



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**Request For a Standing Offer
Demande d'offre à commandes**

National Individual Standing Offer (NISO)
Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Furniture Division/Division des ameublements
L'Esplanade Laurier,
East Tower 7th Floor
Tour est 7^e étage,
140 O'Connor, Street,
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

Title - Sujet Furniture Accessories - CORCAN	
Solicitation No. - N° de l'invitation 21C11-200425/A	Date 2020-02-04
Client Reference No. - N° de référence du client 3320425	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PQ-990-78435
File No. - N° de dossier pq990.21C11-200425	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-17	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Arbour, Nathalie	Buyer Id - Id de l'acheteur pq990
Telephone No. - N° de téléphone (873)353-5903 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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File No. - N° du dossier

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PQ990
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- Annex A – Statement of Requirement
- Annex B – Basis of Payment
- Annex C – Standing Offer Usage Report Template.

1.2 Summary

1.2.1 Requirement

Public Works Government Services Canada (PWGSC), on behalf of its client, Correctional Service Canada (CSC) – CORCAN has a requirement to establish one (1) National Individual Standing Offer (NISO) per category of products in accordance with the Statement of Requirement at Annex A. This requirement is for the supply and delivery of furniture accessories, on an as-and-when requested basis, at various CORCAN facilities across Canada.

Delivery of the defined items, if and when required, may be ordered as individual or as a combination of items at various CORCAN facilities across Canada.

Offerors may be issued a Standing Offer for more than one category.

1.2.2 Period of the Standing Offer

The period of the resulting Standing Offer(s) will be for an initial period of one (1) year from the issuance of the Standing Offer(s), with Canada retaining an irrevocable option to extend the Standing Offer(s) by up to four (4) additional consecutive one (1) year option periods under the same terms and conditions.

1.2.3 Trade Agreements

This requirement is subject to the Canadian Free Trade Agreement (CFTA), the North American Free Trade Agreement (NAFTA), the Canada-Columbia Free Trade Agreement, the Canada-Korea Free Trade Agreement, the Canada-Chili Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Ukraine Free Trade Agreement, the World Trade Organization-Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

1.2.4 Epost Connect Service

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer. However, please see Part 6 – Standing Offer and Resulting Contract Clauses.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 – OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

[M1004T](#) (2016-01-28), Condition of Material – Offer

2.2 Submission of Offers

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

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer – Not applicable (included in Part 5 – Certifications and Additional Information, section 5.2.3.1 Product Conformance)

Section II: Financial Offer

Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer – Not applicable (included in Part 5 – Certifications and Additional Information, section 5.2.3.1 Product Conformance)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

Not Applicable (included in Part 5 – Certifications and Additional Information, section 5.2.3.1 Product Conformance)

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B - Basis of Payment and Part 4 – Evaluation Procedures and Basis of Selection, Section 4.1.2 Financial Evaluation.

Offerors may submit an offer for more than one (1) category. Each category will be evaluated individually. Therefore, there is the potential for an Offeror to be offered more than one (1) category.

The Annex B - Basis of Payment can be found as an excel attachment and the categories have been divided per tab in the excel document.

3.1.1 Electronic Payment of Invoices – Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3 - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

ATTACHMENT 1 TO PART 3 – ELECTRONIC PAYMENT INSTRUMENTS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M).

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. For each category offered, the Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, all applicable Customs Duties and Excise taxes included, and in accordance with the following:
 - 1. For all locations identified at Annex B – Basis of Payment:

DDP (destination specified at Annex B – Basis of Payment) Incoterms 2000, transportation costs included, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.
 - 2. For all other locations not identified at Annex B – Basis of Payment:

FCA Free Carrier (destination identified in call-up) Incoterms 2000, transportation costs not included, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.
- b. For each category offered, the Offeror must complete Pricing Schedule 1 in Annex B – Basis of Payment for all items, all destinations and for all years (Initial Period and Option Periods).

4.1.2.2 Additional Financial Requirement

For each category offered, if the Offeror wishes to provide other related items, the Offeror must complete Pricing Schedule 2 (Other Related Items – Discount against Regular Price) in Annex B – Basis of Payment.

Pricing Schedule 2, for each category, will not form part of the evaluation of price.

