

Annex E - Standard REQUEST FOR BID (RFB)

Public Works and  
Government Services  
CanadaTravaux publics et  
Services gouvernementaux  
Canada**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À:**See Section 1.  
Voir Section 1.**STANDARD REQUEST FOR BID  
INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

<b>Solicitation No. - N° de la demande</b>	<b>Amendment No. - N° de modification</b>
20191654	

<b>Solicitation closes – La demande prend fin :</b>	<b>File No. - N° de dossier</b>
at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	20191654

No of Page/  
N° de page

Date of Solicitation – Date de la demande

**December 9th, 2019**

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.  
Voir Section 2, Article 4.1

Destination

See Section 2, Annex A.  
Voir Section 2, Annexe A.**Instructions:****Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

**Instructions:****Les taxes municipales ne s'appliquent pas.**

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

**Supplier Name and Address – Nom et adresse du fournisseur**Telephone No. - N° de téléphone  
Facsimile No. - N° de télécopieur**Name and title of person authorized to sign on behalf of supplier  
(type or print)****Nom et titre de la personne autorisée à signer au nom du fournisseur  
(caractère d'impression)**

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

### SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

#### **Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? *No*

#### **Step 2. Competitive or Non-Competitive**

For competitive Requirements when only one bid is received:

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

For Competitive Requirements when only one bid is received:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

#### **Step 3. General or PSAB**

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## Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

## Bid Evaluation

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. December 20 <sup>th</sup> , 2019 b. 2:00 EST
To e-mail address ( <i>if applicable</i> )	Tamara.bennett@irb-cisr.gc.ca
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	2 business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.	<input checked="" type="checkbox"/>	<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/>	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	<b>Tamara Bennett</b>
	Title:	<b>Senior Procurement Officer</b>
	Department/Agency/Crown Corporation:	<b>Immigration and Refugee Board of Canada</b>
	Address:	<b>344 Slater Street, Ottawa, ON</b>
	Telephone No.:	<b>613-324-6386</b>
	E-mail address:	<b>Tamara.bennett@irb-cisr.gc.ca</b>
4.2	<b>Project Authority</b> <i>[To be completed at contract award]</i> <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i> <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
<b>5.</b>	<b>Method of Payment</b>	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
<b>6.</b>	<b>Invoicing</b>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <i>[To be completed at contract award]</i>	
	Address:	

**ANNEX A**  
**REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

**Combined Categories Rule:**

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

- Category 1
- Category 2
- Category 5

**\* Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

**Design Upgrade Rule:**

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

**NSA:**

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

The requirement includes the following category (ies) of work:

a. Category 1 – Interconnecting Panels and Freestanding Systems

Category 1a – Interconnecting Panels (Refer to Annex C)

Category 1b – Supporting components and freestanding furniture

**RULE: Metal Storage**

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

b.  Category 2 – Freestanding Height Adjustable Desk / Table Products

c.  Category 3 – Metal Filing and Storage Cabinets

**RULE: High Storage Products**

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA.

Maximum Height for product #(s) \_\_\_\_\_ at article 3 of this Annex is \_\_\_\_\_.

d.  Category 4 – Wood Veneer – Freestanding Products

e.  Category 5 – Ancillary and Lighting Products

f.  Category 6 - Support Space – Collaborative Furniture

**RULE:** Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g.  NSA Product(s) – Category(ies): \_\_\_\_\_

**2. Product and Pricing Tables**

**Site Inspection Date:** To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\*

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**Product Category(ies): 1a, 1b, 2 and 5**

**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 1A</b>						
1	Refer to Annex C and Floor Plans.					\$
<b>Category 1B</b>						
2	1bFFHREW24L72WN OLNY	Fixed Height Worksurface 1B-01 Rectangular 1 worksurface support, 1 full gable (24”) D x (72”) L x 737mm (29”) H Laminated finish - White Worksurface with grommets	120		\$	\$
3	1bCHHLX24L72XFF DDKX	Credenza 1B-02 Partial height Laminated finish 610mm (24”) D x 1829mm (72”) L Right side file drawer, Left side door, Keyed differently	6			
4	1bHOOLU15L48XXX XXXX	Hutch 1B-03 Overhead Open Laminate Upmounted Shared with adjacent workspace Back side of Hutch to have tackable surface See Annex “C” for further details	47			
5	1bHOOLU15L30XXX XXXX	Hutch 1B-04 Overhead Open Laminate Upmounted	3			
6	1bSBBSLGA1524XX NKXX	Filing and Storage 1B-05 Pedestals box/box/file Worksurface supporting Painted Metal 381mm (15”) W x 610mm (24”) D Keyed differently	125			
7	1bCPSXXSXXL42XF ANNN	Privacy Screens 1B-06 Worksurface Mounted Painted Aluminum Frame	125			



