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Public Works and
Government Services
CanadaTravaux publics et
Services gouvernementaux
Canada**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À:**

See Section 1.

Voir Section 1.

STANDARD REQUEST FOR BID**INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

| | |
|--|------------------------------------|
| Solicitation No. - N° de la demande | Amendment No. - N° de modification |
| 10066300/A | |

| | |
|---|--------------------------|
| Solicitation closes – La demande prend fin : | File No. - N° de dossier |
| at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1 | 10066300 |

Date of Solicitation – Date de la demande

2019-01-30

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.

Voir Section 2, Article 4.1

Destination

See Section 2, Annex A.

Voir Section 2, Annexe A.

Instructions:**Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:**Les taxes municipales ne s'appliquent pas.**

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of supplier (type or print)**Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)**

Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Step 2. Competitive or Non-Competitive

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

Bid Evaluation

An evaluation team composed of representatives of Canada will evaluate the bids.

| | |
|--|--|
| RFB Issued by: | |
| Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB: | See Section 2, article 4.1 below. |
| RFB Closing - Submit Bid: Bids must be submitted to the Contracting Authority on the date and at the time indicated below. | |
| By no later than date and time: | a. 2019-02-14 b. 2:00pm Central Standard Time (CST) |
| To e-mail address (if applicable) | TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca |
| RFB Enquiries | |
| Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered. | 3 business days |

SECTION 2 - RESULTING CONTRACT CLAUSES

| | | |
|-----------|--|---|
| 1. | Terms and Conditions of the Contract | |
| | The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract. | |
| 2. | Security Requirement (the checked article applies) | |
| 2.1 | The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below. | |
| a. | | Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed. |
| b. | | Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein. |
| c. | X | There is no security requirement associated with this contract. |
| 3. | Requirement | |
| 3.1 | The Contractor must perform the Work listed in Annex A herein. | |
| 4. | Authorities | |
| 4.1 | Contracting Authority (IU) | |
| | Name: | Colin Simard |
| | Title: | Procurement Officer |
| | Department/Agency/Crown Corporation: | Public Services and Procurement Canada |
| | Address: | 100-167 Lombard Avenue Winnipeg, MB R3B 0T6 |
| | Telephone No.: | 204-583-7859 |
| | E-mail address: | TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca |
| 4.2 | Project Authority [To be completed at contract award] <i>The Project Authority (PA) 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.</i> <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance</i> | |

| | |
|---|--|
| <i>with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i> | |
| Name: | |
| Title: | |
| Department/Agency/Crown Corporation: | |
| Address: | |
| Telephone No.: | |
| E-mail address: | |
| 4.3 | Contractor's Representative |
| | As set out in Annex A, Table 9 below. |
| 5. | Method of Payment |
| The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following. | |
| X | Single Payment |
| | Multiple Payment |
| 6. | Invoicing |
| Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment: | |
| Name of the organization and contact: <i>[To be completed at contract award]</i> | |
| Address: | |
| 7. | Defence Contract. This clause applies if the box below is checked. |
| <input type="checkbox"/> | The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1. |

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

The requirement includes the following category of work:

a. Category 1 – Interconnecting Panels and Freestanding Systems

Category 1a – Interconnecting Panels (Refer to Annex C)

Category 1b – Supporting components and freestanding furniture

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category: Category 1 – Interconnecting Panels and Freestanding Systems

Table 1 – Product Table

| Section A - IU REQUIREMENT | | | | Section B – SUPPLIER'S BID | | |
|----------------------------|-----------------------------------|---|-----|----------------------------|-------------------------|---------------------------------------|
| # | GoCUID | Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA) | Qty | Supplier Part Number | Firm Unit Price** \$ | Extended Total [Qty x Price] \$ |
| Category 1A | | | | | | |
| 1 | Refer to Annex B and Floor Plans. | | | | | \$ |
| Category 1B | | | | | | |
| 2 | WSxxPMLHRxxxxxxxx4824 | Work Surfaces 48 x 24 Support & Mounting: Panel Mounted Materials & Finishes: High Pressure Laminate Shape: Rectangular | 15 | | \$ | \$ |
| 3 | WSxxGGLHRxxxxxxxx4824 | Work Surfaces 48 x 24 Support & Mounting: 2 Full Gable Ends (w/ modesty) Materials & Finishes: High Pressure Laminate Shape: Rectangular | 4 | | \$ | \$ |

| | | | | | | |
|--|-----------------------|---|---|---------------|----|----|
| 4 | WSxxGGLHRxxxxxxxx5424 | Work Surfaces 54 x 24 Support & Mounting: 2 Full Gable Ends (w/ modesty) Materials & Finishes: High Pressure Laminate Shape: Rectangular | 4 | | \$ | \$ |
| Add more rows if necessary. **Must not exceed ceiling unit price in SA. | | | | Product Total | | \$ |

