



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

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 Office Furniture	
Solicitation No. - N° de l'invitation 90030-180404/A	Date 2018-09-07
Client Reference No. - N° de référence du client 90030-180404	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-160-15021	
File No. - N° de dossier MTA-8-41140 (160)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-22	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
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: Asquino, Carolina	Buyer Id - Id de l'acheteur mta160
Telephone No. - N° de téléphone (514) 348-4129 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Office National du Film 1500 Balmoral Street Montreal, Qc H3A 2H7	

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Delivery Required - Livraison exigée	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 applicable to this request.

1.2 Requirement

The requirement is detailed under Article 6.2 – Requirement of the resulting contract clauses.

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 World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), 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 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26), Condition of Material - Bid

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 in the bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (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 Quebec.

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 (3 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard 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.

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.

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Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-03), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bidder must offer products meeting all the technical specifications and components described in Annex A.

4.1.1.2 Mandatory Technical Criteria to be met precedent to Contract Award

1) Environmental Criteria

All the furniture described at Annex A must achieve a minimum of level® 2 or have an equivalent certification.

All equivalent certifications must meet at minimum the ANSI/BIFMA e3 Furniture Sustainability Standard and will require test results verified by a third party that is recognized by BIFMA e3 Organisation. The delay to provide proof of equivalence will be the same as the delay to provide the proof of certification.

All equivalent certifications must meet the minimum standards indicated at Annex A-1.

Failure to provide the certifications within the time frame provided, will render the bid non-responsive.

Proof of mandatory certifications must be provided in compliance with section 5.2.3.2 below.

2) Authorized Dealer

If the bidder is not the manufacturer of the products offered but is submitting an offer offering the products of a manufacturer(s), the Bidder must:

- 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

The letter must:

- 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; and
- iv. Confirm that the Bidder is in fact an authorized dealer for the products specified in the letter.

- 3) The bidder must submit a shop drawing that includes, at a minimum, the dimensions (length, width, adjustment range) for the products proposed in Annex B - Basis of Payment, in accordance with the requirement in Annex A.

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4.1.2 Financial Evaluation

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

The Bidder must complete all the prices requested in Annex B in order to be able to perform the complete financial evaluation. If a field is empty, the price will be considered to be 0\$ and this will be the price applied if a contract is awarded.

The price of the offer will be determined as follows:

Total price of products + delivery + installation = evaluation 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.

5.2 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

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The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of the "Requirement" at Annex "A" and any of the proposed additional criteria.

Bidder's Signature

Date

5.2.3.2 Environmental Certification

The furniture described at Annex A must achieve a minimum of level® 2 or have an equivalent certification.

Proof of certifications are required for all furniture. Upon Canada's request, proof of certifications furniture must be provided within the given delays.

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 furniture and related items in accordance with the Requirement 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.

Section 09 entitled Warranty of general conditions 2010A is amended as follows:

- a. At Sub-section 1.
 - a. Deleted: "The warranty period will be twelve months."
 - b. Inserted: "The warranty period will be ten (10) years with the exception of user adjustable components, which will have a warranty of five (5) years."
- b. At Sub-section 2.
 - a. Deleted: In its entirety
 - b. Inserted: as follows:
"2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2019 inclusive.

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6.4.2 Delivery Date

All the deliverables must be received according to the schedule below:

The delivery and installation of the furniture will begin around April 10, 2019. The supplier will have to work with method and order starting from the 4th level & moving down so that other suppliers, such as, cable installers, electricians, movers can perform the tasks required to complete the new NFB facilities in a logical and efficient manner. The entire furniture installation, including the final cleaning, will have to be completed and fully functional for the relocation of the NFB's staff, which will begin Friday, May 3, 2019 at noon (4th and 3rd levels). The move for levels 2 & lower will take place as of Friday, May 10, 2019 at noon. The dates mentioned will be confirmed one month before the scheduled start of delivery and installation.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Carolina Asquino
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Address: Place Bonaventure, 800 De La Gauchetière Street West, Room 7300
Montréal (Québec) H5A 1L6
Telephone: (514) 348-4129
E-mail address: carolina.asquino@tpsgc-pwgscc.gc.ca

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

6.5.2 Project Authority (will be completed upon the award of the contract)

The Project Authority for the Contract is:

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

Telephone: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the 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: _____

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 firm unit prices & firm lot prices, as specified in Annex B 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 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

6.6.5 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);

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 address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded by email (*electronic format*) 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.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.8.3 Product Conformance Certification

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

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

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

6.9 Applicable Laws

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

6.10 Priority of Documents.

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement including Annexes A-1 & A-2;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.11 SACC Manual Clauses

[A9068C](#) (2010-01-11) Government Site Regulations
[B1501C](#) (2018-06-21) Electrical equipment
[B7500C](#) (2006-06-16) Excess Good
[B9028C](#) (2007-05-25) Access to Facilities and Equipment
[G1005C](#) (2016-01-28) Insurance

6.12 Installation Services

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

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site.
Note: In order to respect the LEED criteria required by the building, all furniture must be completely unpacked / unwrapped at the loading dock. The furniture must be completely unpacked / unwrapped before it is transported into the building. Absolutely no packaging will be tolerated inside the building. The delivery / moving team must leave with their scraps.
2. Unpack all pieces and inspect products for shipping damage ;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

6.13 Post installation Procedures

The Contractor must adhere to the following Post installation procedures:

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

6.14 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures

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

ANNEX "A"

REQUIREMENT

1.0 SCOPE AND OBJECTIVES

- 1.1 The following descriptions define the technical requirements applicable to the new office spaces of the NFB (National Film Board), corner of Bleury and Mayor in Montréal, QC, H3A 2J2.
- 1.2 The concept of the new office space emphasizes innovation, collaboration, modernity and technology in order to offer a dynamic and flexible work environment.
- 1.3 The supplier is responsible for providing all required hardware elements, connectors, supports, electrical components, wall anchors, etc. necessary for a complete furniture installation (including labor).
- 1.4 Products must be new, not refurbished.

