



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet MCL Retractable Towers	
Solicitation No. - N° de l'invitation EC099-191151/A	Date 2018-08-14
Client Reference No. - N° de référence du client EC099-19-1151	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-320-10487	
File No. - N° de dossier HAL-8-81102 (320)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-25	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
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: Browne, January	Buyer Id - Id de l'acheteur hal320
Telephone No. - N° de téléphone (902) 401-8687 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA BELLIVEAU AVE SHEDIAC NEW BRUNSWICK E4P0B6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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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EC099-191151/A
Client Ref. No. - N° de réf. du client
EC099-191151

Amd. No. - N° de la modif.

File No. - N° du dossier
HAL-8-81102

Buyer ID - Id de l'acheteur
HAL320
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Requirement

Public Works and Government Services Canada, on behalf of the Government of Canada Pension Centre has a requirement for the supply and delivery of Retractable Towers. See specifications listed in Annex A for more details.

1.2 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.

1.3 Trade Agreements

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

1.4 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 (RFSA), 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: 90 days

2.2 Submission of Bids

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

Email address for epost Connect Service: TPSGC.RARceptionSoumissionsNEARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca

NOTE: Bids/Offeres will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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 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 (2 hard copies)
Section II: Financial Bid (1 hard copies)
Section III: Certifications (1 hard copies)

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.

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

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copies)
Section III: Certifications (1 hard copies)

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.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex A requirement and Annex A1.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

4.2 Basis of Selection

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

4.2.1 SACC Manual Clauses

SACC Manual Clause ([B1000T](#)) (2014-06-26), Condition of Material – Bid

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.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and

submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A" and Annex "A1 and A2"

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 Delivery Date

All deliverables must be delivered 6 weeks after contract award.

6.4.1 Delivery Terms

Goods must be delivered DDP (Delivery Duty Paid) Incoterms 2010 to:

PSPC, Government of Canada Pension Centre
295 Belliveau St
Shediac, NB E4P 0B6

Goods will be delivered on the 4th floor.

Loading Dock/Location	
Location	Public Services and Procurement Canada, Government of Canada Pension Centre
Dock	MCL Loading Dock- Standard size with mechanical lift plate for Pallet Jack. For your information, 54' or bigger delivery truck cannot backup to loading dock during Normal hours due to cars parked in parking lot.
Lift	Only Pallet Jack available Weight capacity of 5500 lbs
Door	Size – 8' X 8'
Freight Elevator	MCL Building-Standard Size
Other (specify, if any)	MCL Building - Installation would be required on the 4 th floor. These retractable tower will be an addition for new workstations area.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: January Browne
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions
Address: 1713 Bedford Row
Halifax, NS, B3J 3C9

Telephone: 902-401-8687
Facsimile: 902-496-5016
E-mail address: january.browne@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
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.

6.5.3 Contractor's Representative

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

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

6.6 Payment

6.7 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 contract for a cost of \$ _____. 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.

6.7.1 Limitation of Expenditure

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

6.7.2 Single Payment

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

6.7.3 SACC Manual Clauses

SACC Manual Clause (C2000C) (2007-11-30), Taxes - Foreign-based Contractor

SACC Manual Clause (C2605C) (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

SACC Manual Clause (B7500C) (2006-06-16), Excess Goods

SACC Manual Clause (G1005C) (2016-01-28), Insurance - No Specific Requirement

SACC Manual Clause (B1006C) (2014-06-26), Condition of Material – Bid

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date.

6.7.4 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);

6.8 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
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.

SUPERANNUATION DIR.
10 WELDON ST
SHEDIAC NB E4P 2X7
CANADA

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity),
- (c) Annex A, Requirement;
- (d) Annex A-1 - Specifications for Furniture for Work Spaces
- (e) Annex A-2 – Mandatory Requirements
- (f) Annex B, Basis of payment
- (g) Annex C Electronic payment instruments
- (h) Annex D Integrity requirements
- (l) the Contractor's bid dated _____

ANNEX "A"

REQUIREMENT

The Contractor will supply, deliver and install the Work detailed in all parts of Annexes A-1, A-2 and E.

