



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Height Adjustable Tables CBSA	
<b>Solicitation No. - N° de l'invitation</b> EB129-192651/A	<b>Date</b> 2019-01-14
<b>Client Reference No. - N° de référence du client</b> EB129-19-2651	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-200-10620	
<b>File No. - N° de dossier</b> HAL-8-81243 (200)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-01-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <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> Martin, Lisa	<b>Buyer Id - Id de l'acheteur</b> hal200
<b>Telephone No. - N° de téléphone</b> (506) 962-5328 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 3RD FL. 1713 BEDFORD ROW P.O.BOX 2247 HALIFAX NOVA SCOTIA B3J3C9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <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>3</b>
1.1 REQUIREMENT.....	3
1.2 SET-ASIDE UNDER THE FEDERAL GOVERNMENT PROCUREMENT STRATEGY FOR ABORIGINAL BUSINESS (PSAB) .....	3
1.3 DEBRIEFINGS .....	3
1.4 EPOST CONNECT SERVICE .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS .....	3
2.3 ENQUIRIES - Bid SOLICITATION .....	4
2.4 APPLICABLE LAWS .....	4
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>4</b>
3.1 Bid PREPARATION INSTRUCTIONS .....	4
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>5</b>
4.2 BASIS OF SELECTION.....	6
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>6</b>
5.1 CERTIFICATIONS REQUIRED WITH THE Bid .....	6
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>8</b>
6.1 SECURITY REQUIREMENTS .....	8
6.2 REQUIREMENT.....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT .....	9
6.5 AUTHORITIES .....	9
6.6 PAYMENT .....	10
6.7 INVOICING INSTRUCTIONS .....	10
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
6.9 APPLICABLE LAWS .....	11
6.10 PRIORITY OF DOCUMENTS .....	11
6.11 SACC MANUAL CLAUSES.....	11
6.12 SHIPPING INSTRUCTIONS - DELIVERY AT DESTINATION.....	11
<b>ANNEX "A" REQUIREMENT .....</b>	<b>12</b>
<b>ANNEX "B" BASIS OF PAYMENT.....</b>	<b>14</b>
<b>ANNEX "C" FURNITURE PLANS.....</b>	<b>15</b>
<b>ANNEX "D" TO PART 3 OF THE BID SOLICITATION.....</b>	<b>16</b>
ELECTRONIC PAYMENT INSTRUMENTS .....	16
<b>ANNEX "E" .....</b>	<b>17</b>
COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE BIDDER.....	17

ANNEX “F” MANDATORY TECHNICAL CRITERIA .....

18

## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

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

### 1.2 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the *Supply Manual*.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

### 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 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.

#### 2.1.1 SACC Manual Clauses

**SACC Reference**  
C9000T

**Section**  
Pricing

**Date**  
2010/08/16

### 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/Réception des soumissions Travaux publics et Services gouvernementaux  
1713 Bedford Row  
Halifax, N.S.  
B3J 1T3

Email: [TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

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

Bid Fax: (902) 496-5016

## 2.3 Enquiries - Bid Solicitation

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

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

## 2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

# PART 3 - BID PREPARATION INSTRUCTIONS

## 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

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

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

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

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

### **Section II: Financial Bid**

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

#### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

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

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

### **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

Mandatory Technical Criteria as specified in Annex "F"

#### 4.1.2 Financial Evaluation

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

#### 4.2 Basis of Selection

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

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

#### 5.1 Certifications Required with the Bid

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

##### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

##### 5.1.2 Additional Certifications Required with the Bid

###### 5.1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above- mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and

- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Bidder must check the applicable box below:

- i. ( ) The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- ii. ( ) The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:

- i. ( ) The Aboriginal business has fewer than six full-time employees.

OR

- ii. ( ) The Aboriginal business has six or more full-time employees.

5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

(Derived from - Provenant de: A3000T, 2014/11/27 )

#### Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date



*(Derived from - Provenant de: A3001T, 2014/11/27 )*

## **Set-aside under the Procurement Strategy for Aboriginal Business**

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#) of the *Supply Manual*.

This procurement is set aside from the international trade agreements under the provision each has for [measures with respect to Aboriginal peoples or](#) for set-asides for small and minority businesses.

Further to Article 800 of the [Canadian Free Trade Agreement](#) (CFTA), CFTA does not apply to this procurement.