		Panel Covered in fabric harmonized with the frame Screens must be able to be adjusted to different heights 1067mm (42") L x 915mm (36") H				
<b>Category 2</b>						
8	2WSSREXXL30L48B ELXX	Individual Height Adjustable Worksurfaces 2-01 Rectangular, Laminated finish – White 762mm (30") D x 1219mm (48") L Electrically controlled	125		\$	\$
9	2WSSREXXL30L60B ELXX	Individual Height Adjustable Worksurfaces 2-02 Rectangular Laminated finish 762mm (30") D x 1524mm (60") L Electrically controlled	10			
<b>Category 5</b>						
10	5MOADUARMCLPMTX XXXX	Monitor Arms 5-01 Dual arm Clamp mount Must be able to fit with Privacy Panels	130		\$	\$
11	5PMOWKSMTACUSBX XXXX	Power Module 5-02 Worksurface mounted – Clamp that fits with Privacy Panel AC and USB power	130			
					<b>Total</b>	<b>\$</b>

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1-11	Furniture is being delivered to DDI Warehouse for temporary storage and will be delivered to 74 Victoria before installation  80 Milner ave Units 8 and 9, Scarborough M1S3P8.  Can except any size trailer up to 53' at all loading docks. Receiving hours are Monday - Friday 8am-4pm but can accommodate later hours or weekends if required	On or Before 2020-03-06	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1-11	Immigration Refugee Board of Canada 74 Victoria Street, Toronto, ON M5C 2A4  The installation will take place in multiple phases [up to 6, but may vary] with an estimate delay of 1-2 weeks between each phase.	On or Before 2020-04-30	Outside Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes. Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b> <i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed. During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	Loading Dock/Location	
A	Location	74 Victoria Street, Suite 400 Toronto, ON M5C 3C7  <ul style="list-style-type: none"> <li>Only Street parking is available</li> <li>There is a ramp and an elevator</li> <li>Elevator is 49” x 79” x 120” with the elevator ceiling removed on one side</li> <li>The Door opening is 7x6</li> </ul>
B	Dock	
C	Lift	
D	Door	
E	Freight Elevator	
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]</b>	\$
6	<b>Contract Price(1+2+3+4): [applicable at contract award only]</b>	\$
7	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
8	<b>Total Estimated Cost (6+7): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**Product Category: 3**  
**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	3FLT3DXXPM36D18XXXX	Filing Cabinet 3-01 Lateral, 3 drawers Painted metal - Gray 915mm (36") W x 457mm (18") D Keyed differently Top 2 drawers to have pull-out shelves and a receding door Bottom - Fixed	7		\$	\$
2	3FLT4DXXPM36D18XXXX	Filing Cabinet 3-03 Lateral, 4 drawers Painted metal - Gray 915mm (36") W x 457mm (18") D Keyed Top 3 drawers to have pull-out shelves and a receding door Bottom - Fixed	1		\$	\$
3	3LSL2HXXPM18D18XHXS	Storage Lockers 3-04 Two high Electronic key system 2 hooks per locker	55		\$	\$
4	3FLT5DXXPM36D18XXXX	Filing Cabinet 3-05 Lateral, 5 drawers Painted metal - Gray 915mm (36") W x 457mm (18") D Keyed Top 4 drawers to have pull-out shelves and a receding door Bottom - Fixed	7			
				<b>Total</b>		<b>\$</b>