The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Request for proposal and in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annexes "A" and "C". In the event the Contractor omitted to include, in its offer, goods or services required to completely furnish all parts of Annexes "A" and "C", the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

Annex A is comprised of the provisions associated with the work to be performed detailed in the Solicitation document.

Annex A is also comprised of the following:

Annex A-1 - Specifications for Furniture for Work Spaces

Annex A-2 – Mandatory Requirements (Table must be filled out)

1. Supply the Products
 - 1.1 The Supplier, when issued a contracts must supply the products listed in the resulting contract. All products must conform to the requirements of the associated bid solicitation.
 - 1.2 All products supplied must conform to the Specifications contained in Annex A-1
2. Deliver the Products
 - 2.1 The Supplier, when issued contract must deliver the products in accordance with the delivery instructions of the Solicitation document.
3. Install the Products

Notwithstanding General Condition 2010A - Inspection and Acceptance of the Work the following applies.

The Supplier, when issued contract, as a minimum, must provide all of the services below for the products supplied.

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

(or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

4. Site Inspection and Documentation

The Supplier must conduct a site condition inspection for the floor(s) / area(s) that form part of the Contract. Access to the floor(s) / area(s) must be coordinated with the Project Authority (PA). The inspections must occur no later than the date(s) prescribed in the Contract.

5. Inspect the Products

Inspection and Post-Installation Deficiency Procedures

The Supplier, when issued contract, must adhere to the following procedures:

The Supplier must notify the Project Authority when the installation is completed. Notification must be given no later than one business day following completion of the installation.

The Project Authority must arrange for the initial walk-through inspection with the Supplier.

The walk-through inspection must take place no later than three business days after installation is completed unless an alternate time frame has been confirmed by the Project Authority.

If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase unless an alternative time frame has been confirmed by the Project Authority.

The Project Authority, in consultation with the Supplier, must prepare the deficiency list documenting all problems in every area.

The Project Authority must forward the deficiency list to the Supplier.

Within three business days of receipt of this deficiency list, the Supplier must complete all minor deficiencies and make all adjustments not requiring new parts unless an alternate time frame has been confirmed by the Project Authority. For all other listed deficiencies, within fourteen business days of receipt of the deficiencies list, the Supplier must submit, to the Project Authority, the remedial action plan showing delivery and completion dates to occur within 60 calendar days from the submission date of the remedial action plan. The Project Authority may request a shorter remedy period and the Supplier may accept, if possible. The Project Authority may, at his/her discretion also accept a longer remedial period. The Supplier must notify the Project Authority when all deficiencies have been remedied. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Supplier a final sign-off indicating that the deficiencies have been rectified.

6. Hours of Service

The Supplier must deliver the products and provide all services on the days and at the times set out in the resulting contract.

Delivery and installation must be during normal working hours.

All solicitations and bids must correspond with the definition of during Normal Business Hours and Outside Normal Business Hours listed below.

- a) During Normal Business Hours is defined as from 08:00 to 17:00 hours, Monday through Friday except Federal Government Statutory holidays.
- b) During Outside Normal Business Hours is defined as:
 - i. between 17:00 through 08:00 hours, Monday through Friday except Federal Government Statutory holidays;
 - ii. all hours on Federal Government Statutory holidays;
 - iii. all hours on Saturdays and/or Sundays.

Annex A-1

Specifications for Furniture for Work Spaces

1.0 SCOPE OF WORK

- 1.1. This specification is for the supply, delivery and installation of Retractable Towers. These specifications must be read in conjunction with article 2.0 of this annex. All products must meet the latest publications and testing requirements in effect at date of arrangement in response to the solicitation document.
- 1.2. Product need all be from the same manufacturer.
- 1.3. All products must be new.
- 1.4. The supplier is responsible for supplying all necessary hardware, trim, connectors, supports and components, etc. to allow the furniture to be installed.

