Examples of evidence can be:

- i. a photocopy of a business registration form showing legal name and date of registration / incorporation;
- ii. a previous Contract, Standing Offer or Supply Arrangement with any department of the Government of Canada for the supply of goods similar in nature to the ones described in this RFP, provincial or municipal government or any other Outside Clients* dated prior to 5 years.

* "Outside Clients" are defined as any legal entities that are not a parent, subsidiary or affiliate of the Bidder. This is applicable to all members of any Joint Venture submitting a bid.

- (c) Suppliers must confirm that they will take into consideration, for all products they will offer, the PWGSC Fire Protection Guideline for Mobile Shelving indicated at Annex B by signing and dating the document.

(d) Preliminary Work Schedule:

The Bidder must provide one (1) copy of a preliminary work schedule preferably in a Gantt chart format. This schedule must highlight the target dates listed below.

The Bidder's schedule must include target dates for each of the following significant events:

- (i) Commencement of Work as defined at Article 2.7

- (ii) The different tasks to consider:
 - Task Name
 - Start date and end date of each task
 - The expected duration of each task
 - Possible overlap of tasks, and the duration of this overlap
- (iii) Completion of Work as defined at Article 2.7

- (e) Completed Annex E. Mandatory deliverables that must be submitted with the bid to be deemed responsive are summarized in Annex E.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

Bidders must provide a list of their installers for this project and the evidence that they are factory certified and trained equipment operators for installations.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Financial Capability (if required)

SACC Manual Clause [A9033T](#) (2012-07-16), Financial Capability

5.2.2.2 Status and Availability of Resources

SACC Manual Clause [A3005T](#) (2010-08-16), Status and Availability of Resources

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

1. Bidders whose installers have security clearance must provide the appropriate details at the kickoff meeting. The names and security level will be verified by Security.
2. Bidders whose installers have no security clearance will be escorted at all times.

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 (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

At Subsection 09 - Warranty, of 2010A (2018-06-21) is amended as follow:

DELETE: The warranty period will be twelve months.

INSERT: The warranty period will be five (5) years parts and labour.

Section 9 entitled Warranty of general conditions 2010A (2018-06-21) is amended by deleting subsection 2 in its entirety and replacing it with the following:

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

6.3.2 Supplemental General Conditions

SAAC Manual Clause 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

Term of contract will be from contract award to January 30, 2019.

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6.4.2 Delivery Date

Delivery of materials is required commence delivery by (to be determined at contract award).

Work must commence no later than September 24th, 2018 and should be completed before or on October 31st, 2018.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point specified below:

Main Building – Wing 2000
150 Tunney's Pasture Driveway
Ottawa, ON
K1A 0K9

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sidi M. Belcaid
Public Works and Government Services Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Telephone: (819) 420-2292 Facsimile: (819) 953-4944
E-mail address: sidi-mohammed.belcaid@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: **Disclosed after the contract award**

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

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6.5.3 Contractor's Representative

Name:
Title: _____
Organization: _____
Address: _____

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

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex C for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.6.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

6.6.4 Electronic Payment of Invoices – Contract

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

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

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Primary Contact
Brenda Nitschke, Design Manager
Public Services and Procurement Canada
Portage III, 3B3, 11 Laurier Street, Gatineau, QC, K1A 0S5
Tel: (613) 404-8330, Brenda.nitschke@pwgsc-tpsgc.gc.ca

Secondary Contact
Kate Louise Sims, Design Manager
Services publics et Approvisionnement Canada
Portage III, 3B3, 11 Laurier Street, Gatineau, QC, K1A 0S5
Tel: (613) 618-4499, KateLouise.Sim@tpsgc-pwgsc.gc.ca

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

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*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 supplemental general conditions 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2010A (2018-06-21) Goods (Medium Complexity)
- (d) Annex A, Statement of Work;
- (e) Annex B, PWGSC Fire Protection Guideline for Mobile Shelving (August 2016)
- (f) Annex C, Basis of Payment
- (g) 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 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
B7500C (2006-06-16), Excess Goods
G1005C (2016-01-28), Insurance - No Specific Requirement

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6.12 Kick-off Meeting

A Kick-off meeting will be convened and chaired by the Contracting Authority at time and location to be determined. At that meeting the contractor will introduce its personnel as per its organization chart and Canada will introduce authorities. Details of work will be discussed (see Annex A).

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EP916-190080

Amd. No. - N° de la modif.
File No. - N° du dossier
hn470. EP916-190080

Buyer ID - Id de l'acheteur
hn470
CCC No./N° CCC - FMS No./N° VME

ANNEX A

Statement Of Work

Section 10 56 26.13

MANUAL – High Density Mobile Shelving (HDMS)

PART 1 General

1.1 DEFINITIONS:

- .1 Bay: single shelving section of unit.
- .2 Unit: assembly of one or more bays.
- .3 Module: grouping of units with one or more access.
- .4 System: complete system including units, and track.

