



**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**

<b>Title - Sujet</b> Storage Towers	
<b>Solicitation No. - N° de l'invitation</b> EW038-192922/A	<b>Date</b> 2019-02-18
<b>Client Reference No. - N° de référence du client</b> PWGSC-EW038-192922	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-006-10784	
<b>File No. - N° de dossier</b> WPG-8-41203 (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 2019-04-01</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 Canada Place, 10th floor 9700 Jasper Ave NW EDMONTON Alberta T5J4C1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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>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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **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

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Public Works and Government Services Canada  
Room 100, 167 Lombard Ave.  
Winnipeg Manitoba R3B 0T6  
Bid Fax: (204) 983-0338  
Epost address [ROReceptionSoumissions.WRBidReceiving@tpsqc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsqc-pwgsc.gc.ca)

### 2.3 Enquiries - Bid Solicitation

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

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

### 2.4 Applicable Laws

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

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

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## 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

- a) Provision and compliance with all of the mandatory specifications, as identified under Annex "A", Requirement.
- b) Provision of, and 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 - Mandatory Technical Criteria

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

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The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirement**

**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 September 3, 2019 inclusive.

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before June 3, 2019.

#### **6.4.5 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

#### **6.5 Authorities**

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

The Contracting Authority for the Contract is:

Danielle Graham  
Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch Western Region  
100-167 Lombard Ave, 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: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

## **6.6 Payment**

### **6.6.1 Basis of Payment**

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

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

### **6.6.2 Single Payment**

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

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

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

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

## **6.7 Invoicing Instructions**

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.

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.

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## 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

<u>G1005C</u>	2016-01-28	Insurance - No Specific Requirement
<u>A9068C</u>	2010-01-11	Government Site Regulations
<u>B7500C</u>	2006-06-16	Excess Goods

## ANNEX A

### REQUIREMENT

#### 1. GENERAL

##### 1.1. Summary

- 1.1.1. Public Works and Government Services Canada operating as Public Services and Procurement Canada require the supply, delivery and installation of prefabricated personal storage lockers (also reference as furniture).
- 1.1.2. Due to very tight area constraints and operational restrictions, the footprint of the personal storage lockers must not vary significantly as this would impact aisles and required clearances.
- 1.1.3. This specification details the technical requirements, which apply to the furniture for work spaces purchased by the federal government.
- 1.1.4. The supplier is responsible for supplying all necessary hardware for hidden ganging components to secure lockers side by side if required.

##### 1.2. Reference Standards

- 1.2.1. American National Standards Institute/Business and Institutional Furniture Manufacturer's Association (ANSI/BIFMA):
  - 1.2.1.1. ANSI/BIFMA X5.9 – Storage Units
  - 1.2.1.2. ANSI/BIFM e3-2014 – Furniture Sustainability Standards
- 1.2.2. American National Standards Institute (ANSI)/Hardwood Plywood and Veneer Association (HPVA)/National Particleboard Association (NPA):
  - 1.2.2.1. ANSI/HPVA HP-1 – American National Standard for Hardwood and Decorative Plywood.
    - 1.2.2.1.1. Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.
  - 1.2.2.2. ANSI/NPA A208.1 – Particleboard
    - 1.2.2.2.1. Grade M2 or greater when used as a substrate.
  - 1.2.2.3. ANSI/NPA A208.2 – Medium Density Fiberboard (MDF) for Interior Applications.
- 1.2.3. American National Standards Institute (ANSI)/National Electrical Manufacturers Association (NEMA)
  - 1.2.3.1. ANSI/NEMA LD 3 – High-Pressure Decorative Laminates (HPDL).
- 1.2.4. Business and Institutional Furniture Manufacturers Association (BIFMA)
  - 1.2.4.1. BIFMA G1 – Ergonomics Guidelines for Furniture Use in Office Work Spaces Designed for Computer Use.
- 1.2.5. Canadian General Standards Boards (CGSB)
  - 1.2.5.1. CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
- 1.2.6. International organization for Standardization (ISO)/International Electrotechnical Commission (IEC).

