



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

**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> Achat rangements mobiles - voûtes	
<b>Solicitation No. - N° de l'invitation</b> EF245-193429/A	<b>Date</b> 2019-05-14
<b>Client Reference No. - N° de référence du client</b> EF245-193429	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-160-15333	
<b>File No. - N° de dossier</b> MTA-9-42008 (160)	<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 2019-06-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<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> Asquino, Carolina	<b>Buyer Id - Id de l'acheteur</b> mta160
<b>Telephone No. - N° de téléphone</b> (514) 348-4129 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE OUEST MONTREAL Québec H5A 1L6 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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Delivery Required - Livraison exigée</b>	<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 (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 Security Requirements**

There is no security requirement applicable to this request.

### **1.2 Requirement**

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

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.5 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

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:

subsection 2. is deleted entirely and replaced with the following:

#### 2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
  - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:  
  
N/A
  - ii. **PWGSC regional offices:** The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

- b. To submit a bid using epost Connect service, the Bidder must either:
  - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. 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.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- 
- i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.1.1 **SACC Manual Clauses**

[B1000T](#) (2014-06-26) Condition of Material - Bid

### 2.2 **Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the regional office the email address is:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

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**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10) 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 Quebec.

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.

### **2.5 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at National Film Board 3155 chemin de la Côte de Liesse, Montréal on **Tuesday, May 28, 2019**. The site visit will begin at **10:00 AM EDT**.

Bidders are requested to communicate with the Contracting Authority no later than Monday, May 27, 2019 by 10 AM EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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## 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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

Section I: Technical Bid (3 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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**

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

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

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

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

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **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 will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

The bidder must offer products meeting all the technical specifications and components described in Annex A. Bids will be evaluated on the mandatory technical requirements of Annex C.

The bidder must clearly demonstrate how the products offered meet all the mandatory technical criteria in Annex C. The mere mention that it meets the criteria is not enough. The bidder must provide documents with sufficient detail to enable a full assessment.

Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed in the tables "Mandatory Technical Criteria" (Annex C), will be considered non-responsive.

Only proposals that meet the mandatory criteria will be subject to the evaluation of the point rated technical criteria and to the financial evaluation. Bids that do not meet these conditions will be rejected.

##### **4.1.1.2 Point Rated Technical Criteria**

If the Bidder deems that its proposed products meet the rated technical criteria of Annex D, they must clearly demonstrate how the proposed products meet each of the Point Rated Technical Criteria in Annex D. The mere mention that it meets the criteria is not enough. The bidder must provide documents with sufficient detail to enable a full assessment. No internet links will be accepted.

Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed in the "Point Rated Technical Criteria" table (Annex D), will receive a score of 0. Bids meeting the mandatory technical criteria must earn a minimum of 65 out of 100 points. Only bids with this minimum score will be submitted for financial evaluation.

#### **4.1.2 Financial Evaluation**

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

The Bidder must complete all the prices requested in Annex B (1 to 5) in order to be able to perform the complete financial evaluation. If a field is empty, the price will be considered to be 0\$.

The price of the offer will be determined as follows:  
Total price (1 to 5) from Annex B = evaluation price

#### **4.1.2.1 mandatory financial evaluation criteria**

##### **Maximum Funding**

The maximum funding available for the Contract resulting from the bid solicitation is \$860 000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection - Highest Rated Within Budget**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 65 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive.. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

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## **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/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.

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### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements:

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

Or

B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

If this is not submitted with the bid, upon Canada's request, it must be provided within 2 business days to the Contracting Authority.

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### 5.2.3.2 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of the "Requirement" at Annex "A", the plans and any of the proposed additional criteria.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

If this is not submitted with the bid, upon Canada's request, it must be provided within 2 business days to the Contracting Authority.

### 5.2.3.3 Authorized Dealer

If the bidder is not the manufacturer of the products offered but is submitting an offer offering the products of a manufacturer(s), the Bidder must:

- i. Be an authorized dealer of the manufacturer(s) for the products delivered;
- ii. Submit a letter of authorization from each manufacturer whose products are being offered

The letter must:

- i. Be signed by the manufacturer and be under the letterhead of the manufacturer;
- ii. List the products' name/series offered; and
- iii. Confirm that the Bidder is in fact an authorized dealer for the products specified in the letter.