2.0 PUBLICATIONS AND TESTING REQUIREMENTS

2.1 Publications

2.1.1. Canadian General Standards Board (CGSB)

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

2.1.1.2 GreenGuard Certification Standards for Low-Emitting Products.

2.1.1.3 FSC (Forest Stewardship Council)

2.1.2. American National Standards Institute – Business Institutional Furniture Manufactures Association

2.1.2.1. ANSI/BIFMA X5.9 Storage

2.1.3. American National Standards Institute / National Particleboard Association (NPA)

2.1.3.1. ANSI A 208.1- 2009 Particleboard

2.1.3.2. ANSI/HPVA HP-1- 2009 Hardwood lumber

2.1.4. Underwriter Laboratory Inc.

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

2.1.5. Architectural Woodwork Manufacturers Association of Canada (AWMAC).

2.1.6 BIFMA Mechanical Test Standards-Complied Definitions –BIFMA-PD-1.

2.1.7 ANSI/NPA A208.2 – Medium Density Fiberboard (MDF) for Interior Applications

2.2. Testing Requirements

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

2.2.1. All panel frames with glazing materials must meet the requirements of UL 1286-2011, Section 35.

2.2.2. All freestanding office desk products and components must be tested and meet the acceptance levels as described in CAN/CGSB.44.227 Freestanding Office Desk Products and Components.

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

2.2.4 All ANSI/BFMI tests only must be completed at an acceptable testing facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

2.2.5 Revised Test Standard(s): Reference is made to the testing Standards listed within this annex and to the requirement that all products offered in the SA have successfully passed the referenced testing Standards. If the referenced test standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).

- 2.2.6 Product Changes: When physical changes are made to products already tested against the above referenced test Standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test Standards will be those deemed by an Acceptable Test Facility.
- 2.2.7 For all test reports that are not specific to the products in this solicitation, the Supplier must provide an explanation to Canada as to why the "worst-case condition" applies to the products. The definition of "worst-case condition" can be found in BIFMA PD-1.
- 2.3. Priority of Documents
- 2.3.1. In the event of a discrepancy between this ANNEX A-1 and the Publications and Testing Requirements at section 2.0, the following priority of documents apply:
- i) ANNEX A-1 Specifications for Work Spaces;
 - ii) CAN/CGSB-44.227;
 - iii) All other publications referenced within ii) and iii).

NOTE: Reference to the above publications, or test methods, is to the latest issue unless otherwise specified.

3.0 PERFORMANCE REQUIREMENTS

- 3.1. The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability and safety.
- 3.2. External surfaces must be smooth and all edges must be rounded and/or beveled. All accessible surfaces must be free from sharp edges, burrs and any other hazards to safety.
- 3.3 Retractable tower components must withstand functional and proof load tests to establish structural integrity and acceptance levels of serviceability to: CAN/CGSB-44-227- Freestanding Office Desk Products and Components.

4.0 GENERAL REQUIREMENTS

4.1 PERSONAL STORAGE TOWER:

- 4.2 Resilient bumpers must be provided on all doors and drawers assemblies to minimize impact noise when closing doors and drawers. An alternate means to minimize impact noise is acceptable.
- 4.3 Door must be lockable.
- 4.4 A minimum of two (2) keys per unit must be supplied.
- 4.5 A minimum of one (1) lock key change and one (1) master lock key must be supplied.
- 4.6 Workmanship: The finished product must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.
- 4.7 All edges and corners with which the user is intended to come in contact must be eased or radius.
- 4.8 Door must fit squarely and evenly on all sides, when closed.
- 4.9 Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 4.10 All brackets and hardware must be supplied in order to complete the installation.
- 4.11 Parts must be capable of being replaced.
- 4.12 Workmanship – The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts, excluding drawers, must be protected against accidental contact with the user, the user's clothing, or documents. Wood core surfaces must have a balanced construction to minimize warping.