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1-4	Furniture is being delivered to DDI Warehouse for temporary storage and will be delivered to 74 Victoria before installation  80 Milner ave Units 8 and 9, Scarborough M1S3P8.  Can except any size trailer up to 53' at all loading docks. Receiving hours are Monday - Friday 8am-4pm but can accommodate later hours or weekends if required	On or Before 2020-03-06	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1-4	Immigration Refugee Board of Canada 74 Victoria Street, Toronto, ON M5C 2A4  The installation will take place in multiple phases [up to 6, but may vary] with an estimate delay of 1-2 weeks between each phase.	On or Before 2020-04-30	Outside Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	<p>74 Victoria Street, Suite 400 Toronto, ON M5C 3C7</p> <ul style="list-style-type: none"> <li>• Only Street parking is available</li> <li>• There is a ramp and an elevator</li> <li>• Elevator is 49” x 79” x 120” with the elevator ceiling removed on one side</li> </ul> <p>The Door opening is 7x6</p>
B	Dock	
C	Lift	
D	Door	
E	Freight Elevator	
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]</b>	\$
6	<b>Contract Price(1+2+3+4): [applicable at contract award only]</b>	\$
7	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
8	<b>Total Estimated Cost (6+7): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

1.	<b>Bidder’s Authorized Representative for the Bid and the Contract</b>	
	Name:	Telephone:
		E-Mail:
		Other:

**Product Category: 6A**

**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	6MMTSMROPL36XXXWNNX	Meeting Table 6A-01 Small round Pedestal base Laminated finish 915mm (36") dia X 737mm (29") H No power/data	14		\$	\$
2	6MMTMDREOL30L72WYNX	Meeting Table 6A-02 Medium rectangular Post legs-column Laminated finish 762mm (30") D x 1829mm (72") L x 737mm 29" H Integrated Flip-Top Power/data	2			
3	6MMTLGREOL48120WYNX	Meeting Table 6A-03 Large rectangular Post legs-column Laminated finish 1219mm (48") D x 3048mm (120") L x 737mm (29") H Integrated Flip-top power/data	1		\$	\$
4	6ZFHLXX24L60HSDSDKX	Credenza 6A-04 Full height Laminated finish 610mm (24") D x 1524mm (60") L x 711mm-864mm (28"-34") H Right side doors, Left side doors, Keyed	1			
5	6CSTVAROPL18XXXJNXX	Side Table 6A-05 Round Pedestal base Laminated finish 457mm (18") dia 356mm-533mm (14"-21") H No power/data	1			
				<b>Total</b>		<b>\$</b>

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1-5	Furniture is being delivered to DDI Warehouse for temporary storage and will be delivered to 74 Victoria before installation  80 Milner ave Units 8 and 9, Scarborough M1S3P8.  Can except any size trailer up to 53' at all loading docks. Receiving hours are Monday - Friday 8am-4pm but can accommodate later hours or weekends if required	On or Before 2020-03-06	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1-5	Immigration Refugee Board of Canada 74 Victoria Street, Toronto, ON M5C 2A4  The installation will take place in multiple phases [up to 6, but may vary] with an estimate delay of 1-2 weeks between each phase.	On or Before 2020-04-30	Outside Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$



**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	<p>74 Victoria Street, Suite 400 Toronto, ON M5C 3C7</p> <ul style="list-style-type: none"> <li>• Only Street parking is available</li> <li>• There is a ramp and an elevator</li> <li>• Elevator is 49” x 79” x 120” with the elevator ceiling removed on one side</li> </ul> <p>The Door opening is 7x6</p>
B	Dock	
C	Lift	
D	Door	
E	Freight Elevator	
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]</b>	\$
6	<b>Contract Price(1+2+3+4): [applicable at contract award only]</b>	\$
7	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
8	<b>Total Estimated Cost (6+7): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

1.	<b>Bidder’s Authorized Representative for the Bid and the Contract</b>	
	Name:	Telephone:
		E-Mail:
		Other:

**Product Category: 6B**

**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	6CKIVAREGL30L72PYXX	Kitchen Island Table 6B-01 Rectangular End gable support Laminated finish 762mm (30") W x 1829mm (72") L x 1041mm-1092mm (41"-43") H Integrated power/data	1		\$	\$
2	6CNTCHREGLW8606UYXX	Narrow Side Tables 6B-02 Bar height Rectangular End gable support Laminated finish Height 42" ± 1" Integrated power/data	3		\$	\$
				<b>Total</b>		<b>\$</b>

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1-2	Furniture is being delivered to DDI Warehouse for temporary storage and will be delivered to 74 Victoria before installation  80 Milner ave Units 8 and 9, Scarborough M1S3P8.  Can except any size trailer up to 53' at all loading docks. Receiving hours are Monday - Friday 8am-4pm but can accommodate later hours or weekends if required	On or Before 2020-03-06	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.					

