



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Freestanding Lockers	
Solicitation No. - N° de l'invitation EQ754-192753/A	Date 2019-02-06
Client Reference No. - N° de référence du client EQ754-192753	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-7731	
File No. - N° de dossier TOR-8-41175 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (905) 615-2028 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: GC Workplace 655 Bay Street, 7th Floor Toronto Ontario M5G 2K4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2, Part 6 - 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

1.4 Epost Connect Service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) 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.
- (b) 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.
- (c) The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:
Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:
Delete: sixty (60) days
Insert: ninety (90) days

2.2 Submission of Bids

- (a) 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 Unit – Acquisitions Ontario Region

33 City Centre Drive, Suite 480C

Mississauga, Ontario, L5B 2N5

TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca (*Bids/Offers 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*)

To submit a bid using epost Connect service, the Bidder must send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

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

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

- (b) 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

- (a) 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

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- (b) 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:
- (i) Section I: Technical Bid (3 hard copies)
 - (ii) Section II: Financial Bid (1 hard copy)
 - (iii) Section III: Certifications and Additional Information (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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.

- (c) 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.

3.2 Section I: Technical Bid

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

3.3 Section II: Financial Bid

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.
- (b) **Electronic Payment of Invoices – Bid**
- (i) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.
 - (ii) If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
 - (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.
- (c) **Exchange Rate Fluctuation**
SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

3.4 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.

4.2 Technical Evaluation – Mandatory Technical Criteria

The Bidder must provide documentation and demonstrate in the bid that they meet each and every criteria. Failure to provide supporting documentation may result in the bid being deemed non-compliant.

#	Mandatory Technical Criteria
M1	<p>The Bidder must submit a catalogue cut sheet for both the locker(s) and surround millwork that includes, as a minimum, information that the proposed product meets the specifications identified in Annex A, Article 4 and the dimensions identified in Appendix 1 to Annex A. The catalogue cut sheet must also include supplier name and part numbers and brief product descriptions.</p> <p>If the required documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
M2	<p>If the Bidder is not the manufacturer of the proposed products, the Bidder must:</p> <ol style="list-style-type: none">1. Be an authorized dealer of the manufacturer(s) for the products being proposed; and2. Submit a letter of authorization from each manufacturer whose products are being proposed. <p>If the Professional designation, accreditations or certification documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
M3	<p>For each letter that is submitted under M2, the letter must:</p> <ol style="list-style-type: none">1. Be on the letterhead of the manufacturer;2. Contain the signature of a representative of the manufacturer;3. List the name, series and model number of the products being proposed; and4. Have confirmation from the manufacturer that the Bidder is an authorized dealer for the products listed in the letter. <p>If the above information has not been provided at bid closing, PWGSC will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
M4	<p>The Bidder must submit a drawing of the floor plan and elevations of the proposed product that includes a layout of their proposed product including dimensions.</p> <p>If the required documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p>

If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.

4.3 Financial Evaluation

(a) Mandatory Financial Criteria

- (i) The Bidder must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment, in Canadian funds.
- (ii) The price used in the evaluation will be the Total Evaluated Price which is the aggregated total of the Firm Requirement (all applicable taxes extra) from Annex B – Basis of Payment.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB Contractor's facility, Canadian customs duties and excise taxes included.

4.4 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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. 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.

(a) **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 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 within the time frame provided will render the bid non-responsive.

(a) **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.

(b) **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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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 Requirement

There is no security requirement applicable to this Contract.

6.2 Requirement

The Department of Public Works and Government Services Canada has a requirement for the supply, delivery and installation of freestanding lockers with demountable millwork surround in accordance with Annex A – Requirement and its Appendices.

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>) issued by Public Works and Government Services Canada.

(a) General Conditions

2010A (2018-06-21), General Conditions – Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

(a) Period of the Contract

The period of the Contract is from date of Contract award to June 28, 2019, inclusive.

(b) Delivery Date

All deliverables must be received on or before the week of May 20, 2019.

6.5 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Ontario Region
Address: 33 City Centre Drive, Suite 480C
Mississauga ON L5B 2N5
Telephone: 905-615-2028
Facsimile: 905-615-2060
E-mail address: shannon.brewster@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.

(b) Project Authority (to be provided at Contract Award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Project Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract 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 Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative** (to be filled out by Bidder)

Name: _____
Title: _____
Organization: _____
Procurement Business Number: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Payment

(a) **Basis of Payment – Firm Unit Prices**

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 \$ _____. (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

(b) **Limitation of Price**

SACC Manual clause C6000C (2011-05-16), Limitation of Price

(c) **Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work performed has been accepted by Canada.