2.0 NORMS AND REFERENCES

- 2.1 American National Standards Institute (ANSI)/ Business and Institutional Furniture Manufacturers Association (BIFMA)
 - 2.1.1 ANSI/BIFMA X5.3 – Vertical Files
 - 2.1.2 ANSI/BIFMA X5.4 - Lounge and Public Seating
 - 2.1.3 ANSI/BIFMA X5.5 – Desk Products
 - 2.1.4 ANSI/BIFMA X5.6 – Panel Systems
 - 2.1.5 ANSI/BIFMA X5.9 – Storage Units
 - 2.1.6 ANSI/BIFMA e3-2014 – Furniture Sustainability Standards
- 2.2 American National Standards Institute (ANSI)/ Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA):
 - 2.2.1 ANSI/HPVA HP-1 – American National Standard for Hardwood and Decorative Plywood
 - 2.2.2 ANSI/NPA A208.1 – Particleboard
 - 2.2.3 ANSI/NPA A208.2 – Medium Density Fiberboard (MDF) for Interior Applications.
 - 2.2.4 ANSI Z97.1 – Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test (includes errata)
- 2.3 American National Standards Institute (ANSI)/ National Electrical Manufacturers Association (NEMA)
 - 2.3.1 ANSI/NEMA LD 3 – High-Pressure Decorative Laminates (HPDL)

2.4 American Association of Textile Chemists and Colorists (AATCC)

2.4.1 AATCC EP001-EP-1 – Grey Scale for Color Change

2.5 Association for Contract Textiles (ACT)

2.5.1 ACT Voluntary Performance Guidelines for Upholstery

2.6 ASTM International (formerly American Society for Testing and Materials)

2.6.1 ASTM C297/C297M – Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions

2.6.2 ASTM D523 – Standard Test Method for Specular Gloss

2.6.3 ASTM D3359 – Standard Test Methods for Measuring Adhesion by Tape Test

2.6.4 ASTM D3363 – Standard Test Method for Film Hardness by Pencil Test

2.6.5 ASTM D3574 – Standard Test Method for Flexible Cellular Materials – Slab, Bonded, and Molded Urethane Foams

2.6.6 ASTM D4060 – Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser:

2.7 Business and Institutional Furniture Manufacturers Association (BIFMA)

2.7.1 BIFMA G1 – Ergonomics Guideline for Furniture Used in Office Work Spaces Designed for Computer Use

2.7.2 BIFMA PD-1 – Mechanical Test Standards – Compiled Definitions

2.8 California Department of Consumer Affairs

2.8.1 California Technical Bulletin 117 – Flammability Standard Requirements for Upholstered Furniture

2.9 Canadian Association of standardization [Association canadienne de normalisation] (Groupe CSA)

2.9.1 CAN/CSA-ISO 9241-5-00 – Ergonomics requirements for office desktop with visualisation screen terminals (TEV)

2.9.2 C22.2 n° 203 – Modular cable for desktop furniture

2.9.3 C22.2 No. 9.0 – General Requirements for Luminaires (english only)

2.9.4 C22.2 No. 12 – Portable Luminaires (english only)

2.9.5 CAN/CSA-C22.2 n° 203 – Modular cable for desktop furniture

2.9.5.1 Complete electric installation and all component have to be conform to CSA C22.2 n° 203-M91 (R2010) norm, Modular cable for desktop furniture.

2.10 Canada generals office norms (ONGC ou CGSB)

2.10.1 CAN/CGSB-44.227, components and furniture desk freestanding

2.10.2 CAN/CGSB-44.229, Partitions systemes interconnected and supported components

2.11 International Standardisation Organisation (ISO) / *International Electrotechnical Commission (IEC)*

2.11.1 ISO/IEC 17025 – Generals Requirements for the Competence of testing and Calibration Laboratories.

2.11.2 ISO 9001 – Quality management systems–Requirements

2.12 Underwriters Laboratory Inc.

2.12.1 UL 1286-2011, Section 35 Standards for Office Furnishings

2.13 Architectural Woodwork Institute – Architectural Woodwork Manufacture Association of Canada (AWMAC)

3.0 SUBMITTALS

3.1 Test reports must be provided for examination upon request and not be more than five (5) years old from the date the test was performed, with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.

3.1.1 Detailed requirements for components verification reports according to CAN/CGSB 44.227 and CAN/CGSB 44.229 must be provided for examination when requested.

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

3.3 Revised Test Standard(s): Reference is made to the testing Standards listed within this annex and to the obligation that all products offered in the statement of requirements (SA) successfully pass 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).

3.4 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 Standards will be determined by an Acceptable test facility.

3.5 Priority of Documents

3.5.1 In the event of a discrepancy, the following priority of documents apply :

3.5.1.1 l'ANNEXE A, Details requirements relative to products;

3.5.1.2 Norms ANSI/BIFMA X5.3, ANSI/BIFMA X5.4, ANSI/BIFMA X5.5, ANSI/BIFMA X5.6, ANSI/BIFMA X5.9;

3.5.1.3 Norms CAN/CGSB-44.227;

3.5.1.4 Norms CAN/CGSB-44.229.

3.5.2 In the event of a discrepancy between metric and imperial dimensions, imperial dimensions take precedence.

3.6 Samples of finishes and colors

3.6.1 For each of the products listed in Annex B, within five (5) business days of the award of Contract, the Contractor must deliver, to the Project Authority, samples and information describing all of the different types of finishes, their names and colours available. The descriptive information is to be in the form of coloured & finishes samples and documentation showing the true colours.

4.0 PREPARATION FOR DELIVERY

4.1 In addition to the marking requirement stated in section 9.0 MARKING of CAN/CGSB44.2272008 Freestanding Office Desk Products and Components or CAN/CGSB44.2292008 Interconnecting Panel System and Supported Components all Panels, Worksurfaces, Storage, electrical components and freestanding units must be permanently and legibly marked with :

- 4.1.1 The product code
- 4.1.2 Manufacturer's trade mark
- 4.1.3 Traceable order information for warranty purposes.

5.0 INSTALL THE PRODUCTS

Notwithstanding General Condition 2010A - Inspection and Acceptance of the Work the following applies: (The Supplier, as a minimum, must provide all of the services below for the products supplied)

- 5.1 If requested, move the products to the staging and/or installation site.
- 5.2 In order to respect the LEED criteria required by the building, all furniture must be completely unpacked / unwrapped at the loading dock. The furniture must be completely unpacked / unwrapped before it is transported into the building. Absolutely no packaging will be tolerated inside the building. The delivery / moving team must leave with their scraps.
- 5.3 Unpack all pieces and inspect products for shipping damage.
- 5.4 Install all products in accordance with the manufacturer's specifications
- 5.5 Ensure all products function properly and when necessary make minor adjustment/repairs.
- 5.6 Touch up all minor nicks and scratches on the products that may have occurred during installation
- 5.7 Clean the products once installed
- 5.8 Clean up the installation site. It must present a neat, orderly and workmanlike appearance at all times. All scrap material must be removed.