If the letter is not submitted with the bid, upon Canada's request, it must be provided within 2 business days to the Contracting Authority.

Any documentation included in the bid and/or sent to the Contracting Authority cannot be modified once submitted.

## 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 a new mobile shelving system in accordance with the Requirement at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 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.

At Subsection 09 - Warranty, of 2010A (2018-06-21) is amended as follow:

**DELETE:** The warranty period will be twelve months.

**INSERT:** The warranty period will be five (5) years parts and labour.

Section 9 entitled Warranty of general conditions 2010A (2018-06-21) is amended by deleting subsection 2 in its entirety and replacing it with the following:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain as is.

#### 6.3.2 Supplemental General Conditions

[4009](#) (2013-06-27) Professional Services - 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 December 31, 2019 inclusive.

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#### 6.4.2 Delivery Date

All the deliverables must be received on or before October 18, 2019.

#### 6.4.3 Delivery Points

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

Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP) 4725 Cousens Street, St. Laurent, Montreal, Qc H4S 1X5, Incoterms 2010 for shipments from a commercial contractor.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Carolina Asquino  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Address: Place Bonaventure, 800 De La Gauchetière Street West, Room 7300  
Montréal (Québec) H5A 1L6  
Telephone: (514) 348-4129  
E-mail address: [carolina.asquino@tpsgc-pwgsc.gc.ca](mailto:carolina.asquino@tpsgc-pwgsc.gc.ca)

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

##### 6.5.2 Project Authority (will be completed upon the award of the contract)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

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 firm unit prices & firm lot prices, as specified in Annex B for a cost of \$ \_\_\_\_\_ insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

The contract will be awarded in Canadian currency. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

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

### 6.6.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### 6.6.3 Single Payment

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

### 6.6.4 SACC Manual Clauses

SACC Manual clause [C2000C](#) (2007-11-30) Taxes - Foreign-based Contractor

SACC Manual clause [C2605C](#) (2008-05-12) Canadian Customs Duties and Sales Tax - Foreign-based Contractor

SACC Manual clause [C3015C](#) (2017-08-17) Exchange rate fluctuation adjustment

### 6.6.5 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).

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded by email (*electronic format*) to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 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 \_\_\_\_\_.

### 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 Supplemental General Conditions [4009](#) (2013-06-27) Professional Services - Medium Complexity;
- (c) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_.

### 6.11 SACC Manual Clauses

[A9068C](#) (2010-01-11) Government Site Regulations  
[B1501C](#) (2018-06-21) Electrical equipment  
[B7500C](#) (2006-06-16) Excess Good  
[B9028C](#) (2007-05-25) Access to Facilities and Equipment  
[G1005C](#) (2016-01-28) Insurance

## ANNEX "A"

### REQUIREMENT

#### 1. SCOPE

The National Film Board of Canada (the « NFB ») is looking for a new mobile shelving system to maximize storage space in its three (3) new conservation rooms (Film, Magnetic, and Danger), as well as the services of a Contractor to install the new shelving system.

The objective is to maximize the space that can be used to store audio-visual elements at 4725 Cousens Street, St. Laurent, H4S 1X5. The Contractor must supply and deliver all the material, equipment, tools, as well as the required manpower to complete the project.

#### 2. CONTEXT

In view of the move of the laboratory and vaults, we must maximize storage space to store our collection.

The building is raised on a slab and hosts one single floor (see CAD plan and attached PDF).

The building slab can support **450 pounds/sqft**.

There will be three conservation rooms (vaults), that will necessitate new mobile storage: the Film room (**4079 sqft**), the Magnetic room (**1335 sqft**) and the salle Danger room (**366 sqft**) (for material showing signs of deterioration).

The height of the ceilings of each of these three rooms is of 22 feet.

Note: the building is LEED certified, and all interventions must take this certification into account so it won't interfere with the LEED certification.