4.1.2.3 Evaluation of Price

- a) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.
- b) Each category will be evaluated individually.
- c) The price used in the evaluation for each category will be the Total Evaluated Price of Annex B - Basis of Payment, Pricing Schedule 1.
- d) For evaluation purposes, for Category A – Monitor Arms, weighting factor is applied by a percentage estimation as follows:
 - 25% for Table 1 - Single monitor arms and Conversion kit for single monitor arms
 - 65% for Table 2 - Double monitor arms
 - 10% for Table 3 - Triple monitor arms

These percentage estimates do not reflect any firm quantity of products that may be required and these percentages are the best estimates available at this time.

4.2 Basis of Selection

- a) An offer must comply with all requirements of the Request for Standing Offers and meet the financial evaluation criteria to be declared responsive.
- b) The responsive offer with the lowest Total Evaluated Price per category will be recommended for issuance of a standing offer.
- c) It is PWGSC's intention to issue one (1) Standing Offer for each category.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

a) Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below **should be submitted with the offer, but may be submitted afterwards**. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Product Conformance

The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Standing Offer, to all specifications including the testing requirements detailed in Annex A - Statement of Requirement.

Offeror's Signature

Date

5.2.4 Additional Information Precedent to Issuance of a Standing Offer

5.2.4.1 Authorized Dealer

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

- i. be an authorized dealer of the manufacturer(s) for the products offered.
- ii. Submit a letter of authorization from each manufacturer whose products are being offered. The letter must:
 - a) Be an original version signed by the manufacturer and be under the letterhead of the manufacturer;
 - b) list the category(ies) of products offered;
 - c) confirm that the Offeror is in fact an authorized dealer for the category(ies) of products specified in the letter.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror must fulfill the requirement in accordance with the Statement of Requirement at Annex A.

6.2 Security Requirements

1. No security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the facility/site as and where required by CSC personnel or those authorized by CSC to do so on its behalf.
2. Contractor shall submit an "Institutional Access CPIC Clearance Request" form, after the Standing Offer is issued, for each of its employees who will have to access the facility/site, such as delivery personnel. The form must be submitted to CSC CORCAN Industries at least 72 hours prior to the delivery/visit of the site for clearance.
3. CSC reserves the right to deny access to any facility/site part thereof of any Contractor personnel, at any time.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is one (1) year from the date of issuance of the Standing Offer.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to four (4) additional consecutive one (1) year option periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex A of the Standing Offer.

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Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nathalie Arbour
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Furniture Division
Address: 140 O'Connor Street, Ottawa, Ontario K1A 0R5

Telephone: 873-353-5903
E-mail address: nathalie.arbour@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: *(To be provided at the issuance of the Standing Offer)*
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

6.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are Correctional Service Canada, its Special Operating Agency CORCAN and Public Works and Government Services Canada.

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 CAD (Applicable Taxes included).

All call-ups against the Standing Offer exceeding \$400,000.00 CAD (Applicable Taxes included) will be forwarded to PWGSC for authorization.

6.9 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2018-06-21), General conditions: Goods (medium complexity);
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____.

6.10 Certifications and Additional Information

6.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.10.2 Product Conformance Certification

The Offeror warrants that the Product Conformance Certification submitted by the Offeror is accurate and complete, and that the products provided under this Contract are in accordance with Annex A, Statement of Requirement. The Offeror must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A, if applicable. The Offeror must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Offeror must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Offeror must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A, if applicable. The Offeror must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

6.11 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

6.12 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010A (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 09 entitled Warranty of general conditions 2010A is amended as follows:

DELETE: The warranty period will be twelve (12) months.

INSERT: The warranty period will be five (5) years.

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good.

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

Section 16 Interest on Overdue Accounts, of general conditions 2010A will not apply to payments made by credit cards

All other provisions of the warranty section remain in effect.

6.2.2 SACC Manual Clauses

6.2.2.1 B1501C (2018-06-21) Electrical Equipment

All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada.

6.2.2.2 G1005C (2016-01-28) Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.2.2.3 B7500C (2006-06-16) Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Standing Offer is one (1) year from issuance of the Standing Offer.

6.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B - Basis of Payment. Custom duties are included 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 Standing Offer Authority before their incorporation into the Work.

6.4.2 Method of Payment

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

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

6.4.3 SACC Manual Clauses

H1000C (2008-05-12), Single Payment

6.4.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.5 Invoicing Instructions

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

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the call-up for certification and payment.