6.0 SITE INSPECTION AND DOCUMENTATION

The Supplier, as a minimum, must provide all the services below for the products supplied when requirements contain floor plan(s)

-
- 6.1. The supplier must conduct a site condition inspection for the floor / area(s) that form part of the Contract. Access to the floor / area(s) must be coordinated with the Project Authority (PA). The inspections must occur no later than the date(s) agreed upon with the PA.
- 6.2. Using the information from the site condition inspection(s), by no later than (5) five business days from the date of the inspection(s), the Supplier must prepare and deliver, to the PA at no additional cost to Canada, a complete draft installation drawing for the floor/ area(s) inspected.
- 6.3. The draft installation drawing must show the following, as a minimum:
- vc
 - 6.3.1 All furniture (including sizes and dimensions);
 - 6.3.2 Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;
 - 6.3.3 Workstations and room numbers;
 - 6.3.4 Indication of powered and non-powered furniture/panels;
 - 6.3.5 Indication of power pole locations;
 - 6.3.6 Electrical outlets;
 - 6.3.7 Data symbols;
 - 6.3.8 Deviations from original floor plans (if any) and include rationale.
- 6.4 If, due to site conditions, panel cutting and worksurface cutting are required, the PA must be notified in writing before it is incorporated into the installation drawings.
- 6.5 If the PA is satisfied with the above requested documentation, the PA will provide the Supplier the written authority to proceed with the supply, delivery and installation of the goods. The deliverables as part of this process will include as a minimum the following:
- 6.5.1 The final installation drawing;
 - 6.5.2 The final component list;
 - 6.5.3 The final floor plan

7.0 INSPECT THE PRODUCTS

Inspection and Post-Installation Deficiency Procedures

- 7.1 The Supplier, must adhere to the following procedures:
- 7.1.1 The Supplier must notify the PA when the installation is completed. Notification must be given no later than one (1) business day following completion of the installation.
 - 7.1.2 The PA must arrange for the initial walk-through inspection with the supplier.
 - 7.1.3 The walk-through inspection must take place no later than (3) three business days after installation is completed unless an alternate time frame has been confirmed by the PA.

- 7.1.4 If the contract is for a phased installation, the walk-through inspection must take place no later than (3) three business days after the completion of each phase unless an alternative time frame has been confirmed by the PA.
- 7.1.5 The PA, in conjunction with the supplier, must prepare the deficiency list documenting all problems in every area.
- 7.1.6 The PA must forward the deficiency list to the Supplier
- 7.1.7 Within (3) 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 PA.
- 7.1.8 For all other listed deficiencies, within (14) fourteen calendar days of receipt of the deficiencies list, the Supplier must submit, to the PA, the remedial action plan showing delivery and completion dates to occur within 60 calendar days from the submission date of the remedial action plan.
- 7.1.9 The PA may request a shorter remedy period and the Supplier may accept, if possible. The PA may, at his/her discretion also accept a longer remedial period.
- 7.1.10 The Supplier must notify the PA when all deficiencies have been remedied. If the PA is satisfied with the deficiency corrections, he/she must provide the supplier with a final sign-off indicating that the deficiencies have been rectified.

8.0 RELATIVE REQUIREMENTS TO THE BUILDING

8.1 Hours of services

- 8.1.1 The Supplier must deliver the products and provide all services on the days and times indicated in the subsequent contract.
- 8.1.2 All solicitations and bids must correspond with the definition of during Normal Business Hours and Outside Normal Business hours listed below.
- 8.1.3 Normal Business Hours is defined as 7 :00 am to 4 :00 pm, Monday through Friday except Federal Government Statutory holidays.
- 8.1.4 Outside Normal Business Hours is defined as 4 :00 pm to 10 :00 pm Monday through Friday, Federal Government Statutory holidays and 7 :00 am to 7 :00 pm on Saturdays and Sundays. Note that work inside the building is permitted until 10 :00 pm.
- 8.1.5 The Supplier must ensure that their employees can be recognized as working for their company while on the work site. They must also ensure that their employees have the proper work attire and equipment in order to comply with all applicable health and safety laws.

8.2 Installation and delivery

- 8.2.1 All persons requesting access to the building will be required to present a valid photo ID issued by the Provincial or Federal Government, to the security guard responsible for access to the site.
- 8.2.2 Delivery times must be between 4 :00 pm and 10 :00 pm Monday to Friday, between 7 :00 am and 7 :00 pm on Saturdays and Sundays and Federal Government Statutory Holidays
- 8.2.3 For delivery and unpacking, refer to point 5.2

8.2.4 Access :

- 8.2.4.1 Access will be via Mayor street.
- 8.2.4.2 The dimensions of the loading dock and dock leveler are 6 ft. 2in. X 7 ft. X 13 ft. 6in.
- 8.2.4.3 Elevator No. 7 must be taken to access the freight elevator on level SS-2.
- 8.2.4.4 Deliveries must be coordinated in advance with the Société d'Habitation et de Développement de Montreal (SHDM) and Groupe TEQ.
- 8.2.4.5 Delivery times must be in accordance with points 8.1.3 and 8.1.4.
- 8.2.4.6 For all other information regarding delivery, circulation, external or internal access and building restrictions / regulations, refer to the documents provided by SHDM, Annex A-2.

8.3 Caretaking

- 8.3.1 All delivery requests must be submitted five (5) business days in advance. Note that modifications to the schedule must be made at least forty-eight (48) in advance. If modifications are requested under forty-eight hours in advance and cannot be accommodated, the fees associated with these modifications will be at the supplier's expense.

9.0 DETAILED PRODUCT REQUIREMENTS

9.1 Interconnecting panels and Freestanding Systems

- 9.1.1 Panels must be monolithic and 42 in. high. (+/- 2 po.).
- 9.1.2 Panel-to-panel connectors must allow a panel to be installed perpendicular to any location along the width of the panel.
- 9.1.3 Overall panel height, including any panel mounted component, must not exceed 44 in.
- 9.1.4 The width of the panels must be 30 in, 36 in, 42 in, 60 in or 72 in.
- 9.1.5 Maximum panel thickness must not exceed 3 in.
- 9.1.6 Panels must be covered with laminate tiles, no joints. If the panel is not electrified, the tile must be full height to the ground.
- 9.1.7 All extrusions and finishing trims must be painted aluminum.
- 9.1.8 The two triplex power outlets, as well as the voice and data outlet must be situated at the base of the panels, at either extremity. (As shown in the elevation of items eighteen (18), nineteen (19) and twenty (20).
- 9.1.9 The power and voice/data connections should be located at the base of the panels.
- 9.1.10 All powered and non-powered panels must have a concealed cable channel to accommodate the electrical, voice and data cables.
- 9.1.11 The cable channel must provide sufficient space and allow for a minimum bend radius of 3in. for the installation of communication cables both horizontally and vertically.
- 9.1.12 The cable channel must accommodate a minimum of three (3) eight-wire circuits, as well as nine (9) communication cables 0.20 in. diameter with no more than a 60% fill capacity.
- 9.1.13 Electrified panels must have knockouts at the base to receive back-to-back electrical outlets.
- 9.1.14 Cable covers must open and close firmly without use of special tools.
- 9.1.15 Non-electrified cable channels must provide field conversion to powered cable pathways without requiring the workstations to be dismantled.

- 9.1.16 Unused knockouts/access points, which are visible, must be covered to prevent unsightly holes.
- 9.1.17 The power poles must adequately conceal the cables from the panel to the point of entry in the ceiling.
- 9.1.18 The electrical wiring system must be made of components which are modular and provide power at predetermined locations. When electrical wiring alterations are required, the workstations must not be dismantled.
- 9.1.19 Power will be supplied from access points in the ceiling as well as from the walls as required. The power poles must accommodate a ceiling height of 10 ft 6 in on level 1 and 8 ft. 6 in on levels 2, 3, 4.
- 9.1.20 The electrical system must provide service distribution to nine (9) workstations from one central feed point.
- 9.1.21 The electrical system must have the capacity to feed at least 3 circuits of seven (7) wires at a time.
- 9.1.22 Each workstation must be equipped with a maximum of six (6) power receptacles, combined as either three (3) duplex outlets or two (2) triplex outlets. Each workstation must have one (1) voice/data outlet. See elevation of items eighteen (18), nineteen (19) and twenty (20).
- 9.1.23 Outlet locations must be interchangeable as predetermined by the manufacturer and accessible at the base of the panel.
- 9.1.24 Glides must allow for 2 in. of levelling minimum.