Table 2 - Delivery

| Section A - IU REQUIREMENT | | | | Section B – SUPPLIER'S BID | |
|--|--|----------------------|---|---|-------------------|
| Product Item # from Table 1 | Location | Desired Date (Y/M/D) | Desired Time: Normal Business Hours Or Outside Normal Business Hours * | Supplier will deliver on the date and at the time below** | Firm Lot Price \$ |
| 1-4 | Shared Services Canada Canada Place 6th Floor, 9700 Jasper Avenue NW Edmonton, Alberta T5J 4C1 | 2019-06-01 | Outside normal business hours | (Y) (M) (D) | \$ |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // to be coordinated with Project Authority before proceeding with ordering products. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. | | | | Delivery Total: | \$ |

Table 3 – Installation

| Section A - IU REQUIREMENT | | | | Section B – SUPPLIER'S BID | |
|---|--|----------------------|---|---|-------------------|
| Product Item # from Table 1 | Location | Desired Date (Y/M/D) | Desired Time: Normal Business Hours Or Outside Normal Business Hours * | Supplier will install on the date and at the time below** | Firm Lot Price \$ |
| 1-4 | Shared Services Canada Canada Place 6th Floor, 9700 Jasper Avenue NW Edmonton, Alberta T5J 4C1 | 2019-06-01 | Normal business hours | (Y) (M) (D) | \$ |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. | | | | Installation Total: | \$ |

Table 4 – Optional Product Not Applicable

Table 5 – Optional Delivery Not Applicable

Table 6 – Optional Installation Not Applicable

Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

| | | |
|-----------|--|--|
| 1. | Standard Finishes | |
| 1.1 | <p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, 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.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p> | |
| 2. | Canada’s Facilities to Accommodate the Delivery | |
| | <p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p> | |
| 2.1 | Loading Dock/Location | |
| A | Location | Shared Services Canada Canada Place 6th Floor, 9700 Jasper Avenue NW Edmonton, Alberta T5J 4C1 |
| B | Dock | |
| C | Lift | |
| D | Door | |
| E | Freight Elevator | |
| F | Other (specify, if any) | Maximum 5 ton truck (no trailers) |
| 3. | Continuance of Certifications | |
| | <p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p> | |
| 3.1 | Integrity Provisions | |
| 3.2 | Federal Contractor’s Program for Employment Equity | |
| 3.4 | Product Conformance | |
| 3.5 | Price Certification (In accordance with the SA, Part 6B) | |

Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

| | | |
|---|--|----|
| 1 | Firm Product Total (Table 1) | \$ |
| 2 | Firm Delivery Total (Table 2) | \$ |
| 3 | Firm Installation Total (Table 3) | \$ |
| 4 | Hardware Total as per article 1.5 of Annex A-1 of SA | \$ |
| 5 | Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) | \$ |

* Applicable taxes extra.

Table 9 – Bidder’s Authorized Representative

| | | |
|----|---|------------|
| 1. | Bidder’s Authorized Representative for the Bid and the Contract | |
| | Name: | Telephone: |
| | | E-Mail: |
| | | Other: |

ANNEX B FLOOR PLAN(S)

INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
 - Supplier part numbers including NSA products forming part of this category;
 - brief product descriptions;
 - quantities;
 - firm unit prices.

***** Products from categories other than Category 1a shown on floor plan are for information purposes only*****

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

***At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

Category 1a Requirement:

1) Floor Plan(s)

See attached pdf floor plan

2) Panel Details

- a. All required panel heights: *Base Height, Work Surface Privacy Add-on Height, Seated Privacy Add-on Height*;
- b. When power is required, the power is located *below* work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: *Base feed and Power Pole*.

3) Panel Matrix and Workstation Layout

See attached Panel Matrix and Workstation Layout

b. Workstation Layout(s)

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.



