

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

Shared Services Canada  
Isaac Kwan  
Isaac.kwan@canada.ca

**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**

<b>Title - Sujet</b> Furniture - Height adjustable tables, 3 legs	
<b>Solicitation No. - N° de l'invitation</b> R51176	<b>Date</b> 28/11/2019
<b>Client Reference No. - N° de référence du client</b> P2P R 51176	
<b>GETS Reference No. - N° de référence de SEAG</b>	
<b>File No. - N° de dossier</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 08/01/2020</b>	
<b>Time Zone</b> Fuseau horaire EST	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Isaac Kwan	<b>Buyer Id - Id de l'acheteur</b> CDD
<b>Telephone No. - N° de téléphone</b> (613) 462-7145	<b>FAX No. - N° de FAX</b>
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>1303 Baseline Road</b> <b>Skyline Tower 4- 5 floor</b> <b>Ottawa, Ontario</b> <b>K2C 3S3</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Shared Services Canada | Services Partagés Canada  
180 Kent Street, 13th Floor Ottawa K1G 4A8 | 180 rue  
Kent, Ottawa K1P 0B6

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

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

### **1.2 Debriefings**

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

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) 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](#) 2017-04-27 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

### **2.2 Submission of Bids**

Bids must be submitted only to Shared Services Canada (SSC) by the date, time and place 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 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 copy)  
Section II: Financial Bid (1copy)  
Section III: Certifications(1copy)

Canada requests that bidders follow the format instructions described below in the preparation of electronic copy of their bid:

- i. Bidders must submit their responses by the date and time of bid closing to the email address provided. Bidders must submit their responses as documents attached to an email. These documents can be PDF documents or other documents that can be opened with either Microsoft Word or Microsoft Excel.
- ii. Bidders may submit their responses in multiple emails, but all emails must arrive at the Email Address by the bid closing date and time. Emails received after that time will not be considered as part of the response. Bidders are requested to indicate in all emails that they are responding to this solicitation by using the solicitation No. on the cover page of this document in the Subject line of the email.
- iii. Bidders should ensure that they submit their response in multiple emails if any email, including attachments, exceeds 15 MB.
- iv. The time at which the response is received by SSC will be determined by the "Received Time" indicated in the email received by SSC at the Email Address. Bidders are strongly encouraged to use their delivery receipt and read receipt email options when sending the bid.
- v. The same day that the responses are received by email, an SSC representative should send an email acknowledging receipt of each response (and each email forming part of that response, if multiple emails are received) that was received by the bid closing date and time at SSC's Email Address. Respondents who have tried to submit a response, but have not received an email acknowledging receipt should contact the Contracting Authority so that they can determine whether or not the response arrived at the SSC Email Address.
- vi. Canada will not be responsible for any technical problems experienced by the bidder in submitting its response, including emails that fail to arrive because they exceed the maximum email size or are rejected and/or quarantined because they contain malware or other code that is being screened out by SSC's security services, unless Canada's systems are responsible for a delay in delivering the email to the SSC Email Address for Response Submission.

- vii. Canada will also not be responsible for any technical problems with opening the documents, provided they are provided either as a PDF, Microsoft Word or Microsoft Excel document. For example, if an attachment is corrupted or otherwise cannot be opened or cannot be read, it will be evaluated accordingly. Respondents will not be permitted to submit substitute documents to replace any that are corrupt or empty.

### **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 Exchange Rate Fluctuation**

[C3011T](#) 2013-11-05, Exchange Rate Fluctuation

#### **3.1.2 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**

- a) Compliance with meeting all of the mandatory specification requirements, as identified under Annex "A", Requirement.
- b) Compliance with the Basis of Payment, as identified under Annex "B".

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

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

SACC Manual Clause [A0013T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria

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

Bidders must provide the required certifications and additional information to be awarded a contract. The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

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

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

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

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

Solicitation No. - N° de l'invitation  
r51322  
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P2P R 51322

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

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

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

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

### **Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex A.

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

[2010A](#) 2016-04-04, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2020 inclusive.

#### **6.4.2 Deliverables Date**

All the deliverables must be received on or before March 6, 2020, installed by March 13, 2020

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Isaac Kwan  
Title: Procurement Officer  
Shared Services Canada  
Procurement and Vendor Relations  
180 Kent Street, 13th Floor Ottawa  
K1G 4A8

Telephone: (613) 462-7145  
E-mail address: isaac.kwan@canada.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.

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### 6.5.2 Project Authority

The Project Authority for the Contract is: **TBD**

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_

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

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

\_\_\_\_\_

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

Facsimile: \_\_\_\_\_

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

### 6.6 Payment

#### 6.6.1 Basis of Payment

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

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

#### 6.6.2 Single Payment

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

#### 6.6.3 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

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## 6.7 Invoicing Instructions

The Contractor can submit invoices electronically through the SSC P2P portal 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. In the alternative, the Contractor may seek the consent of the Contracting Authority to submit invoices using an alternative method.

For Purchase Orders, the Contractor's invoice must indicate which line item(s) and the quantity for which it is invoicing.