1.2 REFERENCES

- .1 Aluminum Association (AA)
 - .1 AA DAF 45-03(R2009), Designation System for Aluminum Finishes.
 - .1 AA-A31, Clear Anodized Finish.
 - .2 AA-A41, Clear Anodized Finish.
- .2 American National Standards Institute (ANSI)
 - .1 ANSI A208.1-09, Particleboard.
- .3 ASTM International
 - .1 ASTM A 490M-12, Standard Specification for High-Strength Steel Bolts, Classes 10.9 and 10.9.3, for Structural Steel Joints Metric.
 - .2 ASTM D 523-14, Standard Test Method for Specular Gloss.
 - .3 ASTM D 968-05(2010), Standard Test Methods for Abrasion Resistance of Organic Coatings by Falling Abrasive.
- .4 CSA Group
 - .1 CSA B651-12, Accessible Design for the Built Environment.
 - .2 CSA G40.20/G40.21-13, General Requirements for Rolled or Welded Structural Quality Steel/Structural Quality Steel.
 - .3 CSA W59-13, Welded Steel Construction (Metal Arc Welding).
 - .4 CAN/CSA-Z809-08(R2013), Sustainable Forest Management.
- .5 Forest Stewardship Council (FSC)
 - .1 FSC-STD-01-001 (V4-0)-2013, FSC Principle and Criteria for Forest Stewardship.
- .6 Master Painters Institute (MPI)
 - .1 Architectural Painting Specification Manual - current edition
 - .1 MPI #18, Primer, Zinc Rich, Organic.
 - .2 MPI #23, Primer, Metal, Surface Tolerant.
 - .3 MPI #96, Quick Dry Enamel Gloss.
 - .2 Sustainable Forestry Initiative (SFI)
 - .1 SFI-2010-2014 Standard.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 00 10 General Instructions.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for mobile

storage shelving and include product characteristics, performance criteria, physical size, finish and limitations.

- .3 Shop Drawings:
 - .1 Submit drawings stamped and signed by professional engineer registered or licensed in Province of Ontario, Canada.
 - .2 Indicate on drawings for track type, track installation detail, track and deck assembly, stationary tie down detail, rubber bumpers, drive upright detail, handle detail, crank, carriage detail including splice, and accessories.
 - .3 Indicate dimensions, layout, number of bays, number of shelves, number and size of drawers and bins, number of dividers, system of bracing against tipping and anchoring devices.
- .4 Samples:
 - .1 Submit representative sample bay of specified shelving showing finish color and accessories.
 - .2 Samples to be returned to Contractor for inclusion in Work.
- .5 Closeout Submittals:
 - .1 Submit in accordance with Section 01 00 10 General Instructions.
 - .2 Operation and Maintenance Data: submit operation and maintenance data for mobile storage shelving for incorporation into manual.

1.4 QUALITY ASSURANCE

- .1 Qualifications: installation by factory trained, authorized installer, with experience installing mobile systems on regular basis. Provide certification by the mobile shelving manufacturer for mobile shelving unit installation.
- .2 The entire system including the carriages, the deck and track assembly, shall be manufactured by a firm regularly engaged in the manufacturing of steel movable storage systems for at least five years.
- .3 Meetings: as part of Manufacturer's Services described in PART 3 - FIELD QUALITY CONTROL, schedule site visits, to review Work, at stages listed.
 - .1 *Kick-off Meeting – Mandatory (after award)* - A Kick-off meeting will be convened and chaired by the Contracting Authority, time and location will be determined. At that meeting the contractor will introduce its personnel as per its organization chart and Canada will introduce authorities. Items listed below are to be presented at the kick-off meeting.
 - .1 Contractor to arrange meeting within 5 days after the contract award.
 - .2 List or reference any additional requirement from SOW
 - .3 List of names to attend, received no later than 5 days after award
 - .4 Transcript of insurance and workers compensation information.
 - .5 Personal protection equipment – safety boots and hard hats
 - .6 List of staff that is security cleared (reliability)
 - .7 Shop drawing
 - .8 Scheduling of activities
 - .9 Record minutes and distribute copies to meeting participants within 48 hours of the meeting. The format of the minutes is subject to the approval of the Project Manager
 - .2 *Site Mobilization/ Pre-installation Meeting*
 - .1 Revise schedule as required
 - .2 Revise submittals as required
 - .3 Review conditions of installation, preparation and installation procedures

- .4 Review of off-site fabrication and delivery schedule
- .5 Review of clean-up procedures
- .6 Review coordination with related work
- .7 Record minutes and distribute copies to meeting participants within 48 hours of the meeting. The format of the minutes is subject to the approval of the Project Manager
- .3 *Progress Meeting (60% completion)*
 - .1 Review of work progress
 - .2 Field observations, problems and decisions progress
 - .3 Identification of problems which impede planned progress
 - .4 Maintenance of progress schedule
 - .5 Coordination of projected progress
 - .6 Maintenance of quality and work standards
 - .7 Record minutes and distribute copies to meeting participants within 48 hours of the meeting. The format of the minutes is subject to the approval of the Project Manager
- .4 *Completion/Closeout Meeting* after cleaning is carried out.
 - .1 Review of operational and maintenance manuals
 - .2 Review of work progress records
 - .3 Review of guarantees and warranties
 - .4 Record minutes and distribute copies to meeting participants within 48 hours of the meeting. The format of the minutes is subject to the approval of the Project Manager

1.5 DELIVERY, STORAGE AND HANDLING

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove packaging or bundling until required in work.
- .3 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .4 Storage and Handling Requirements:
 - .1 Store materials indoors in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Store and protect specified materials from nicks, scratches, and blemishes.
 - .3 Replace defective or damaged materials with new.
- .5 Packaging Waste Management: remove for reuse and return by manufacturer of pallets, crates, padding and packaging materials.

PART 2 Products

2.1 SYSTEM DESCRIPTION

- .1 Design Data:
 - .1 Submit floor loading calculations including floor loading diagram.
 - .2 Provide installation details of fasteners and attachments to mobile shelving unit and attachment methods.

