



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

Title - Sujet Fredericton Storage Lockers	
Solicitation No. - N° de l'invitation EC096-210366/B	Date 2020-08-25
Client Reference No. - N° de référence du client EC096-21-0366	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-207-11049	
File No. - N° de dossier HAL-0-85039 (207)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-10	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Grieve, Bronwen	Buyer Id - Id de l'acheteur hal207
Telephone No. - N° de téléphone (902) 943-2394 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA FLOOR 5 & 6 REGENT ST FREDERICTON NEW BRUNSWICK E3B 3W3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

Solicitation No. - N° de l'invitation
EC096-210366/B
Client Ref. No. - N° de réf. du client

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

This bid solicitation cancels and supersedes previous bid solicitation number **EC096-210366/A** dated **2020-07-23** with a closing of **2020-08-11 at 14:00 ADT**. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this 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.

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

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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 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.

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 "A1"

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

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.

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.

5.2.1 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. 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

6.4.1 Delivery Date

While delivery is requested on or before September 30, 2020, the best delivery that could be offered is _____.

6.4.2 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

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

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

The Department of Public Services and Procurement Canada (PSPC), on behalf of the Government of the Atlantic Canada Opportunity Agency located in Fredericton, New-Brunswick has a requirement for the supply, delivery and installations of 101 Individual Storage Lockers and 3 Cubbies Lockers.

The supplier is responsible for supplying all necessary hardware required for furniture installation.

1. Specifications

Also refer to Appendix 3-5th floor and Appendix 3-6th floor for locker locations.

2. General

2.1. REFERENCE STANDARDS

- 2.1.1. American National Standards Institute/Business and Institutional Furniture Manufacturer's Association (ANSI/BIFMA):
 - 2.1.1.1. ANSI/BIFMA X5.9 – Storage Units
 - 2.1.1.2. ANSI/BIFM e3-2014 – Furniture Sustainability Standards
- 2.1.2. Business and Institutional Furniture Manufacturers Association (BIFMA)
 - 2.1.2.1. BIFMA G1 – Ergonomics Guidelines for Furniture Use in Office Work Spaces Designed for Computer Use.
- 2.1.3. Canadian General Standards Boards (CGSB)
 - 2.1.3.1. CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
- 2.1.4. International organization for Standardization (ISO)/International Electrotechnical Commission (IEC).
 - 2.1.4.1. ISO 9001 – Quality Management Systems – Requirements
- 2.1.5. Underwriters Laboratory Inc. (ULC):
 - 2.1.5.1. UL 1286-2011, Section 33 Standards for Office Furnishings

2.2. ACTION AND INFORMATIONAL SUBMITTALS

- 2.2.1. Submit submittals in accordance with Request for Bid (RFB) Document.
- 2.2.2. Product Data:
 - 2.2.2.1. Provide manufacturer's printed product literature and data sheets for metal lockers and include product characteristics, performance criteria, physical size, finish and limitations.
- 2.2.3. Shop Drawings:
 - 2.2.3.1. Submit shop drawings 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.
- 2.2.4. Samples:

2.2.4.1. Submit samples of standards manufactured colours and finishes on actual base metal.

2.2.5. Sustainable Design Submittals:

2.2.5.1. Appendix 1, Environmental Requirements: provide documentation supporting these requirements.

2.3. DELIVERY, STORAGE AND HANDLING

Deliver, store and handle materials in accordance with Section with manufacturer's written instructions.

2.3.1. Delivery and Acceptance Requirements:

2.3.1.1. Product is to be received and unloaded at all site location, after business hours, defined as Monday to Friday 5:00 PM to 12:00 am & Saturday to Sunday 8am to 5pm.

2.3.1.2. Deliver materials to site in original factory packaging, labelled with manufacturer's name and address.

2.3.2. Storage and Handling Requirements:

2.3.2.1. Store materials in indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.

2.3.2.2. Store and protect metal lockers from nicks, scratches, and blemishes.

2.3.2.3. Replace defective or damaged materials with new.

2.3.3. Packaging Waste Management:

2.3.3.1. 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.