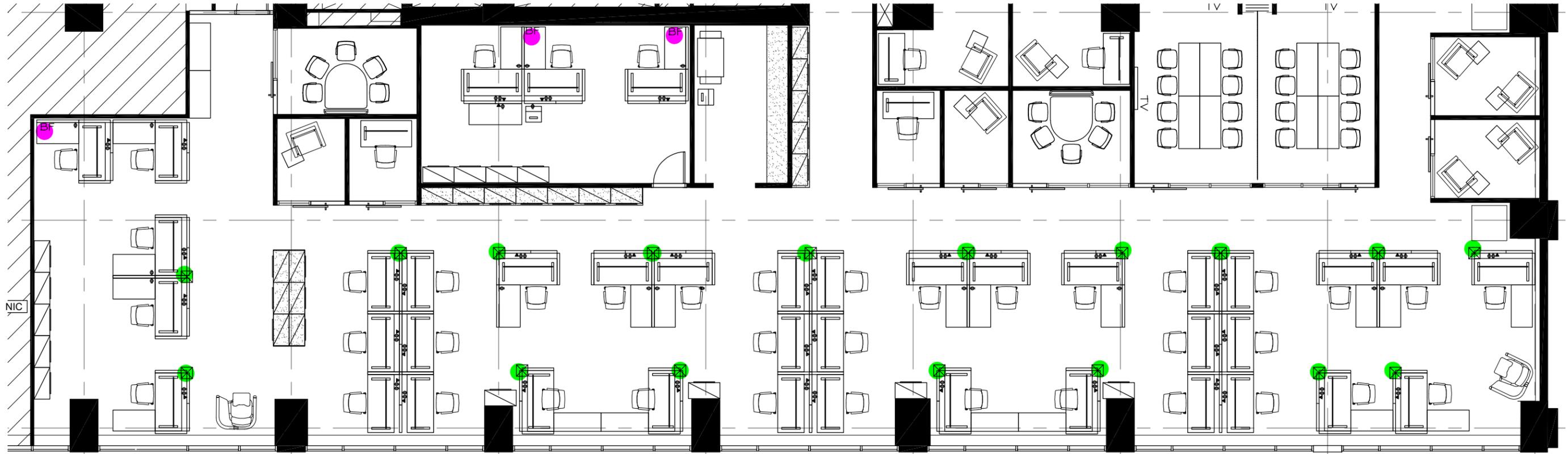
A WORKSTATION PLAN

SCALE: N.T.S.

| ITEM | QTY. | CATEGORY IA PRODUCTS |
|------|------|--|
| 1 | 7 | 36" w Base Height Panel, non-powered, fabric (Panel Matrix A) |
| 2 | 52 | 36" w Seated Privacy Height Panel, non-powered, all fabric, (Panel Matrix C) |
| 3 | 6 | 30" w Seated Privacy Height Panel, non-powered, all fabric, (Panel Matrix C) |
| 4 | 22 | 30" w Seated Privacy Height Panel, Power below worksurface, (single sided), all fabric, (Panel Matrix D) |

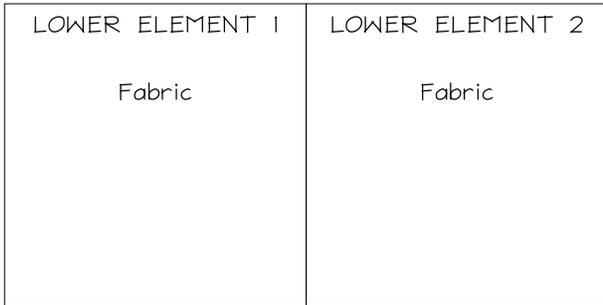
| ITEM | QTY. | CATEGORY IA PRODUCTS |
|------|------|--|
| 5 | 33 | 36" w Seated Privacy Height Panel, Power below worksurface, (single sided), all fabric, (Panel Matrix D) |
| 6 | 5 | 48" w Seated Privacy Height Panel, Power below worksurface, (single sided), all fabric, (Panel Matrix D) |
| 7 | 3 | 36" w Seated Privacy Height Panel, Power below worksurface, (double sided), all fabric, (Panel Matrix E) |
| 8 | 5 | 48" w Seated Privacy Height Panel, Power below worksurface, (double sided), all fabric, (Panel Matrix E) |

| ITEM | QTY. | CATEGORY IB PRODUCTS |
|------|------|---|
| 1 | 15 | 48" w x 24" d worksurface, panel mounted, rectangular |
| 2 | 4 | 54" w x 24" d worksurface w/ gables/legs, rectangular (to be moveable) |
| 3 | 4 | 48" w x 24" d worksurface, w/ gables/legs, rectangular (to be moveable) |



A WORKSTATION PLAN - BASE FEED AND POWER POLE LOCATIONS

SCALE: N.T.S.