(d) **Electronic Payment of Invoices**

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

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

6.7 Invoicing Instructions

- (a) 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.
- (b) Invoices must be distributed as follows:

- (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

(a) 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 _____. *(insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*.

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) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the general conditions 2010A (2018-06-21), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement;
 - (i) Appendix 1 to Annex A – Floor Plans and Drawings
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated _____. *(insert at time of contract award)*

6.11 SACC Manual Clauses

A9039C (2008-05-12) Salvage
A9068C (2010-01-11) Government Site Regulations
B7500C (2006-06-16) Excess Goods
G1005C (2016-01-28) Insurance – No Specific Requirement

ANNEX A

REQUIREMENT

1. REQUIREMENT

The Department of Public Works and Government Services Canada (PWGSC) is creating a new Government of Canada Workplace co-working office site at 655 Bay Street, in downtown Toronto. As a result PWGSC has a requirement for the supply, delivery, assemble and installation of freestanding lockers with a millwork surround, that can be assembled and dissembled to suite the clients changing needs. The space is new and will not be occupied at the time of install.

2. SCOPE

The Contractor must supply, delivery and install 56 fully functional freestanding lockers with demountable millwork surround in accordance with the specifications of Annex A and its appendices. There are 4 types of locker clusters which are as follows:

Locker cluster A - 4 ganged lockers and there are 6 clusters in total

Locker cluster B -16 ganged lockers and there is 1 cluster in total.

Locker cluster C - 8 ganged lockers and there is 1 cluster in total.

Locker cluster D - 8 ganged lockers and there is 1 cluster in total.

The intention of the millwork surround is that it can be disassembled and reassembled if the locker locations are changed. The contractor is responsible for supplying all necessary accessories including but not limited to, anchoring hardware and other hardware support. A floor plan will be supplied detailing the installation environment at contract award and all products must be new.

3. GENERAL REQUIREMENTS

- 3.1 General Quality of Workmanship:** The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability, and safety. Metal or wood edges, corners and parts with which the user is intended to come in contact, must have rounded corners or be covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warpage
- 3.2 Welds:** All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 3.3 Safety:** Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 3.4 Warranty:** Manufacturer limited warranty on both the lockers and millwork surround to be included. A copy is to be provided at contract award along with a list of the provisions.

4. PRODUCT SPECIFICATION

4.1 Description

- 4.1.1 Each freestanding locker unit must be ganged together with two internal compartments; one valet compartment and one shelf compartment. The shelf compartment must have one fixed and one adjustable shelf and one boot tray. The valet compartment must have two coat hooks mounted at the top of the compartment. Each locker unit must have a digital keyless lock and handle, and be hinged on the right side of the locker. A master key and code (if applicable) must be supplied for all lockers.
- 4.1.2 Back to back lockers must be ganged as per drawing in Appendix 1 to Annex A, and covered with a 76mm (3 inch) millwork surround on the top and both sides. The millwork surround must be easily assembled and dissembled.
- 4.1.3 The locker units that are not back to back must be ganged and covered with a 76mm (3 inch)

millwork surround on the top and both sides as well as a 16mm (5/8 inch) finished backing. The millwork surround must be easily assembled and disassembled.

4.2 Dimensions

- 4.2.1 Each locker units exterior dimensions must be 457mm (18 inch) wide \pm 12mm ($\frac{1}{2}$ inch) x 476 mm (18 3/4 inch) deep \pm 12mm ($\frac{1}{2}$ inch) x 1308 mm (51 $\frac{1}{2}$ inch) high \pm 12mm ($\frac{1}{2}$ inch). The 76mm (3 inch) millwork surround is calculated after the lockers are ganged together (see drawing detail in Appendix 1 to Annex A).
- 4.2.2 The shelf compartment must be approximately 276 mm (10 7/8 inch) wide \pm 12mm ($\frac{1}{2}$ inch) and have one fixed shelf 152mm (6 inch) \pm 12mm ($\frac{1}{2}$ inch) below the top and one adjustable shelf, adjustable at 5mm (2 inch) increments, and one rubber boot tray to fit on the bottom of the shelf compartment.
- 4.2.3 The valet compartment must be 139mm (5 $\frac{1}{2}$ inch) \pm 12mm ($\frac{1}{2}$ inch) wide and have two coat hooks mounted at the top of the compartment.
- 4.2.4 The millwork surround must be 76mm (3 inch) and cover the tops and sides of the lockers. The single sided lockers must have a 16mm (5/8 inch) finished backing. See drawing (Appendix 1 to Annex A) for locker surround millwork measurements. The overall measurements of the vertical and horizontal millwork panels are \pm 25mm (1 inch).