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1.2.6.1. ISO 9001 – Quality Management Systems – Requirements

1.2.7. Underwriters Laboratory Inc. (ULC):

1.2.7.1. UL 1286-2011, Section 33 Standards for Office Furnishings

1.2.8. Architectural Woodwork Institute – Architectural Woodwork Manufacture Association of Canada (AWMAC).

1.3. Warranty

1.3.1. The warranty period will be a minimum of five (5) years with the exception of user adjustability components, which will have a minimum warranty of one (1) year.

2. PRODUCTS

2.1. Workmanship

- 2.1.1. The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps.
- 2.1.2. Wood and Wood Veneer: Furniture surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, de-lamination, or water marks. Wood face veneers must be tightly joined, properly matched, and similar in grain pattern or color throughout the surface. The natural characteristics of wood and veneer are acceptable although all visible wood must be free of open knots and worm holes.
- 2.1.3. All furniture with metal components must meet the following criteria:
  - 2.1.3.1. All exposed aluminum components must be anodized, painted or otherwise treated to prevent oxidation.
  - 2.1.3.2. All welds must be structurally sound and free of cracks and surface voids. They must be clean, smooth, uniform in appearance, and free of scale, flux, trapped foreign matter, and any other inclusions that may be detrimental to the application of the primer or final finish.
  - 2.1.3.3. Metal screw assembly will not be accepted.
- 2.1.4. The finished products must be stable: uniform in quality, style, material, and workmanship; and be clean and free of defects that may affect appearance, serviceability, or safety.
- 2.1.5. All components must be level and square.
- 2.1.6. Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- 2.1.7. The factory finish must be smooth and free of snags, runs, orange peel, and overspray.
- 2.1.8. Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.

2.2. General Features

- 2.2.1. All furniture must be supplied with hardware to complete the installation.
- 2.2.2. All furniture must be equipped with corrosion-resistant leveling glides on base. The leveling glides must not exceed the width of the base and must have a vertical adjustment (length) of at least 25mm (1") with a tolerance of +/-6.35mm (+/--.25"), unless noted otherwise.

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2.2.3. Glides must be secured and not become loose or detached while in use. They must also be accessible and removable for adjustment or replacement.

2.2.4. All laminates and furniture specified with laminate components must meet the following criteria:

- 2.2.4.1. Must be high-pressure laminate and meet the performance requirements for high pressure laminate.
- 2.2.4.2. Substrate must be made of MDF (medium density fiberboard) or hardwood plywood.
- 2.2.4.3. Laminate finishes must be properly adhered onto a substrate and the under surface must have equally balanced backer.
- 2.2.4.4. For furniture with a high-pressure laminate, the color of the exposed edge finish must match the color of the high-pressure laminate finish.

2.2.5. Door must fit squarely and evenly on all sides, when closed. Resilient bumpers must be provided on all doors to minimize impact noise when closing doors. An alternate means to minimize the impact noise is acceptable.

2.3. Locking and keying:

2.3.1. When locking or lockable is specified the door within the unit must be capable of being locked.

2.4. Finish Selection

- 2.4.1. Sealed samples: Manufacturers range of finishes to be submitted, express, before contract award at the request of the Contracting Authority, and must be delivered to the Project Authority within 2 business days.
- 2.4.2. The supplier must submit duplicate samples of panel colors, and finishes.
- 2.4.3. The Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

2.5. Manuals & Data

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

3. EXECUTION

3.1. Site Location

3.1.1. The project is located on 10<sup>th</sup> floor at Canada Place, Edmonton Alberta

3.2. Delivery

3.2.1. This product will be delivered no later than June 3rd, 2019.

3.2.2. Delivery of lockers is to 10th floor of Canada Place, Edmonton Alberta.

3.2.3. Product is to be received and unloaded at the site location after 3 pm.

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3.2.4. Loading dock must be booked by supplier one week prior to delivery. Providing names of all installers and their phone numbers and name of site supervisor.