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1-2	Immigration Refugee Board of Canada 74 Victoria Street, Toronto, ON M5C 2A4  The installation will take place in multiple phases [up to 6, but may vary] with an estimate delay of 1-2 weeks between each phase.	On or Before 2020-04-30	Outside Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Installation Total:	\$
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.					

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes. Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b> <i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed. During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	Loading Dock/Location	
A	Location	74 Victoria Street, Suite 400 Toronto, ON M5C 3C7  • Only Street parking is available • There is a ramp and an elevator • Elevator is 49” x 79” x 120” with the elevator ceiling removed on one side The Door opening is 7x6
B	Dock	
C	Lift	
D	Door	
E	Freight Elevator	
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]</b>	\$
6	<b>Contract Price(1+2+3+4): [applicable at contract award only]</b>	\$
7	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
8	<b>Total Estimated Cost (6+7): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**Product Category: 6C**

**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	6SBBTHXXLUW5G19LMYN	Banquette with Backrest Bolster 6C-01 Three-seater Upholstered Legs support 1600mm-1905mm (63"-75") W x >483mm (>19") D x 406mm-508mm (16"-20") H Mid back With privacy screen No armrest	4		\$	\$
2	6SBBTHXXLUW5G19LMNN	Banquette with Backrest Bolster 6C-02 Three-seater Upholstered Legs support 1600mm-1905mm (63"-75") W x >483mm (>19") D x 406mm-508mm (16"-20") H Mid back No armrest	3		\$	\$
				Product Total		\$

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1-2	Furniture is being delivered to DDI Warehouse for temporary storage and will be delivered to 74 Victoria before installation  80 Milner ave Units 8 and 9, Scarborough M1S3P8.  Can except any size trailer up to 53' at all loading docks. Receiving hours are Monday - Friday 8am-4pm but can accommodate later hours or weekends if required	On or Before 2020-03-06	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.					

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1-2	Immigration Refugee Board of Canada 74 Victoria Street, Toronto, ON M5C 2A4  The installation will take place in multiple phases [up to 6, but may vary] with an estimate delay of 1-2 weeks between each phase.	On or Before 2020-04-30	Outside Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Installation Total:	\$
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.					

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.  Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b> <i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i> <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	Loading Dock/Location	
A	Location	74 Victoria Street, Suite 400
B	Dock	Toronto, ON
C	Lift	M5C 3C7
D	Door	<ul style="list-style-type: none"> <li>• Only Street parking is available</li> <li>• There is a ramp and an elevator</li> <li>• Elevator is 49” x 79” x 120” with the elevator ceiling removed on one side</li> </ul> The Door opening is 7x6
E	Freight Elevator	
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]</b>	\$
6	<b>Contract Price(1+2+3+4): [applicable at contract award only]</b>	\$
7	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
8	<b>Total Estimated Cost (6+7): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

1.	<b>Bidder’s Authorized Representative for the Bid and the Contract</b>	
	Name:	Telephone:
		E-Mail:
		Other:

**Product Category: 6D**

**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	6KBSBHxxSY15XXXRONX	Bar Stool 6D-01 Bar height Sled base Polymer >381mm (>15") seat depth 711m-813mm (28"-32") seat height Without armrest No seat cushions	8		\$	\$
2	6KBSBHxxPY15XXXRIYX	Bar Stool 6D-02 Bar height Pedestal base Polymer >381mm (>15") seat depth 711m-813mm (28"-32") seat height With armrest With seat cushions Pedestal base with casters, polymer back and fabric seat.	4		\$	\$
3	6KKCSAxxSY16XXXMONX	Kitchenette Chairs 6D-03 Standard height Sled base Polymer >406mm (>16") seat depth 432mm-508mm (17"-20") seat height Without armrest No seat cushions	26		\$	\$
				Product Total		\$



**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1-3	Furniture is being delivered to DDI Warehouse for temporary storage and will be delivered to 74 Victoria before installation  80 Milner ave Units 8 and 9, Scarborough M1S3P8.  Can except any size trailer up to 53’ at all loading docks. Receiving hours are Monday - Friday 8am-4pm but can accommodate later hours or weekends if required	On or Before 2020-03-06	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1-3	Immigration Refugee Board of Canada 74 Victoria Street, Toronto, ON M5C 2A4  The installation will take place in multiple phases [up to 6, but may vary] with an estimate delay of 1-2 weeks between each phase.	On or Before 2020-04-30	Outside Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	<p>74 Victoria Street, Suite 400 Toronto, ON M5C 3C7</p> <ul style="list-style-type: none"> <li>• Only Street parking is available</li> <li>• There is a ramp and an elevator</li> <li>• Elevator is 49” x 79” x 120” with the elevator ceiling removed on one side</li> </ul> <p>The Door opening is 7x6</p>
B	Dock	
C	Lift	
D	Door	
E	Freight Elevator	
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]</b>	\$
6	<b>Contract Price(1+2+3+4): [applicable at contract award only]</b>	\$
7	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
8	<b>Total Estimated Cost (6+7): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