- 4.13 All laminate and PVC edges must be machine flush, filed, sanded, or buffed to remove machine and processing marks (i.e. sharp corners removed). Cleanup at easing must be such that no overlap of member eased is visible. Chip out of the laminate must be invisible when viewed.
- 4.14 Leveling glides – The storage cabinet must have a leveling mechanism with a vertical adjustment of at least 19mm (0.75 in.).

5.0 DETAILED REQUIREMENTS

5.1 Retractable Tower Materials:

5.1.1 Particleboard: must conform to ANSI/NPA A208.1, grade M2 or greater when used as substrate.

5.1.2 MDF (medium density fiberboard) core: must conform to ANSI/NPA A208.2 when used as a substrate.

5.1.3 Hardwood lumber: must conform to AWMAC custom grade.

5.1.4 Hardwood plywood: must conform to ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.

5.1.5 Plastic laminate (high pressure laminate):

5.1.5.1 All plastic laminates must meet the high pressure laminate acceptance criteria provided in CAN/CGSB-44.227- Freestanding Office Desk Products and Components.

5.1.5.2 Surfaces must have plastic laminate bonded to all exposed single and double faced sides.

5.1.5.3 All laminate, painted wood and painted non-wood surface must meet the applicable material performance requirements as stated in CAN/CGSB-44.227-Freestanding Office Desk Products and Components paragraph 5, Table 1. Unless otherwise specified, all exposed and semi-exposed surfaces must be wood and meet the performance requirements of wood veneer.

5.1.6 If the interior structural is fabricated from metal it must be anodized, painted or otherwise treated to prevent oxidization.

5.1.7 Refer to line drawings as shown in Annex C. The line drawings are for reference purposes only.

6.0 PERSONAL STORAGE TOWER

6.1 Retractable Tower

6.1.1 Description:

6.1.1.1 Retractable Tower must have one pull out drawer on door slide mechanism with a wheel in front to stabilize the drawer when opened.

6.1.1.2 Must have two (2) adjustable shelf and one (1) fixed on top of drawer at 6" (+/-1")

6.1.1.3 Must have a coat closet with a coat hook

6.1.1.4 Must have one two holes door handle installed centered and horizontally on cabinet door.

6.1.1.5 Must have a key lock

6.1.1.6 Must have leveling glides

6.1.1.7 Must have front door with a different color from the box

6.1.1.8 Must have two (2) adjustable shelf and one (1) top fixed at 6" (+/-1")

6.1.1.9 Must have one guider track bracket

6.1.2 Finishes:

6.1.2.1 Storage cabinet box and door must be high pressure laminate with coordinating edge material. Thickness is to be 1 ¼" minimum (+/- ¼").

6.1.2.2 Storage cabinet interior must be made of metal and/or low pressure or high pressure laminate with vinyl edging to match. Thickness is to be 1 ¼" minimum (+/- ¼").

6.1.2.3 Coat hook, door handle and key lock must be metal.

6.1.3 Dimensions:

6.1.3.1 Overall dimensions must be 381mm W (+/- 25.4mm) x 762mm D (+/- 25.4mm) x min. 1219.2mm H to max. 1295.4mm H (+/- 25.4mm) (15" W (+/- 1") to x 30" D (+/- 1") x min. 48" to max. 51" H (+/- 1").

7.0 REQUIRED SAMPLES AND FINISHES (PERSONAL STORAGE TOWER)

- 7.1 All plastic laminates (High pressure Laminate and Low pressure Laminate) finishes must be available.
- 7.2 Metal finishes must be at least available in the white, brushed nickel, platinum and/or silver color finishes or similar look.
- 7.3 All Metal for two (2) holes handle finishes must be available in the white, brushed nickel, platinum and/or silver color finishes or similar look. Must be provide at least two (2) short and two (2) long handle models to fit on the door cabinet.