3.2.5. Delivery dock can only accommodate up to a 5 ton truck maximum.

3.2.6. Final delivery date must be confirmed with Project Authority prior to manufacture of lockers and again before delivery.

### 3.3. Installation

3.3.1. Install in accordance with manufacturer's written instructions using trained personnel at the site location, during normal business hours, defined as Monday to Friday 8:00 am to 4:00 pm as long as the noise level does not include banging or drilling.

3.3.2. Installation will include placement, testing and leveling of lockers.

3.3.3. Final installation date must be confirmed with Project Authority.

## 4. BID SUBMISSION REQUIREMENTS

### 4.1. Submittals

4.1.1. Test reports must be provided for examination upon request and be not more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.

4.1.1.1. Detailed requirements for components verification reports according to CAN/CGSB 44.227 must be provided for examination.

4.1.1.2. All tests must be completed by an accredited third-party testing facility.

4.1.1.3. Revised Test Standard(s): Reference is made to the testing standards listed within this annex and to the requirements that all product offered in have successfully passed the referenced testing standards. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).

4.1.1.4. Product Changes: When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an acceptable test facility.

4.1.2. Product data: Submit standard cut sheets, material descriptions, dimensions of individual components and finishes and technical data to be submitted with bid. All information is required for review committee to complete a technical bid review.

4.1.3. Shop drawings: Provide shop drawings that indicate elevations, partition modules, materials, components, finishes, door openings, fastening to adjacent structure, and assembly details to be submitted with bid. Shop drawings should be labeled and materials identified for the review committee to understand the workmanship and quality of the product being proposed.

### 4.2. Priority of Documents

4.2.1. In the event of discrepancy, the following priority of documents applies:

4.2.1.1.1. ANNEX A-1 Part 3 Detailed Requirements

4.2.1.1.2. ANSI/BIFMA X5.9, ANSI/BIFM e3-2014

4.2.1.1.3. CAN/CGSB-44.227

4.2.2. In the event of a discrepancy between the metric and imperial dimensions, imperial dimensions take precedent.

4.3. Bidder check list of documents for technical evaluation

Item	Page location in bid	Compliant
CAN/CGSB 44.227		
ANSI/NEMA LD3		
ANSI/BIFMA X5.9		
ANSI/BIFMA e3-2014		
Technical sheet digital lock		
Shop drawings		
Material Description		
Warranty		

**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.

<b>Compliance Matrix – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS</b>				
1.	<b>TECHNICAL REQUIREMENT</b>	<b>MEETS</b>	<b>DOES NOT MEET</b>	<b>State specification or cross-reference with supporting documentation</b>
2.	Personal Storage Lockers are a freestanding units that can be placed anywhere in the office design and relocated as required. Freestanding and easily moved/relocated. <i>Easily moved defined as: does not require disassembly to be relocated. Free standing able to be relocated without disassembling the unit and easily leveled with leveling glides.</i>			
3.	The Personal Storage Locker must include a rod to hang personal clothing and three (3) adjustable shelves for various personal accessories to be stored in the unit.			
4.	The Personal Storage Locker must include one pull out drawer which will also act as a 4th shelf.			
5.	The entire unit must have one door with an electronic key pad to secure all personal items stored in unit.			
6.	Unit must vent top and bottom of locker door. Will accept vent at top of unit. Will not accept vent at back or side.			
7.	Personal Storage locker can be high-pressure laminate body and door or combination metal body and high-pressure laminate doors. Other material combinations will <b>not</b> be considered.			
8.	<b>DIMENSIONS</b>	<b>MEETS</b>	<b>DOES NOT MEET</b>	<b>State specification or cross-reference with supporting documentation</b>
9.	Personal Storage Locker: individual size 610mm (24") - 3mm (-1/8") x 610mm (24") - 3mm (-1/8") x minimum of 1600mm (63") to max of 1829mm (72") high.			
10.	Interior compartment must have full width hat shelf above, with 228mm (9") +/-50mm (+/-2") wide by full height (less hat shelf) wardrobe c/w hanging rod to accept standard coat hangers.			