2.3.3.2. Tracking of disposal / recycling of packaging & installation waste and provision of weight bills will be required.

3. Products:

3.1. MANUFACTURED UNITS- Individual Lockers

3.1.1. Lockers: Type 1-Single full-height locker, freestanding.

3.1.1.1. QTY- 101: Refer to Appendix 2, locker drawing

3.1.1.2. Size: 457mm x 610mm x 1829mm (18"w x 24"d x 72"h)

3.1.1.3. Assembly: welded.

3.1.1.4. Top: flat.

3.1.1.5. Finishes:

3.1.1.5.1. All sides of locker to be finished

3.1.1.5.2. Available standards options to be provided with bid.

3.1.1.5.3. Individual lockers must be available in a variety of colors for design purposes. Must be able to select one different color per locker door. Must be available in white, black, charcoal and light grey. Refer to Appendix 2 for example.

3.1.2. Doors: minimum single-wall construction, flat panel, steel thickness No .20 MSG, door must swing right or left hand. Door swing varies on locker's location.

- 3.1.2.1.1. Door Handle: pull handle available in metallic silver, white or black painted metal and can be incorporated with the programmable digital keypad lock refer to Appendix 2 for example

3.1.3.ACCESSORIES

3.1.3.1. Locking system: Keypad Lock

- 3.1.3.1.1. Keypad Lock: A Locking mechanism without the use of a key and unlocked with the use of a keypad.
- 3.1.3.1.2. Available in vertical or horizontal body with pull, see appendix 2 for example
- 3.1.3.1.3. Keypad lock must operate with numeric or alphanumeric keypad
- 3.1.3.1.4. Keypad Lock must be supplied with:
 - 3.1.3.1.4.1. Batteries for initial use. If Keypad lock is rechargeable, the separate unit for recharging is not required to be supplied
 - 3.1.3.1.4.2. Two (2) tools or keys for accessing the battery compartment or charging port when battery fails while in the locked position (if compartment or port is located inside the unit)

- 3.1.3.2. Options: coat hooks (2), metal chromium finish.
- 3.1.3.3. Boot tray
- 3.1.3.4. Leveling feet
- 3.1.3.5. Storage drawer, full extension, steel ball bearing slides
- 3.1.3.6. File drawer, full extension, steel ball bearing slides

3.2. MANUFACTURED UNITS- Cubbies Lockers

- 3.2.1. Lockers: Must be one tree-tier full height locker composed of 3 cubbies sections measuring 18"w x 24"d x 24"h each for a total height of 72"
 - 3.2.1.1. QTY- 3: Refer to Appendix 1, locker drawing
 - 3.2.1.2. Size: 457mm x 610mm x 1829mm (18"w x 24"d x 72"h)
 - 3.2.1.3. Assembly: welded.
 - 3.2.1.4. Top: flat.
 - 3.2.1.5. Finishes:
 - 3.2.1.5.1. All sides of locker to be finished
 - 3.2.1.5.2. Available standards options to be provided with bid.
 - 3.2.1.5.3. Individual lockers must be available in a variety of colors for design purposes. Must be able to select one different color per locker door. Must be available in white, black, charcoal and light grey. Refer to Appendix 2 for example.
- 3.2.2. Doors: minimum single-wall construction, flat panel, steel thickness No .20 MSG, door must swing right or left hand. Door swing varies on locker's location.
 - 3.2.2.1.1. Door Handle: pull handle available in metallic silver, white or black painted metal and can be incorporated with the programmable digital keypad lock refer to Appendix 2 for example

3.2.3.ACCESSORIES

3.2.3.1. Locking system: Keypad Lock

- 3.2.3.1.1. Keypad Lock: A Locking mechanism without the use of a key and unlocked with the use of a keypad.
- 3.2.3.1.2. Available in vertical or horizontal body with pull, see appendix 2 for example
- 3.2.3.1.3. Keypad lock must operate with numeric or alphanumeric keypad
- 3.2.3.1.4. Keypad Lock must be supplied with:
 - 3.2.3.1.4.1. Batteries for initial use. If Keypad lock is rechargeable, the separate unit for recharging is not required to be supplied
 - 3.2.3.1.4.2. Two (2) tools or keys for accessing the battery compartment or charging port when battery fails while in the locked position (if compartment or port is located inside the unit)
- 3.2.3.1.5. Options: coat hooks (2), metal chromium finish.
- 3.2.3.1.6. Boot tray
- 3.2.3.1.7. Leveling feet

4. Execution

4.1. SITE LOCATION

81 Regent Street, Fredericton, NB, E3B 3W3 (Floor 5 and 6).
No loading dock or freight elevator. Regular elevator available.