If the Contractor submitted an advance shipping notice, the invoice should be linked to this advance shipping notice in the SSC P2P portal. The Contractor may link more than one advance shipping notice to the invoice. The invoice must match the total quantity and price of the advance shipping notices.

## 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 Ontario.

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2010A \(2016-04-04\)](#), [General Conditions - Goods \(Medium Complexity\)](#);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated **TBD**\_\_\_\_\_.

## 6.11 SACC Manual Clauses

A9068C	(2010-01-11)	Government Site Regulations
G1005C	(2008-05-12)	Insurance - No Specific Requirement

## ANNEX A

### REQUIREMENT

#### 1. SCOPE OF WORK

1.1 Shared Services Canada (SSC) has a requirement for the supply, delivery and installation of 98 (L shape) height adjustable tables for the Shared Services Canada (SSC) located at 1303 Baseline, Ottawa, Ontario.

#### 2. GENERAL REQUIREMENTS

2.1. All products must be new.

2.2. Provide necessary hardware attachments for a complete installation.

2.3. Desking products to meet:

2.3.1. CAN/CGSB-044.227 and ANSI/BIFMA X5.5.

2.3.2. ANSI/BIFMA e3 Furniture Sustainability Standard, Minimum Level 1 or SCS-EC10.2 Indoor Advantage Gold or Greenguard Gold. Certification must be submitted with the bid package.

2.4. Electrical systems and components: To CAN/CSA C22.2 No. 203.

#### 3. REFERENCES

3.1. American Association of Textile Chemists and Colorists (AATCC)

- AATCC Evaluation Procedure (EP) 1, Gray Scale for Color Change.

3.2. American National Standards Institute (ANSI)

- ANSI A208.1-2009, Particleboard.

3.3. American National Standards Institute (ANSI)/Business and International Furniture Manufacturers Association (BIFMA) International

- ANSI/BIFMA X5.5-2014, Desk Products.
- ANSI/BIFMA e3-2011e, Furniture Sustainability Standard.

3.4. American National Standards Institute (ANSI)/National Electrical Manufacturers Association (ANSI/NEMA)

- ANSI/NEMA LD3-2005, High-Pressure Decorative Laminates.

3.5. ASTM International

- ASTM D3359-09e1, Standard Test Methods for Measuring Adhesion by Tape Test.
- ASTM D3363-05 (2011)e2, Standard Test Method for Film Hardness by Pencil Test.
- ASTM D4060-10, Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser.

3.6. Canadian General Standards Board (CGSB)

- CAN/CGSB-44.227-2008, Free-Standing Office Desk Products and Components.

3.7. Canadian Standards Association (CSA)

- CSA C22.2 No. 68-09 (R2014), Motor-Operated Appliances (Household and Commercial), including updates.

- CSA C22.2 No.203-M91 (R2014), Modular Wiring Systems for Office Furniture.

3.8. Health Canada/Workplace Hazardous Materials Information System (WHMIS)

- Material Safety Data Sheets (MSDS).

3.9. Scientific Certification Systems (SCS)

- SCS-EC10.2-2007, Indoor Air Quality Performance.

## 4. PRODUCTS

### 4.1. TABLES

4.1.1. Tables: L shape electric height adjustable with continuous height adjustment range from 584 mm (23") to 1219 mm (48"). Table load capacity to be minimum 200 lbs.

4.1.2. Table tops:

4.1.2.1. L shape surfaces, size, 1 surfaces 737 mm (29") deep x 1630 mm (64") long, and 1 surface 610 mm (24") deep x 1780 mm (70") long.

4.1.2.2. Minimum 25.4 mm (1") thick to a maximum of 38.1 mm (1.5") thick finished height with high-pressure laminate, 3 mm thick flat PVC edge trim and flat edge profile.

4.1.2.2.1. Particleboard substrate to ANSI A208.1 grade M2 or greater.

4.1.2.2.2. High-pressure laminate: Impact Resistance – no cracking when tested to ANSI/NEMA LD3, with the following exceptions:

4.1.2.2.2.1. Ball drop height: 762 mm (30").

4.1.2.2.2.2. Test substrate: material to be used for the manufacturer's work surfaces.

4.1.2.2.2.3. Trim and edging that may project onto the surface are exempt from these requirements.

4.1.2.2.3. Edge banding to be free of de-lamination, bubbles and adhesive or processing residues.

4.1.2.3. Performance Requirements for Finishes - Abrasion Resistance: The loss of finish, when tested to ASTM D4060 using a CS-10 wheel with a 1000 g load, maximum 0.02 g at 500 cycles.

4.1.3. **Table bases:**

4.1.3.1. (3 legs) Steel with cross bracing as required to assure strength and stability throughout the entire range of motion. Finish bases with durable scratch resistant, heat cured powder coat paint. Cross bracing must not interfere with installation and operation of mounting hardware including keyboard/mouse trays and clamping-type monitor arms.

4.1.3.1.1. Include glides with a minimum of 19.1 mm ( $\frac{3}{4}$ ") height adjustment.

4.1.3.1.2. Metal components:

- Finish Hardness: to ASTM D3363 scratch hardness method, minimum H.