1.	<b>Bidder’s Authorized Representative for the Bid and the Contract</b>	
	Name:	Telephone:
		E-Mail:
		Other:

**ANNEX B**  
**SECURITY REQUIREMENTS**

C. There is no security requirement associated with this contract. Contractor will be escorted at all times.

## ANNEX C FLOOR PLAN(S)

### **INSTRUCTIONS TO BIDDERS:**

*For Category 1a products, the Bidders must provide:*

- a) *Completed floor plan(s) with proposed SA approved products;*
- b) *A product listing of proposed SA approved products offered at floor plan(s).*

*As a minimum the product listing must include the following information:*

- Supplier part numbers including NSA products forming part of this category;*
- brief product descriptions;*
- quantities;*
- firm unit prices.*

*\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\**

*By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.*

***\*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".***

### **Category 1a Requirement:**

#### **1) Floor Plan(s)**

*\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\**

#### **2) Panel Details**

- a. All required panel heights: *Base Height 38" ± 1"*
- b. Power is to be located below the worksurface
- c. Type of power feed: *Base feed with select Power Poles (See CAD)*

3) **Panel Matrix or Workstation Layout**

**a. Panel Matrix**

*Panel Matrix 1 – 48"*

<i>Hutch</i>	<i>Hutch</i>
<i>Fabric</i>	<i>Fabric</i>

Base Height

Cut-out(s) for power data below work surface, Fabric  
 Two face mounted duplex Power receptacles on each side  
 1 face mounted voice/data outlet on each side

*Side 1*

*Side 2*

*Panel Matrix 2 – 24"*

<i>Glass Blade</i>	<i>Glass Blade</i>
<i>Fabric/Cut out</i>	<i>Fabric/Cut out</i>

Base Height

Cut-out(s) for power data below work surface, Fabric  
 One face mounted duplex Power receptacles on each side  
 1 face mounted voice/data outlet on each side

*Side 1*

*Side 2*

*Panel Matrix 3 – 36"*

<i>Glass Blade</i>	<i>Glass Blade</i>
<i>Fabric/Cut out</i>	<i>Fabric/Cut out</i>

Base Height

Cut-out(s) for power data below work surface, Fabric  
 One face mounted duplex Power receptacles on each side  
 1 face mounted voice/data outlet on each side

*Side 1*

*Side 2*

*Panel Matrix 4 – 30"*

<i>Hutch</i>	<i>Hutch</i>
<i>Fabric</i>	<i>Fabric</i>

Base Height

Cut-out(s) for power data below work surface, Fabric  
Two face mounted duplex Power receptacles on each side  
1 face mounted voice/data outlet on each side

*Side 1*

*Side 2*

*Panel Matrix 5 – 42"*

<i>Glass Blade</i>	<i>Glass Blade</i>
<i>Fabric/Cut out</i>	<i>Fabric/Cut out</i>

Base Height

Cut-out(s) for power data below work surface, Fabric  
One face mounted duplex Power receptacles on each side  
1 face mounted voice/data outlet on each side

*Side 1*

*Side 2*

<b><i>Panel Width</i></b>	<b><i>Lower Element</i></b>	<b><i>Upper Element</i></b>	<b><i>Amount</i></b>
<i>48"</i>	<i>Cutouts/Fabric</i>	<i>Shared Hutch</i>	<i>46</i>
<i>24"</i>	<i>Cutouts/Fabric</i>	<i>Glass Blade</i>	<i>46</i>
<i>36"</i>	<i>Cutouts/Fabric</i>	<i>Glass Blade</i>	<i>44</i>
<i>30"</i>	<i>Cutouts/Fabric</i>	<i>Upmounted Hutch</i>	<i>3</i>
<i>42"</i>	<i>Cutouts/Fabric</i>	<i>Glass Blade</i>	<i>3</i>

**b. Workstation Layout(s)**

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.

**Sample of Shared Hutch**