9.2 Freestanding Height Adjustable Worksurfaces

- 9.2.1 Height adjustable worksurfaces must be between 24 in. and 36 in depth and between 30 in. and 96 in width. (Refer to plans.)
- 9.2.2 The tolerance for the width and depth of all worksurfaces is +/- 2 in.
- 9.2.3 Worksurfaces must offer multiple height ranges in both the sitting and standing positions, (unless otherwise indicated).
- 9.2.4 The controls for the height adjustable worksurfaces must be electric and indicate the height.
- 9.2.5 Electric controls must be certified to be compliant with CSA C22.2 No. 203.
- 9.2.6 The minimum height for the worksurface must be between 22 in. and 24 in. (The minimum height must not interfere with the storage below.) The maximum height for the worksurface must be between 48 in. and 50 in.
- 9.2.7 Horizontal worksurfaces must meet the requirements of CAN / CGSC-44.227-2008 para. 6.1.1
- 9.2.8 The legs (base) must be made with a steel structure.
- 9.2.9 The legs (base) must have a « C » shape.
- 9.2.10 The legs (base) must have a horizontal support.
- 9.2.11 The substrate of the worksurface must have a minimum thickness of 1 in.
- 9.2.12 The worksurface must support a minimum load of 250 lbs. Tables no.5 & 6, in the animation workshops, must support a minimum load of 350 lbs.
- 9.2.13 The worksurface must be equipped with power and data that is concealed and easily accessible by the designated user. A channel must be provided under the worksurface.
- 9.2.14 Two (2) flexible cord mesh wire managers, 58 in. (H), must be supplied to run wires from the panel to the height adjustable worksurfaces in a concealed, aesthetic and secure fashion.
- 9.2.15 The worksurface must be able to receive a laminate modesty panel located on the facade, if indicated on plan, (refer to the items 22 & 23).

9.3 Fixed height worksurfaces.

- 9.3.1 Fixed height worksurfaces must be rectangular.
- 9.3.2 Fixed height worksurfaces must be supported by painted metal legs.
- 9.3.3 The rectangular worksurfaces must be between 24 in. and 48 in depth and between 30 in. and 96 in in width. (Refer to plans.)
- 9.3.4 Worksurfaces must have a fixed height of 30 in. from the finished floor to the underside of the tabletop.
- 9.3.5 The worksurfaces must be finished in high pressure laminate.
- 9.3.6 The base must be painted metal or painted aluminium. See section 10.0 « Description of Requirements by Item » for leg (base) type.
- 9.3.7 The worksurface must be equipped with power and data that is concealed and easily accessible by the designated user. A channel must be provided under the worksurface. (This includes items 10, 13, 14.)
- 9.3.8 Two (2) flexible cord mesh wire managers, 58 in. (H), must be supplied to run wires from the panel to the height adjustable worksurfaces in a concealed, aesthetic and secure fashion.
- 9.3.9 The worksurface must be able to receive a laminate modesty panel located on the facade, if indicated on plan, (refer to the items 22 & 23).

9.4 Credenzas

- 9.4.1 The depth of the credenza must be 18 in (+/- 2 in.), the length must be 60 in. (+/- 2 in.) and the height must be 21 in. (+/- 2 in.). The height of the credenza must not interfere with the height adjustable worksurface.
- 9.4.2 The credenza must be comprised of an open storage unit with adjustable shelf, 30 in. (L), and a filing unit, 30 in. (L). The filing unit must have two (2) drawers; an upper utility drawer and a lower filing drawer. The lower filing drawer must have rails to accommodate hanging files (such as the brand Pendaflex), in legal format (8 1/2 in. X 14 in). The leg (base) of the worksurface must be completely unobstructed in order for the credenza to sit on top of it with ease.
- 9.4.3 The Credenza must sit on top of the leg of the height adjustable table in order to maximize the user's workspace.
- 9.4.4 The credenza must be equipped with a cushion, 30 in. (W) X 18 in. (D). The maximum thickness of the cushion must be between 3/4 in and 1 1/2 in. The cushion must have a stitching detail along all edges. The cushion must be fixed to the credenza or held in place with an anti-slip under-pad.
- 9.4.5 The top and sides of the storage unit must be finished in high pressure laminate. The inside of the storage unit must be painted metal or high-pressure laminate.
- 9.4.6 All storage units must be lockable with a digital lock.
- 9.4.7 All storage units without casters must be equipped with levelling glides that permit a height adjustment between 3/4 in. to 1 1/2 in.

9.5 Pedestals

- 9.5.1 The depth of the pedestals must be 24 in. (+/- 2 in.), the length must be 15 in. and the height must be 21 in. (+/- 2 in.). The height of the pedestal must not conflict with the height adjustable worksurface. The leg (base) of the worksurface must be completely unobstructed in order for the mobile pedestal to sit on top of it with ease.
- 9.5.2 The pedestals must be mobile and equipped with a cushion. The cushion must have a maximum thickness of 1 1/2 in.
- 9.5.3 The pedestals must have one (1) upper utility drawer and one (1) lower filing drawer.
- 9.5.4 The lower filing drawer must have rails to accommodate hanging files (such as the brand Pendaflex), in letter format (8 1/2 in. X 11 in) and legal format (8 1/2 in. X 14 in.).
- 9.5.5 The pedestal must be painted metal.

- 9.5.6 The pedestal must be lockable with a digital lock.
- 9.5.7 The pedestal must have casters compatible with carpet floors.
- 9.5.8 The pedestal must be equipped with hardware that facilitates mobility.

9.6 Digital Lock

- 9.6.1 Digital locks must be installed on credenzas, mobile pedestals and filing units. (Items 29 & 32)
- 9.6.2 Digital locks must be installed horizontally on credenzas and mobile pedestals.
- 9.6.3 Digital locks must have the capacity to be programmed using a master code and must be controllable with a remote applied directly to the lock
- 9.6.4 Digital locks must be powered with standard long-term non-rechargeable batteries (min. 3 years).

9.7 Accessories

- 9.7.1 An electrical module must be mounted to the worksurface (see plan and annex B (item 34) for location and quantity). The module must have four (4) power outlets, one (1) data outlet and one (1) usb port (2 outlets). The electrical module must have a power cord of at least 72 in.
- 9.7.2 Accessory rails in painted metal must be fixed to the height adjustable worksurfaces with non-damaging double-faced tape. The depth of the accessory rails must be 24 in (+/- 2 in.) by 12 in. (+/- 2 in.) height and 1/4 in. thickness.