- .2 Certificates: submit certificates signed by manufacturer certifying that materials comply with specified performance characteristics and physical properties.

2.2 DESIGN REQUIREMENTS

- .1 Track/Rail system:
 - .1 Design tracks to be securely connected together while allowing for adjustment so tracks can be leveled over an uneven floor.
 - .2 Minimum Track base width: 83 mm.
 - .3 Provide leveling screws and steel shims to facilitate proper leveling of track and to ensure smooth operation of system.
 - .4 Design track to require no attachment in any manor to the building floor, completely anchorless.
- .2 Deck and Ramp:
 - .1 Design system so that all rail and deck components are interconnected.
 - .2 Design deck to require no attachment in any manor to the building floor, completely anchorless.
 - .3 Design access to deck to provide barrier free access to CAN/CSA B651-12.
- .3 Carriage:
 - .1 Design carriage of steel to support minimum 1040 kg per m. double gear reduction to allow carriage to move with 0.45 kg of effort at turn handle.
 - .2 Provide manual safety lock to prevent carriages from being moved while personnel access open aisle.
 - .3 Construction carriage to allow shelving to be securely anchored to the carriages.
- .4 Drive Effort:
 - .1 Determine Gear ratio by carriage length and weight; factory calculates correct drive effort for each system considering length, weight loads and number of carriages to be moved
 - .2 Design the system to eliminate "play" in the drive handle at all times.
 - .3 Design the system so that the carriage will stop without drifting when operation of the handle is terminated on all leveled systems
- .5 Shelving:
 - .1 Four post, wedge-locking design, consisting of uprights, shelves and shelf supports, assembled without nuts, bolts, studs, clips, sway braces or gussets.
 - .2 No holes on exposed surfaces of assembled shelving: not allowed.
 - .3 Shelves and backs: flush with outside post.
 - .4 Provide sheet metal gables and back between each bay of shelves to prevent tampering.
 - .5 Design individual shelves to support uniform load of 128 kg per m of span.
 - .6 Adjustment: provide with vertical adjustment of shelves in 38 mm increments.

2.3 MATERIALS

- .1 Steel sections and plates: to CSA G40.20/G40.21, type 400W.
- .2 Steel: to CSA G40.20/G40.21, Grade 300W.
- .3 Hollow Structural Sections (HSS): to CSA G40.20/G40.21, Grade 350W, Class H.
- .4 Alkyd primer: oil type to MPI #23.
- .5 Zinc rich primer for galvanized surfaces: zinc rich, ready mix to MPI #18.

- .6 Steel bolts, nuts and washers: to ASTM A 490M.
- .7 Welding materials: to CSA W59.
- .8 Aluminum: extrusions to AA DAF 45 AA-1 31 41 clear.
- .9 Anchoring and grouting mortar: quick setting hydraulic cement.
- .10 Melamine prefinished laminated plastic panels: panels consisting of 0.178 mm thick melamine resin impregnated decorative sheet thermally fused to rigid particleboard substrate.
 - .1 Forest Certification: provide operable panel partitions made from wood obtained from forests certified by FSC accredited certification body to comply with CAN/CSA-Z809 or FSC or SFI.
 - .2 Particleboard substrate to ANSI A208.1.

2.4 FABRICATION

- .1 Track and Rail:
 - .1 Fabricate Track Housing from extruded from 6063-T5 aluminum alloy.
 - .2 Fabricate rail from 16 mm square cold rolled 1045 steel.
 - .3 Extend all track lengths under all stationary carriages.
 - .4 Each rail section to be a minimum of 2438 with shorter sections used only to terminate each individual rail assembly.
 - .5 Overlap each end of the rail over the track housing and pin it to the track with a 6 mm diameter roll pin.
 - .6 Provide vertical and horizontal continuity at all rail connection joints so that the will point load will be shared simultaneously to and from adjoining sections.
 - .7 Mount a mating anti-tip bracket to the underside of the carriage. Overhead anti-tip devices are unacceptable.
- .2 Modular Floor:
 - .1 Construct standard elevated deck of 19 mm thick flame retardant plywood.
 - .2 Install decking flush and tight to the track.
 - .3 Install decking in a manner that will prevent warping, deformation and movement during normal system use and operation.
 - .4 Support Decking with 2" wide steel channels and shims placed under decking sections, Deck channels to be 12" on center.
 - .5 Slot Steel deck channels on ends. Slots to align and interconnect with formed raised cubed area of track housing.
- .3 Ramps:
 - .1 Design ramp so that is does not extend past the end of the carriages into the main access aisles.
 - .2 Construct ramp of 19 mm thick flame retardant plywood.
 - .3 Construct 16 gauge stainless steel threshold to provide a smooth entry from the existing floor system.
 - .4 Construct ramp in accordance with CAN/CSA B651-12, Accessible Design for the Built Environment
- .4 Carriages:
 - .1 Material: 12 gauge welded steel construction
 - .2 Finish: Powder coat paint with textured finish.
 - .3 Construct fixed carriages using the same construction and height as movable carriages and anchored to the rail, in such a manner, as to provide for a complete,

