



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

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

|   |   |
|---|---|
| <b>Title - Sujet</b><br>Phone Booths  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>ET025-192124/A  | <b>Date</b><br>2018-11-28   |
| <b>Client Reference No. - N° de référence du client</b><br>PSPC-ET025-192124  |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$WPG-006-10714   |   |
| <b>File No. - N° de dossier</b><br>WPG-8-41150 (006)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2019-01-08</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Central Standard Time<br>CST |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/> |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Graham, Danielle   | <b>Buyer Id - Id de l'acheteur</b><br>wpg006                              |
| <b>Telephone No. - N° de téléphone</b><br>(204) 292-2872 ( )  | <b>FAX No. - N° de FAX</b><br>(204) 983-7796                              |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>See herein                                       |   |

Instructions: See Herein

Instructions: Voir aux présentes

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

## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>PART 1 - GENERAL INFORMATION .....</b>                                       | <b>2</b>  |
| 1.1 REQUIREMENT .....   | 2         |
| 1.2 DEBRIEFINGS .....   | 2         |
| 1.3 TRADE AGREEMENTS .....  | 2         |
| 1.4 EPOST CONNECT SERVICE .....   | 2         |
| <b>PART 2 - BIDDER INSTRUCTIONS .....</b>                                       | <b>2</b>  |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....                         | 2         |
| 2.2 SUBMISSION OF BIDS .....  | 2         |
| 2.3 ENQUIRIES - BID SOLICITATION .....  | 3         |
| 2.5 APPLICABLE LAWS .....   | 3         |
| <b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>                              | <b>3</b>  |
| 3.1 BID PREPARATION INSTRUCTIONS .....  | 3         |
| <b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>              | <b>5</b>  |
| 4.1 EVALUATION PROCEDURES .....   | 5         |
| 4.2 BASIS OF SELECTION .....  | 5         |
| <b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>                 | <b>5</b>  |
| 5.1 CERTIFICATIONS REQUIRED WITH THE BID .....                                  | 5         |
| 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION ..... | 6         |
| <b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>                                | <b>6</b>  |
| 6.1 SECURITY REQUIREMENTS .....   | 6         |
| 6.2 REQUIREMENT .....   | 6         |
| 6.3 STANDARD CLAUSES AND CONDITIONS .....                                       | 6         |
| 6.4 TERM OF CONTRACT .....  | 6         |
| 6.5 AUTHORITIES .....   | 7         |
| 6.6 PAYMENT .....   | 8         |
| 6.7 INVOICING INSTRUCTIONS .....  | 8         |
| 6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION .....                             | 8         |
| 6.9 APPLICABLE LAWS .....   | 8         |
| 6.10 PRIORITY OF DOCUMENTS .....  | 9         |
| 6.11 SACC <i>MANUAL</i> CLAUSES .....   | 9         |
| <b>ANNEX A .....</b>  | <b>10</b> |
| REQUIREMENT .....   | 10        |
| <b>ANNEX B .....</b>  | <b>15</b> |
| BASIS OF PAYMENT .....  | 15        |

---

## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

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

### 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) and the Canadian Free Trade Agreement (CFTA).

### 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.

### 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:

Bid Receiving  
Public Works and Government Services Canada  
Room 100,167 Lombard Ave.  
Winnipeg Manitoba R3B 0T6

Epost address [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

Bid Fax: (204) 983-0338

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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  
Section IV: Additional Information

- 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 copies)  
Section II: Financial Bid (1 copy)  
Section III: Certifications (1 copy)  
Section IV: Additional Information (1 copy)

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 follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

#### **Section I: Technical Bid**

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

#### **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**

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

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

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

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) 2013-11-05, 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 and IDEALAB licensed interior design Inc. will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- a) Compliance with meeting all of the mandatory specification requirements, as identified under Annex "A", Requirement.
- b) Compliance with the Basis of Payment, as identified under Annex "B".

#### 4.1.2 Financial Evaluation

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

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection

SACC Manual Clause [A0069T](#) (2007-05-25), Basis of Selection

## 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.

### 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.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to August 31, 2019 inclusive.

#### **6.4.2 Deliverables Date**

All the deliverables must be received on or before April 19, 2019.

#### **6.5 Authorities**

##### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Danielle Graham  
Title: A/Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100 - 167 Lombard Avenue Winnipeg, MB. R3B 0T6  
Telephone: 204-292-2872  
E-mail address: [danielle.graham@pwgsc-tpsgc.gc.ca](mailto:danielle.graham@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: **TBD**

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: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_



## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of **\$TBD**. Customs duties are excluded 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 Single Payment**

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

### **6.6.3 Electronic Payment of Invoices – Contract**

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

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

## **6.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

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

## **6.9 Applicable Laws**

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

## 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;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_TBD\_\_.

## 6.11 SACC Manual Clauses

|        |              |                                     |
|--------|--------------|-------------------------------------|
| A9068C | (2010-01-11) | Government Site Regulations         |
| G1005C | (2008-05-12) | Insurance - No Specific Requirement |

## **ANNEX A**

### **REQUIREMENT**

#### **1. GENERAL**

##### **1.1. Summary**

1.1.1. Public Works and Government Services Canada operating as Public Services and Procurement Canada require the supply, delivery and installation of prefabricated quiet pods.

