



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

|   |   |
|---|---|
| <b>Title - Sujet</b><br>Furniture - Non SA - 2-Tier Lockers   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>G9292-203134/A  | <b>Date</b><br>2019-08-13   |
| <b>Client Reference No. - N° de référence du client</b><br>G9292-20-3134  |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$HAL-307-10760   |   |
| <b>File No. - N° de dossier</b><br>HAL-9-83060 (307)  | <b>CCC No./N° CCC - FMS No./N° VME</b>  |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2019-09-23</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Atlantic Daylight Saving<br>Time ADT |
| <b>F.O.B. - F.A.B.</b><br><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><br>Stevenson, Jacquelyn   | <b>Buyer Id - Id de l'acheteur</b><br>hal307                                      |
| <b>Telephone No. - N° de téléphone</b><br>(902) 403-3520 ( )  | <b>FAX No. - N° de FAX</b><br>(902) 496-5016                                      |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>? 1081 Main Street, Moncton, NB, E1C 1H1         |   |

Instructions: See Herein

Instructions: Voir aux présentes

|  |  |
|--|--|
| <b>Delivery Required - Livraison exigée</b><br>See Herein  | <b>Delivery Offered - Livraison proposée</b> |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <b>Telephone No. - N° de téléphone</b><br><b>Facsimile No. - N° de télécopieur</b>   |  |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b><br><b>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 are not security requirements.

### **1.2 Statement of Requirement**

Work to be performed is detailed under **Annex A** 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 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).

## 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](#) – 2019-03-04 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: **\_120 days**

#### 2.1.1 SACC Manual Clauses

| SACC Reference ID | Parent Section | Effective Date |
|-------------------|----------------|----------------|
| C9000T            | Price          | 2010-08-16     |

### 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.

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:

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **FIVE (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 **New Brunswick**.

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. 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 – one hard copies  
Section II: Financial Bid – one hard copies  
Section III: Certifications – one hard copies

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

**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.

**Section III: Certifications**

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

**3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection -**

*SACC Manual* Clause A0069T – Basis of Selection (2007-05-25)

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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 property 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.



## 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 Statement of 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 Delivery Date

All the deliverables must be received on or before **November 7 2019**

#### 6.4.5 Delivery Points

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

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **JACQUELYN STEVENSON**  
Title: **SUPPLY SPECIALIST**  
**Public Works and Government Services Canada**  
**Acquisitions Branch - HALIFAX**  
Address: **1713 BEDFORD ROW, HALIFAX, NS B3J 3C9**

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**G9292-203134/A**  
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**G9292-203134**

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

Buyer ID - Id de l'acheteur  
**HAL307**  
CCC No./N° CCC - FMS No./N° VME

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Telephone: 902.403.3520  
Facsimile: 902.496.5016  
E-mail address: **JACQUELYN.STEVENSON@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**

The Project Authority for the Contract is: **TO BE PROVIDED AT AWARD**

Name:  
Title:  
Organization:  
Address:

Telephone:  
Facsimile:

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 – OFFEROR – PLEASE COMPLETE**

Name:  
Title:  
Organization:  
Address:

Telephone:  
Facsimile:  
EMAIL:

## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ \_\_\_\_\_. 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 Limitation of Price**

*SACC Manual* clause C6000C (2017-08-17) Limitation of Price

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.

### **6.6.3 Single Payment**

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

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

### **6.6.4 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);

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## 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.

Each invoice must be supported by:

- 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 Newfoundland and Labrador.

## 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.

- the Articles of Agreement;
- the general conditions (2010A 2018-06-21) Goods Medium Complexity
- Annex A , Statement Requirement;
- Annex B, Basis of Payment
- Annex C, Mandatory Requirement
- the Contractor's bid dated \_\_\_\_\_**

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## 6.11 SACC Manual Clauses

| SACC Reference | Section                             | Date       |
|----------------|-------------------------------------|------------|
| A9039C         | Salvage                             | 2008-05-12 |
| A9068C         | Government Site Regulations         | 2010-01-11 |
| B7500C         | Excess Goods                        | 2006-06-16 |
| G1005C         | Insurance – no specific requirement | 2016-01-28 |

## 6.12 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP) **310 Baig Boulevard, Unit 5B, Moncton, NB, E1E 1C8** Incoterms 2000 for  
shipments from a commercial contractor

## **ANNEX "A" Requirement**

The Department of Public Works and Government Services Canada (PWGSC), on behalf of Employment and Social Development Canada has a requirement for the supply, delivery, assemble and installation of 61 2-tiered locker(or 122 total lockers) for their offices located at 1081 Main Street, Moncton, NB, E1C 1H1. Colours and finishes to be determined after award of contract

### **Installation Address & Details**

- 1081 Main Street, Moncton, NB, E1C 1H1
- Loading dock can only accommodate a straight truck
- Items to be delivered to first floor so elevator will not be necessary
- Supplier will need a lift to remove goods from truck and transport through building

### **SCOPE OF WORK**

The Contractor **must** supply, deliver, assemble and install fully functional 2-tier lockers which meet the specifications outlined under this Annex. The Contractor is also responsible for supplying all necessary accessories (anchoring hardware, hardware support, etc.). All proposed products must be new.