-
- homogeneous system.
- .4 Carriage Splices: bolted type design to maintain proper unit alignment.
 - .5 Carriage Cross Members: 12 gauge welded C-shaped steel channels.
- .5 Wheels:
- .1 Minimum 127 mm diameter, precision machined with two sealed lifetime lubricated self-aligning flanged bearings.
 - .2 Two wheels per rail for each movable carriage.
 - .3 Connect all wheels on one side of carriage by a 25 mm solid steel drive shaft.
- .6 Mechanical Drive mechanism:
- .1 Construct drive shafts from a minimum of 19 mm solid stress proof steel and connect all wheels on drive side of carriage with 4.7 mm x 50 mm square keys and couplings. Construct all axles from solid steel and to support the full load of the carriage.
 - .2 Each movable carriage to have direct chain-drive system with built-in tensioning device to transfer force from tree-spoke handle to drive wheels.
 - .3 Design all mechanical assist systems to be moved by means of a chain and sprocket reduction drive system.
 - .4 Conceal all chains and sprockets for safety.
 - .5 Design the gearing mechanism to be easily accessible and able to accept different sprockets depending on weight changes.
 - .6 Provide a concealed and tamperproof housing for all Chain tension adjustment plates.
 - .7 Provide dual control options to permit operation of mobile carriages from either end of the range.
- .7 Chain Guards
- .1 Design each chain guard shall to allow quick and easy service to all components and be adjustable. Guards will cover the chain and pulley system and finished top, bottom and sides. Guards shall be constructed and mounted. All guards shall be of one-piece steel construction; standard method joints or seams are unacceptable.
- .8 End panels:
- .1 Type 1: provide 38 mm thick high pressure laminate on high density particleboard,
 - .1 Color: to be selected by the Departmental Representative from the standard range of colors.
 - .2 Finish edges with plastic molding 38 x 25 mm.
 - .3 Provide name holders 127 x 76 mm, two per double faced panel and one per single faced panel.
- .9 Shelving:
- .1 Type 1: provide standard shelves formed of 0.73 mm cold rolled steel with flanges on four sides.
 - .1 Turned in and up front and rear flanges.
 - .2 Include 2.03mm shelf supports for 762 mm wide bays, and 3.06 mm shelf supports for 1067 mm wide bays.
 - .3 Overall system height: 2134 mm.
 - .4 Color: to be selected by the Departmental representative from the standard range of colors.
 - .5 Shelf height: 1937 mm high shelf with 6 shelf openings each minimum of 286 mm high plus top shelf.
 - .6 Double sided shelves: 762 mm deep with 102 mm high centre stop to prevent boxes from being pushed through from one side to other.
 - .7 Shelves and centre stops slotted every 51 mm for addition of dividers.
 - .8 Adjustable shelves on 38.1 mm centres.

- .10 System configuration: as indicated on drawing ASK-01.
- .11 Accessories:
 - .1 Security key lock: provide one key lock mounted at 900-1100 mm above floor on end of modules indicated as secure modules on drawings.

2.5 FINISH

- .1 Finish metal shelving in color selected by Departmental Representative from manufacturer's standard range.
- .2 Finish:
 - .1 Electrostatic epoxy powder coated:
 - .1 Specular gloss value: to ASTM D 523.
 - .2 Abrasion test to ASTM D 968.
 - .3 Baked enamel: to MPI #96.

PART 3 Execution

3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate are acceptable for manual mobile storage shelving installation in accordance with manufacturer's written instructions.
 - .1 Visually inspect substrate in presence of Departmental Representative.
 - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
 - .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Departmental Representative.

3.2 INSTALLATION

- .1 Carry out installation by using mobile shelving storage vendors own in-house installers as described in PART 1 - QUALITY ASSURANCE/Qualification.
 - .1 Do not sub-contract to a third party.
- .2 Install metal storage shelving in accordance with reviewed layout, installation and start-up instructions.
- .3 Install rail to tolerances of maximum 2.4mm from true level within module, maximum 1.6 mm between adjacent rails and maximum 0.8 mm in 3048 mm rail length.
- .4 Level track anchor and grout between track and floor.
- .5 Install raised floor plywood deck free of gaps or barriers at track locations.
 - .1 Install ramp to raised floor in accordance with CSA B651.
- .6 Install components in place, plumb, straight and level.
- .7 Brace, secure and anchor components in place.
- .8 Install shelving at uniform, equal height spacing, unless instructed otherwise.
- .9 Make good finished surfaces damaged during shipment or installation.

3.3 FIELD QUALITY CONTROL

- .1 Manufacturer's Field Services:
 - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
 - .2 Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.
 - .3 Schedule site visits, to review Work, as directed in PART 1 - QUALITY ASSURANCE.

3.4 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 00 10 General Instructions.
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 00 10 General Instructions.
- .3 Package Waste Management: separate waste materials for reuse and recycling in accordance with the following:
 - .1 The general contractor must identify on-site recycling locations and review recycling requirements with all subcontractors to ensure waste management plan is implemented on site.
 - .2 Work with manufacturer's to minimize unnecessary packing and making arrangements for pallets to be reclaimed after use to reduce waste volumes and waste management costs.
 - .3 Provide all necessary documentations related to waste reduction efforts including quantity of materials reused, recycled or disposed of (based on tonnage), with supporting documentation (i.e. receipts, invoices).
 - .4 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Section 01 00 10

GENERAL INSTRUCTIONS

PART 4 General

4.1 SCHEDULE

- .1 On award of contract submit bar chart schedule for work, indicating anticipated progress stages within time of completion. When the Departmental Representative has reviewed schedule, take necessary measures to complete work within scheduled time. Do not change schedule without notifying Departmental Representative.