*(Derived from - Provenant de: A3002T, 2017/07/01 )*

## **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>), 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](#) 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 Delivery Date

All the deliverables must be received on or before March 31, 2019.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lisa Martin  
Title: Contracting Officer  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: 1045 Main Street, 4<sup>th</sup> Floor  
Moncton, New Brunswick  
E1C 1H1

Telephone: (506) 962-5328  
E-mail address: lisa.m.martin@pwgsc.gc.ca

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

### 6.5.2 Technical Authority

The Technical Authority for the Contract is: **Details will be provided in any resulting contract**

The Technical Authority named above 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 Technical Authority, however the Technical 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: \_\_\_\_\_

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

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

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

**6.6 Payment****6.6.1 Basis of Payment - Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s)", as specified in Annex B for a cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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

**6.6.2 Limitation of price**

SACC Manual clause C6000C (2017/08/17) Limitation of price

**6.6.3 Single Payment**

SACC Manual clause H1000C (2008/05/12), Single Payment

**6.6.4 Electronic Payment of Invoices – Contract**

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

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

**6.7 Invoicing Instructions**

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

### 6.8.2 SACC Manual Clauses

SACC Reference	Section	Date
A3000C	Aboriginal Business Certification	2014/11/27

### 6.9 Applicable Laws

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

### 6.10 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);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment
- (d) Annex C, Furniture Plans
- (f) the Contractor's bid dated \_\_\_\_\_

### 6.11 SACC Manual Clauses

SACC Reference	Section	Date
A9039C	Salvage	2008/05/12
A9068C	Government Site Regulations	2010/01/11
G1005C	Insurance – No Specific Requirement	2016/01/28

### 6.12 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Susie Lake, Halifax, NS Incoterms 2000 for shipments from a commercial contractor.

---

## **ANNEX "A" REQUIREMENT**

Canada Border Services Agency has a requirement for the purchase, delivery and installation of office furniture to Halifax, Nova Scotia, Atlantic Region by March 31, 2019.

Security - No security requirement

### **Finishes**

Furniture finishes to meet or exceed the following thresholds for area-weighted average surface reflectance: 45% for work surfaces.

### **Delivery**

263 Susie Lake Crescent, Halifax, NS, 1,2 & 3 floors  
Desired Date- 2019/03/18  
Desired Time: Normal Business Hours  
Normal – building unoccupied, hours can be extended  
Normal Business Hours 8:00 – 17:00

### **Installation**

263 Susie Lake Crescent, Halifax, NS, 1,2 & 3 floors  
Desired Date - Complete by 2019/ 03/31  
Desired Time: Normal Business Hours  
Normal – building unoccupied, hours can be extended  
Normal Business Hours 8:00 – 17:00

### **This is a LEED project and there will be requirements to provide and adhere to:**

- Weigh bills of all recycling and waste generated from packaging and installation to be provided the client appointed LEED consultant prior to full payment;
- All corrugated cardboard from furniture packaging be recycled; weigh bills to be provided in a timely manner;
- All paper from furniture packaging to be recycled; weigh bills to be provided in a timely manner;
- All waste generated from furniture packaging and installation be documented; weigh bills to be provided in a timely manner;
- All wood pallets be returned to manufacturer or supplier; signed letter from successful candidate required, attesting to the number of pallets and confirming location to which they were returned to be provided in a timely manner.

### **Loading Dock/Location**

263 Susie Lake Crescent, Halifax, NS

No dock

---

**Garage door available**

- 1) Room 132 c/w double door (610/914 w x 2134mm h) to corridor 131
  - a. 2438mm w x 3048mm h (Door between grid line 3 & 4)
- 2) Room 111 c/w single door to corridor 146
  - a. 4000mm h x 5000mm w (door at grid line 10)
  - b. 3050mm w x 3050mm h (door between grid line 9 & 10)
- 3) Typical interior doors: 914mm x 2134mm
- 4) Typical exterior doors: 915mm x 2100mm

Elevator will not be in service. All product to be moved via stairs.