6.6 Shipping Instructions

1. For all call-ups shipped to locations identified at Annex B – Basis of Payment, the goods must be consigned to the destination and delivered:

- a. Delivered Duty Paid (DDP) Incoterms 2000 for shipments from a commercial contractor.
- b. DDP (destination specified at Annex B – Basis of Payment) Incoterms 2000, transportation costs included, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.

2. For all call-ups shipped to locations not identified at Annex B – Basis of Payment, the goods must be consigned to the destination and delivered:

- a. FCA Free Carrier Incoterms 2000 for shipments from a commercial contractor.
- b. FCA Free Carrier (destination identified in call-up) Incoterms 2000, transportation costs not included, applicable taxes excluded, all applicable Customs Duties and Excise taxes included.
- c. For FCA Free Carrier, delivery will be provided by the Standing Offer holder or arranged by CORCAN, using their own trucks. CORCAN reserves the right to choose the most economical means of shipping.

6.7 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF REQUIREMENT

1.0 BACKGROUND

CORCAN is a program of the Correctional Service of Canada (CSC), dating back to the mid-1800s, when the first federal prisons were built. The objective of CORCAN is to promote offender rehabilitation by developing or improving employability.

CORCAN became a Special Operating Agency in 1992, financed through a revolving fund and is subject to the same federal legislative and regulatory authority as CSC.

CORCAN operates in 32 sites across Canada with four business lines: textiles, manufacturing, construction and services (such as printing and laundry). A principal goal of CORCAN is to provide Offender Workers with positive job-related work habits and the opportunity to acquire real-world marketable skills. CORCAN shops operate in as businesslike a manner as possible, given their institutional setting and training imperatives. CORCAN is ISO-certified.

Further information can be found within the website at: www.corcan.ca

2.0 SCOPE

To supply and deliver furniture accessories, on an as-and-when requested basis, at various CORCAN facilities across Canada for the following categories:

- **Category A: Monitor Arms**
- **Category B: Keyboard Supports**
- **Category C: Computer Processor Unit (CPU) Holders**
- **Category D: Task Lights**
- **Category E: Power Modules**

3.0 GENERAL REQUIREMENTS

3.1 Testing

1. All Keyboard supports, task lights and power modules must meet or exceed the latest publications and testing requirements of applicable "ANSI/BIFMA X5.5 Desk/Table Products" and "CAN/CGSB-44.227 Free-standing office desk/table, storage products and components" standards in effect at date of the Request for Standing Offer (RFSO).
2. Test reports must be provided for examination upon request within ten (10) business days and be not more than five (5) years old from the date the test was performed.
3. All tests must be completed by an acceptable test facility. An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

4. Revised Test Standard(s): all products offered in the Standing Offer must have successfully passed the applicable testing standards. If the applicable test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine (9) months from the date of the revised test Standard(s).
5. Product Changes: When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must also be tested within nine (9) months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an acceptable test facility.
6. For all test reports that are not specific to the products in the Standing Offer, the Standing Offer holder must provide an explanation to government of Canada as to why the "worst-case condition" applies to the products. The definition of "worst-case condition" can be found in BIFMA PD-1.

3.2 Environmental Attributes

1. Environmental

1. Product must receive one or more points under Section 7.6 of "ANSI/BIFMA e3 Furniture Sustainability Standard", and must not exceed office furniture emissions concentration limits when determined in accordance with the standard test method "ANSI/BIFMA x7.1 Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating".

2. Resource input

1. Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
2. Steel used in the manufacturing must contain a minimum of 25% recycled content when market conditions allow.
3. All plastic components must be recyclable at the end of their life.
4. All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999)).