4.2 SUBMITTAL PROCEDURES

- .1 Submit promptly to Departmental Representative submittals listed for review, in orderly sequence to not cause delay in work.
- .2 Do not proceed with work affected by submittals until review is complete.
- .3 Shop Drawings:
 - .1 Submit one (1) electronic copy of shop drawings: bearing stamp and signature of qualified Professional Engineer registered or licensed in Province of Ontario, where identified.
 - .2 The review is for the sole purpose of ascertaining conformance with the general design concept, and does not mean approval of the design details inherent in the shop drawings, responsibility for which shall remain with the Contractor. Such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of his responsibility for meeting all requirements of the Contract Documents.
- .4 Product Data:
 - .1 Submit one (1) electronic copy of product data: manufacturers catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- .5 Samples:
 - .1 Submit samples: examples of materials, equipment, quality, finishes and workmanship.
 - .2 Where color, pattern or texture is criterion, submit full range of samples.
 - .3 Reviewed and accepted samples will become standard of material and workmanship, against which installed work will be verified.
- .6 Submit photographs of surrounding properties, objects and structures liable to be damaged or be the subject of subsequent claims.

4.3 EXAMINATION AND PREPARATION

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.
- .2 Before commencing work, establish location and extent of services lines in area of work and notify Departmental Representative of findings.

4.4 CLOSEOUT SUBMITTALS

- .1 Operational and Maintenance Manual.
 - .1 Two (2) weeks prior to completion submit to Departmental Representative four (4) copies of Maintenance Manual in both official languages.
 - .2 Include following information plus data specified:
 - .1 Suppliers name, address and telephone numbers and components supplied by them must be included in this section. Components must be identified by a description and manufacturers part number
 - .2 Maintenance instruction for finished surface and materials.
 - .3 Description: operation of the equipment Include nameplate information such as make, size, capacity and serial number.
 - .4 Maintenance: use clear drawings, diagrams or manufacturers' literature which specifically apply and detail the following:
 - .1 lubrication products and schedules;
 - .2 trouble shooting procedures;
 - .3 adjustment techniques; and
 - .4 operational checks.
 - .5 Guarantees showing:
 - .1 name and address of projects;
 - .2 guarantee commencement date (date of Interim Certificate of Completion);
 - .3 duration of guarantee;
 - .4 clear indication of what is being guaranteed and what remedial action will be taken under guarantee; and
 - .5 signature and seal of Guarantor.
 - .3 Spare parts: list all recommended spares to be maintained on site to ensure optimum efficiency. List all special tools appropriate to unique application. All parts/tools detailed must be identified as to manufacturer, manufacturer part number and supplier (including address).
 - .4 Include one complete set of final shop drawings (bound separately) indicating corrections and changes made during fabrication and installation.

4.5 CLEANING

- .1 Clean up as work progresses. At the end of each work period, and more often if ordered by the Departmental Representative, remove debris from site, neatly stack material for use, and clean up generally.
- .2 At project closeout: Clean and polish Surfaces. Clean manufactured articles in accordance with manufacturer's written instructions.
- .3 Clean areas under contract to a condition equal to what previously existed and to approval of Departmental Representative.

PART 5 Products

5.1 NOT USED

- .1 not used

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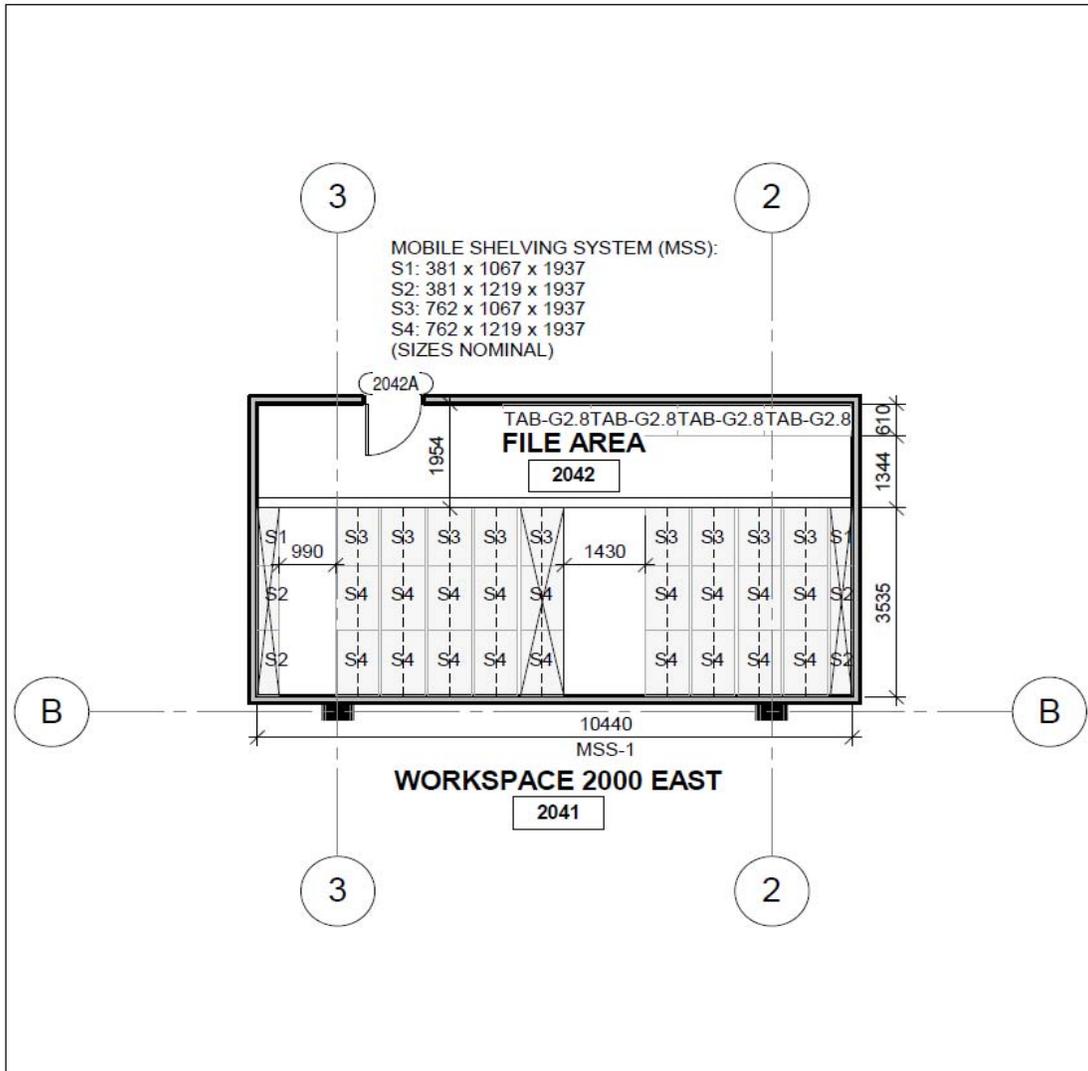
PART 6 Execution