4.3 Finishes and Details

- 4.3.1 The tops and doors on each locker unit must be:
 - high pressure or low-pressure laminate (At least grade B finish selections); and
 - with the option of self-edge laminate trim.
- 4.3.2 The interior components and shelves for each locker unit must be made of metal. The interior and shelves must match case colour.
- 4.3.3 Each locker units must have adjustable glides that provide a 38mm (1 $\frac{1}{2}$ inch) adjustment range. Lockers must gang to one another with ganging clips or fasteners and be levelled before the millwork surround is installed.
- 4.3.4 The boot tray must be part of a series custom made to fit the supplier's locker and made of rubber.
- 4.4.5 Each locker units must have a digital keyless lock and come with a master key for all lockers.
- 4.4.6 Each locker units must have a pull. More than one pull option must be given at time of finish selection.
- 4.4.7 The millwork surround must have 76mm (3inch) horizontal and vertical components, be made of wood composite frame and skins and be coated with high pressure or low pressure laminate surface. Components must be shipped unassembled.
- 4.4.8 Each vertical component must:
 - house a concealed adjustable glide sleeve to level the product. Glides are to provide a 38mm (1 $\frac{1}{2}$ inch) adjustment range. Adjustable glide sleeve to have a metallic finish where visible on the bottom;
 - have hidden machined openings in the inside surface(s) to attach to the horizontals and must attach to the horizontal with a 3mm (1/8 inch) thick steel corner brace that is hidden behind edge trim; and
 - have removable edge trim cover with anodized aluminum inlay.
- 4.4.9 Each horizontal component must be supported by the locker run and must:
 - house hidden threaded steel dowels that attach to machined openings in the inside surface(s) of the verticals;
 - have single locker runs 558mm (22 inch) wide \pm 12mm ($\frac{1}{2}$ inch) with a 16mm (5/8 inch)

wood composite backer with laminate finished surface that fits seamlessly into the verticals and horizontals;

- have back to back locker runs 050 mm (42 inch) wide \pm 12mm (½ inch);
- have a steel reinforcing beam; and
- have removable edge trim cover with anodized aluminum inlay.

5. DELIVERY AND INSTALLATION SCHEDULE

Item	Description	Due Date
1	Contractor to send selection of all finishes for lockers and millwork surround, including laminates and metals.	Within two (2) working days after contract award
2	Supply and delivery of products outlined in Appendix 1 to Annex A and in accordance with Annex A.	Week of May 20 th , 2019
3	Installation of 56 fully functional freestanding lockers and millwork surround.	Five (5) to seven (7) working days after delivery of product
4	Installation completed.	By May 29 th , 2019
5	Acceptance of installation.	Three (3) business days after installation

This schedule for this project is provided for planning purposes only. Final specifications, quantities ordered and delivery dates are subject to change based on project needs.

6. INSTALLATION REQUIREMENTS

The Contractor's responsibilities, with regards to the installation include, but not limited to, the following tasks:

- a. Receive, unload, and transport all products and pieces to the staging and/or installation site;
- b. Unpack all pieces and inspect each piece for shipping damage. Report any damage immediately to the Project Authority (PA).
- c. Install all products in accordance with the manufacturer's specifications and the floor plan in Appendix 1 to Annex A.
- d. Ensure all products function properly and make minor adjustment and repairs as necessary at time of installation.
- e. Touch up all nicks and scratches that may have occurred during installation.
- f. Must clean the products 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, including all packing material debris, cartons and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor.
- h. On-site installation must be completed by a fully trained and certified installers. When requested by the PA, the Contractor must provide documentation to verify their certification.
- i. Upon completion of the installation and at the convenience of the PA, the Contractor (or authorized representative) must walk through the installation area with the PA (or authorized representative) to verify the operating condition of all products in accordance with the Deficiency Procedures.

7. POST INSTALLATION PROCEDURES

The Contractor must adhere to the following post installation procedures:

- a. Must notify the PA when the installation is completed;
- b. The PA must arrange for the inspection with the Contractor;
- c. The inspection must take place no later than three (3) business days after installation is completed.