3. Recycled Material

1. Products must contain both recycled material and recyclable material.

4. Product Packaging

1. Product packaging must contain a minimum of 50% recycled content.

5. Manufacturing

1. Manufacturing Facility must be an ISO 9001 – Quality Management registered facility.
2. Manufacturing Facility must be an ISO 14001 – Environmental Management System registered facility.
3. Solid Waste Diversion Program
 1. Furniture must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.
4. Products free from toxic flame retardants
 1. Furniture must not contain chlorofluorocarbon (CFC), Polybrominated diphenyl Ether (PBDE), or Halogenated Flame Retardants.
5. Hazardous and Toxic Material Management System
 1. The manufacturer must have a hazardous and toxic material management system in place at production and associated facilities.
6. Packaging and distribution
 1. Corrugated Packaging: If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre and/or come from a sustainable managed forest.
 2. Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e. enough to fill a truck).
 3. As a minimum, the Standing Offer holder must implement one of the following requirements:
 1. Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site);
 2. Packaging is recyclable and/or bio-degradable;
 3. Packaging is returnable to the supplier/shipper; or
 4. Packaging is reusable
7. Upon request the Standing Offer holder must submit within ten (10) business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.
8. On a project-by-project basis, Canada may request supporting documentation to support environmental certification efforts. Upon request, the Standing Offer holder must provide appropriate documentation as determined by Canada's representative.

3.3 Workmanship

1. The finished products must be stable, uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, service ability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothing, or documents.
2. The factory finish must be smooth and free of snags, runs, orange peel and overspray.
3. Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.

3.4 Technical Documentation

Upon request, the Standing Offer holder must provide all product information to the Technical Authority within ten (10) business days. Product information is but not limited to the following: technical specification sheets, drilling patterns, AutoCad compatible 3D blocs, installation instructions, high resolution photos to use in CORCAN product guide/website, environmental certification information or any other relevant information allowing CORCAN to gain knowledge of products.

4.0 DETAILED PRODUCT REQUIREMENTS

4.1 CATEGORY A: Monitor Arms

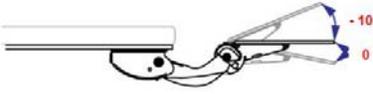
<p>Type 1: Single Monitor Arm with supporting base – convertible. Must be capable of converting into a Double Monitor Arm using a conversion kit, which can be ordered separately. Once converted, the monitor arm must meet the specs of type 2.</p> <p>Type 2: Double Monitor Arms with supporting base</p> <p>Type 3: Triple Monitor Arms with supporting base</p>			
Requirements	Type 1 Single (convertible)	Type 2 Double	Type 3 Triple
<p>Base - Must be available in clamp and bolt-through mounts (can be one model offering both 2in1 or two separate models) :</p> <p>a) Clamp mount must be capable of attaching to the edge of the work surface.</p> <p>b) Bolt-through must be through a maximum of 70mm (2 ¾ in.) diameter grommet; grommet covers must be provided.</p>	Applicable	Applicable	Applicable
<p>Conversion Kit – Must be capable of converting a Single Monitor Arm into Double Monitor Arms, using the existing support base from Type 1.</p>	Applicable	Non Applicable	Non Applicable

Must have an adjustable counterbalance mechanism to allow for fingertip control and be capable of supporting the screen sizes as indicated, in landscape and portrait position without overlapping monitors:	Applicable Single Monitor Arm Minimum range 483mm (19 in.) – 813mm (32 in.) (16:9)	Applicable Minimum range 483mm (19 in.) – 686mm (27 in.) (16:9)	Applicable Minimum 457mm (18 in.) (16:9)
Mounting – Complete with Industry Standards - VESA mounting interface (must have 4 hole pattern including 75mm (3 in.) x 75mm (3 in.) as well as 102mm (4 in.) x102mm (4 in.). In addition, must provide for quick connect adaptor.	Applicable	Applicable	Applicable
All hardware and installation tools must be provided with each arm.	Applicable	Applicable	Applicable
DIMENSIONS			
The monitor arm(s) must be able to provide vertical and horizontal range adjustment by the user without the use of tools.	Applicable	Applicable	Applicable
Must provide a minimum of 254mm (10 in.) height adjustment for each monitor	Applicable	Applicable	Applicable
Must allow for all monitor arms to be levelled at the same height when spanning from a common post (i.e. level plane)	Non Applicable	Applicable	Applicable
Monitor arm(s) must be able to be adjusted to balance monitor weight of up to 10 kg (22 lbs) for each monitor. Adjustment mechanisms can be pneumatic or spring tension to ensure retention of adjusted set-up position (an allen key to increase or decrease spring tension for monitor weight is acceptable).	Applicable	Applicable	Applicable
Tilt – Must provide a minimum of 10 degrees upwards and a minimum of 30 degrees downwards.	Applicable	Applicable	Applicable
Monitor arm(s) must have swivel rotation limiter with 180-degree stop to prevent interference with back panel and obstacles behind the arm.	Applicable	Applicable	Applicable
Arm fold back must be no more than 114mm (4.5 in.) out from base centerline (arm retraction) in order to allow for proper ergonomic adjustment	Applicable	Applicable	Applicable Only applicable for outside monitor arms.
Arm(s) must have a minimum horizontal depth of 508mm (20 in.)	Applicable	Applicable	Applicable Only applicable for outside monitor arms.