1.1.2. Due to very tight area constraints and operational restrictions, the footprint of the booths must not vary significantly as this would impact aisles and other required clearances.

##### **1.2. Standards**

1.2.1. All products provided must comply with :

1.2.2. American National Standards Institute/Business and Institutional Furniture Manufacturer's Association (ANSI/BIFMA):

1.2.2.1. ANSI A208.1-2009, Particleboard

1.2.2.2. ANSI/NEMA LD3.1-1995, Performance, Application, Fabrication, and Installation of High Pressure Decorative Laminates

1.2.2.3. ANSI/BIFMA X5.5-2014 American National Standard for Office Furnishings-Desk/Table Products – Tests

1.2.3. Canadian Standards Association (CSA):

1.2.3.1. CSA O115-M1982 (R2001), Hardwood and Decorative Plywood.

1.2.4. Underwriters Laboratories Canada (ULC):

1.2.4.1. ULC S102-03, Surface Burning Characteristics of Building Materials and Assemblies

##### **1.3. Evaluation requirements with bid submission**

1.3.1. Product data: Submit standard construction details, material descriptions, dimensions of individual components and finishes should be submitted with the bid.

1.3.2. Shop drawings: Provide shop drawings that indicate elevations, partition modules, materials, components, finishes, door and glazed openings, fastening to adjacent structure, and assembly details and electrical connections should be submitted with the bid.

1.3.3. If documentation of 1.3.1 and 1.3.2 has not been provided, the Bidder will be notified that they must provide supporting documentation within two (2) business days following notification. Failure to comply within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

## **1.4. Warranty**

- 1.4.1. The warranty period will be a minimum of ten (10) years with the exception of user adjustable components, which will have a minimum warranty of five (5) years.

## **2. PRODUCTS**

### **2.1. General Technical Requirements for all configurations**

- 2.1.1. The units must function as furniture and must meet the following requirements:

- 2.1.1.1. Integrated floor and ceiling;
- 2.1.1.2. Include self-contained electric air circulation system;
- 2.1.1.3. Integrated LED lighting and electrical sockets;
- 2.1.1.4. Freestanding and easily moved/relocated to suit an Activity Based Workplace. Easily moved defined as: readily disconnected from power and do not tie into building mechanical systems. Do not require disassembly to be relocated, other being unfastened from floor and power supply;
- 2.1.1.5. Must be bolted to the floor.

### **2.2. Material**

- 2.2.1. Intent: Pods are a private compact freestanding office space that can be placed anywhere in the office design and relocated as required. Office pods include a seat and a table and electrical and data outlets for computer and ventilation and lighting as required.
- 2.2.2. Basis-of-Design: Materials and colours listed below form the Basis-of-Design materials for this project.
- 2.2.3. Materials other than named products Basis-of-Design materials may be acceptable; submit questions in accordance with 2.3 Enquiries – Bid Solicitation.

### **2.3. Configurations**

#### **2.3.1. Configuration 1**

- 2.3.1.1. Quantity required: 1
- 2.3.1.2. Intent: to seat two- four people with upholstered booth/sofa style seating. Seating included with product.
- 2.3.1.3. Size: 1200 mm deep, 2200 mm wide x 2200 mm high (total numbers can vary +/- 25 mm).
- 2.3.1.4. Wall, floor and ceiling thickness not to exceed 100mm (total numbers can vary +/- 5 mm).
- 2.3.1.5. Frame finish: blue finish
- 2.3.1.6. Exterior shell finish: white glossy
- 2.3.1.7. Door: Laminated Sound Control glass and sealed door
- 2.3.1.8. STC Rating:
  - 2.3.1.8.1. Door and Glass: STC 37
  - 2.3.1.8.2. Walls: STC 49
  - 2.3.1.8.3. Roof: STC 45

- 2.3.1.9. Door swing: right
- 2.3.1.10. Outlets: power-2 sockets and 2 USB sockets
- 2.3.1.11. LAN: required
- 2.3.1.12. Table: white plastic laminate (HPDL) on non-telegraphing plywood with varnish trim
  - 2.3.1.12.1. Size: Oval 700 mm wide, x670 mm deep (or to suit width of unit and seating height).
- 2.3.1.13. Flooring: anti-static and stain resistant carpet
- 2.3.1.14. Interior walls: Dark acoustic felt.
- 2.3.1.15. Lighting: LED
- 2.3.1.16. Hifi System: wall integrated speakers, volume control, and aux connector on tabletop.
- 2.3.1.17. Accessories:
  - 2.3.1.17.1. Sprinkler knockout

