



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> St. John's Storage Lockers	
<b>Solicitation No. - N° de l'invitation</b> EA003-210607/A	<b>Date</b> 2020-08-13
<b>Client Reference No. - N° de référence du client</b> EA003-21-0607	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-207-11039	
<b>File No. - N° de dossier</b> HAL-0-85064 (207)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-09-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grieve, Bronwen	<b>Buyer Id - Id de l'acheteur</b> hal207
<b>Telephone No. - N° de téléphone</b> (902) 943-2394 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC/TPSGC JOHN CABOT BLDG 10 BARTERS HILL P.O.BOX 4600 ST JOHNS NEWFOUNDLAND A1C6M1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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EA003-210607/A  
Client Ref. No. - N° de réf. du client  
EA003-210607

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

Buyer ID - Id de l'acheteur  
ha1207  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **1.2 Requirement**

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

### **1.3 Debriefings**

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

### **1.4 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)**

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

### **1.5 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

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

Bid Receiving Public Works and Government Services Canada / Réception des soumissions  
Travaux publics et services gouvernementaux  
1713 Bedford Row  
Halifax, NS B3J 1T3

Email for epost Connect:

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Bids 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 Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (902) 496-5016

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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## 2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

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

- If the Bidder is simultaneously providing copies of its bid 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 bid only. No prices must be indicated in any other section of the bid.

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

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

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

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

### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **3.1.3 SACC Manual Clauses**

### **Section III: Certifications**

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



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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

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

Refer to Annex A-3

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

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.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:

- i. ☐ The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- ii. ☐ The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:

- i. ☐ ( ) The Aboriginal business has fewer than six full-time employees.

OR

- ii. ☐ ( ) The Aboriginal business has six or more full-time employees

5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**A3001T (2014-11-27), Owner/Employee Certification – Set-aside for Aboriginal Business**

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

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

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

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provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

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

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

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

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Requirement

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.2 Delivery Date

While delivery is requested on or before October 14, 2020, the best delivery that could be offered is \_\_\_\_\_.

#### 6.4.5 Delivery Points

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

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bronwen Grieve  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 1T3  
  
Telephone: 902-943-2394  
E-mail address: [bronwen.grieve@tpsgc-pwgsc.gc.ca](mailto:bronwen.grieve@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: *(will be inserted at time of contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" for a cost of \$\_\_\_\_\_. Customs 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 Contracting Authority before their incorporation into the Work.

### 6.6.2 Limitation of Price

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

### 6.6.3 Single Payment

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

#### 6.6.4 Electronic Payment of Invoices – Contract

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

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

#### 6.7 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:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 6.8 Certifications and Additional Information

##### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

##### 6.8.2 SACC Manual Clauses

SACC Manual clause [A3000C](#) (2014-11-27), Aboriginal Business Certification

#### 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

#### 6.10 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- c) Annex A, Requirement;
- d) Annex B, Basis of Payment;
- e) the Contractor's bid dated \_\_\_\_\_

## **6.11 SACC Manual Clauses**

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

## **6.12 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



## **ANNEX "A"**

### **REQUIREMENT**

#### **1. Specifications**

**Also refer to CBSA\_ID Floor Plan - Locker Locations Dec.18.18 drawing**

#### **1. General**

##### **1.1. REFERENCE STANDARDS**

- 1.1.1. Canada Green Building Council (CaGBC)
- 1.1.2. American National Standards Institute/Business and Institutional Furniture Manufacturer's Association (ANSI/BIFMA):
  - 1.1.2.1. ANSI/BIFMA X5.9 – Storage Units
  - 1.1.2.2. ANSI/BIFM e3-2014 – Furniture Sustainability Standards
- 1.1.3. Business and Institutional Furniture Manufacturers Association (BIFMA)
  - 1.1.3.1. BIFMA G1 – Ergonomics Guidelines for Furniture Use in Office Work Spaces Designed for Computer Use.
- 1.1.4. Canadian General Standards Boards (CGSB)
  - 1.1.4.1. CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
- 1.1.5. International organization for Standardization (ISO)/International Electrotechnical Commission (IEC).
  - 1.1.5.1. ISO 9001 – Quality Management Systems – Requirements