4.2. EXAMINATION

- 4.2.1. Verification of Conditions: verify conditions of substrates and surfaces to receive metal lockers previously installed under other Sections or Contracts are acceptable for product installation in accordance with manufacturer's instructions prior to metal locker installation.
- 4.2.2. Inform Departmental Representative of unacceptable conditions immediately upon discovery.
- 4.2.3. Proceed with installation only after unacceptable conditions have been remedied.

4.3. INSTALLATION

- 4.3.1. Assemble and install lockers in accordance with manufacturer's written instructions.
- 4.3.2. Lockers are to be freestanding.
- 4.3.3. Level all lockers.
- 4.3.4. Install at site locations, after business hours (defined as Monday to Friday 5:00 PM to 12:00 am & Saturday to Sunday 8am to 5pm).
- 4.3.5. Installation Services:

4.4. ADJUSTING

- 4.4.1. Adjust metal lockers for correct function and operation in accordance with manufacturer's written instructions.

4.4.2. Lubricate moving parts to operate smoothly and fit accurately.

4.5. CLEANING

4.5.1. Progress Cleaning: clean in accordance with manufacturer's instructions.

4.5.1.1. Leave Work area clean at end of each day.

4.5.2. Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 1.3.4 above.

4.5.3. Waste Management: separate waste materials for recycling and / or reuse in accordance with Section 1.3.4 above.

4.5.3.1. Remove recycling containers and bins from site and dispose of materials at appropriate facility.

4.6. PROTECTION

4.6.1. Protect installed products and components from damage during construction.

4.6.2. Repair damage to adjacent materials caused by metal locker installation.

4.7. WARRANTY

4.7.1. The warranty period will be a minimum of ten (10) years with the exception of user adjustable components, which will have a minimum warranty of five (5) years.

4.8. DEFICIENCY PROCEDURES

The contractor must adhere to the following deficiency procedures:

4.8.1. The Contractor must notify the Identified User when the installation is completed;

4.8.2. The Identified User must arrange for the initial walk-through inspection with the Contractor;

4.8.3. The walk-through inspection must take place no later than three business days after the installation is completed;

4.8.4. If the Contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

4.8.5. The Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;

4.8.6. The deficiency list must be forwarded by the Identified User to the Contractor;

4.8.7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;

4.8.8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Identified User; and

4.8.9. The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied

END OF SECTION

Solicitation No. - N° de l'invitation
EC096-210366/B
Client Ref. No. - N° de réf. du client

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

ANNEX "A1"

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.

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	Bidder Comments and/or Reference Page Number
1	Submittals	
1.2	Provide manufacturer's printed product literature and data sheets for metal lockers and include product characteristics, performance criteria, physical size, finish and limitations.	
1.3	Shop Drawings:	
1.3.1	Submit shop drawings	
1.3.2	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.	
1.3.3	Drawings must meet technical criteria identified in Annex "A" section 3.1 MANUFACTURED UNITS – Individual Lockers and section 3.2 MANUFACTURED UNITS – Cubbies Lockers	
1.4	Sustainable Design Submittals:	
1.4.1	Provide documentation supporting Appendix 1 Environmental requirements.	
2	Technical Criteria:	
2.1	Manufactured Units – Individual Lockers	
2.1.1	Must be Type 1-Single full-height locker, and freestanding	
2.1.2	Size: must be 457mm x 610mm x 1829mm (18"w x 24"d x 72"h)	