#### 2.3.2. Configuration 2

- 2.3.2.1. Quantity required: 1
- 2.3.2.2. Intent: to seat one individual on an adjustable stool type seat. Seat included with product.
- 2.3.2.3. Frame finish: blue
- 2.3.2.4. Exterior shell finish: white glossy
- 2.3.2.5. Size: approximately 1000 x 1000 mm x 2210 mm high (total numbers can vary +/- 25 mm)
- 2.3.2.6. Door: Laminated Sound Control glass and sealed door
- 2.3.2.7. Outlets: power-2 sockets and 2 USB sockets integrated into tabletop
- 2.3.2.8. LAN: required
- 2.3.2.9. STC Rating:
  - 2.3.2.9.1. Door and Glass: STC 37
  - 2.3.2.9.2. Walls: STC 49
  - 2.3.2.9.3. Roof: STC 45
- 2.3.2.10. Table: white plastic laminate (HPDL) on non-telegraphing plywood with varnish trim.
  - 2.3.2.10.1. Size: 700 mm wide, x 285 mm deep (or to suit width of unit and seating height).
- 2.3.2.11. Lighting: LED
- 2.3.2.12. Seat: height adjustable from 406 mm to 457 mm
- 2.3.2.13. Floor: anti-static, stain resistant carpet
- 2.3.2.14. Interior walls: Dark acoustic felt.
- 2.3.2.15. Accessories:
  - 2.3.2.15.1. Sprinkler knockout

### **3. FINISHES SELECTION**

- 3.1. Sealed samples: To be submitted, express, before contract award at the request of the Contracting Authority, and must be delivered to the Project Authority within 2 business days.

- 3.2. The supplier must submit duplicate 200 x 300 mm samples of panel colours, textures and finishes and 300 mm long samples of trim.
- 3.3. The Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

#### **4. MANUALS & DATA**

- 4.1. Closeout data for each configuration: Operation and Maintenance Data: Submit manufacturer's written instructions for maintenance of operable components and cleaning procedures, include name of original installer and contact information.

#### **5. EXECUTION**

##### **5.1. Site Location**

- 5.1.1. The project is located at the Victory Building, 300 – 269 Main Street, Winnipeg, Manitoba, R3C 1B2.

##### **5.2. Delivery**

- 5.2.1. Product is to be received and unloaded at the Victory Building site location, during normal business hours, defined as Monday to Friday 8:00 am to 4:00 pm.

##### **5.3. Installation**

- 5.3.1. Install in accordance with manufacturer's written instructions using trained personnel at the site location, during normal business hours, defined as Monday to Friday 8:00 am to 4:00 pm.

---

## APPENDIX A

### 1. Installation Services

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

- a. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
- b. Unpack all pieces and inspect product for shipping damage and shortages; maintain a standing list of damaged/short products.
- c. Install all products in accordance with the manufacturers specifications;
- d. Ensure all other products function properly and make minor adjustment/repairs;
- e. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
- f. Clean the product once installed;
- g. 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; and
- h. Upon completion of the installation and at the request of the Identified User, the Contractor (or their authorized representative) must walk through the installation area with the Project Authority (or their authorized representative) verify the operating condition of all product in accordance with the deficiency procedures.
- i. Reinstall damaged or replaced products.

### 2. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Identified User when the installation is completed;
2. The Identified User must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through 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;
5. The Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Identified User to the Contractor;
7. 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;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Identified User; and
9. The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## ANNEX B

### BASIS OF PAYMENT

**When completed, Annex B will be considered as the Bidder's Financial Bid.**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified below.

Although delivery is required by on or before April 19 2019, the best delivery date that can be offered is \_\_\_\_\_ (calendar days) from award of a contract.

If discrepancies are found between the unit price and the extended totals, unit price will prevail.

**Table 1**

| Item                        | Description   | Quantity | Unit Price | Extended Total |
|-----------------------------|---|----------|------------|----------------|
| 1.                          | Prefabricated quiet pods, <b>Configuration 1</b> as described in Annex A. | 1        | \$         | \$             |
| 2.                          | Prefabricated quiet pods, <b>Configuration 2</b> as described in Annex A. | 1        | \$         | \$             |
| Delivery:                   |   |          |            | \$             |
| Install:                    |   |          |            | \$             |
| <b>SUBTOTAL</b>             |   |          |            | \$             |
| <b>Taxes, as applicable</b> |   |          |            | \$             |
| <b>TOTAL</b>                |   |          |            | \$             |