#### 3. CODES AND STANDARDS

##### Publications and applicable standards

3.1 Mobile shelving – Fire Protection Guideline PWSGC (August 2016).

3.2 Most updated version of the National Building Code of Canada.

3.3 Other publications or standards can be applicable, on a case by case basis for future contracts.

##### Certifications

The manufacturer of the MHDS system must be **ISO 9000** certified or have a quality management plan in place. The plan must at the minimum demonstrate that a program has been implemented in the manufacturing plant, in order to verify product compliance during the process and must cover the following stages:

- a. **Purchase:** ensure that all the material purchased is compliant with specification requirements;
- b. **Inspection of raw material:** ensure the inspection and identification of the raw material;

- c. **Inspection of manufacturing, production and assembling:** at a minimum, indicate the last inspections required for each step;
- d. **Final inspection:** underline that all the work carried out is submitted to a final inspection;
- e. **Execution quality:** how the execution of the work is maintained at a quality level, while complying with technical specifications; and
- f. **Inspection report:** ensure that the inspection reports carried out comply with the required specifications.

#### 4. DESCRIPTION AND SCOPE OF WORK

The main goal is to maximize the storage in the space where all our audio-visual elements will be stored easily, using the minimum surface necessary. Therefore, a maximum surface must be left clear of storage elements, while covering the storage needs of our audio-visual elements.

##### Description of elements (see attached photos):

**Jumbo Boxes:** they range from 15 to 18 inches in diameter x 2 inches thick, weight of 15 pounds each  
**Regular Boxes 35mm:** 12 inches in diameter x 2 inches thick, weight of 4 pounds each  
**Regular Boxes 16mm:** 12 inches in diameter x 1 inch thick, weight of 2 pounds each  
**Square Boxes:** 12 inches x 12 inches x ½ inch thick, weight of 1 pound each  
**Cardboard Boxes:** 13 inches x 16 ½ inches x 10 ½ inches high, average weight of 12 pounds each  
**Cassette Cases:** 6 ½ inches x 10 ½ inches x 1 ¼ inch thick, weight of ½ pound each

Must consider the maximum elements that can be stacked (See attached constraints and photos).

All the shelves must have a surface that can be used entirely, depending on the elements described above, therefore, without obstruction: the boxes should not stick out of the shelves, front of elements should be free of posts or any other obstructions (see attached photos).

##### Listed below are the number of elements that will need to be stored in each vault, supported by the storage system:

##### Film Vault 4079 sqft:

##### Elements to store:

Quantity	Element Type	Constraint
2,410	Jumbo boxes	Flat stack Maximum 5 per stack
27,314	Regular boxes 35mm	Flat stack Maximum 6 per stack
58,154	Regular boxes 16mm	Flat stack Maximum 11 per stack

**Magnetic Vault 1335 sqft.**

Elements to store:

Quantity	Element Type	Constraint
6,700	Jumbo boxes	Flat stack Maximum 5 per stack
2,100	Regular boxes 35mm	Flat stack Maximum 6 per stack
2,900	Regular boxes 16mm	Flat stack Maximum 11 per stack
8,000	Square boxes	Place upright NOT flat

**Danger Vault 366 sqft.**

Elements to store :

Quantity	Element Type	Constraint
6,086	Regular boxes 35mm	Flat stack Maximum 6 per stack
3,546	Regular boxes 16mm	Flat stack Maximum 11 per stack

**Elements that can be stored either in the Film Vault or the Magnetic Vault (depending of optimization needs):**

Quantity	Element Type	Constraint
70,000	Cassette cases	Can be placed flat or upright
1,000	Cardboard boxes	Stackable, Maximum of 2 per stack

**4.1 Mandate**

**4.1.1** Supply a new and complete mechanical-assist mobile storage system, based on the elements that will be placed in it, according to the requirements described in article 4. The system must consider the space available as per attached room plan, as well as all the articles defined in this Appendix.

The new storage system must respect the following characteristics:

**4.1.1.1** Unused (new) storage system.

**4.1.1.2** Rails.

- 4.1.1.3 Raised floor.
- 4.1.1.4 Mechanical-assist mobile storage system (non-electric) and fixed shelving if necessary.
- 4.1.1.5 Shelves of a MAXIMUM of 24 inches *deep (see photo)*, use of complete surface (without any obstruction to store material), in enough quantity for our needs.
- 4.1.1.6 Shelves of 12 inches MINIMUM in *length (see photo)*, use of complete surface (without any obstruction to store material), in enough quantity for our needs.
- 4.1.1.7 Steel finishing panels at the visible ends of the rows.
- 4.1.1.8 Minimum height of 12 feet and maximum height of 16 feet.
- 4.1.1.9 Minimum space of 44 inches required to freely move about between the aisles and of 60 inches in the areas giving access to the aisles.
- 4.1.1.10 The structure of the furnishings must allow storing elements according to our needs.
- 4.1.1.11 Space of 12 inches required between the walls and the mobile storage system for optimal air circulation.
- 4.1.1.12 Fixed clearance of 24 inches between the top shelves and the fire sprinkler heads.
- 4.1.1.13 Complete the finishing of the raised floor, to allow a smooth transition between the base floor and the raised floor.