8. DEFICIENCY PROCEDURES

The Contractor must adhere to the following deficiency procedures:

- a. The Contractor, in consultation with the PA, must prepare the deficiency list documenting all items that do not meet the performance criteria as defined in the construction documents for each installation area;
- b. The PA, in consultation with the Contractor, will review the deficiency list and identify any items missed by the Contractor. The Contractor will document any and all missed items in the deficiency list and redistribute.
- c. Within three (3) business days of receipt and approval of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
- d. For all other deficiencies, the Contractor must submit a plan of action with delivery dates or comparison dates within fourteen (14) calendar days from receipt of the deficiency list from the PA; and
- e. The Contractor must notify the PA when all deficiencies have been completed. If the PA is satisfied with the deficiency corrections, the PA must provide the Contractor a final sign-off that the deficiencies have been satisfied.

9. DELIVERY AND INSTALLATION CONSTRAINTS

- a. The PA must be contacted before delivery to arrange a date and time.
- b. All products must be delivered after hours; between 6:00 PM and 6:00 am.
- c. All products can be installed in the workspace 24 / 7. There is no restriction on installation times.
- c. Arrangements can be made for the weekend as well. No restrictions on using the loading dock if arrangements are made.
- d. There is a freight/service elevator. More information in article 10.
- e. Loading dock is available 24 / 7 upon request and can only accommodate pup trucks.
- g. Work hours: hours are defined as from 06:00 to 18:00 hours, Monday through Friday except Federal Government Statutory holidays.
- h. After work hours: hours are defined as:
 - Between 18:00 through 06:00 hours, Monday through Friday except Federal Government Statutory holidays;
 - All hours on Federal Government Statutory holidays;
 - All hours on Saturdays and/or Sundays.

10. LOADING AREA / FREIGHT ELEVATOR FACILITIES

- a. The building is serviced by a two door loading Bay areas. The loading dock operates 24/7. All deliveries too large to be carried by one person must be brought in through the loading dock facilities. Construction material, furniture deliveries and moves must be booked in advance through Property Management and are to occur outside of the normal business hours of 6:00pm and 6:00am.
- b. The loading area floor must be protected by the installation of plywood for the delivery and / or installation of any demolition bins. Any damage sustained to the loading dock or any base building construction will be at the cost of the Tenant.
- c. Maximum time limit to offload deliveries in the bay: 45 minutes per truck on a first come first serve basis.
- d. Freight elevator dimensions.
 - Door: 8.5'H x 4.3'W
 - Elevator: 9'H x 7.6'W
 - Depth: 6.7'

Solicitation No. - N° de l'invitation
EQ754-192753/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
EQ754-192753

File No. - N° du dossier
TOR-8-41175

CCC No./N° CCC - FMS No./N° VME

- Maximum Capacity: 1600kg

11. LOCATION

655 Bay Street, 7th floor
Toronto, ON
M5G 2K4

Solicitation No. - N° de l'invitation
EQ754-192753/A

Client Ref. No. - N° de réf. du client
EQ754-192753

Amd. No. - N° de la modif.

File No. - N° du dossier
TOR-8-41175

Buyer ID - Id de l'acheteur
tor024

CCC No./N° CCC - FMS No./N° VME

Appendix 1 to Annex A Floor Plan and Drawings

PDF VERSION - SEE ATTACHMENT

(AUTOCAD VERSION AVAILABLE UPON REQUEST)

ANNEX B
BASIS OF PAYMENT

The Contractor will be paid firm lot price for the supply, delivery and installation of the requirement described in Annex A – Requirement, in Canadian funds, FOB Destination. Customs duties are included and GST/HST is extra, if applicable.

FIRM REQUIREMENT:

Contract Period: Date of contract award to June 28, 2019.

Delivery of all product must be received on or before the week of May 20, 2019.

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price	Total Extended Price (A x B)
1	Supply of fully functional freestanding lockers with demountable millwork surround in accordance with Annex A and its Appendices, including warranty.	56	\$	\$
2	Delivery Charges (at a rate of ____ % of Line Item 1):			\$
3	Installation Charges(at a rate of ____ % of Line Item 1):			\$
*Total Evaluated Price (Line Items 1 + 2 + 3):				\$

*At contract award, 'Total Evaluated Price' becomes 'Total Contract Price', applicable taxes extra.