##### **1.2. ACTION AND INFORMATIONAL SUBMITTALS**

- 1.2.1. Submit submittals in accordance with Request for Bid (RFB) Document.
- 1.2.2. Product Data:
  - 1.2.2.1. Provide manufacturer's printed product literature and data sheets for metal lockers and include product characteristics, performance criteria, physical size, finish and limitations.
- 1.2.3. Shop Drawings:
  - 1.2.3.1. Indicate on drawings: type and class of locker, thicknesses of metal, fabricating and assembly methods, assembled banks of lockers, doors, hooks, detail of padlock / handle, shelves, drawers, file drawers, handles, ventilation method.
- 1.2.4. Samples:
  - 1.2.4.1. Available finish options to be provided with bid. Note: Colour to be selected from manufactures standard finishes after contract award.
  - 1.2.4.2. Submit duplicate [50 x 50] mm samples of colour and finish on actual base metal.
- 1.2.5. Sustainable Design Submittals:

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

### 1.3. DELIVERY, STORAGE AND HANDLING

- 1.3.1. Deliver, store and handle materials in accordance with Section with manufacturer's written instructions.
- 1.3.2. Delivery and Acceptance Requirements:
- 1.3.2.1. Deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- 1.3.3. Storage and Handling Requirements:
- 1.3.3.1. Store materials in indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
- 1.3.3.2. Store and protect metal lockers from nicks, scratches, and blemishes.
- 1.3.3.3. Replace defective or damaged materials with new.
- 1.3.4. Packaging Waste Management:
- 1.3.4.1. Provide within *three weeks of award* a Waste Reduction Work Plans and Pre-construction Waste Audit report for approval by the departmental representative. Sample documents can be provided upon request.
- 1.3.4.2. Tracking of disposal / recycling of packaging & installation waste and provision of weight bills will be required.

## 2. Products

### 2.1. MANUFACTURED UNITS

- 2.1.1. Lockers: Type 1 & 2 -Single full-height locker, freestanding.
- 2.1.1.1. Refer to Annex A-1, locker drawings
- 2.1.1.2. Size: 457mm x 610mm x 1829mm (18"w x 24"d x 72"h)
- 2.1.1.3. Assembly: welded.
- 2.1.1.4. Top: Sloped
- 2.1.1.4.1. All side openings (from top of locker to top of sloped top is to be closed
- 2.1.1.4.2. All side openings (from top of locker to top of sloped top is to be closed
- 2.1.1.4.3. Where lockers meet perpendicular to each other provide sloping top corner fillers
- 2.1.1.4.4. Provide joint covers close any open space of each group of lockers.
- 2.1.1.5. Finishes:
- 2.1.1.5.1. All sides of locker to be finished
- 2.1.1.5.2. Finishes to be selected from manufactures standard range of finishes.
- 2.1.1.5.3. 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.
- 2.1.1.5.3.1. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

- 2.1.2. Doors: single-wall construction, steel thickness No .20 MSG, door swing right & left handed to suit Annex A-1 Locker Location Plan
- 2.1.3. Door handle: ADA Compliant Pull / Handle, bright chromium finish for use with client supplied padlock, Master Lock® No. 1500iD Directional Padlock,
- 2.1.4. Number Face Plates
  - 2.1.4.1. The locker door for each individual locker must have a unique numbered plate
  - 2.1.4.2. The numbered plate must be located on the outside of the door and must be located in the same position for all lockers. Lockers should be numbered sequentially.

## **2.2. ACCESSORIES**

- 2.2.1. As outlined in 3.1

## **2.3. LOCKER TYPES**

### **2.3.1.Type 1 (ABW): Quantity: 20**

- 2.3.1.1. Locking system: padlocks (supplied by others)
- 2.3.1.2. Options:
  - 2.3.1.2.1. coat hooks (2), metal chromium finish.
  - 2.3.1.2.2. Boot tray
  - 2.3.1.2.3. Leveling feet
  - 2.3.1.2.4. Storage drawer, full extension, steel ball bearing slides
  - 2.3.1.2.5. File drawer, full extension, steel ball bearing slides
- 2.3.1.3. See Annex A-1 LOCKER TYPE 1 (ABW) DRAWING

### **2.3.2.Type 2 (BSO): Quantity 11**

- 2.3.2.1. Locking system: padlocks (supplied by others)
- 2.3.2.2. Options:
  - 2.3.2.2.1. Boot tray
  - 2.3.2.2.2. Leveling feet
  - 2.3.2.2.3. Shelf
  - 2.3.2.2.4. Coat rod
- 2.3.2.3. See Annex A-1 LOCKER TYPE 2 (ABW) DRAWING

## **3. Execution**

### **3.1. EXAMINATION**

- 3.1.1. Verification of Conditions: verify conditions of substrates and surfaces to receive metal lockers previously installed under other Sections or Contracts are acceptable for product

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installation in accordance with manufacturer's instructions prior to metal locker installation.

- 3.1.2. Inform Departmental Representative of unacceptable conditions immediately upon discovery.
- 3.1.3. Proceed with installation only after unacceptable conditions have been remedied.

