



## 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> Office Furniture	
<b>Solicitation No. - N° de l'invitation</b> ET025-192721/B	<b>Date</b> 2019-01-31
<b>Client Reference No. - N° de référence du client</b> PWGSC-ET025-192721	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-006-10771	
<b>File No. - N° de dossier</b> WPG-8-41194 (006)	<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 2019-03-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<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> Graham, Danielle	<b>Buyer Id - Id de l'acheteur</b> wpg006
<b>Telephone No. - N° de téléphone</b> (204) 292-2872 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 100-167 LOMBARD AVE WINNIPEG Manitoba R3B0T6 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>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>4</b>
4.1 EVALUATION PROCEDURES .....	4
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 .....	5
<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 .....	7
6.7 INVOICING INSTRUCTIONS .....	8
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	8
6.9 APPLICABLE LAWS.....	8
6.10 PRIORITY OF DOCUMENTS .....	8
6.11 SACC <i>MANUAL</i> CLAUSES .....	9
<b>ANNEX A .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
REQUIREMENT.....	10
<b>ANNEX B .....</b>	<b>19</b>
BASIS OF PAYMENT.....	19

## **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 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).

### **1.4 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 [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/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 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 May 13, 2019.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Danielle Graham  
A/Procurement Specialist  
Public Works and Government Services Canada Acquisitions Branch  
100 - 167 Lombard Avenue Winnipeg, MB. R3B 0T6  
204-292-2872  
[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	
Email	

## 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. SCOPE OF WORK**

- 1.1 Public Works and Government Services Canada (PWGSC) operating as Public Services and Procurement (PSPC) has a requirement for the supply, delivery and installation of height adjustable tables for the Public Services and Procurement Canada (PSPS) located at 269 Main Street, Winnipeg, Manitoba.

#### **2. GENERAL REQUIREMENTS**

- 2.1. All products must be new.
- 2.2. Provide necessary hardware attachments for a complete installation.
- 2.3. Edge banding to be free of de-lamination, bubbles and adhesive or processing residues.
- 2.4. Line drawings provided are to establish design intent and are intended for reference purposes only.

#### **3. REFERENCES**

- 3.1. American Association of Textile Chemists and Colorists (AATCC)
  - 3.1.1. AATCC Evaluation Procedure (EP) 1, Gray Scale for Color Change.
- 3.2. American National Standards Institute (ANSI)
  - 3.2.1. ANSI A208.1-2009, Particleboard.
- 3.3. American National Standards Institute (ANSI)/Business and International Furniture Manufacturers Association (BIFMA) International
  - 3.3.1. ANSI/BIFMA X5.5-2014, Desk Products.
  - 3.3.2. ANSI/BIFMA e3-2011e, Furniture Sustainability Standard.
- 3.4. American National Standards Institute (ANSI)/National Electrical Manufacturers Association (ANSI/NEMA)
  - 3.4.1. ANSI/NEMA LD3-2005, High-Pressure Decorative Laminates.
- 3.5. ASTM International
  - 3.5.1. ASTM D3359-09e1, Standard Test Methods for Measuring Adhesion by Tape Test.
  - 3.5.2. ASTM D3363-05 (2011) e2, Standard Test Method for Film Hardness by Pencil Test.
  - 3.5.3. ASTM D4060-10, Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser.
- 3.6. Canadian General Standards Board (CGSB)
  - 3.6.1. CAN/CGSB-44.227-2017, Free-Standing Office Desk Products and Components.
- 3.7. Canadian Standards Association (CSA)
  - 3.7.1. CSA C22.2 No. 68-09 (R2014), Motor-Operated Appliances (Household and Commercial), including updates.
  - 3.7.2. CSA C22.2 No.203-M91 (R2014), Modular Wiring Systems for Office Furniture.

- 3.8.** Health Canada/Workplace Hazardous Materials Information System (WHMIS)
  - 3.8.1.** Material Safety Data Sheets (MSDS).

- 3.9.** Scientific Certification Systems (SCS)
  - 3.9.1.** SCS-EC10.2-2007, Indoor Air Quality Performance.

#### **4. INSTALLATION**

##### **4.1. FURNITURE INSTALLATION**

- 4.1.1.** Locate all furniture items where indicated on drawings.
- 4.1.2.** Assemble and install all materials in accordance with manufacturers' written instructions.
- 4.1.3.** Lubricate operating hardware as recommended by hardware manufacturer. Adjust glides so that tables are leveled.
- 4.1.4.** Once installation is complete, verify complete operation of electrical components.

##### **4.2. INSTALLATION OF ELECTRICAL ACCESSORIES**

- 4.2.1.** Establish exact position of accessories before installation.
- 4.2.2.** Install and firmly attach accessories as per manufacturer's written instructions.
- 4.2.3.** Verify power operation of all service fixtures.

#### **5. COLOURS AND FINISHES**

- 5.1.** Full standard range of finishes must be provided at no additional cost.
- 5.2.** Finishes will be selected after contract award.

#### **6. WARRANTY**

- 6.1.** Warranty – maintain 5 years on movable and electrical components, 10 years on steel components.