ANNEX C (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 D (to PART5 OF THE BID SOLICITATION)
ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Part 5, Article 5.2 - Certifications Precedent to Contract Award and Additional Information, (a), Integrity Provisions – Required Documentation, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

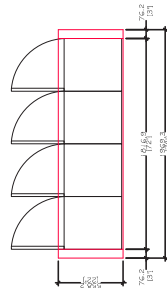
2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

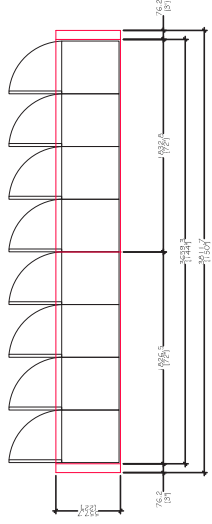
Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

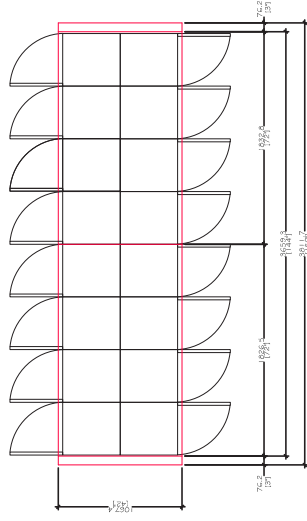




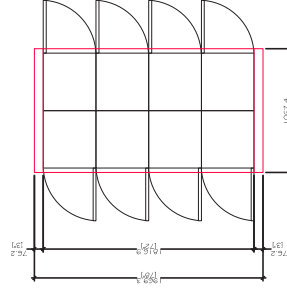
LOCKERS: PLAN A



LOCKERS: PLAN C



LOCKERS: PLAN B



LOCKERS: PLAN D



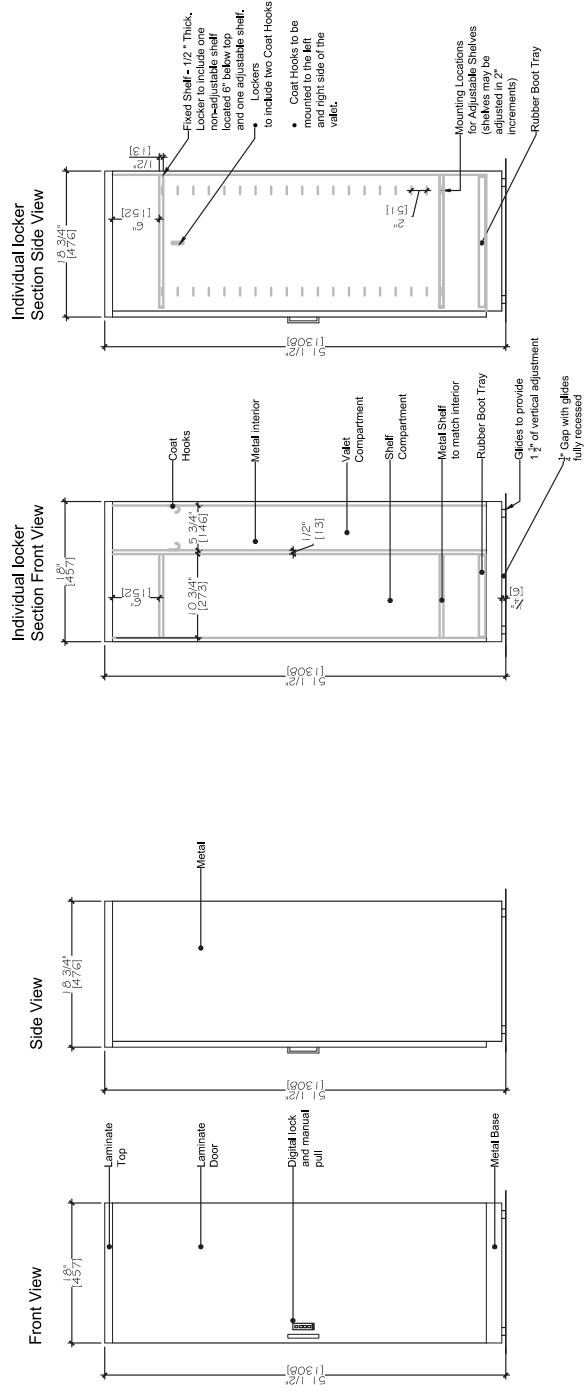
Public Works and
Government Services Canada