### **3.2. INSTALLATION**

- 3.2.1. Assemble and install lockers in accordance with manufacturer's written instructions.
- 3.2.2. Lockers are to be freestanding.
- 3.2.3. Level all lockers.

### **3.3. ADJUSTING**

- 3.3.1. Adjust metal lockers for correct function and operation in accordance with manufacturer's written instructions.
- 3.3.2. Lubricate moving parts to operate smoothly and fit accurately.

### **3.4. CLEANING**

- 3.4.1. Progress Cleaning: clean in accordance with manufacturer's instructions.
  - 3.4.1.1. Leave Work area clean at end of each day.
- 3.4.2. Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 1.3.4 above.
- 3.4.3. Waste Management: separate waste materials for recycling and / or reuse in accordance with Section 1.3.4 above.
  - 3.4.3.1. Remove recycling containers and bins from site and dispose of materials at appropriate facility.

### **3.5. DEFICIENCY PROCEDURES**

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

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### **3.6. PROTECTION**

- 3.6.1. Protect installed products and components from damage during construction.
- 3.6.2. Repair damage to adjacent materials caused by metal locker installation.

**END OF SECTION**

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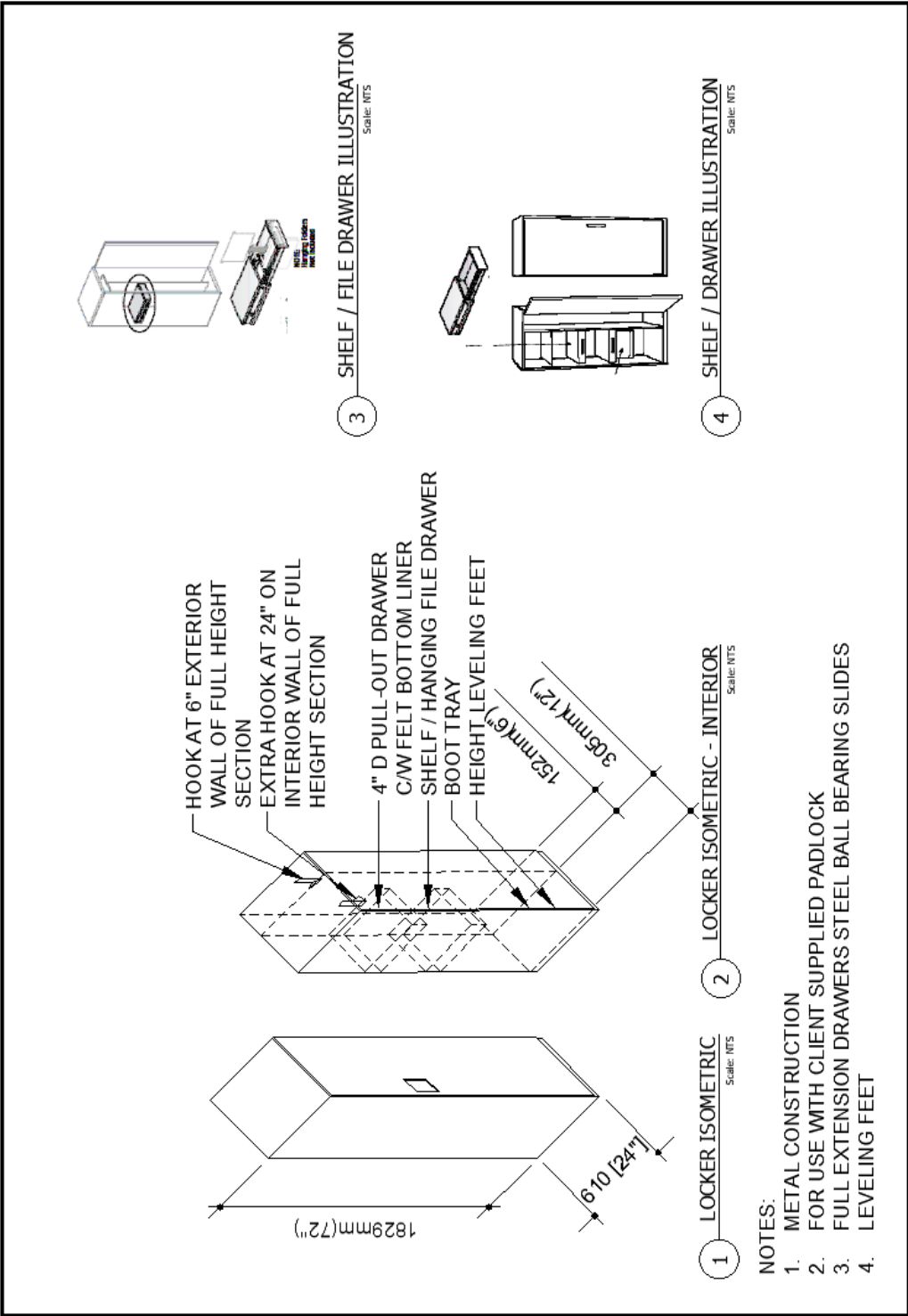
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**ANNEX A-1**