11.	Hanging rod to have the option of being mounted at two heights: primary height under the hat shelf and second height at 1219 mm (48") +/- 25mm (+/- 1") above finished floor to accommodate a user in a wheelchair. Adjustment made using non-proprietary tools and positioning rod and rod hanger into pre-drilled holes. Holes protected with plugs when not in use.			
12.	Door to have D-pull or acceptable alternative for barrier-free access, mounted at 1067 mm (42") - 25 mm (-1") above finished floor as per CSA B651-12 Accessible Design for the Built Environment.			
13.	Three (3) adjustable shelves that extend across the full width of the cabinet interior not utilized by the wardrobe compartment.			
14.	One (1) pull out drawer 150mm (6") deep x depth and width mounted 762 mm to 914 mm (30" to 36") above finished floor. Drawer to act as a 4th shelf.			
15.	Venting included in top and bottom of locker door at a minimum of 12mm (1/2") high by 457mm (18") long. Venting at top of cabinet must have a guard to prevent foreign objects from being dropped into the cabinet.			
16.	Single continuous lockable door must be hinged either left or right.			
17.	Name plate must be 100mm x 150mm +/-12mm (min 4" x 6" +/-1/2"). Mounted to door front. Materials to be frosted acrylic with vinyl numbering or combination of frosted and clear acrylic name plate with vinyl letter. Vinyl lettering to be 75mm high +/-6mm (+/-1/4"). Lettering to be available in various colors. Client will provide numbering system upon award.			
18.	<b>MATERIALS</b>	<b>MEETS</b>	<b>DOES NOT</b>	<b>State specification or cross-reference with supporting documentation</b>
19.	Storage locker top, bottom, door and sides must be high pressure laminate or combination welded metal painted body and high-pressure laminate door. Other material combinations will not be accepted.			
20.	Interior shelves and divider can be low pressure laminate.			

21.	Pull out drawer front to be high pressure laminate, sides and bottom can be low pressure laminate. Combinations high-pressure laminate drawer front and metal sides and bottom will be accepted. Pull out drawer hardware to be metal drawer glides and "D" pull mounted to front of drawer.			
22.	<b>KEYLESS LOCKS</b>	<b>MEETS</b>	<b>DOES NOT MEET</b>	<b>State specification or cross-reference with supporting documentation</b>
23.	Digital locks – minimum 5 digits code programming.			
24.	Constant locking device allowing the mechanism to remain locked in open position (door locks automatically when closed).			
25.	Provide four (4) master keys or fobs for manager-security programming and override (bypass) function.			
26.	Dual functionality, shared or assigned individual use.			
27.	Tamper resistant metal housing.			
28.	Powered by long life batteries. Batteries to be replaceable by administrator, with readily available (non-proprietary) batteries. Provide batteries for initial use during installation.			
29.	Low battery sound or light indicator.			
30.	Provide four (4) tools or key for accessing the battery compartment or changing port when battery fails while in the locked position.			

## 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 June 3 2019, the best delivery date that can be offered is \_\_\_\_\_ (estimated 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 – Firm Prices

#	Description of Product	Qty (A)	Supplier Part Number	Firm Unit Price (CAD only) (B)	Extended Total [A x B] (CAD only)
1	Personal Storage Locker – hinged on left side	143		\$	\$
2	Personal Storage Locker – hinged on right side	194		\$	\$
<b>Product Subtotal:</b>					\$
<b>Delivery :</b>					\$
<b>Installation :</b>					\$
<b>Subtotal:</b>					\$
<b>Taxes (as applicable):</b>					\$
<b>Extended Total:</b>					\$

**Table 2 – Optional Storage**

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

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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.

	<b>Optional Storage</b>	<b>Estimated duration</b>	<b>Firm unit Price</b> \$
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.*

Solicitation No. - N° de l'invitation  
EW038-192922/A  
Client Ref. No. - N° de réf. du client

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

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

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## **ANNEX C**

### **DRAWINGS**