4.1.2 The work area must be kept clean and in good order. All waste and debris must be cleared as often as possible.

Apparent and semi-apparent surface areas of the storage system must be cleaned prior to the final inspection.

The Contractor is responsible for all damages caused in the construction zone and in the assembling areas during the duration of the contract. These zones include hallways, the loading area, and interior access points to the workplace. The repair or replacement of damaged walls, carpets, ceiling tiles, etc, will be coordinated by PWSGC and the manager or owner of the building, to ensure finishes are matched.

The Contractor is responsible for any additional clean-up needed after work is completed.

When the set-up is completed, the Contractor must undertake a brief evaluation of the premises, with the Project Manager, to ensure all products are in good working order.

## 5. PROCEDURES PERTAINING TO NON-COMPLIANT WORK

The Supplier is responsible for informing the Project Manager that the installation is completed. The Project Manager is responsible to organize the first quick inspection with the Supplier. The quick inspection must take place within three business days following the completion of the installation.

The Project Manager must make a list, with the assistance of the Supplier, of non-compliant work, describing each problem in each sector and send a copy of said list to the Supplier.

Within three business days following the reception of said list, the Supplier must correct the less significant non-compliant work and make all the necessary adjustments that don't deserve new parts.

With regards to non-compliant work, other than the work mentioned above, the Supplier must produce an action plan, including delivery dates, or task completion dates, within 14 calendar days, following the reception of the non-compliant work list, sent by the Project Manager.

## 6. WORKPLACE

The project realization will take place at 4725 Cousens Street, St. Laurent, H4S 1X5.

The three conservation rooms (vaults) are located on the first floor, as well as the loading dock.

Single vault doors width: 36 inches

Double doors width: 72 inches

Loading dock specifications: see attached CAD plan and PDF

The set-up/installation of the mobile storing system will take place in a construction zone. Therefore, all employees must obtain necessary authorisations and certifications to access the construction site.

The work will be undertaken during daytime, between 7 a.m. and 5 p.m., which hours can be modified according to construction site requirements.

## 7. TIMELINE

The work installation will begin as of August 12, 2019.

The work must be completed by October 18, 2019 at the latest.

SPC must approve the timeline before start of work.

The Contractor must respect the timeline approved by the technical authority.

Any change to the timeline must be submitted and approved by the technical authority prior to the change.

## 8. MEETINGS

A planning meeting must take place one week after the award of the contract. During the meeting, the Contractor must propose an initial project plan and timeline.

SPC must approve the timeline before the start of the work.

The Supplier will have 10 calendar days following the meeting to submit the project plans to SPC and SPC will have 10 calendar days to approve them.

SPC will organize meetings during the project, along with the Contractor's Project Manager.

## 9. TRAVEL

The Contractor is responsible for all travel related expenses for his team members during the duration of the project.

## 10. MINIMAL PERFORMANCE REQUIREMENTS

### 10.1 Seismic Performance

The mechanical-assist mobile storing system must be able to resist to seismic movement, as determined by the latest version of the National Building Code of Canada.

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## 10.2 Performance of fire protection

The mechanical-assist mobile storing system must comply with the Fire Protection Guideline for Mobile Shelving of PWSGC (August 2016).

Fire Protection Guideline for Mobile Shelving of PWSGC (August 2016) is regarded only as a general guideline and not as a regulation. The conception and the installation of a mechanical-assist mobile storing system would need a structural analysis and the approval of a registered professional structural engineer.

### 10.2.1 Fire Protection Guideline for Mobile Shelving (August 2016)

#### 1. General

##### 1.1 Scope

This guideline describes the fire protection requirements for mobile shelving when used for records storage in Government of Canada facilities under the custodianship of Public Services & Procurement Canada. (See Appendix).