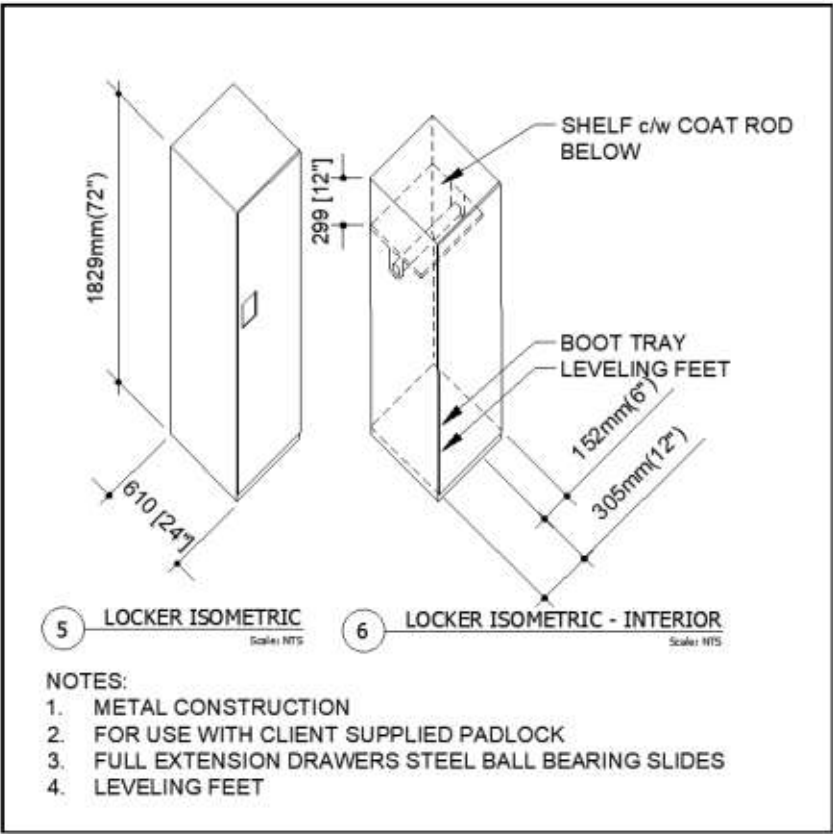
**DRAWINGS AND FLOORPLAN  
LOCKER TYPE 1 (ABW) DRAWING**

*(see next page)*



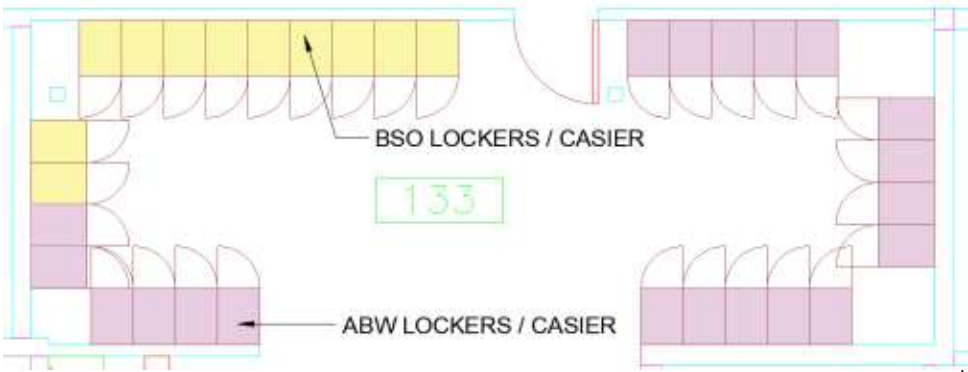
MARCH 6, 2020 KM PSPCAER GROUP FOR CBSA

LOCKER TYPE 2 (BSO) DRAWING



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LOCKER LOCATION PLAN



**LEGEND:**  
LOCKER TYPE 1 (ABW)  
LOCKER TYPE 2 (BSO)



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## ANNEX A-2

### Environmental Requirements

In April 2006, the Government of Canada introduced a "Policy on Green Procurement" as mandated by Treasury Board of Canada Secretariat. The objective of the Policy is to advance the protection of the environment and to support sustainable development by integrating environmental considerations into the procurement decision-making process.