FINISHES			
Must be constructed from painted metal, polished or brushed metal with a protective finish and be available in Black, White and Silver as a minimum (solid colour or trim)	Applicable	Applicable	Applicable
POWER			
Must provide secure cable management along the arm(s) from the monitor attachment without interference with the movement of the monitor.	Applicable	Applicable	Applicable

4.2 **CATEGORY B: Keyboard Supports**

Type 1: Trackless or short track adjustable keyboard mechanism and tray, to install on any kind of existing work surfaces with interfering components below the surface.			
Type 2: Adjustable keyboard mechanism and tray, to install on any kind of existing work surfaces 610mm (24 in.) or deeper having no interfering components below the surface.			
Type 3: Dual arm mechanism only (no tray), to use with CORCAN's laminate dual surfaces.			
Requirements	Type 1	Type 2	Type 3
Keyboard Tray			
Keyboard tray must be lever free	Applicable	Applicable	Applicable
The location of the top of the keyboard tray must allow the user to maintain neutral shoulder, elbow and wrist postures.	Applicable	Applicable	Applicable
Tray must be a rectangular shaped single surface to accommodate both keyboard and mouse. Note: curved edges are acceptable.	Applicable	Applicable	Non Applicable
Tray length must be available from a minimum of 635mm (25 in.) to a maximum of 711mm (28 in.)	Applicable	Applicable	Non Applicable
Tray depth must be available from a minimum of 229mm (9 in.) to a maximum of 292mm (11.5 in.)	Applicable	Applicable	Non Applicable
Tray must be designed to prevent the keyboard and mouse device from slipping off the surface.	Applicable	Applicable	Non Applicable
Tray must be constructed of Pheonolic resin or HDPE materials.	Applicable	Applicable	Non Applicable
Tray must be available in Black as a minimum.	Applicable	Applicable	Non Applicable
Wrist Rest			
Must be removable without the use of any unsupplied tools and extend the total length of keyboard tray.	Applicable	Applicable	Non Applicable
Must be soft and round and at least 127mm (5 in.) deep. Must be available in gel or foam as a minimum.	Applicable	Applicable	Non Applicable

Keyboard Mechanism			
Track size	Applicable Must be 279mm (11 in.) maximum.	Applicable Must be 457mm (18 in.) maximum.	Non Applicable
Track Arm Support	Single	Single	Double
Mechanism Size	Non Applicable	Non Applicable	Applicable Must have a maximum width assembly of 635mm (25 in.)
Mechanism adjustments – When fully retracted, the front of the tray must not extend more than 102mm (4 in.) past the front of the desk (straight configuration).	Applicable	Applicable	Non Applicable
Mechanism adjustments - When fully extended, the back of the tray must be at least 102mm (4 in.) away from the front of the work surface (straight configuration).	Applicable	Applicable	Non Applicable
Tilting angle must be between +0 degrees and -10 degrees 	Applicable	Applicable	Applicable
Must have continuous height adjustment from flush with the work surface to a minimum of 127mm (5 in.) below the work surface. Must be adjustable by the user through lever-free controls and be capable of being locked at any position.	Applicable	Applicable	Applicable

4.3 Category C: Central Processing Unit (CPU) Holders

Type 1: Fixed CPU Holder without lock Type 2: Sliding CPU Holder with lock		
Requirements	TYPE 1	TYPE 2
Must be under surface mount (not side mounted).	Applicable	Applicable
Locking Capability	Non Applicable	Applicable
Mounting method	Applicable Fixed mount	Applicable Sliding Track to fit under 610mm (24 in.) deep work surface
Must have a weight capacity to hold a CPU of up to 18 kg (40 lbs).	Applicable	Applicable
Must have the adjustability to accommodate a CPU size of up to 229mm (9 in.) wide and up to 533mm (21 in.) tall.	Applicable	Applicable
Must be capable of both clockwise and counter-clockwise swivel of a minimum of 180 degrees.	Applicable	Applicable
Must be painted metal	Applicable	Applicable
Must be available in Black as a minimum.	Applicable	Applicable