8.0 MARKING (PERSONAL STORAGE TOWER)

- 8.1 In addition to the labeling requirement stated in CAN/CGSB-44.227-Freestanding Office Desk Products and Components, all components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.
- 8.2 All components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.
- 8.3 Adequate operating instructions in pictorial form and/or written form in both French and English must be provided.

9.0 MAINTENANCE (PERSONAL STORAGE TOWER)

- 9.1 Instructions for recommended repair and maintenance procedures must be available for all products.

Annex A-2

Mandatory Requirements

Bids will be assessed against the requirements shown in Table 1 mandatory requirements and assigned a pass or fail designation. A compliant bid must pass all requirements to be deemed technically compliant.

For each and every Mandatory requirement listed in Table 1, the Contractor must provide a reference as to where in their Proposal it states they have met the Mandatory Requirements.
A compliant bid must PASS all "Mandatory Requirements".

Bidders must complete the table below or be deemed non-compliant.

Note: The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration

Table 1 Mandatory Requirements

Items	CRITERIA	REFERENCE
1	<p>Authorized Dealer</p> <p>If the Offeror is not the manufacturer of the products offered but is submitting an offer offering the products of a manufacturer(s), the Offeror must:</p> <ul style="list-style-type: none">i. Be an authorized dealer of the manufacturer(s) for the products delivered;ii. Submit a letter of authorization from each manufacturer whose products are being offered <p>The letter must:</p> <ul style="list-style-type: none">i. Be signed by the manufacturer and be under the letterhead of the manufacturer;ii. List the products name/series offered;iii. List the model number offered; andiv. Confirm that the Offeror is in fact an authorized dealer for the products specified in the letter.	
2	<p>The Bidder must submit descriptive information that indicates the dimensions (width, depth, height) and the inside configuration including an illustration for the item listed below:</p> <p>1. Retractable Tower as per Annex A and A1: Retractable Tower with dimensions: 381mm W (+/- 25.4mm) x 762mm D (+/- 25.4mm) x min. 1219.2mm H to max. 1295.4mm H (15" W (+/- 1") to x 30" D (+/- 1") x min. 48" to max. 51" H). The retractable tower must represent the 'design intent' of Annex E.</p> <p><i>*Descriptive Information can be provided in the form of a price list, specification guide, catalogue, pdf AutoCAD drawing or other as long as the dimensions and illustrations required above are provided.</i></p>	

ANNEX "B"

BASIS OF PAYMENT

A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for an award of contract

Delivery is Delivery Duty Paid (DDP) Incoterms 2010. The contractor is responsible for all delivery charges, administration costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

Prices must be in Canadian Dollars (CAD) and include delivery and all applicable charges to the final destination at:

PSPC, Government of Canada Pension Centre
295 Belliveau St
Shediac, NB E4P 0B6

Prices for Delivery Duty Paid firm lot price for:

1. Supply
2. Delivery
3. Installation

RETRACTABLE TOWERS - FIRM QUANTITIES

DRAWING Annex "E"	ITEM DESCRIPTION	QUANTITY REQUIRED	FIRM Unit Prices	TOTAL COST
1	Retractable Towers	46	\$	\$
2	Extra Key locks with keys (spare)	10	\$	\$
DELIVERY, INSTALLATION AND TOTAL				
Delivery and Installation total				\$
Total Evaluated Price (Total cost + Delivery and Installation)				\$

Applicable taxes extra.

Solicitation No. - N° de l'invitation
EC099-191151/A
Client Ref. No. - N° de réf. du client
EC099-191151

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-8-81102

Buyer ID - Id de l'acheteur
HAL320
CCC No./N° CCC - FMS No./N° VME

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);

Solicitation No. - N° de l'invitation
EC099-191151/A
Client Ref. No. - N° de réf. du client
EC099-191151

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-8-81102

Buyer ID - Id de l'acheteur
HAL320
CCC No./N° CCC - FMS No./N° VME

ANNEX “D” INTEGRITY REQUIREMENTS

Bidder must submit with their bid, prior to bid award:

A complete list of names of all individuals who are currently directors of the Bidder;

Complete Legal Name of Supplier:_____

Supplier Address:_____

Supplier PBN:_____

List of Directors: Please provide a list of names of all individuals currently on the Board of Directors of the above company.

