



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

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## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

|                                   |
|-----------------------------------|
| See Section 1.<br>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.

|  |                                    |
|--|------------------------------------|
| Solicitation No. - N° de la demande<br><br>1000027827-01 | Amendment No. - N° de modification |
|--|------------------------------------|

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

|  |
|--|
| Date of Solicitation – Date de la demande<br><br>January 9, 2020   |
| Address inquiries to – Adresser toute demande de renseignement à :<br><br>See Section 2, Annex A.<br>Voir Section 2, Annexe A. |
| Destination<br><br>See Section 2, Annex A.<br>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<br>Facsimile No. - N° de télécopieur   |
| Name and title of person authorized to sign on behalf of supplier (type or print)<br>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?

#### **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**

**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.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

**Security Requirement:**

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
  - a.  by the closing date of the bid;
  - b.  before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

**Bid Evaluation**

An evaluation team composed of representatives of Canada.

|  |   |
|--|---|
| <b>RFB Issued by:</b>  |   |
| Identified User's (IU) Department/Agency/Crown Corporation:<br>Contact for this RFB:   | See Section 2, article 4.1 below.         |
| <b>RFB Closing - Submit Bid:</b><br>Bids must be submitted on the date and at the time indicated below.  |   |
| By no later than date and time:  | a. January 20, 2020<br>b. (11:59pm) (EST) |
| To e-mail address (if applicable)  | Kieta.Boulet@justice.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. | 3 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.        | <b>X</b>  | <b>Contractor may be escorted; possession of security clearance not required.</b><br>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.        |   | <b>Possession of security clearance(s) is required.</b><br>The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.  |
| c.        |   | <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>Kieta Boulet</b>   |
|           | Title:  | <b>Supply Specialist</b>  |
|           | Department/Agency/Crown Corporation:  | <b>Department of Justice</b>  |
|           | Address:  | <b>120 Adelaide St. West, Suite 400<br/>Toronto, ON M5H 1T1</b>   |
|           | Telephone No.:  | <b>647-256-0846</b>   |
|           | E-mail address:   | <b>Kieta.Boulet@justice.gc.ca</b>   |
| 4.2       | <b>Project Authority</b>  |   |
|           | <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:   | <b>TBD at contract award</b>  |
|           | 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.   |   |
|           | <b>X</b>  | Single Payment  |
|           |   | 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: <b>TBD at contract award</b>   |
|                          | Address:   |
| <b>7.</b>                | <b>Defence Contract. This clause applies if the box below is checked.</b>  |
| <input type="checkbox"/> | The Contract is a defence contract within the meaning of the <a href="#">Defence Production Act</a> , R.S.C. 1985, c. D-1. |

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

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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 categories 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

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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): 5