6.1 NOT USED

.1 not used

END OF SECTION

FLOOR PLAN



Project MAIN BUILDING SWING SPACE - FIT-UP 150 TUNNEY'S PASTURE DRIVE WAY, OTTAWA, ONTARIO		Designed By DL Date 04/12/18 (yyyy/mm/dd)	Congu par (yyyy/mm/dd)	Public Works and Government Services Canada Travaux Publics et Services gouvernementaux Canada Branch Dir_Gen
Drawing FLOOR PLAN - 2000 WING FILE AREA 2042		Drawn By LN Date 04/12/18 (yyyy/mm/dd)	Dessine par (yyyy/mm/dd)	
		Reviewed By LN Date 04/12/18 (yyyy/mm/dd)	Examine par (yyyy/mm/dd)	
		Approved By DY Date 04/12/18 (yyyy/mm/dd)	Approuve par (yyyy/mm/dd)	Project no. PWG604835 No. du projet
		Tender (yyyy/mm/dd)	Soumission (yyyy/mm/dd)	Drawing no. ASK-01 No. du dessin
		Project Manager	Administrateur de projets	

PWGSC 11x8.5 (215x279)

ANNEX B

PWGSC Fire Protection Guideline for Mobile Shelving (August 2016)

1.0 General

1.1 Scope

This guideline describes the fire protection requirements for mobile shelving when used for records storage in Government of Canada facilities under the custodianship of Public Services & Procurement Canada. (See Appendix)

1.2 Application

This guideline applies to new and existing mobile shelving with a maximum height of 2.5 m.

1.3 Definitions

Administrative Official with respect to the storage and handling of records means that official designated by the tenant department or agency responsible for the records.

Mobile Shelving Carriage means one or more sets of shelves fastened together to form a single movable section. (See Figure)

Mobile Shelving Unit means a group of mobile shelving carriages connected by tracks, rails or other similar means. (See Figure)

Mobile Shelving System means a system of records storage (also known as compact shelving, track files, compaction files, high density file storage or movable files) in which sections or rows of shelves are manually or electrically moved on tracks to provide access aisles. Mobile shelving is usually a type of open-shelf file equipment. (See Appendix)

Fire Park Mode means a setting that automatically operates the motor drives on all shelving carriages to create the required clearance between the mobile shelving carriages upon the activation of the fire alarm system in the fire compartment containing the mobile shelving system.

Records must be considered as falling into one of the following classifications for the purposes of determining the storage requirements, and their classifications must be determined by the Administrative Official of the department (See Appendix).

1. Useful records are records which can be replaced or reproduced without undue inconvenience or expense to operations
2. Important records are records which can only be replaced or reproduced at considerable inconvenience or expense to operations, and
3. Vital records are records whose replacement would involve a critical delay to operations.

2.0 General Requirements for Sprinklered and Unsprinklered Buildings

21 Mobile shelving units must be separated from each other by utilizing vertical longitudinal steel fire-stops such that each mobile shelving unit is not more than 25 m² in size (See Appendix).

2.2 Each mobile shelving carriage must be provided with vertical transverse steel fire-stops that are not more than 1.2 m apart.

2.3 Steel fire-stops in 2.1 and 2.2 must be solid steel with a minimum thickness of 18 gauge.

2.4 If the building is equipped with a fire alarm system, smoke detectors connected to the fire alarm system must be provided above the mobile shelving system.

2.5 Seismic restraints, if necessary, must be provided for mobile shelving systems and installed to prevent over-turning and excessive horizontal movement by the expected movement induced by the building during an earthquake. (See Appendix)

3.0 Mobile Shelving located in Unsprinklered Buildings

3.1 Where the record storage is located in an unsprinklered building, mobile shelving system must

1. be located in a fire separation having a fire-resistance rating of at least $\frac{3}{4}$ h, and the aggregate size or area of the mobile shelving system does not exceed 25 m^2 , or
2. have an aggregate size or area of the mobile shelving system not exceed 4 m^2 within an open office area or in a floor.