##### 1.2 Application

This guideline applies to new and existing mobile shelving with a maximum height of 2.5 m. (See Appendix)

##### 1.3 Definitions

**Administrative Official** with respect to the storage and handling of records means that official designated by the tenant department or agency responsible for the records.

**Mobile Shelving Carriage** means one or more sets of shelves fastened together to form a single movable section. (See Figure)

**Mobile Shelving Unit** means a group of mobile shelving carriages connected by tracks, rails or other similar means. (See Figure)

**Mobile Shelving System** means a system of records storage (also known as compact shelving, track files, compaction files, high density file storage or movable files) in which sections or rows of shelves are manually or electrically moved on tracks to provide access aisles. Mobile shelving is usually a type of open-shelf file equipment. (See Appendix)

**Fire Park Mode** means a setting that automatically operates the motor drives on all shelving carriages to create the required clearance between the mobile shelving carriages upon the activation of the fire alarm system in the fire compartment containing the mobile shelving system. Records shall be considered as falling into one of the following classifications for the purposes of determining the storage requirements, and their classifications shall be determined by the Administrative Official of the department (See Appendix).

1. Useful records are records which can be replaced or reproduced without undue inconvenience or expense to operations
2. Important records are records which can only be replaced or reproduced at considerable inconvenience or expense to operations, and
3. Vital records are records whose replacement would involve a critical delay to operations.

#### 2. General Requirements for Sprinklered and Unsprinklered Buildings

**2.1** Mobile shelving units shall be separated from each other by utilizing vertical longitudinal steel fire-stops such that each mobile shelving unit is not more than 25 m<sup>2</sup> in size (See Appendix).

**2.2** Each mobile shelving carriage shall be provided with vertical transverse steel fire-stops that are not more than 1.2 m apart.

**2.3** Steel fire-stops in 2.1 and 2.2 shall be solid steel with a minimum thickness of 18 gauge.

**2.4** If the building is equipped with a fire alarm system, smoke detectors connected to the fire alarm system shall be provided above the mobile shelving system.

**2.5** Seismic restraints, if necessary, shall be provided for mobile shelving systems and installed to prevent over-turning and excessive horizontal movement by the expected movement induced by the building during an earthquake. (See Appendix)

### **3. Mobile Shelving located in Unsprinklered Buildings**

**3.1** Where the record storage is located in an unsprinklered building, mobile shelving system shall:

1. be located in a fire separation having a fire-resistance rating of at least  $\frac{3}{4}$  h, and the aggregate size or area of the mobile shelving system does not exceed 25 m<sup>2</sup>, or
2. have an aggregate size or area of the mobile shelving system not exceed 4 m<sup>2</sup> within an open office area or in a floor.

**3.2** Outside ends and top of mobile shelving units shall be constructed of solid steel with a minimum thickness of 18 gauge.

**4.1** The sprinkler occupancy classification or the design discharge density for the protection of the mobile shelving system shall be extended to

1. the entire fire compartment, or
2. at least 4.6 m beyond the area associated with the mobile shelving system.

**4.2** Except as permitted in 4.3, a minimum of 460 mm clearance shall be maintained between the sprinkler deflectors and the top of the mobile shelving, and between the smoke detectors and the top of the mobile shelving.

**4.3** If security measures are required to prevent unauthorized access through the 100 mm clearance between mobile shelving carriages, a metal screen or lath may be provided to cover the top of space. Each opening of the metal screen or lath shall be at least 6.4 mm in the least dimension and the amount of openings of the metal screen or lath shall constitute a minimum of 70% of the area of the material.

**4.4** If security screen is utilized at or near the top of the mobile shelving units, a minimum of 610 mm clearance shall be maintained between the sprinkler deflectors and the top of the mobile shelving

**4.5** Mobile shelving units containing useful or important records (See Appendix) shall

1. be protected by a sprinkler system hydraulically designed as a Light Hazard Occupancy classification system, and
2. have a maximum area of not more than 70 m<sup>2</sup>

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i. on one floor or in a 1 h fire compartment, or ii. separated from other units with a clear aisle of at least 1 100 mm in width.

#### 4.6 Mobile shelving units containing vital records

1. shall be protected by a sprinkler system hydraulically designed with a design discharge density of 12.3 mm/min. over an area of sprinkler operation of 139.5 m<sup>2</sup>, and
2. shall be provided with
  - i. a fixed clearance of not less than 100 mm between the mobile shelving carriages, or ii. a motorized fire park mode system to provide the minimum clearance of 100 mm between mobile shelving carriages.
3. may be provided with vertical longitudinal fire-stops in each mobile shelving carriage to further prevent the spread of fire.