2.1.3	Assembly must be welded	
2.1.4	Top must be flat	
2.1.5	Finishes:	
2.1.5.1	All sides of locker must be finished	
2.1.5.2	Individual lockers must available in a variety of colors for design purposes.	
2.1.5.3	Must be able to select one different color per locker door. Must be available in white, black, charcoal and light grey.	
2.1.6	Doors:	
2.1.6.1	Must be a minimum of single-wall construction	
2.1.6.2	Steel thickness a minimum of No .20 MSG	
2.1.6.3	Door must swing right or left hand.	
2.1.6.4	Flat panel door	
2.1.6.5	pull handle available in metallic silver, white or black painted metal and can be incorporated with the programmable digital keypad lock	
2.1.7	Accessories	
2.1.7.1	Must include a keyless lock system	
2.2	Manufactured Units – Cubbies Lockers	
2.2.1	Must be one tree-tier full height locker composed of 3 cubbies sections measuring 18"w x 24"d x 24"h each for a total height of 72"	
2.2.2	Assembly must be welded	
2.2.3	Top must be flat	
2.2.4	Finishes:	
2.2.4.1	All sides of locker must be finished	
2.2.4.2	Individual lockers must available in a variety of colors for design purposes.	
2.2.4.3	Must be able to select one different color per locker door	
2.2.5	Doors:	
2.2.5.1	Must be a minimum of single-wall construction	

2.2.5.2	Steel thickness a minimum of No .20 MSG	
2.2.5.3	Door must swing right or left hand.	
2.2.5.4	Flat panel door	
2.2.5.5	pull handle available in metallic silver, white or black painted metal and can be incorporated with the programmable digital keypad lock	
2.2.6	Accessories	
2.2.6.1	Must include a keyless lock system	

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.

No further charges will be allowed.

Item	Description	Unit of Measurement	Qty	Unit Price	Extended Price
1	Individual Lockers as per specifications in Annex "A" section 3.1	Each	101		
2	Cubbie Lockers as per specifications in Annex "A" section 3.2	Each	3		
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)

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;

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

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

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

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

APPENDIX 1

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.

1.0 Materials

- 1.1 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))
- 1.2 All metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
- 1.3 All steel parts must contain a minimum of 25% recycled content.
- 1.4 All plastic components must be recyclable at the end of their life.
- 1.5 All composite wood products must contain a minimum of 60% recycled material.
- 1.6 Product emitting formaldehyde which must result in an indoor air concentration of more than 0.5 mg/m³ shall be plugged. Holes do not need to be plugged if the product is listed on Ecologo, Greenguard etc.

2.0 BioBased Renewable Material - Sustainable Wood

- 2.1 All wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CS), Forest Stewardship Council (FSC), Program for the Endorsement of Forest Certification (PEFC) or Sustainable Forestry Initiative (SFI).

3.0 Product Design

- 3.1 Wear susceptible parts must be designed to be replaceable.

4.0 Manufacturing

- 4.1 Waste material from the manufacturing process must be minimized and/or recycled.
- 4.2 The Supplier must have certificates as proof that all products contain no chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE).
- 4.3 Products offered must be manufactured in a facility with a hazardous and toxic material management system in place.

5.0 Packaging and Distribution

- 5.1 Corrugated containers used must contain at least 80% recycled content paper fibre.
- 5.2 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).
- 5.3 As a minimum, the Supplier must implement one of the following requirements:

- 5.3.1 Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site)
- 5.3.2 Packaging is recyclable and/or bio-degradable
- 5.3.3 Packaging is returnable to the supplier/shipper
- 5.3.4 Packaging is reusable

6.0 Chemical Management Plan (CMP)

- 6.1 All products offered must come from a Manufacturer who has a Chemical Management Plan to cover one or more of the following:
 - 6.1.1 Must demonstrate that a hazardous substances (materials) management system is in place at their manufacturing facility(s)
 - 6.1.2 Must have a system in place to acquire, use, store, transportation and final disposition of chemicals
 - 6.1.3 Must adopt a chemical hazard recognition plan
 - 6.1.4 Must have a documented emergency response plan in place