3.2 Outside ends and top of mobile shelving units must be constructed of solid steel with a minimum thickness of 18 gauge.

4.0 Mobile Shelving located in Sprinklered Buildings

4.1 The sprinkler occupancy classification or the design discharge density for the protection of the mobile shelving system must be extended to

1. the entire fire compartment, or
2. at least 4.6 m beyond the area associated with the mobile shelving system.

4.2 Except as permitted in 4.3, a minimum of 460 mm clearance must be maintained between the sprinkler deflectors and the top of the mobile shelving, and between the smoke detectors and the top of the mobile shelving.

4.3 If security measures are required to prevent unauthorized access through the 100 mm clearance between mobile shelving carriages, a metal screen or lath may be provided to cover the top of space. Each opening of the metal screen or lath must be at least 6.4 mm in the least dimension and the amount of openings of the metal screen or lath must constitute a minimum of 70% of the area of the material.

4.4 If security screen is utilized at or near the top of the mobile shelving units, a minimum of 610 mm clearance must be maintained between the sprinkler deflectors and the top of the mobile shelving.

4.5 Mobile shelving units containing useful or important records (See Appendix) must

1. be protected by a sprinkler system hydraulically designed as a Light Hazard Occupancy classification system, and
2. have a maximum area of not more than 70 m^2

- i on one floor or in a 1 h fire compartment, or
- ii separated from other units with a clear aisle of at least 1 100 mm in width.

4.6 Mobile shelving units containing vital records

1. must be protected by a sprinkler system hydraulically designed with a design discharge density of 12.3 mm/min. over an area of sprinkler operation of 139.5 m², and
2. must be provided with
 - i a fixed clearance of not less than 100 mm between the mobile shelving carriages, or
 - ii a motorized fire park mode system to provide the minimum clearance of 100 mm between mobile shelving carriages.
3. may be provided with vertical longitudinal fire-stops in each mobile shelving carriage to further prevent the spread of fire.

Appendix

A-1.1 The requirements in this guideline are based solely on the fire loading of paper records; they do not address the overall fire protection design requirements for archival records centres. These requirements do not address other factors such as the significance of records, or the storage of other combustible materials on such shelving; the protection requirements of these records may be prescribed in other fire protection standards. Small amount of other incidental materials, up to a maximum of 5% in volume and distributed sparingly, such as vinyl covered binders and books or other similar materials are acceptable to be stored in mobile shelving without affecting the effectiveness of the sprinkler system. It is necessary that the structural adequacy and proper drainage of the floor and the building be evaluated before the design and installation of a mobile shelving system.

A-1.2 It is important that the Administrative Office and/or the Departmental Fire Protection Coordinators (DFPC) be involved in determining the classifications of records and the application of the level of protection provided in this guideline. A risk analysis should be carried out and judgment should be exercised to determine the extent of the application of these requirements.

A-1.3 Mobile shelving systems can be divided into manually (manual and mechanical) and electrically (electrical and computerized) operated carriages, and may consist of one or more mobile shelving units moved on tracks, rails or other similar means. For motorized mobile shelving systems utilizing fire park mode, the activation of a detector or a sprinkler within the compartment containing the mobile shelving system should activate the fire park mode.

A-2.1 & 3.1.1 The 25 m² in size is measured from the outside edge of a vertical longitudinal solid steel fire-stop perpendicular to the adjacent longitudinal fire-stop (i.e. distance between longitudinal fire-stops) multiply by the length of the longitudinal fire-stop, excluding the aisle in the mobile shelving unit.

A-2.5 Seismic restraint is usually applied at or near the top of the mobile shelving systems to prevent over-turning, and at or near the base of the units to prevent excessive horizontal movement.

A-3.2 Stationary end carriages of a mobile shelving unit bounded on the outside by continuous metal panels will form effective fire stops.

A-4 Where practicable, quick-response sprinklers are recommended in a sprinkler system protecting mobile shelving. However, quick-response sprinklers should not normally be installed in the same fire compartment with standard response sprinklers.

For record storage centres or warehouses, a higher sprinkler design density may be required to protect the commodity and the facility. Such storage facilities are beyond the scope of this guideline.

A-4.5 Important records may be protected by the requirements in 4.6 if deemed necessary by the Administrative Official and/or the DFPCs of the department.