- Abrasion Resistance: loss of finish, to ASTM D4060 using CS-10 wheel with 1000 g load, maximum 0.04 g at 500 cycles.

- Colour Stability: finish, after exposure, when tested to NEMA LD 3, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC Evaluation Procedure (EP) 1.

- Paint Adhesion: Minimum 4B, when tested in accordance with ASTM D3359, Method B.

4.1.4. Lift mechanism for height adjustability: electrically powered and to CSA C22.2 No. 68 standards.

4.1.5. Install hardware with metal-to-metal connection.

4.1.6. Table finishes to be determined after award of contract. Colour of exposed finished edge must match the colour of table top finish.

4.1.7. Table to have vertical wire management and power cord, minimum 2743 mm (108") long.

4.1.8. Table to have programmable actuator to set user required heights (minimum of 3 heights) and can be mounted on left or right side of table.

4.1.9. Operation of table to be at maximum 65 dB during movement.

## 5. INSTALLATION

### 5.1. FURNITURE INSTALLATION

5.1.1. Locate all furniture items where indicated on drawings.

5.1.2. Assemble and install all materials in accordance with manufacturers' written instructions.

5.1.3. Lubricate operating hardware as recommended by hardware manufacturer. Adjust glides so that tables are leveled.

5.1.4. Once installation is complete, verify complete operation of electrical components.

### 5.2. INSTALLATION OF ELECTRICAL ACCESSORIES

5.2.1. Establish exact position of accessories before installation.

5.2.2. Install and firmly attach accessories as per manufacturer's written instructions.

5.2.3. Verify power operation of all service fixtures.

## 6. Warranty

Warranty – maintain 5 years on movable and electrical components, 10 years on steel components

## 7. HOURS OF SERVICE

7.1 The Supplier must deliver the products and provide all services on the days at the times set out in the resulting contract

7.2 All solicitations and bids must correspond with the definition of during Normal Business Hours and Outside Normal Business Hours listed below:

10.1.1 During Normal Business Hours is defined as: from 07:00 to 18:00 hours, Monday through Friday except Federal Government Statutory holidays.

10.1.2 During Outside Normal Business Hours is defined as:

10.1.2.1 Between 18:00 through 07:00 hours, Monday through Friday except Federal Government Statutory holidays;

10.1.2.2 All hours on Federal Government Statutory holidays;

10.1.2.3 All hours on Saturday and/or Sunday.

## 8 DELIVERY

8.1 All the deliverables must be received March 6th, 2020, outside business hours (17:30-23:30)

8.2 The delivery must be completed at:  
**Shared Services Canada**  
**1285 Baseline (Skyline Tower 2)**  
**Ottawa, Ontario, K2C 3S3**

## 9 INSTALLATION

7.1 Installation must take place and completed between March 9, 2020 - March 13, 2020, During Normal business hours (8:00-17:00)

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

Loading Dock/Location		
A	Location	Shared Services Canada 1303 Baseline (Skyline Tower 4, 5 floor) Ottawa, Ontario, K2C 3S3 **The loading zone is located at the back of the building**
B	Dock	Yes
C	Lift	Yes
D	Door	The door is 84" wide and 108" high
E	Freight Elevator	No (need to use passenger elevator that can be put in service)

## 10 Installation Services

Installation services must be provided for the products offered. The minimum level of service required is detailed below. The Contractor must:

- 10.1 Receive, unload, store and transport all product/pieces to the staging and/or installation area;
  - 10.2 Unpack all pieces and inspect product for shipping damage and shortages; maintain a standing list of damaged/short products.
  - 10.3 Install all products in accordance with the manufacturers specifications;
  - 10.4 Ensure all other products function properly and make minor adjustment/repairs;
  - 10.5 Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
  - 10.6 Clean the product once installed;
  - 10.7 Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary; and
  - 10.8 Upon completion of the installation and at the request of the Identified User, the Contractor (or their authorized representative) must walk through the installation area with the Project Authority (or their authorized representative) verify the operating condition of all product in accordance with the deficiency procedures.
- 10.9 Reinstall damaged or replaced products.

## 11 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Identified User when the installation is completed;
2. The Identified User must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through inspection must take place no later than three business days after installation is completed;
4. If the Contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
5. The Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Identified User to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Identified User; and
9. The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## ANNEX B

### BASIS OF PAYMENT

**When completed, Annex B will be considered as the Bidder's Financial Bid.**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below.

Prices quoted to be Firm Unit Prices, FOB Destination, including all delivery and offloading charges, in accordance with the Requirement at Annex A. Customs duties are included and Applicable Taxes are extra. GST/HST, if applicable, is to be shown as a separate item on any resulting invoice.

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

Although delivery is required by March 6, 2020, the best delivery date that can be offered is \_\_\_\_\_ (calendar days) from award of a contract.

**Table 1**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Total</b>
1	L shape height adjustable tables	98	\$	\$
			Delivery:	\$
			Install:	\$
			<b>SUBTOTAL</b>	\$
			<b>Taxes, as applicable</b>	\$
			<b>TOTAL</b>	\$