### **GENERAL REQUIREMENTS**

All products must be new.

### **PERFORMANCE REQUIREMENTS**

The finished products must be stable, uniform in quality, style, material and workmanship and be clean and free from defects that may affect appearance, serviceability or safety.

External surfaces must be smooth and all edges must be clean and well finished. All surfaces must be free from sharp edges, burrs and any other hazards to safety.

All components must be level and square.

### **REFERENCE STANDARDS**

Canada Green Building Council (CaGBC)

LEED Canada-NC Version 1.0-2004, LEED (Leadership in Energy and Environmental Design): Green Building Rating System Reference Package For New Construction and Major Renovations (including Addendum 2007).

LEED Canada-CI Version 1.0-2007, LEED (Leadership in Energy and Environmental Design): Green Building Rating System Reference Guide For Commercial Interiors.

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Canadian General Standards Board (CGSB)

CAN/CGSB-44.40, Steel Clothing Locker.

### **ACTION AND INFORMATIONAL SUBMITTALS**

Submit submittals in accordance with Request for Bid (RFB) Document.

**Product Data:**

Provide manufacturer's printed product literature and data sheets for metal lockers and include product characteristics, performance criteria, physical size, finish and limitations.

**Shop Drawings:**

Submit drawings stamped and signed by professional engineer registered or licensed in Nova Scotia of Canada.

Indicate on drawings: type and class of locker, thicknesses of metal, fabricating and assembly methods, assembled banks of lockers, doors, hooks, detail of padlock / handle, shelves, drawers, file drawers, handles, ventilation method.

**Samples:**

Finishes to meet or exceed the following thresholds for area-weighted average surface reflectance: 45% for work surfaces, and 50% for movable partitions. Available options to be provided with bid. Note: Colour to be selected from manufactures standard finishes after contract award. *If standard colours do not meet the above reflectance requirement please indicate in bid document and include any upgrade charges.*

Submit duplicate [50 x 50] mm samples of colour and finish on actual base metal.

**Sustainable Design Submittals:**

LEED 4 Canada-NC

Annex A-2, Environmental Requirements: provide documentation supporting these requirements.

### **DELIVERY, STORAGE AND HANDLING**

Deliver, store and handle materials in accordance with Section with manufacturer's written instructions.

**Delivery and Acceptance Requirements:**

Deliver materials to site in original factory packaging, labelled with manufacturer's name and address.

**Storage and Handling Requirements:**

Store materials in indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.

Store and protect metal lockers from nicks, scratches, and blemishes.

Replace defective or damaged materials with new.

**Packaging Waste Management:**

Provide within three weeks of award a Waste Reduction Work Plans and Pre-construction Waste Audit report for approval by the departmental representative. Sample documents can be provided upon request.

Tracking of disposal / recycling of packaging & installation waste and provision of weight bills will be required.

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## Products

### MANUFACTURED UNITS

Lockers: to CAN/CGSB-44.40, Type **2-tier locker, freestanding.**

Size: 457mm x 610mm x 1829mm (18" w x 24" d x 72" h)

Assembly: welded.

Top: flat.

Finishes:

All sides of locker to be finished

Finishes to meet or exceed the following thresholds for area-weighted average surface reflectance: 45% for work surfaces, and 50% for movable partitions. Available options to be provided with bid.

Doors: single-wall construction, steel thickness No .20 MSG, door swing right hand

Door handle: recessed handle bright chromium finish for use with client supplied padlock, Master Lock® No. 1500iD Directional Padlock,  
[https://www.globalindustrial.ca/p/storage/lockers/locks/directional-padlock-1500id?infoParam.campaignId=T9F&gclid=EAlaIqObChMlw7Hyu7Sp3wIVB0SGCh2f7Ae7EAYYAIBEGJNyyvD\\_BwE](https://www.globalindustrial.ca/p/storage/lockers/locks/directional-padlock-1500id?infoParam.campaignId=T9F&gclid=EAlaIqObChMlw7Hyu7Sp3wIVB0SGCh2f7Ae7EAYYAIBEGJNyyvD_BwE)

### ACCESSORIES

Locking system: padlocks (supplied by others)

Options: to CAN/CGSB-44.40, coat hooks (2), metal chromium finish.