10.0 DESCRIPTION OF REQUIREMENTS BY ITEM

- Item 1:** Fixed worksurface, 48 in. X 30 in. Laminate finish and PVC edges. « U » shaped legs in painted aluminum.
- Item 2:** Height adjustable worksurface, 58 in. X 30 in. Laminate finish and PVC edges. « C » shaped legs in painted aluminum.
- Item 3:** Height adjustable worksurface, 70 in. X 30 in. Laminate finish and PVC edges. « C » shaped legs in painted aluminum.
- Item 4:** Height adjustable worksurface, 82 in. X 30 in. Laminate finish and PVC edges. « C » shaped legs in painted aluminum.
- Item 5:** Height adjustable worksurface, 72 in. X 36 in. Laminate finish and PVC edges. « C » shaped legs in painted aluminum. Must support a minimum weight of 350 lbs.
- Item 6:** Height adjustable worksurface, 84 in. X 36 in. Laminate finish and PVC edges. « C » shaped legs in painted aluminum. Must support a minimum weight of 350 lbs.
- Item 7:** Fixed worksurface, 42 in. X 24 in. Laminate finish and PVC edges. « C » shaped legs in painted aluminum.
- Item 8:** Fixed worksurface, 36 in. X 24 in. Laminate finish and PVC edges. « C » shaped legs in painted aluminum.
- Item 9:** Fixed worksurface, 72 in. X 30 in. Laminate finish and PVC edges. « U » shaped legs in painted aluminium.
- Item 10:** Fixed worksurface, 84 in. X 42 in. Laminate finish with rounded corners and beveled edges. Angled legs in painted metal.

Item 11 : Height adjustable worksurface, 58 in. X 24 in. Laminate finish and PVC edges. « C » shaped legs in painted aluminum.

Items 12 : Height adjustable worksurface 46 in. X 24 in. Laminate finish with PVC edges. « C » shaped legs in painted aluminum.

Item 13 : Fixed worksurface, 96 in. X 48 in. Laminate finish with rounded corners and beveled edges. Angled legs in painted metal. Electrical module (pop-up), four (4) electrical outlets and two (2) data outlets.

Item 14 : Fixed worksurface, 96 in. X 48 in. Laminate finish with rounded corners and beveled edges. Angled legs in painted metal. Electrical module in center of worksurface to charge laptops and/or connect with television.

Item 15 : Monolithic panel non-electrified, 30 in. (L) X 42 in. (H) X 3 in. thickness. Full height laminate tile to floor with finishing trim in painted aluminum. Interior and exterior sides must be identical unless item 21 (finishing tile), is specified on plan.

Item 16 : Monolithic panel non-electrified, 36 in. (L) X 42 in. (H) X 3 in. thickness. Full height laminate tile to floor with finishing trim in painted aluminum. Interior and exterior sides must be identical unless item 21 (finishing tile), is specified on plan.

Item 17 : Monolithic panel non-electrified, 42 in. (L) X 42 in. (H) X 3 in. thickness. Full height laminate tile to floor with finishing trim in painted aluminum. Interior and exterior sides must be identical.

Item 18 : Monolithic panel, 60 in. (L) X 42 in. (H) X 3 in. thickness. Electrification at base of panel, two (2) triplex outlets per workstation (6 electrical outlets). Laminate tile with finishing trim in painted aluminum. Interior and exterior sides must be identical.

Item 19 : Monolithic panel, 72 in. (L) X 42 in. (H) X 3 in. thickness. Electrification at base of panel, two (2) triplex outlets per workstation (6 electrical outlets). Laminate tile with finishing trim in painted aluminum. Interior and exterior sides must be identical.

Item 20 : Monolithic panel, 42 in. (L) X 42 in. (H) X 3 in. thickness. Electrification at base of panel, two (2) triplex outlets per workstation (6 electrical outlets). Laminate tile with finishing trim in painted aluminum. Interior and exterior sides must be identical.

Item 21 : Laminate finishing tile, full height to floor, 66 in. (L) X 42 in. (H). (Corridor finishing tile for panel items 15 & 16).

Item 22 : Low modesty panel, laminate finish, 54 in. (L) X 13 in. (H).

Item 23 : High modesty panel, laminate finish, 54 in. (L) X 27 in. (H).

Item 24 : Power pole in painted metal 3 in. thickness X 8 in. (L). (+/-2 in. on the length). Height : 10 ft. 6 in. on level 1 and 8 ft. 6 in. on levels 2, 3, 4.

Item 25 : Power pole in animation workshops. SUPPLIED AND INSTALLED BY OTHER. (For information purposes only.)

Item 26 : Credenza, 60 in. (L) X 18 in. (D) X 21 in. (H), with digital lock. Top and sides in laminate. Shelves and drawers in laminate or painted metal. The credenza must sit on top of the leg of the height adjustable table, in order to maximize the user's workspace. The cushion must be upholstered in Grade A fabric, 30 in. (L). The cushion must be fixed to the credenza or held in place with an anti-slip under-pad.

Item 27 : Mobile pedestal in painted metal, 15 in. (L) X 24 in. (D) X 21 in. (H), with digital lock. One (1) utility drawer and one (1) filing drawer. The filing drawer must accommodate both letter and legal paper formats. The cushion must be upholstered in Grade A fabric and fixed to the pedestal.

Item 28 : Accessory rail in painted metal, fixed to the worksurface using non-damaging double faced tape, 13 in. (H) X 24 po. (L). Must be equipped with slats to receive accessories such as pencil holders, document holders, etc.

Item 29 : Laminate filing unit with laminate counter top, 30 in. (L), maximum height (including top) 29 in., digital lock and two (2) filing drawers that must accommodate both letter and legal paper formats.

Item 30 : Laminate storage unit with adjustable shelf and laminate counter top, 30 in. (L), maximum height (including top) 29 in.

Item 31 : Laminate counter top, 96 in. (L) X 20 in. (D) X 1 1/2 in. (max.) thickness.

Item 32 : Laminate filing unit, 42 in. (L) X 20 in. (D) X 29 in. (maximum height including top-Item 31), digital lock and two (2) filing drawers that must accommodate both letter and legal paper formats.

Item 33 : Laminate storage unit with adjustable shelf, 54 in. (L) X 20 in. (D) X 29 in. (maximum height including top-Item 31). Laminate sliding door that conceals half the length of the unit.

Item 34 : Electrical module mounted to the worksurface. Four (4) electrical outlets, one (1) data outlet and one (1) USB port (2 outlets). 72 in. power cord.

Item 35 : Existing power bar supplied by the NFB to be installed as per indication on plan.