SIDE 1

SIDE 2

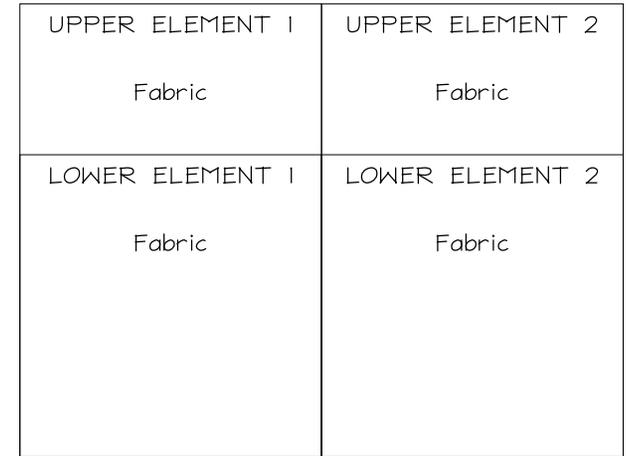
A PANEL MATRIX A

SCALE: N.T.S.

RESERVED

B PANEL MATRIX B

SCALE: N.T.S.

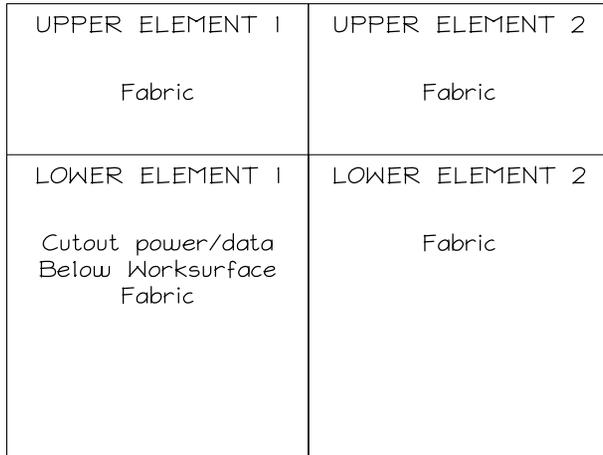


SIDE 1

SIDE 2

C PANEL MATRIX C

SCALE: N.T.S.

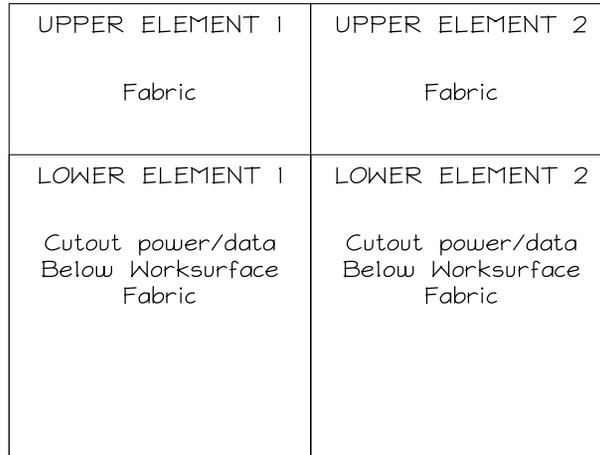


SIDE 1

SIDE 2

D PANEL MATRIX D

SCALE: 1/2" = 1'-0"