## 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): 1B, 2, 5

Table 1 – Product Table

| Section A - IU REQUIREMENT |                                   |   |     | Section B – SUPPLIER'S BID |                         |                                       |
|----------------------------|-----------------------------------|---|-----|----------------------------|-------------------------|---------------------------------------|
| #                          | GoCUID                            | Description of Product<br><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**<br>\$ | Extended Total<br>[Qty x Price]<br>\$ |
| <b>Category 1A</b>         |                                   |   |     |                            |                         |                                       |
|                            | Refer to Annex C and Floor Plans. |   |     |                            |                         | \$                                    |
| <b>Category 1B</b>         |                                   |   |     |                            |                         |                                       |
|                            | 1BSPCLGA242454XKXX                | File, file, metal, rect pull, keyed. Left   | 28  |                            | \$                      | \$                                    |
|                            | 1BSPCLGA242454XKXX                | File, file, metal, rect pull, keyed. Right  | 15  |                            | \$                      | \$                                    |
|                            | 2B2LREXXL30L54BELFA               | Modular benching inter-connectable (laminated), fabric. 2 surface long, electric.                                   | 1   |                            | \$                      | \$                                    |
|                            | 2B3LREXXL30L54BELFA               | Modular benching inter-connectable (laminated), fabric. 3 surface long, electric.                                   | 1   |                            | \$                      | \$                                    |
| <b>Category 2</b>          |                                   |   |     |                            |                         |                                       |
|                            | 2WSSREXXL30L54BELXX               | Individual height adjustable work surfaces. Electric, laminate. 30"x54".  | 27  |                            | \$                      | \$                                    |
|                            | 2WSSREXXL30L48BELXX               | Individual height adjustable work surfaces. Electric, laminate. 30"x48".  | 6   |                            | \$                      | \$                                    |
| <b>Category 5</b>          |                                   |   |     |                            |                         |                                       |
|                            | 5PMOWKSMTACUSBXXXXX               | Power Module, work surface mounted, AC & USB power.   | 43  |                            | \$                      | \$                                    |
|                            | 5MAODUARMCLPMTXXXXX               | Dual monitor arm, clamp mount. White.   | 43  |                            | \$                      | \$                                    |
|                            | Non-SA Item                       | Horizontal Cable Management approximately L 24" x 3.6" W.   | 43  |                            | \$                      | \$                                    |
|                            | Non-SA Item                       | Base feed for power.  | 5   |                            | \$                      | \$                                    |
|                            | Non-SA Item                       | Base feed for data.   | 5   |                            | \$                      | \$                                    |



**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   | Department of Justice<br>120 Adelaide St. West, Suite 400 | 2020/03/13             | Outside Normal Business Hours (Weekends/Weeknights)                    | _____ : weeks<br><br><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<br><br>Delivery Weekends/Weeknights (after business hours) |   |                        |  | 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   | Department of Justice<br>120 Adelaide St. West Suite 400<br>Floors 2, 3, 5, 6, 7 & 11 | 2020/03/13             | Outside Normal Business Hours (Weekends/Weeknights)                    | _____ : weeks from date of supply and delivery<br><br><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<br><br>Installation Weekends/Weeknights (after business hours) |   |                        |  | 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   | 120 Adelaide St. West (Dock entrance is on Sheppard St. and shared with 100 Adelaide Tower)   |
| B         | Dock   | Can accommodate up to 24’ Truck   |
| C         | Lift   | Max skid size 3’ x 3’   |
| D         | Door   | 4’ x 4’   |
| E         | Freight Elevator   | B1 Level of 120 Adelaide St. W.   |
| F         | Other (specify, if any)  | Contractors must sign in by the Security Command Centre to get service elevator pass. Insurance certificate and WSIB certificate is required prior to delivery. |
| <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</b> Product Total (Table 1)   | \$ |
| 2 | <b>Firm</b> Delivery Total (Table 2)  | \$ |
| 3 | <b>Firm</b> Installation Total (Table 3)  | \$ |
| 4 | <b>Optional</b> Product Total (Table 4) <i>(Applicable if Option is exercised)</i>      | \$ |
| 5 | <b>Optional</b> Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>     | \$ |
| 6 | <b>Optional</b> Installation Total (Table 6) <i>(Applicable if Option is exercised)</i> | \$ |
| 7 | Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>             | \$ |

|    |  |    |
|----|--|----|
| 8  | <b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7) [to be removed at contract award]</b> | \$ |
| 9  | <b>Contract Price(1+2+3+7): [applicable at contract award only]</b>                              | \$ |
| 10 | <b>Applicable Tax(es): [applicable at contract award only]</b>                                   | \$ |
| 11 | <b>Total Estimated Cost (9+10): [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:     |

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

There is no security requirement associated with this contract.

**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 floor plan\*\*\*

**2) Panel Details**

- a. All required panel heights:
- b. When power is required, the power is located below or above work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: Base feed

**3) Panel Matrix or Workstation Layout**

\*\*\*See attached Panel Matrix or Workstation Layout .pdf\*\*\*

**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.