The following sketches are schematic and for information

Items 1 & 9 (Various dimensions, see description above)

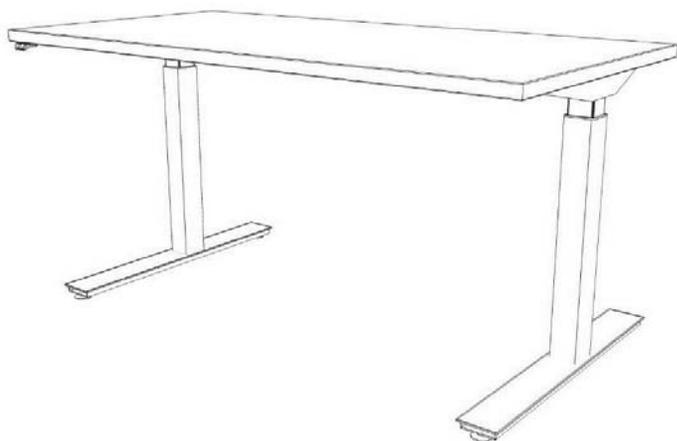


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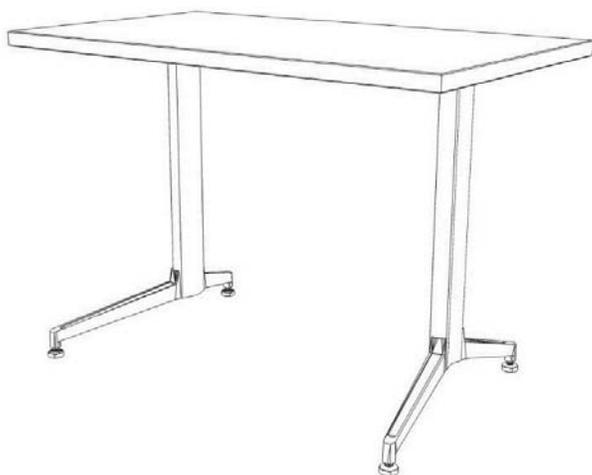
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Items 2, 3, 4, 5, 6, 11, 12 (Various dimensions, see description above)



Items 7 & 8 (Various dimensions, see description above)

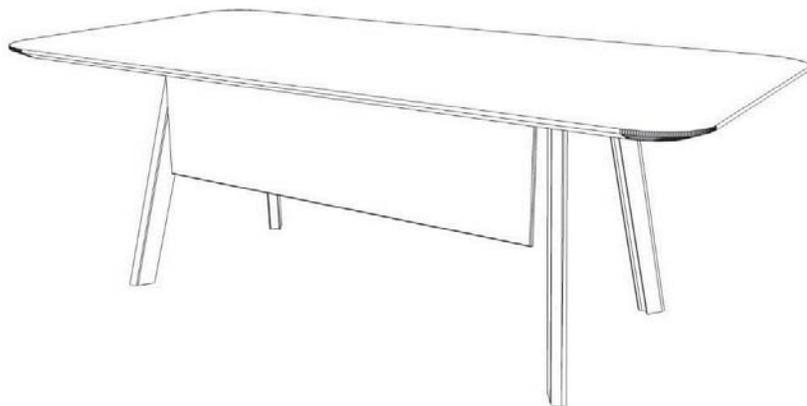


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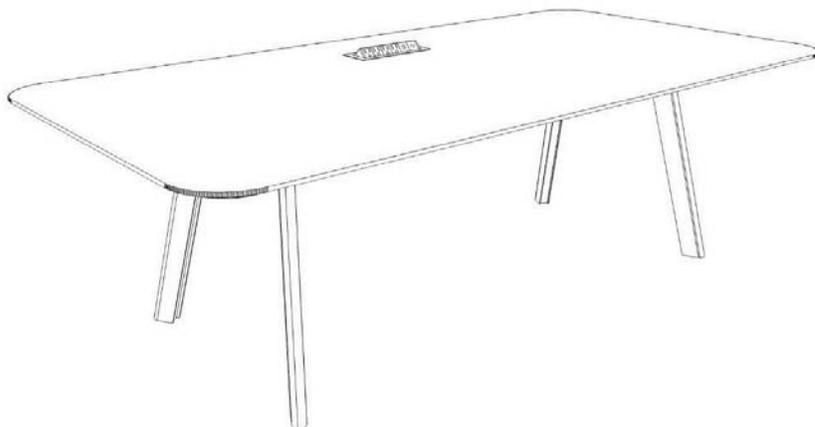
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Item 10 & 22 : (See description above)



Items 13 & 14 : (Item 14 similar -see description above)

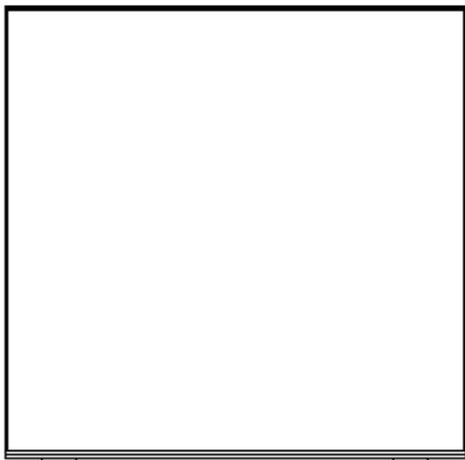


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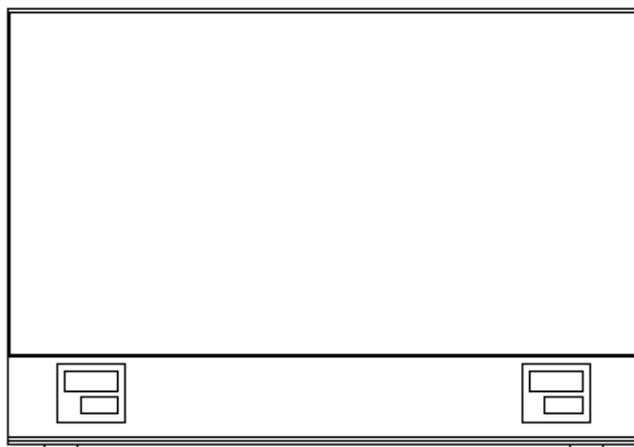
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Items 15, 16, 17, 21 : (Various dimensions, item 21-similar, see description above)



Items 18, 19, 20 : (Various dimensions, see description above)



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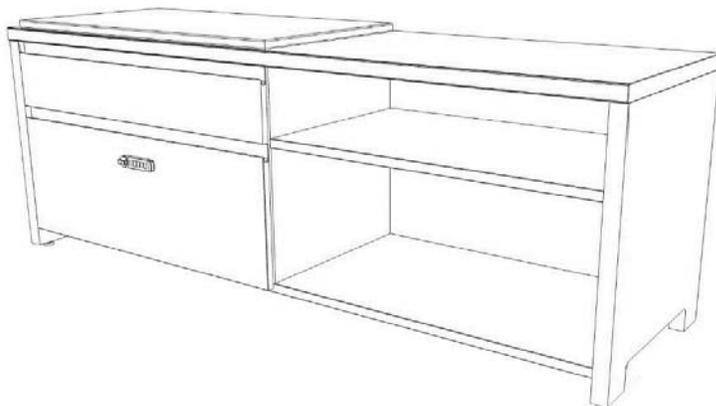
Item 23 : (See description above)