## ANNEX "B" BASIS OF PAYMENT

#	Description of Product	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	1372mm (54 in) x 762mm (30 in) Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted <ul style="list-style-type: none"> <li>Digital height reading at the desktop</li> <li>Height adjustability range to be min 23" – 48"</li> <li><b>Grommet required for monitor arm</b></li> </ul> Location: Typical Workstation	112		\$	\$
2	1372mm (54 in) x 762mm (30 in) Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted <ul style="list-style-type: none"> <li>Digital height reading at the desktop</li> <li>Height adjustability range to be min 23" – 48"</li> </ul> Location: Rooms 147, 159, 223, 230 (2), 231 (2), 234, 249, 321, 332, 338, 353	13		\$	\$
3	1067mm (42 in) x 762mm (30 in) Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted <ul style="list-style-type: none"> <li>Digital height reading at the desktop</li> <li>Height adjustability range to be min 23" – 48"</li> </ul> Location: Room 346-A9.01 to 04	4		\$	\$
4	1067mm (42 in) x 762mm (30 in) Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted <ul style="list-style-type: none"> <li>Digital height reading at the desktop</li> <li>Height adjustability range to be min 23" – 48"</li> <li><b>Grommet required for monitor arm</b></li> </ul> Location: Room 346-A9.05	1		\$	\$
5	Seated Range Height Adjustable Work Surfaces with Casters Telescopic 762mm (30 in./po) x 762mm (30 in./po) Location: Room 346	1		\$	\$
7	Installation	1			\$
8	Delivery	1			\$
				Sub-total	\$

Solicitation No. - N° de l'invitation

EB129-192651/A

Client Ref. No. - N° de réf. du client

EB129-192651

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-8-81243

Buyer ID - Id de l'acheteur

hal200

CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "C" FURNITURE PLANS**

See attached



---

**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);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)



## ANNEX “F” MANDATORY TECHNICAL CRITERIA

### MANDATORY REQUIREMENTS:

Bids MUST meet the mandatory requirements specified below. To demonstrate that all requirements of the technical specifications are respected bidders MUST respond with complete specifications and/or descriptive literature of the equipment being offered.

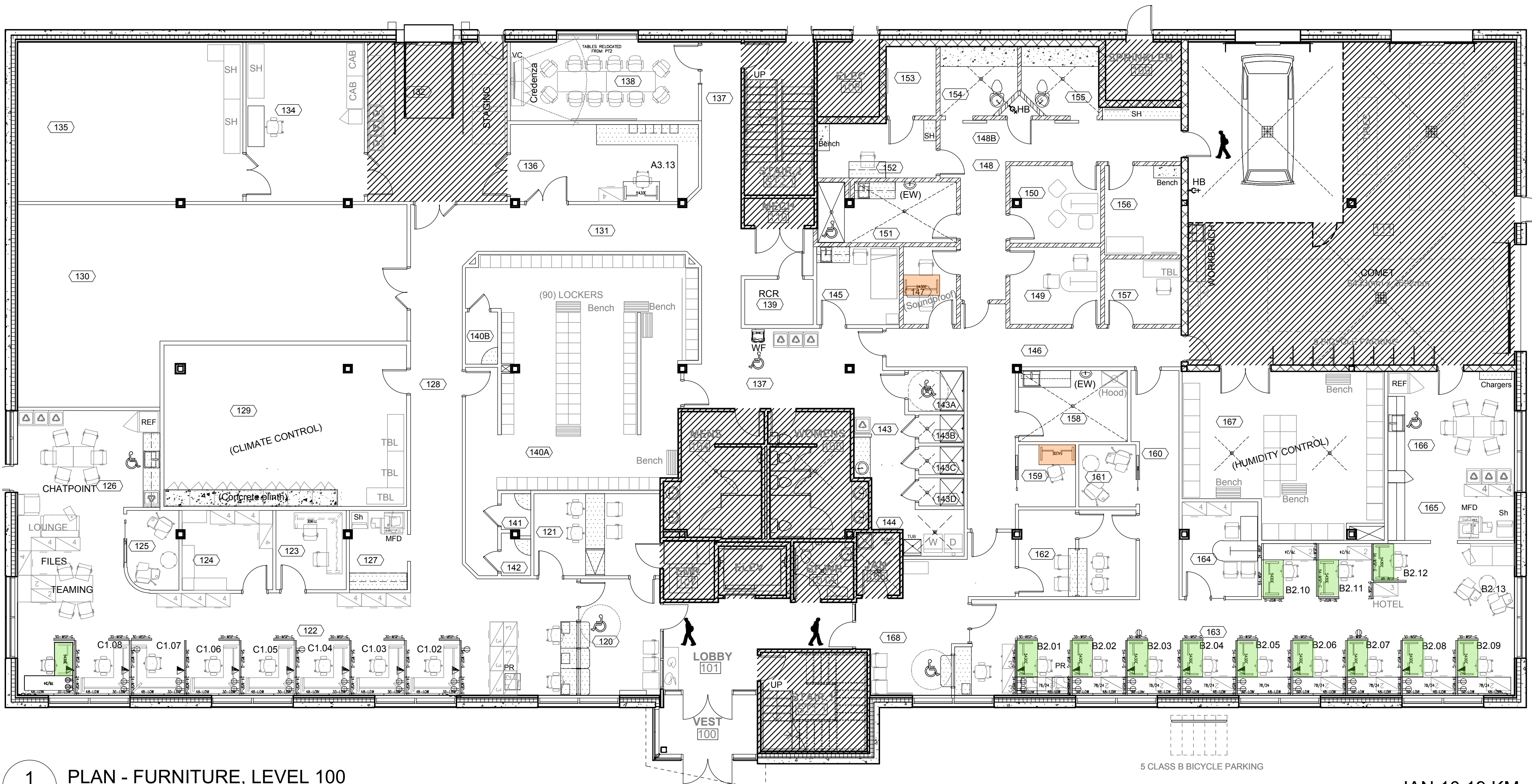
The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive.