7.0 Leadership in Energy and Environmental Design (LEED) - Canada CI

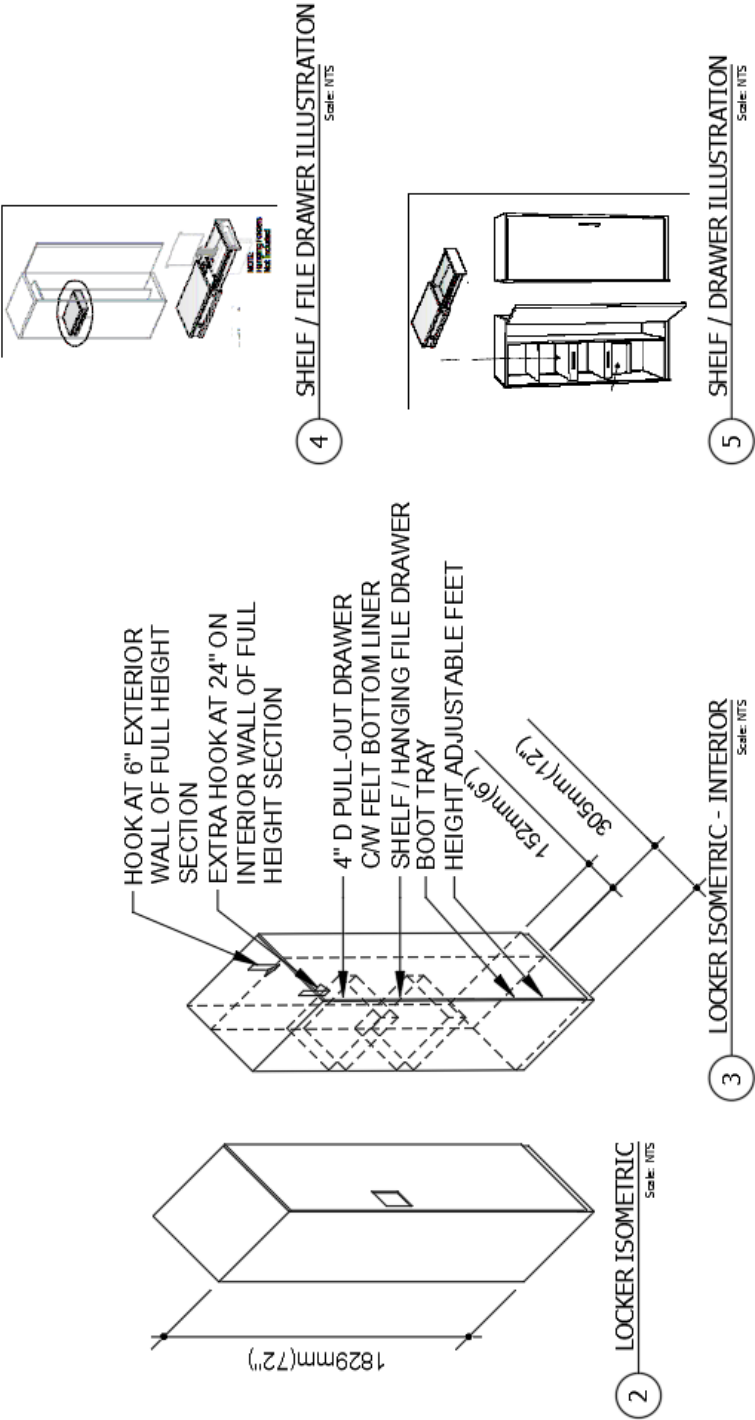
Products offered must assist in scoring points for LEED - Canada CI (Commercial Interiors) credits in the following categories:

- 7.1 Energy & Atmosphere
 - Credit 1.1 Optimize Energy Performance, Lighting Power
 - Credit 1.2 Optimize Energy Performance, Lighting Control
- 7.2 Materials & Resources
 - Credit 4.1 Recycled Content, 10%
 - Credit 4.2 Recycled Content, 20%
 - Credit 6 Rapidly Renewable Materials
 - Credit 7 Certified Wood
- 7.3 Indoor Environmental Quality
 - Credit 4.1 Low-emitting Materials, Adhesives and Sealants
 - Credit 4.2 Low-emitting Materials, Paints and Coatings
 - Credit 4.4 Low-emitting Materials, Composite Wood and Laminate Adhesives
 - Credit 4.5 Low-emitting Materials, Systems Furniture