#### Appendix

**A-1.1** The requirements in this guideline are based solely on the fire loading of paper records; they do not address the overall fire protection design requirements for archival records centres. These requirements do not address other factors such as the significance of records, or the storage of other combustible materials on such shelving; the protection requirements of these records may be prescribed in other fire protection standards. Small amount of other incidental materials, up to a maximum of 5% in volume and distributed sparingly, such as vinyl covered binders and books or other similar materials are acceptable to be stored in mobile shelving without affecting the effectiveness of the sprinkler system.

It is necessary that the structural adequacy and proper drainage of the floor and the building be evaluated before the design and installation of a mobile shelving system.

**A-1.2** It is important that the Administrative Office and/or the Departmental Fire Protection Coordinators (DFPC) be involved in determining the classifications of records and the application of the level of protection provided in this guideline. A risk analysis should be carried out and judgment should be exercised to determine the extent of the application of these requirements.

**A-1.3** Mobile shelving systems can be divided into manually (manual and mechanical) and electrically (electrical and computerized) operated carriages and may consist of one or more mobile shelving units moved on tracks, rails or other similar means.  
For motorized mobile shelving systems utilizing fire park mode, the activation of a detector or a sprinkler within the compartment containing the mobile shelving system should activate the fire park mode.

**A-2.1 et 3.1.1** The 25 m<sup>2</sup> in size is measured from the outside edge of a vertical longitudinal solid steel fire-stop perpendicular to the adjacent longitudinal fire-stop (i.e. distance between longitudinal fire-stops) multiply by the length of the longitudinal fire-stop, excluding the aisle in the mobile shelving unit.

**A-2.5** Seismic restraint is usually applied at or near the top of the mobile shelving systems to prevent over-turning, and at or near the base of the units to prevent excessive horizontal movement.

**A-3.2** Stationary end carriages of a mobile shelving unit bounded on the outside by continuous metal panels will form effective fire stops.

**A-4** Where practicable, quick-response sprinklers are recommended in a sprinkler system protecting mobile shelving. However, quick-response sprinklers should not normally be installed in the same fire compartment with standard response sprinklers.

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For record storage centres or warehouses, a higher sprinkler design density may be required to protect the commodity and the facility. Such storage facilities are beyond the scope of this guideline.

**A-4.5** Important records may be protected by the requirements in 4.6 if deemed necessary by the Administrative Official and/or the DFPCs of the department.

**A-4.6.2** Spacers or bumpers installed to provide the required spacing should be provided at levels not to introduce tripping hazard. Note the spacing is measured between the edges of the facing shelves or the facing edges of the records stored, whichever is less.

For motorized mobile shelving systems utilizing fire park mode to maintain the minimum clearance of 100 mm between carriages, clearances less than 100 mm are permitted in the normal operating mode. However, when an aisle is locked in an open position for mobile shelving units utilizing fire park mode, the minimum aisle width required by an occupant shall not be reduced.

## ANNEX "B"

### BASIS OF PAYMENT

#### Note to bidders:

1. Must quote firm prices in Canadian dollars, DDP Delivered Duty Paid (4725 Cousens Street, St. Laurent, Montreal, Qc H4S 1X5), for all items of the table below.
2. All prices must include the Custom duties and Canadian Excise taxes, as applicable.
3. Applicable Taxes are extra and as applicable for all items.

Item	Description	Price in Canadian Dollars
1	Project Design	\$
2	Pricing for all components required for the complete solution, as described in Annex A – Requirement and your bid	\$
3	Installation charges for the complete installation of the system, as detailed in Annex A –Requirement including: All travel and living expenses. All required deliverables (documentation, certification) - Cleaning Etc.	\$
4	Transportation and Delivery Charges	\$
5	Training – After Sales Service	\$
<b>TOTAL PRICE (1 to 5)</b>		\$

#### Note:

If upon delivery and acceptance, the product is found to not meet the Specifications, the product will be returned at the supplier's expense and the Contract will be terminated.