Any proposal which fails to meet all mandatory requirements will be deemed non-responsive. Each requirement should be addressed separately.

Technical Specifications		Page # Cross Reference number	Comments:
1	1372mm (54 in) x 762mm (30 in) Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted <ul style="list-style-type: none"> <li>Digital height reading at the desktop</li> <li>Height adjustability range to be min 23” – 48”</li> <li><b>Grommet required for monitor arm</b></li> </ul>		
2	1372mm (54 in) x 762mm (30 in) Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted <ul style="list-style-type: none"> <li>Digital height reading at the desktop</li> <li>Height adjustability range to be min 23” – 48”</li> </ul>		
3	1067mm (42 in) x 762mm (30 in) Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted <ul style="list-style-type: none"> <li>Digital height reading at the desktop</li> <li>Height adjustability range to be min 23” – 48”</li> </ul>		
4	1067mm (42 in) x 762mm (30 in) Sit/Stand Range Height Adjustable Work Surfaces Electrically assisted <ul style="list-style-type: none"> <li>Digital height reading at the desktop</li> <li>Height adjustability range to be min 23” – 48”</li> <li><b>Grommet required for monitor arm</b></li> </ul>		
5	Seated Range Height Adjustable Work Surfaces with Casters Telescopic 762mm (30 in./po) x 762mm (30 in./po)		

FENCH LÉGENDE :

- 54 x 30 HA TABLEAU
- 54 X 30 HA TABLEAU empileur GOMMET POUR SURVEILLER LES BRAS INSTALLATION
- 42 X 30 HA TABLEAU
- 42 X 30 HA TABLEAU empileur GOMMET POUR SURVEILLER LES BRAS INSTALLATION
- 30 X 30 HA TABLEAU - TÉLESCOPIQUE