Boot tray

Leveling feet

### EXAMINATION

Verification of Conditions: verify conditions of substrates and surfaces to receive metal lockers previously installed under other Sections or Contracts are acceptable for product installation in accordance with manufacturer's instructions prior to metal locker installation.

Inform Departmental Representative of unacceptable conditions immediately upon discovery.

Proceed with installation only after unacceptable conditions have been remedied.

### INSTALLATION

Assemble and install lockers in accordance with manufacturer's written instructions.

Lockers are to be freestanding.

Level all lockers.

### ADJUSTING

Adjust metal lockers for correct function and operation in accordance with manufacturer's written instructions.

Lubricate moving parts to operate smoothly and fit accurately.



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## **CLEANING**

Progress Cleaning: clean in accordance with manufacturer's instructions.

Leave Work area clean at end of each day.

Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 1.3.4 above.

Waste Management: separate waste materials for recycling and / or reuse in accordance with Section 1.3.4 above.

Remove recycling containers and bins from site and dispose of materials at appropriate facility.

## **PROTECTION**

Protect installed products and components from damage during construction.

Repair damage to adjacent materials caused by metal locker installation.

## **INSTALLATION REQUIREMENTS**

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

- a. Receive and unload all product and pieces to the staging and/or installation area.
- b. Unpack all pieces and inspect product for shipping damage. Report any damage immediately to the Project Authority (PA).
- c. Install all products in accordance with the manufacturer's specifications.
- d. Ensure all products function properly and make minor adjustment and repairs as necessary at time of installation. Minor is defined as trim adjustment, levelling, height adjustment and door function testing.
- e. Touch up all nicks and scratches that may have occurred during installation.
- f. Must clean the products once installed.
- g. Remove all packing material debris, cartons and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor.
- h. On-site installation must be completed by a fully trained and certified installers. When requested by the PA, the Contractor must provide documentation to verify their certification.
- i. Upon completion, and at the request of the PA, the Contractor (or authorized representative) must walkthrough the installation area with the PA (or authorized representative) to verify the operating condition of all products in accordance with the Deficiency Procedures.

## **POST INSTALLATION PROCEDURES**

The Contractor must adhere to the following post installation procedures:

- a. Must notify the Project Authority when the installation is completed;

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

#### **DEFICIENCY PROCEDURES**

The Contractor must adhere to the following deficiency procedures:

- a. The Contractor, in consultation with the Project Authority, must prepare the deficiency list documenting all items that do not meet the performance criteria as defined in the construction documents for each installation area;
- b. The Project Authority, in consultation with the Contractor, will review the deficiency list and identify any items missed by the Contractor. The Contractor will document any and all missed items in the deficiency list and redistribute;
- c. Within three (3) business days of receipt and approval of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
- d. For all other deficiencies, the Contractor must submit a plan of action with delivery and completion dates within seven (7) calendar days from completing all minor deficiencies;
- e. The Contractor must notify the PA when all deficiencies have been completed. If the PA is satisfied with the deficiency corrections, the PA must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## Annex B - Basis of Payment

The bidder **MUST** provide a firm lot price in **Canadian dollars**, Tax excluded, FOB Destination, transportation included, Canadian customs duties and excise taxes included.

The contractor is responsible for administration costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

The responsive bid with the lowest evaluated price will be recommended for award of contract.

| A                                     | B                             |              | C    | D   | E          | F                      |
|---------------------------------------|-------------------------------|--------------|------|-----|------------|------------------------|
| Product                               | Product Descriptions          | Model Number | Unit | Qty | Unit Price | Total Price<br>(D x E) |
| 1                                     | 2 Tier Locker                 |              | EA   | 61  |            | \$                     |
| 2                                     | DELIVERY FOR ITEMS 1 TO 4     |              |      |     |            | \$                     |
| 3                                     | INSTALLATION FOR ITEMS 1 TO 4 |              |      |     |            | \$                     |
| Total Firm Lot Price (items 1 to 3) : |                               |              |      |     |            | \$                     |

Solicitation No. - N° de l'invitation  
**G9292-203134/A**  
Client Ref. No. - N° de réf. du client  
**G9292-203134**

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

Buyer ID - Id de l'acheteur  
**HAL307**  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C" 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);