## ANNEX "C"

### MANDATORY

#### MANDATORY TECHNICAL REQUIREMENTS

The Bidder must include with his proposal the technical datasheets of the proposed products.

A "Technical Datasheet" is a document, for instance a brochure, a technical document, a drawing or a test report. The document must give detailed information for each specification and performance requirement.

The Bidder must clearly demonstrate that the proposed products meet each mandatory technical requirement. The simple fact of stating that the product meets a requirement is not enough.

The Bidder must supply enough detailed information to allow a complete evaluation.

Any proposal that does not demonstrate clearly the compliance to each of the technical requirements listed on the table below, "Mandatory Technical Requirements", will be declared non-responsive and the proposal will be rejected.

No internet links will be accepted.

No.	Mandatory Technical Requirements
<b>A-Drawings</b>	<p>The Bidder must supply drawings of the proposed mobile storing system.</p> <p>The drawings must include all the required dimensions and elevations, the number of actual linear storing inches, as well as the total area, as per articles below:</p> <p><b>4.1.1.5</b> Shelves of a MAXIMUM of 24 inches <i>deep (see photo)</i>, use of complete surface (without any obstruction to store material), in enough quantity for our needs.</p> <p><b>4.1.1.6</b> Shelves of 12 inches MINIMUM in <i>length (see photo)</i>, use of complete surface (without any obstruction to store material), in enough quantity for our needs.</p> <p><b>4.1.1.7</b> Steel finishing panels at the visible ends of the rows.</p> <p><b>4.1.1.8</b> Minimum height of 12 feet and maximum height of 16 feet.</p> <p><b>4.1.1.9</b> Minimum space of 44 inches required to freely move about between the aisles and of 60 inches in the areas giving access to the aisles.</p> <p><b>4.1.1.11</b> Space of 12 inches required between the walls and the mobile storage system for optimal air circulation.</p> <p><b>4.1.1.12</b> Fixed clearance of 24 inches between the top shelves and the fire sprinkler heads.</p>

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-9-42008

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MTA160  
CCC No./N° CCC - FMS No./N° VME

<b>No.</b>	<b>Mandatory Technical Requirements</b>
	<b>4.1.1.13</b> Complete the finishing of the raised floor, to allow a smooth transition between the base floor and the raised floor.
<b>B-Technical Datasheets</b>	The Bidder must submit the technical datasheets related to the proposed mobile shelving system.  The technical datasheets must include the dimensions and material related to the articles below:  <b>4.1.1.2</b> Rails.  <b>4.1.1.3</b> Raised floor.  <b>4.1.1.4</b> Mechanical-assist mobile storage system (non-electric) and fixed shelving if necessary.

**ANNEX "D"**

**POINT RATED TECHNICAL CRITERIA**

Criteria	Description	Points			Results
Free surface	A maximum of surface must be left free of equipment, except for the passageway zones. Definition of free surface: a zone where there is the option of installing more shelving	0-449 sqft free = 0 point 450-600 sqft free = 10 points 600-700 sqft free = 20 points 701-849 sqft free = 30 points 850-999 sqft free = 40 points + 1000 sqft free = 50 points			/50
Price	Price range lower than the maximum established budget	0-\$30,000 = 0 point 30,001-\$45,000 = 2 points 45,001-\$60,000 = 6 points 60,001-\$75,000 = 12 points 75,001-\$99,999 = 18 points \$100,000 and more = 22 points			/22
Warranty	Additional warranty to the basic warranty offered (with the same coverage)	Base warranty = 0 point 1 year additional = 2 points 2 years additional = 4 points 3 years additional = 6 points 4 years additional = 8 points 5 years additional = 10 points			/10
The proposal must include a minimum of three (3) references, when similar units/equipment have been installed in Canada	<b>Has the Respondent/Bidder respected:</b>	Reference #1: No = 0 point Yes = 2 points	Reference #2: No = 0 point Yes = 2 points	Reference #3: No = 0 point Yes = 2 points	
	a) Have the proposed delivery and installation dates been respected?				/6
	b) Are you satisfied with the final product?				/6
Mobile shelving System Shelving project of a minimum of 10 feet high	c) Has the after sales service proven efficient?				/6
<b>Must obtain a minimum score of 65 points</b>					<b>TOTAL: /100</b>

Solicitation No. - N° de l'invitation  
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## **ANNEX "E" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

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).