4.4 Category D: Task Lights

Type 1: Task Light – Desk based Type 2: Task Light – Clamped to desk		
Requirements	Type 1 Desk based	Type 2 Clamped to desk
DESCRIPTION		
Must have articulating arm and pivoting head with one-handed adjustment for positioning.	Applicable	Applicable
Must have an on/off switch, dimmer and sensor.	Applicable	Applicable
FINISHING		
Articulating arm and weighted base must be painted metal. The fixture head must be painted metal or plastic.	Applicable	Applicable
Product must be available in white and a minimum of 1 other colour with a protective finish.	Applicable	Applicable
POWER		
Must accept LED bulbs.	Applicable	Applicable
Must provide a minimum of 1829mm (6ft.) power cord.	Applicable	Applicable

SUPPORT/BASES	Applicable	Applicable
Must have a height adjustable arm with pivot capabilities to redirect light.	Applicable	Applicable
Must be weighted so to not tip over.	Applicable	Applicable
Must have scuff-free padding under base.	Applicable	Applicable

4.5 **Category E: Power Modules**

Type 1: Work surface mounted	
Requirements	Type 1
Must clamp to the edge of the desk	Applicable
Must provide a minimum of three (3) simplex power outlets and two (2) USB outlets.	Applicable
Power – Must provide a minimum 2438mm (8ft.) power cord.	Applicable
Must be available in White as a minimum	Applicable

5.0 Delivery & Packaging

5.1 Delivery time turnaround:

- It is mandatory that delivery be completed within fifteen (15) business days from the receipt of a call-up document unless an alternate time frame has been approved by the Identified User:
- Call-ups will be issued on a “as and when requested” basis.
- Delivery must be completed in accordance with the call-up against the Standing Offer.
- The specific delivery location will be identified on each call-up document.
- Supplier will acknowledge receipt of each order and notify the ordering office of shortages within three (3) business days of receipt of an order.
- Supplier will provide the Identified User within a minimum of twenty-four (24) hours notification prior to delivery.
- For FCA Free Carrier, delivery will be provided by the Standing Offer holder or arranged by CORCAN, using their own trucks. CORCAN reserves the right to choose the most economical means of shipping.

5.2 Delivery Locations

Atlantic Region:

- a) Springhill Institution
330 McGee Street
Springhill, NS
B0M 1X0

- b) Community Industries
310 Baig Blvd.
Moncton, NB
E1C 1C8

Quebec Region:

- a) Cowansville Institution
C.P. 5000
400, rue Fordyce
Cowansville, QC
J2K 3N7

Ontario Region:

- a) Warkworth Institution
East of Highway Number 30, County Road Number 29
P.O. Box 760
Campbellford, ON
K0L 1L0

- b) Joyceville Institution
P.O. Box 880
Highway 15,
Kingston, ON
K7L 4X9

- c) Bath Institution
Highway 33, P.O. Box 1500
Bath, ON
K0H 1G0

- d) CORCAN Kingston Warehouse
1484 Centennial Drive
Kingston, ON
K7L 4V2

Prairie Region:

- a) Stoney Mountain Institution
P.O. Box 4500, Highway # 7
Winnipeg, MB
R3C 3W8

- b) Bowden Institution
P.O. Box 6000, Highway # 2
Innisfail, AB
T4G 1V1
- c) Drumheller Institution
P.O. Box 3000, Highway # 9
Drumheller, AB
T0J 0Y0
- d) Saskatchewan Institution
15th Street West, P.O. Box 160
Prince Albert, SK
S6V 5R6

Pacific Region:

- a) Mission Institution
P.O. Box 60
8750 Slave Lake Road
Mission, BC
V2V 4L8

Plus other CSC CORCAN locations across Canada “as required”.

5.3 Packaging & Labelling

All shipped products must be installation-ready and each product boxed individually. A label clearly identifying the following information, as a minimum, must be included on each box:

- Product Description;
- Product code;
- Customer purchase order #.

All mounting hardware must be included.

Solicitation No. - N° de l'invitation
21C11-200425/A
Client Ref. No. - N° de réf. du client
3320425

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

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

ANNEX B

BASIS OF PAYMENT

See attached excel document
(Provided as an electronic attachment)