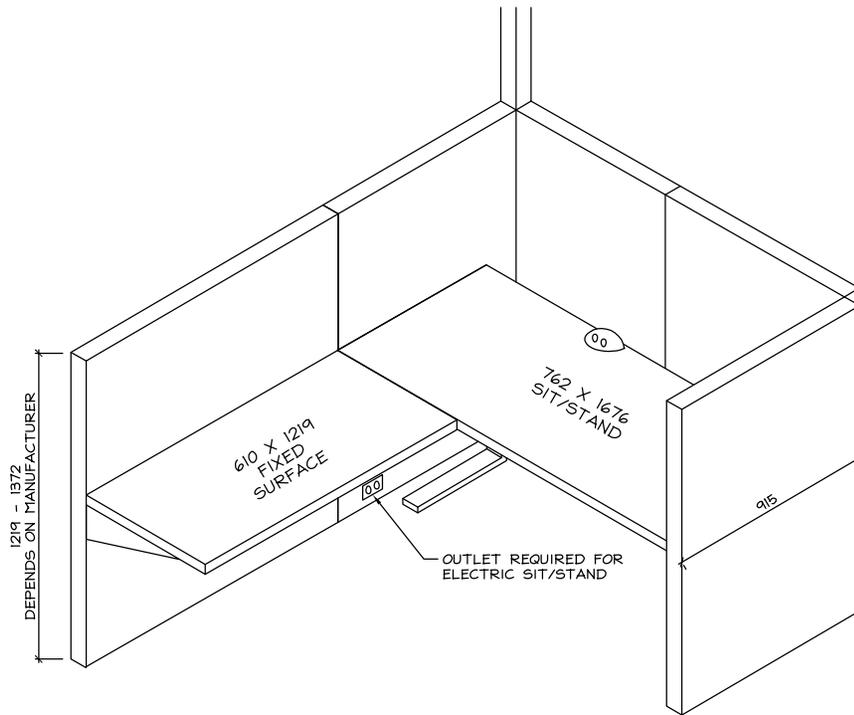


SIDE 1

SIDE 2

E PANEL MATRIX E

SCALE: 1/2" = 1'-0"



A TYPICAL L-SHAPED WORKSTATION - ALL FABRIC - CLIENT PICK SCALE: N.T.S.

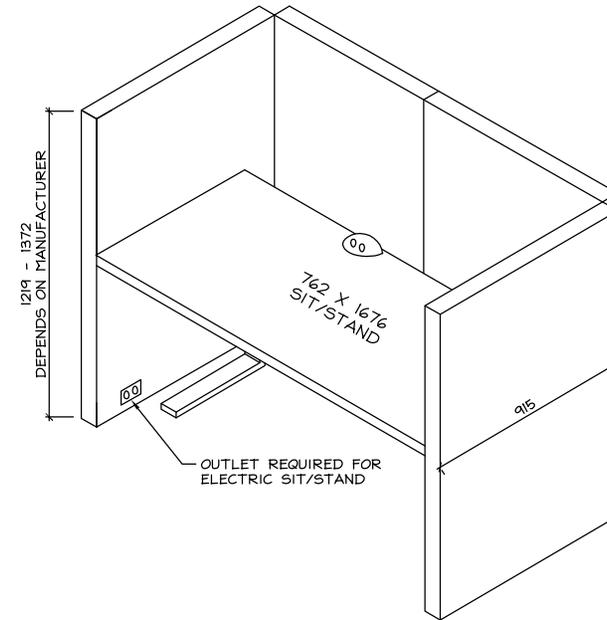
CHOSEN FEATURES:

STANDARD FABRIC

POWER IN PANEL TO BE BELOW SURFACE
WORKSTATION TO RECEIVE 3 DUPLEX, 1 DATA

ACCESSORIES CHOSEN

- KEYBOARD TRAY (10% OF WORK POINTS)
- DESK MOUNTED MONITOR ARM SINGLE (5% OF WORK POINTS)
- DESK MOUNTED MONITOR ARM DUAL (MOST)
- POWER MODULE ATTACHED TO SIT/STAND DESK W/ 4 OUTLETS, DATA, USB.



B TYPICAL FREE-ADDRESS WORKSTATION - ALL FABRIC - CLIENT PICK SCALE: N.T.S.

CHOSEN FEATURES:

STANDARD FABRIC

POWER IN PANEL TO BE BELOW SURFACE
WORKSTATION TO RECEIVE 2 DUPLEX, 1 DATA

ACCESSORIES CHOSEN

- KEYBOARD TRAY (10% OF WORK POINTS)
- DESK MOUNTED MONITOR ARM SINGLE (5% OF WORK POINTS)
- DESK MOUNTED MONITOR ARM DUAL (MOST)
- POWER MODULE ATTACHED TO SIT/STAND DESK W/ 4 OUTLETS, DATA, USB.

****NOTE**** THIS IS FOR A TYPICAL WORKSTATION. IT DOES NOT REFLECT ALTERNATE ORIENTATION, SURFACE SIZE, PANEL HEIGHT, ETC, AS THERE ARE A ONLY FEW INSTANCES OF VARIATION.

****NOTE**** WORKSTATION PANELS ALONG WINDOWS WILL BE A MAXIMUM OF 915mm HIGH

****NOTE**** "BENCHING" WORKSTATION WILL REFLECT THE SAME PANEL TYPES AND ABOVE OR BELOW WORKSURFACE POWER.

WOLSKI

DESIGN GROUP LTD LICENSED INTERIOR DESIGN

100, 10130 - 105 Street, Edmonton, Alberta T5J 1C9
p 780.423.1811 f 780.425.1988
www.wolskidesign.com

TYPICAL WORKSTATION - CHOSEN BY SSC

SHARED SERVICES CANADA

6TH FL, CANADA PLACE, 9700 JASPER AVE
EDMONTON, ALBERTA
2018-09-07