Trouvée publique et
Services gouvernementaux Canada

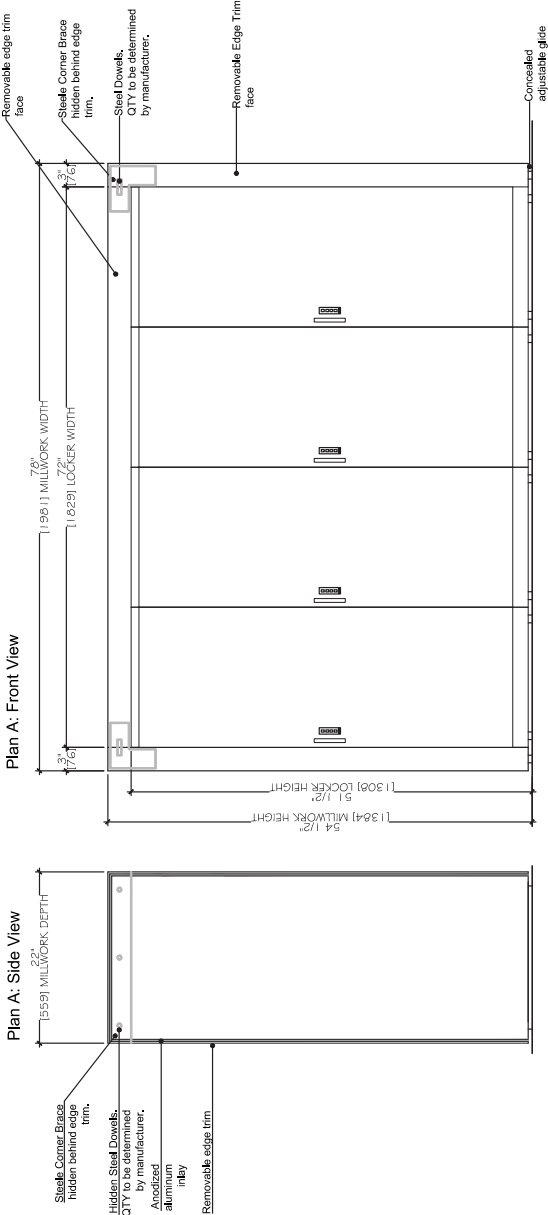
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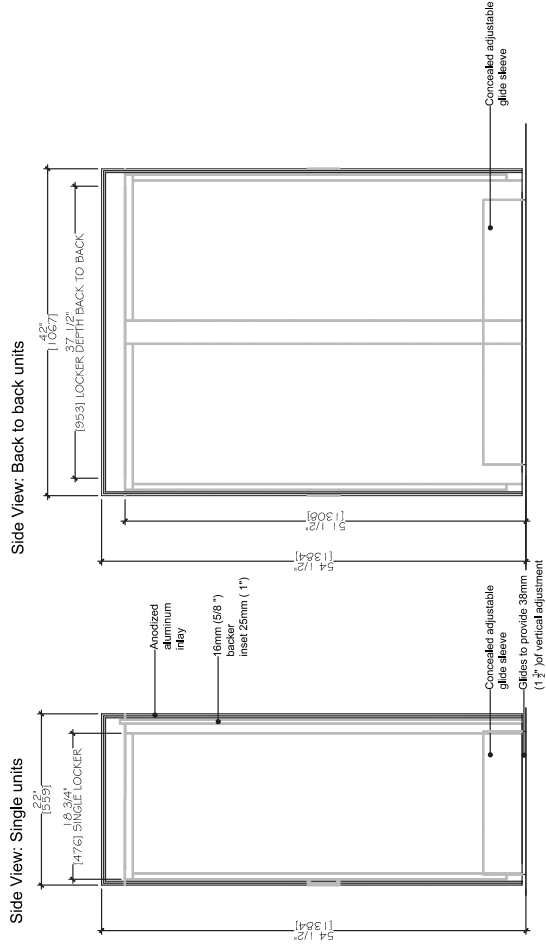
CAD FILE

TITLE: 655 Bay 7th Floor GC Workplace
PLOT SCALE: NA
LOCKER RFP: LOCKER CLUSTER CONFIGURATIONS



TITLE: 655 Bay 7th Floor GC WORKPLACE
PLOT SCALE: N/A
LOCKER RFP: D-1





TITLE: 655 Bay 7th Floor GC WORKPLACE
PLOT SCALE: N/A
LOCKER RFP: D-3