Item 24 : (See description above)



Item 26 : (See description above)



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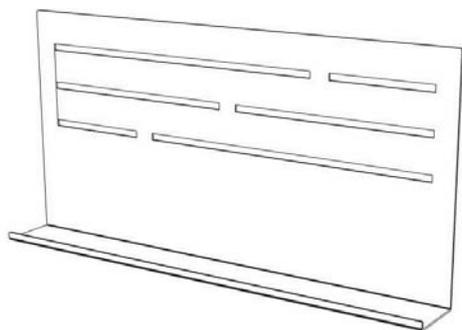
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Item 27 : (See description above)



Item 28 : (See description above)

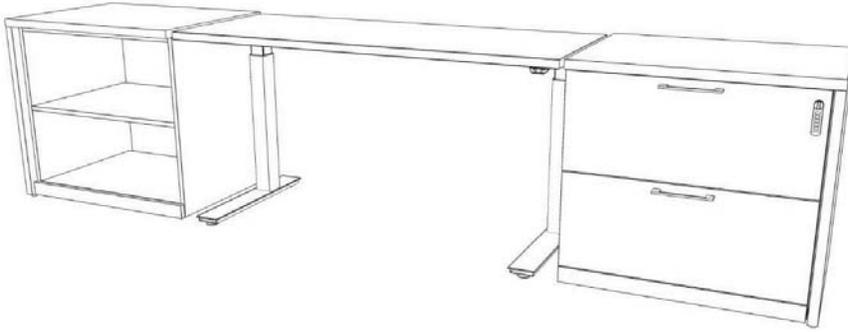


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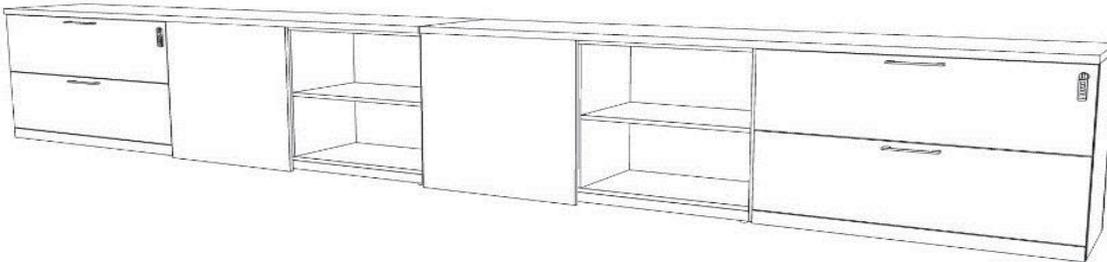
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Items 29 &30 &12 : (See description above)



Items 31 & 32 & 33 : (See description above)

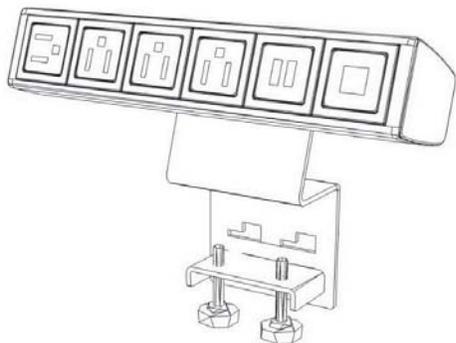


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Item 34: (See description above)



See **ANNEX B** for quantity calculations by floor.

ANNEX "A-1"

ENVIRONMENTAL CRITERIA

This project is targeting a level of "gold" certification under the 2009 LEED Canada Green Building Design and Construction Environmental Assessment System. The Supplier is therefore required to comply with the requirements of Annex A-1.

1. Environmental
 - 1.1. All furniture must be certified by an independent third-part certificate as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieve a minimum of level® 2.
 - 1.1.1. Product must receive one or more points under Section 7.6 of ANSI/BIFMAe3, and must not exceed office furniture emissions concentration limits when determined in accordance with the standard test method ANSI/BIFMA x7.1-2011 Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating.
2. Resource input
 - 2.1. Furniture may not contain urea-formaldehyde unless fully encapsulated within engineered composite panels (i.e. particle board, medium density fiberboard, plywood) when the substrate for *work surfaces*, shelving, or any other component is a composite wood product
 - 2.2. The furniture cannot contain added urea-formaldehyde resin.
 - 2.3. Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
 - 2.4. Steel used in the manufacturing must contain a minimum of 25% recycled content when market conditions allow.
 - 2.5. All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999). Adhesives applied in the field must comply with the South Coast Air Quality Management District (SCAQMD) Rule # 1168 (January 7, 2005).
3. Warranty:
 - 3.1. Replacement components must be available to replace broken pieces during the Warranty period.
4. General:
 - 4.1. Solid Waste Diversion Program
 - 4.1.1. Furniture must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.
 - 4.2. Products free from toxic flame retardants
 - 4.2.1. Furniture must not contain chlorofluorocarbon (CFC), Polybrominated diphenyl Ether (PBDE), or Halogenated Flame Retardants.
 - 4.3. Hazardous and Toxic Material Management System
 - 4.3.1. The manufacturer must have a hazardous and toxic material management system in place at production and associated facilities.
 - 4.4. Packaging and distribution
 - 4.4.1. Corrugated Packaging: If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre and/or come from a sustainable managed forest.
 - 4.4.2. Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e. enough to fill a truck).
 - 4.4.3. As a minimum, the Supplier must implement one of the following requirements:
 - 4.4.3.1. Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site);
 - 4.4.3.2. Packaging is recyclable and/or bio-degradable;
 - 4.4.3.3. Packaging is returnable to the supplier/shipper; or
 - 4.4.3.4. Packaging is reusable

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- 4.5. Upon request the Supplier or Manufacture must submit within ten business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.

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ANNEX "A-2"

PLANS FOR EXTERNAL & INTERNAL ACCESS

See the "Attachments" section on this Tender Notice's page on the buyandsell.gc.ca site

Note: The schedule of events for the Place des Arts sector will be provided to the Supplier after contract award. It is possible that neighboring streets may be closed due to the "Quartier des spectacles". It is the responsibility of the Bidders to inquire about activities that could impede traffic flow; Canada is not responsible for these events.

ANNEX "B"

BASIS OF PAYMENT

Note to Bidders:

- a. Firm prices, all inclusive, DDP destination (National Film Board (NFB), Ilot Balmoral, at the corner of rues Bleury & Mayor in Montréal, Qc., according to the floors indicated below), are required for all items in the table below.
- b. All prices must include customs duties and Canadian excise taxes, if any.
- c. Applicable taxes are additional for all items.