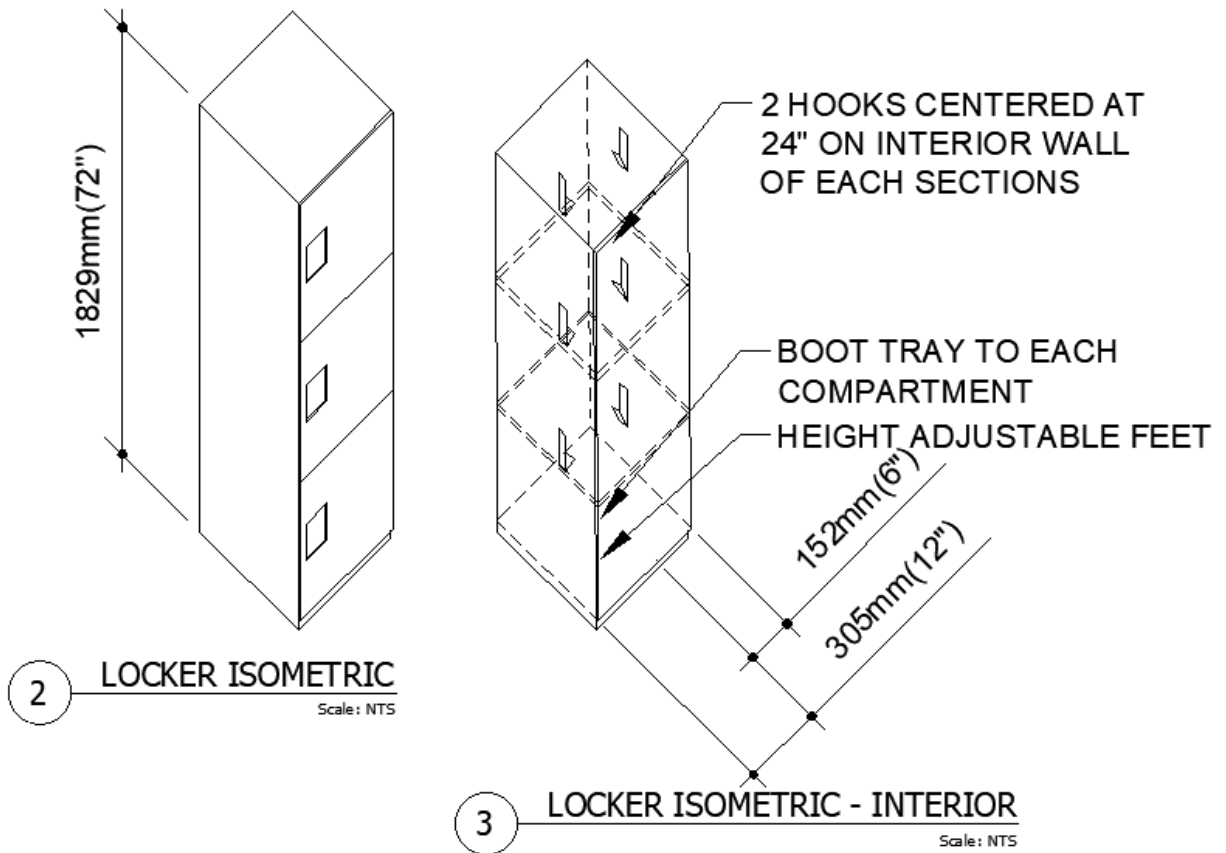
APPENDIX 2

LOCKER DRAWINGS

Individual Lockers:



Group Lockers:



Example of digital keypad lock with pull handle:



Serrure digitale
Digital lock

Example of door front color design:



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

APPENDIX 3
FLOOR PLANS
(See next page)