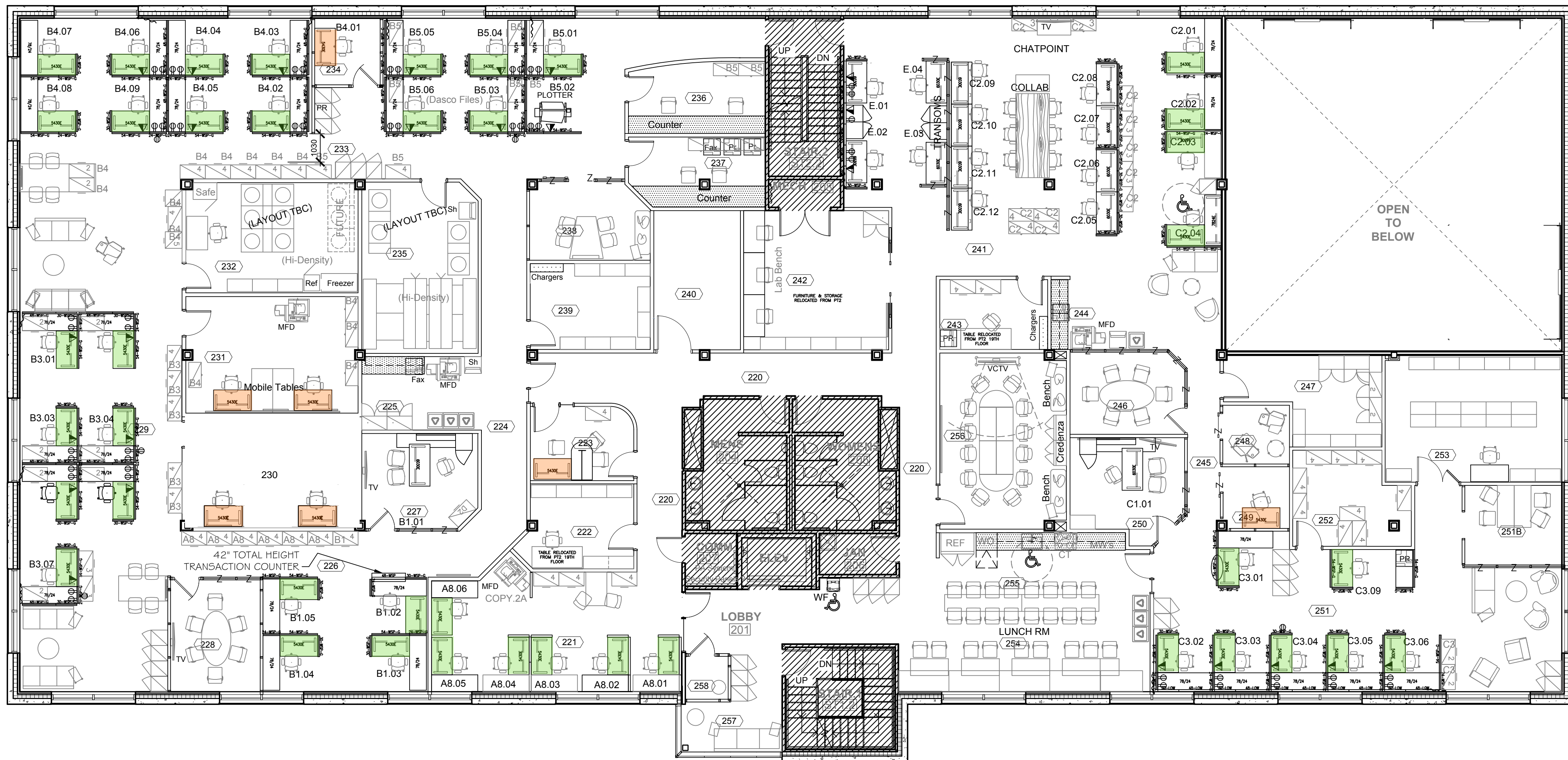
1 PLAN - FURNITURE, LEVEL 100  
ID.01 SCALE : 1:100

PLAN - MOBILIER, NIVEAU 100  
ÉCHELLE 1:100

- 54 x 30 HA TABLE
- 54 X 30 HA TABLE c/w GOMMET FOR MONITOR ARM INSTALLATION
- 42 X 30 HA TABLE
- 42 X 30 HA TABLE c/w GOMMET FOR MONITOR ARM INSTALLATION
- 30 X 30 HA TABLE - TELESCOPIC

JAN.10.19 KM





1 PLAN - FURNITURE, LEVEL 200  
ID.02  
SCALE : 1:100  
0m 1m 2m 3m 4m 5m 6m 7m 8m 9m 10m

PLAN - MOBILIER, NIVEAU 200  
ÉCHELLE 1:100

- 54 x 30 HA TABLE
- 54 X 30 HA TABLE c/w GOMMET FOR MONITOR ARM INSTALLATION
- 42 X 30 HA TABLE
- 42 X 30 HA TABLE c/w GOMMET FOR MONITOR ARM INSTALLATION
- 30 X 30 HA TABLE - TELESCOPIC

JAN.10.19 KM





1 PLAN - FURNITURE, LEVEL 300  
ID.03  
SCALE : 1:100  
0m 1m 2m 3m 4m 5m 6m 7m 8m 9m 10m

PLAN - MOBILIER, NIVEAU 300  
ÉCHELLE 1:100

- 54 x 30 HA TABLE
- 54 X 30 HA TABLE c/w GOMMET FOR MONITOR ARM INSTALLATION
- 42 X 30 HA TABLE
- 42 X 30 HA TABLE c/w GOMMET FOR MONITOR ARM INSTALLATION
- 30 X 30 HA TABLE - TELESCOPIC

JAN.10.19 KM