#### **7. EXECUTION**

##### **7.1. Site Location**

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

##### **7.2. Delivery**

- 7.2.1.** 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.

##### **7.3. Installation**

- 7.3.1.** Install in accordance with manufacturer's written instructions using trained personnel at the site location, during normal business hours, defined as Monday to

N° de l'invitation - Solicitation No.  
ET025-192721/A  
N° de réf. du client - Client Ref. No.

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

Id de l'acheteur - Buyer ID  
wpg006  
N° CCC / CCC No./ N° VME - FMS

Friday 8:00 am to 4:00 pm.

## COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders are requested to indicate *how* they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

Compliance Matrix – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS				
1.	CERTIFICATIONS	MEETS	DOES NOT MEET	State specification or cross-reference with supporting documentation
1.1.	CAN/CGSB-044.227			
1.2.	ANSI/BIFMA X5.5			
1.3.	ANSI/BIFMA e3 Furniture Sustainability Standard, Minimum Level 1 or SCS-EC10.2 Indoor Advantage Gold or Greenguard Gold.			
1.4.	Electrical systems and components: CAN/CSA C22.2 No. 203.			

2.	SIT/STAND RANGE HEIGHT ADJUSTABLE WORK SURFACES DIMENSIONS	MEETS	DOES NOT MEET	State specification or cross-reference with supporting documentation
2.1.	Sit/Stand Range Height Adjustable Work Surfaces 610 mm (24") deep +/- 25.4mm (1") x 1065 mm (42") long +/- 25.4mm (1")			
2.2.	Sit/Stand Range Height Adjustable Work Surfaces 760 mm (30") deep +/- 25.4mm (1") x 1065 mm (42") long +/- 25.4mm (1")			
2.3.	Sit/Stand Range Height Adjustable Work Surfaces 610 mm (24") deep +/- 25.4mm (1") x 1219 mm (48") long +/- 25.4mm (1")			
2.4.	Sit/Stand Range Height Adjustable Work Surfaces 610 mm (24") deep +/- 25.4mm (1") x 1375 mm (54") long +/- 25.4mm (1")			
2.5.	Sit/Stand Range Height Adjustable Work Surfaces 762 mm (30") deep +/- 25.4mm (1") x 1372 mm (54") long +/- 25.4mm (1")			
2.6.	Electric sit/stand work surfaces 760 mm (30") deep +/- 25.4mm (1") x 1675 mm (66") long +/- 25.4mm (1")			
2.7.	Primary Surface-Electric sit/stand work surfaces 760 mm (30") deep +/- 25.4mm (1") x 1828 mm (72") long +/- 25.4mm (1")			
2.8.	Primary Surface-Electric sit/stand work surfaces 760 mm (30") deep +/- 25.4mm (1") x 1524 mm (60") long +/- 25.4 mm (1")			
3.	SIT/STAND RANGE HEIGHT ADJUSTABLE WORK SURFACES SPECIFICATIONS	MEETS	DOES NOT MEET	State specification or cross-reference with supporting documentation
3.1.	Electric height adjustable with continuous height adjustment range from 559 mm (22") +/- 50mm (2") to 1219 mm (48") +/- 50mm (2"). With a minimum of 610 mm (24") adjustability.			
3.2.	Table load capacity to be minimum 250 lbs.			
3.3.	Actual sizes to be undersized by at least 25.4 mm (1") in depth and 50.8 mm (2") to accommodate cables and screens.			
3.4.	Minimum 25.4 mm (1") thick to a maximum of 38.1 mm (1.5") thick finished height with high-pressure laminates, 3 mm thick flat polyolefin blend (or equal) edge trim and flat edge profile (minimum requirement PVC).			

3.5.	Particleboard substrate to ANSI A208.1-2009 grade M2 or greater.			
3.6.	<b>High-pressure laminate:</b>			
3.7.	- Impact Resistance – no cracking when tested to ANSI/NEMA LD3, with the following exceptions:			
3.8.	<ul style="list-style-type: none"> <li>Ball drop height: 762 mm (30").</li> </ul>			
3.9.	<ul style="list-style-type: none"> <li>Test substrate: material to be used for the manufacturer's work surfaces.</li> </ul>			
3.10.	<ul style="list-style-type: none"> <li>Trim and edging that may project onto the surface are exempt from these requirements.</li> </ul>			
3.11.	Performance Requirements for Finishes - Abrasion Resistance: The loss of finish, when tested to ASTM D4060 using a CS-10 wheel with a 1000 g load, maximum 0.02 g at 500 cycles.			
4.	<b>TABLE BASES</b>	<b>MEETS</b>	<b>DOES NOT MEET</b>	<b>State specification or cross-reference with supporting documentation</b>
4.1.	Steel with cross bracing as required to assure strength and stability throughout the entire range of motion. Finish bases with durable scratch resistant, heat cured powder coat paint. Cross bracing must not interfere with installation and operation of mounting hardware including keyboard/mouse trays and clamping-type monitor arms.			
4.2.	Include glides with a minimum of 12 mm (½") height adjustment.			
4.3.	<b>Metal components:</b>			
4.4.	<ul style="list-style-type: none"> <li>Finish Hardness: to ASTM D3363 scratch hardness method, minimum H.</li> </ul>			
4.5.	<ul style="list-style-type: none"> <li>Abrasion Resistance: loss of finish, to ASTM D4060 using CS-10 wheel with 1000 g load, maximum 0.04 g at 500 cycles.</li> </ul>			
4.6.	<ul style="list-style-type: none"> <li>Colour Stability: finish, after exposure, when tested to NEMA LD 3, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC Evaluation Procedure (EP) 1.</li> </ul>			
4.7.	<ul style="list-style-type: none"> <li>Paint Adhesion: Minimum 4B, when tested in accordance with ASTM D3359, Method B.</li> </ul>			
4.8.	Lift mechanism for height adjustability: electrically powered and to CSA C22.2 No. 68 standards.			