Board of Directors (Full Name and Position)

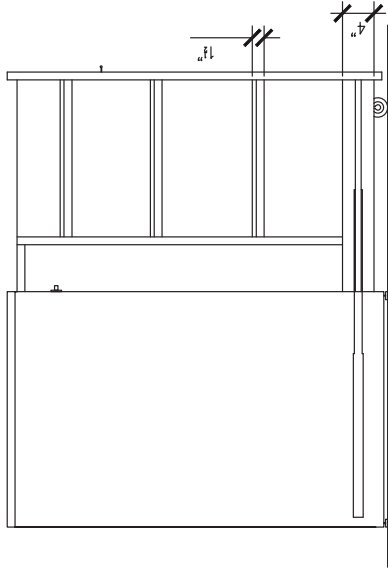
Solicitation No. - N° de l'invitation
EC099-191151/A
Client Ref. No. - N° de réf. du client
EC099-191151

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-8-81102

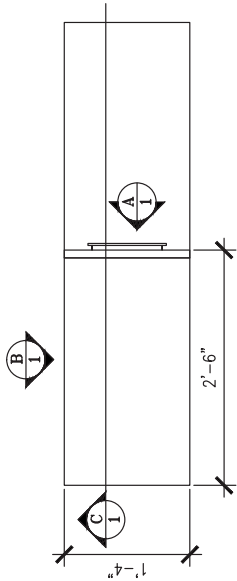
Buyer ID - Id de l'acheteur
HAL320
CCC No./N° CCC - FMS No./N° VME

ANNEX “E”

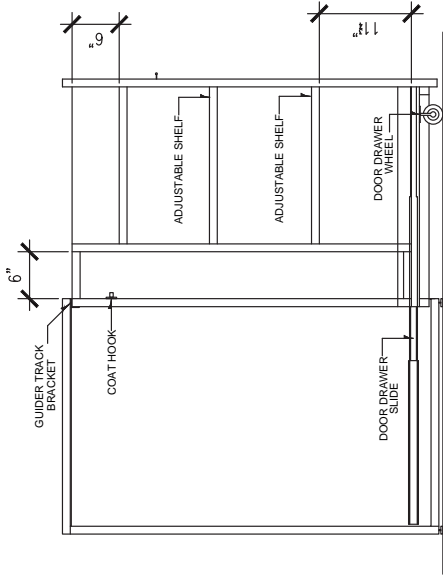
See Attached drawings.



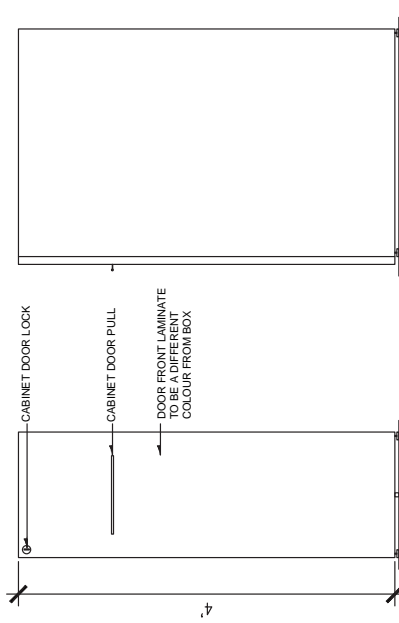
SIDE ELEVATION OF PULL OUT
SCALE: 3/4" = 1'-0"



PLAN
SCALE: 3/4" = 1'-0"



C ELEVATION
1 SCALE: 3/4" = 1'-0"



B ELEVATION
1 SCALE: 3/4" = 1'-0"

A ELEVATION
1 SCALE: 3/4" = 1'-0"

region
project

design

design
drawn
checked
approved

drawn
checked
approved
Tender
Project Manager
Project number
drawing no.

no. du dessin