#### 1.1 ENVIRONMENTAL ATTRIBUTES

##### .1 Environmental

- .1 All products must be certified by an independent third-part certificate as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieve a minimum of level® 2.
- .2 Product must receive one or more points under Section 7.6 of ANSI/BIFMA e3, and must not exceed office furniture emissions concentration limits when determined in accordance with the standard test method ANSI/BIFMA x7.1 2011 Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating.

##### .2 Resource input

- .1 50% of all wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CSA), Forest Stewardship Council (FSC), or Sustainable Forestry Initiative (SFI).
- .2 All composite wood products must contain a minimum of 60% recycled material.
- .3 Furniture may not contain urea-formaldehyde unless fully encapsulated within engineered composite panels (i.e. particle board, medium density fiberboard, plywood) when the substrate for *work surfaces*, shelving, or any other component is a composite wood product
- .4 Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
- .5 Steel used in the manufacturing must contain a minimum of 25% recycled content when market conditions allow.
- .6 All plastic components must be recyclable at the end of their life.
- .7 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 Warranty:

- .1 Replacement components must be available to replace broken pieces during the Warranty period.

##### .4 General:

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- .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 Supplier 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 Supplier or Manufacture must submit within ten 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 furniture manufacturer and SA holder must provide appropriate documentation as determined by Canada's representative.

**END OF SECTION**

## ANNEX A-3

### MANDATORY TECHNICAL EVALUATION

**Instructions:** Bidders **must** indicate whether or not they comply with the Mandatory Technical Criteria. Bidders must include one (1) copy of descriptive literature; if available, for the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the Mandatory Technical Criteria detailed herein.

Bidders **should** comment /cross reference the page number and highlight the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

The Bidder **must** address each Mandatory Technical Criteria listed below and must indicate whether the product/service offered “Meets” or “Does Not Meet”.

Bidders must provide as much detail as possible to support your comments and your claims of compliance for each specification.

**NOTE:** The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.

Item	Description	Compliant (Yes or No)	Bidder Reference Page Number
1	<b>Submittals</b>		
1.1	Provide manufacturer's printed product literature and data sheets for metal lockers and include product characteristics, performance criteria, physical size, finish and limitations.		
1.2	Shop Drawings:		
1.2.1	Indicate on drawings: type and class of locker, thicknesses of metal, fabricating and assembly methods, assembled banks of lockers, doors, hooks, detail of padlock / handle, shelves, drawers, file drawers, handles, ventilation method.		
1.2.2	Drawings must meet technical criteria identified in Annex “A” section 2.1 MANUFACTURED UNITS		
1.3	Samples		
1.3.1	Available standard colour options		
1.3.2	Must submit duplicate [50 x 50] mm samples of colour and finish on actual base metal		
1.4	Sustainable Design Submittals:		
1.4.4	Provide documentation supporting Annex A-2 Environmental requirements.		
2	<b>Technical Criteria:</b>		
2.1	Must be single full-height locker, and freestanding		

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ha1207  
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2.2	Size: must be 457mm x 610mm x 1829mm (18"w x 24"d x 72"h plus sloped top)		
2.3	Assembly must be welded		
2.4	Top must be sloped		
2.5	Finishes:		
2.5.1	All sides of locker must be finished		
2.6	Doors:		
2.6.1	Must be single-wall construction		
2.6.2	Steel thickness No .20 MSG		
2.6.3	Door must swing to suit Annex A-1 Locker Location Plan		
2.7	Door handle		
2.7.1	Must be ADA Compliant Pull / Handle provided		
2.7.2	Must be bright chromium finish		
2.7.3	Must work with client supplied padlock: Master Lock® No. 1500iD Directional Padlock		

## ANNEX "B"

### BASIS OF PAYMENT

Bidders must submit firm unit prices for each item listed below to be given further consideration. A financial bid addressing only a portion of the requirement will be declared non-responsive.

Pricing offered must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Pricing offered must be inclusive of all delivery and installation costs.

No further charges will be allowed.

Item	Description	Unit of Measurement	Qty	Unit Price	Extended Price
1	Locker Type 1 (ABW) as per Annex "A" section 2 and 2.3.1	Each	20		
2	Locker Type 2 (BSO) as per Annex "A" section 2 and 2.3.2	Each	11		
Total (GST/HST not included)					

## **ANNEX “C”**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder 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)

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**ANNEX "D"**

**INTEGRITY PROVISIONS – LIST OF DIRECTORS**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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