4.9.	Pre-drill table surfaces to accept installation of mounting hardware and attachments to complete assembly of table and base.			
4.10.	Install hardware with metal-to-metal connection.			
4.11.	Colour of exposed finished edge must match the colour of table top finish.			
4.12.	Table to have vertical wire management and power cord, minimum 2743 mm (108") long.			
4.13.	Table to have programmable actuator to set user required heights (minimum of 3 heights) and can be mounted on left or right side of table.			
4.14.	Operation of table to be at maximum 65 dB during movement.			
<b>5.</b>	<b>DESKTOP POWER MODULES</b>	<b>MEETS</b>	<b>DOES NOT MEET</b>	<b>State specification or cross-reference with supporting documentation</b>
5.1.	Power module must be rectangular and can be installed onto tabletop (clamp-mounted).			
5.2.	Module to have 2 Power / 2 USB charger / 1 Open data complete ports.			
5.3.	Length of cord: minimum 3048 mm (120") +/- 25.4mm (1").			
<b>6.</b>	<b>WORK SURFACE PRIVACY SCREENS</b>	<b>MEETS</b>	<b>DOES NOT MEET</b>	<b>State specification or cross-reference with supporting documentation</b>
6.1.	Work surface privacy screens must be attached to the work surfaces.			
6.2.	Attachment hardware must not damage work surfaces when removed.			
6.3.	Hardware to secure a screen, to the work surface does not need to be concealed, but must coexist with the work surface supports.			
6.4.	Width of privacy screen must correspond to work surface widths.			

N° de l'invitation - Solicitation No.  
ET025-192721/A  
N° de réf. du client - Client Ref. No.

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

Id de l'acheteur - Buyer ID  
wpg006  
N° CCC / CCC No./ N° VME - FMS

6.5.	The overall height of a privacy screen measuring from the floor to the top of the screen must not exceed 1372mm (54 in.) when table is in neutral position of 29" above finished floor.			
6.6.	Privacy screen finishes to be tackable fabric and must be in two grades above minimum.			

## **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 May 13 2019, the best delivery date that can be offered is \_\_\_\_\_ (calendar days) from award of a contract and receipt of finishes.

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

**Table 1**

#	Description of Product	Qty	Supplier Part Number	Firm Unit Price (CAD only) \$	Extended Total [Qty x Price] (CAD only) \$
1	Sit/Stand Range Height Adjustable Work Surfaces 610 mm (24") x 1065 mm (42") long	55		\$	\$
2	Sit/Stand Range Height Adjustable Work Surfaces 760 mm (30") deep x 1065 mm (42") long	6		\$	\$
3	Sit/Stand Range Height Adjustable Work Surfaces 610mm (24") deep x 1219mm (48") long	3		\$	\$
4	Sit/Stand Range Height Adjustable Work Surfaces 610 mm (24") deep x 1375 mm (54") long	18		\$	\$
5	Sit/Stand Range Height Adjustable Work Surfaces 762mm (30") deep x 1372mm (54") long	8		\$	\$
6	Electric sit/stand work surfaces 760 mm (30") deep x 1675 mm (66") long	21		\$	\$
7	Primary Surface-Electric sit/stand work surfaces 760 mm (30") deep x 1828 mm (72") long	86		\$	\$

8	Primary Surface-Electric sit/stand work surfaces 760 mm (30") deep x 1524 mm (60") long	1		\$	\$
9	Power Modules	Per Floor Plan		\$	\$
10	Privacy Screens Panel Work surface Mounted 24" x 54"	4		\$	\$
11	Privacy Screens Panel Work surface Mounted 24" x 60"	32		\$	\$
12	Product Subtotal:				\$
13	Delivery :				\$
14	Installation :				\$
15	<b>(A) Subtotal:</b>				\$
16	<b>Taxes (as applicable):</b> <i>Note that Canada is PST exempt</i>				\$
17	<b>Extended Total:</b>				\$

## Table 2 – Optional Storage

Intent: In the event of delays to the delivery date.

**This is not mandatory to provide and will not be evaluated.**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described below under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

	Optional Storage	Estimated duration	Firm unit Price \$
1	Daily storage	One day (6 calendar days or less)	/ day
2	Weekly storage	One week (7 calendar days)	/ week
3	Monthly storage	One month (31 calendar days)	/ month

*Storage is not mandatory to provide and will not be evaluated.*