Item	Description	Floor	Quantity	Firm Unit Price (\$)	Extended Total (Quantity x Firm Unit Price) (\$)
1	FIX WORK SURFACE 48po X 30po	1ST FLOOR = 2 2SD FLOOR = 1 3RD FLOOR = 0 4TH FLOOR = 0 MEZZA.1 = 1 MEZZA.2= 0	4	\$	\$
2	HEIGHT ADJUSTABLE WORK SURFACE 58po X 30po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 2 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2= 0	2	\$	\$
3	HEIGHT ADJUSTABLE WORK SURFACE 70po X 30po	1ST FLOOR = 19 2SD FLOOR = 26 3RD FLOOR = 96 4TH FLOOR = 129 MEZZA.1 = 0 MEZZA.2= 0	270	\$	\$
4	HEIGHT ADJUSTABLE WORK SURFACE 82po X 30po	1ST FLOOR = 0 2SD FLOOR = 9 3RD FLOOR = 0 4TH FLOOR = 3 MEZZA.1 = 0 MEZZA.2= 0	12	\$	\$
5	HEIGHT ADJUSTABLE WORK SURFACE 72po x 36po	1ST FLOOR = 12 2SD FLOOR = 12 3RD FLOOR = 0 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2= 0	24	\$	\$
6	HEIGHT ADJUSTABLE WORK SURFACE 84po x 36po	1ST FLOOR = 4 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2= 0	4	\$	\$
7	FIX WORK SURFACE 42po x 24po	1ST FLOOR = 8 2SD FLOOR = 8 3RD FLOOR = 0 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2= 0	16	\$	\$
8	FIX WORK SURFACE 36po X 24po	1ST FLOOR = 0 2SD FLOOR = 2 3RD FLOOR = 0 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2= 0	2	\$	\$

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9	FIX WORK SURFACE 72po X 30po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 3 MEZZA.1 = 0 MEZZA.2= 0	3	\$	\$
10	FIX WORK SURFACE 84po x 42po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 1 4TH FLOOR = 4 MEZZA.1 = 0 MEZZA.2= 0	5	\$	\$
11	HEIGHT ADJUSTABLE WORK SURFACE 58po x 24po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 4 MEZZA.1 = 0 MEZZA.2= 0	4	\$	\$
12	HEIGHT ADJUSTABLE WORK SURFACE 46po x 24po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 1 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2= 0	1	\$	\$
13	FIX WORK SURFACE 96po x 48po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 1 MEZZA.1 = 0 MEZZA.2= 0	1	\$	\$
14	VIDEO CONFERENCE WORK SURFACE 96po x 48po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 1 MEZZA.1 = 0 MEZZA.2= 0	1	\$	\$
15	NOT ELECTRIFIED PANEL 30po x 42po	1ST FLOOR = 5 2SD FLOOR = 13 3RD FLOOR = 39 4TH FLOOR = 57 MEZZA.1 = 0 MEZZA.2= 0	114	\$	\$
16	NOT ELECTRIFIED PANEL 36po x 42po	1ST FLOOR = 8 2SD FLOOR = 15 3RD FLOOR = 40 4TH FLOOR = 61 MEZZA.1 = 0 MEZZA.2= 0	124	\$	\$
17	NOT ELECTRIFIED PANEL 42po X 42po	1ST FLOOR = 0 2SD FLOOR = 1 3RD FLOOR = 0 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2= 0	1	\$	\$
18	ELECTRIFIED PANEL 60po X 42po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 1 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2= 0	1	\$	\$
19	ELECTRIFIED PANEL 72po X 42po	1ST FLOOR = 10 2SD FLOOR = 20 3RD FLOOR = 57 4TH FLOOR = 78 MEZZA.1 = 0 MEZZA.2= 0	165	\$	\$

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20	ELECTRIFIED PANEL 42po X 42po	1ST FLOOR = 0 2SD FLOOR = 12 3RD FLOOR = 0 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2 = 0	12	\$	\$
21	FINISHING TILE 66po X 42po	1ST FLOOR = 5 2SD FLOOR = 10 3RD FLOOR = 38 4TH FLOOR = 56 MEZZA.1 = 0 MEZZA.2 = 0	109	\$	\$
22	SHORT MODESTY PANEL 54po x 13po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 1 4TH FLOOR = 5 MEZZA.1 = 0 MEZZA.2 = 0	6	\$	\$
23	HIGH MODESTY PANEL 54po x 27po	1ST FLOOR = 2 2SD FLOOR = 0 3RD FLOOR = 1 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2 = 0	3	\$	\$
24	COMMUNICATION SERVICE POLE	1ST FLOOR = 6 2SD FLOOR = 7 3RD FLOOR = 23 4TH FLOOR = 32 MEZZA.1 = 0 MEZZA.2 = 0	68	\$	\$
25	ANIMATION COMMUNICATION SERVICE POLE	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 0 MEZZA.1 = 0 MEZZA.2 = 0	PROVIDED BY OTHERS	N/A	N/A
26	CREDENZA 60po X 18po	1ST FLOOR = 8 2SD FLOOR = 19 3RD FLOOR = 83 4TH FLOOR = 86 MEZZA.1 = 0 MEZZA.2 = 0	196	\$	\$
27	PEDESTAL 15po X 24po	1ST FLOOR = 30 2SD FLOOR = 28 3RD FLOOR = 15 4TH FLOOR = 47 MEZZA.1 = 0 MEZZA.2 = 0	120	\$	\$
28	ACCESSORY RAIL	1ST FLOOR = 24 2SD FLOOR = 36 3RD FLOOR = 98 4TH FLOOR = 133 MEZZA.1 = 0 MEZZA.2 = 0	291	\$	\$
29	FILE L:30po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 1 4TH FLOOR = 4 MEZZA.1 = 0 MEZZA.2 = 0	5	\$	\$
30	SHELVING UNIT L:30po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 1 4TH FLOOR = 4 MEZZA.1 = 0 MEZZA.2 = 0	5	\$	\$

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31	COUNTER 96po X 20po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 2 MEZZA.1 = 0 MEZZA.2= 0	2	\$	\$
32	FILE 42po X 20po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 2 MEZZA.1 = 0 MEZZA.2= 0	2	\$	\$
33	STORAGE 54po X 20po	1ST FLOOR = 0 2SD FLOOR = 0 3RD FLOOR = 0 4TH FLOOR = 2 MEZZA.1 = 0 MEZZA.2= 0	2	\$	\$
34	ELECTRICAL MODULE	1ST FLOOR = 0 2SD FLOOR = 10 3RD FLOOR = 0 4TH FLOOR = 6 MEZZA.1 = 0 MEZZA.2= 0 10 EXTRAS - NOT INSTALLED	26	\$	\$
35	EXISTING POWER BAR	1ST FLOOR = 24 2SD FLOOR = 15 3RD FLOOR = 5 4TH FLOOR = 19 MEZZA.1 = 0 MEZZA.2= 0	63	N/A – only installation needed	N/A – only installation needed
Sub-total of the products (1 to 35)					\$
36	Delivery Charges at a rate of _____% of the total price for products				\$
37	Installation Charges at a rate of _____% of the total price for products				\$
Total Evaluation Price (1 to 37)					\$

Delivery & Installation

See point 6.4.2 and Annex A-2

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ANNEX "C"

PLANS

See the "Attachments" section on this Tender Notice's page on the buyandsell.gc.ca site

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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "E" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)