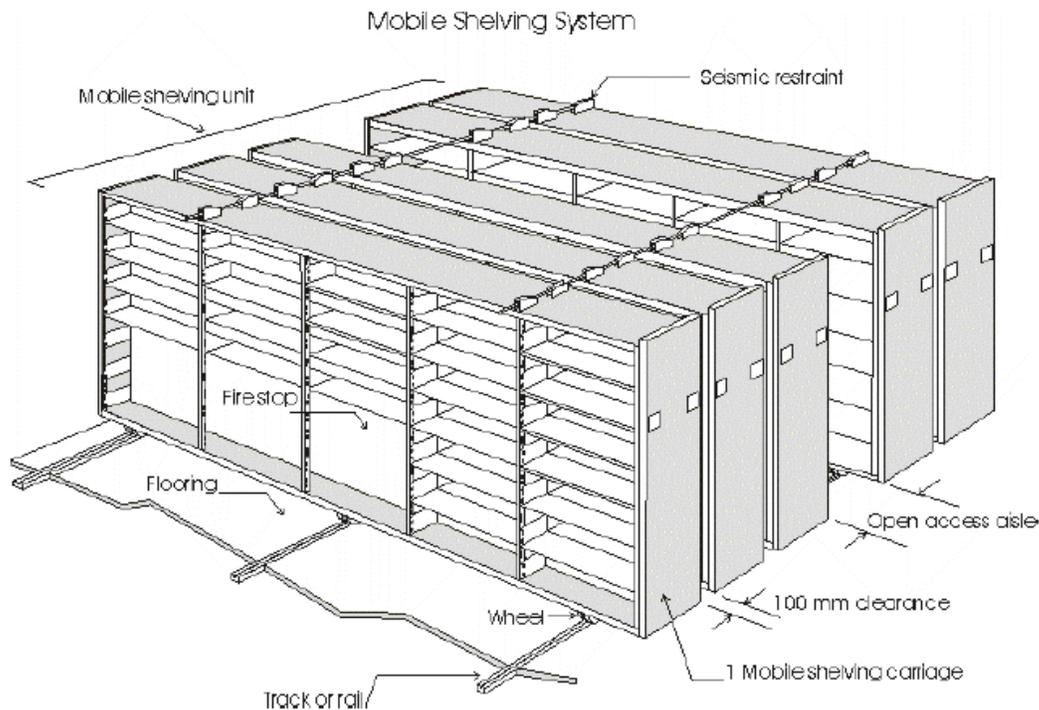
A-4.6.2 Spacers or bumpers installed to provide the required spacing should be provided at levels not to introduce tripping hazard. Note the spacing is measured between the edges of the facing shelves or the facing edges of the records stored, whichever is less.

For motorized mobile shelving systems utilizing fire park mode to maintain the minimum clearance of 100 mm between carriages, clearances less than 100 mm are permitted in the normal operating mode. However, when an aisle is locked in an open position for mobile shelving units utilizing fire park mode, the minimum aisle width required by an occupant must not be reduced.

A-Figure The figure illustrates a mobile shelving system. The system is made up of mobile shelving carriages in which sections or rows of shelves are manually or electrically moved on tracks to provide access aisles. The figure illustrates the mobile shelving unit, mobile shelving carriage, track or rail, wheels, fire-stop, seismic restraint and the open access aisle.

For further information or assistance, contact the regional PSPC Fire Protection Engineer.

Figure



Signature of Bidder's Representative

Date

ANNEX C

Basis of Payment

ITEM	DESCRIPTION	PRICE IN CANADIAN DOLLARS
1	Design and Floor Loading Calculations	\$
2	Pricing for all components required for the complete Manual High Density Mobile Shelving (HDMS) system, as described in Annex A - Statement of Work	\$
3	Installation charges for the complete installation of the Manual HDMS, as detailed in Annex A -Statement of Work including: - All travel and living expenses. - All required deliverables (documentation, certification) - Cleaning - Etc.	\$
4	Transportation and Delivery Charges as described in Annex A - Statement of Work	\$
	TOTAL (Customs duties are included and Applicable Taxes are extra)	\$

Note:

- a) Bidders must fill out all price sections
- b) If upon delivery and acceptance, the product is found to not meet the Specifications, the product will be returned at the supplier's expense and the Contract will be terminated.

Solicitation No. - N° de l'invitation
EP916-190080 /A
Client Ref. No. - N° de réf. du client
EP916-190080

Amd. No. - N° de la modif.
File No. - N° du dossier
hn470. EP916-190080

Buyer ID - Id de l'acheteur
hn470
CCC No./N° CCC - FMS No./N° VME

ANNEX D

Electronic Payment Instruments (Part 3 Of The Bid Solicitation)

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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

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

ANNEX E

Deliverables/Certifications

E1 Mandatory Bidder Deliverables Checklist

Notwithstanding deliverable requirements specified within this RFP and its associated Requirements (Annex A), mandatory deliverables that must be submitted to be deemed responsive are summarized below.

The Bidder must submit a completed Annex "E1" Deliverables/ Certifications.

The following are mandatory and the Bidder's submission will be evaluated against the requirements as defined herein. The Bidder must be determined to be compliant on each item to be considered responsive.

Item	Description	Completed and Attached
1	RFP document part 1 page 1 completed and signed;	
2	Copy of the arrangement for the 3 sections, as per Clause 3.1;	
3	Mandatory Technical Criteria, as per Clause 4.1.1.1 para (a);	
4	Mandatory Technical Criteria, as per Clause 4.1.1.1 para (b);	
5	Mandatory Technical Criteria, as per Clause 4.1.1.1 para (c);	
6	Mandatory Technical Criteria, as per Clause 4.1.1.1 para (d);	
7	Completed Annex "E1" Deliverables/Certifications as per Clause 4.1.1.1 para (e);	
8	Integrity Provisions - Declaration of Convicted Offences, as per Clause 5.1.1 (if applicable);	
9	Additional Certifications Required with the Bid as per Clause 5.1.2;	

E2 Deliverables Prior to Contract Award

Item	Description	Reference	Due By
1	Integrity Provisions – Required Documentation	Clause 5.2.1	5 Working Days prior to Contract Award
2	Financial Capability (if requested)	Clause 5.2.2.1	5 Working Days prior to Contract Award
3	Status and Availability of Resources	Clause 5.2.2.2	5 Working Days prior to Contract Award