



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

Title - Sujet ACOA Fredericton Phone Booth	
Solicitation No. - N° de l'invitation EC096-210529/A	Date 2020-09-02
Client Reference No. - N° de référence du client EC096-21-0529	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-406-11061	
File No. - N° de dossier HAL-0-85058 (406)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-22	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: Matheson, Valerie	Buyer Id - Id de l'acheteur hal406
Telephone No. - N° de téléphone (902) 403-6236 ()	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 SEE HEREIN Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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Solicitation No. - N° de l'invitation
EC096-210529
Client Ref. No. - N° de réf. du client
EC096-21-0529

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-0-85058

Buyer ID - Id de l'acheteur
HAL406
CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

Public Services and Procurement Canada (PSPC) on behalf of Atlantic Canada Opportunities Agency (ACOA), Fredericton, NB, has a requirement for the supply, delivery and installation of prefabricated private phone booths.

1.2 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.

1.3 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

2.1.1 SACC Manual Clauses

B1000T Condition of Material 2014-06-26

2.2 Submission of Bids

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

Fax number: 902-496-5016

Note: For bidders choosing to submit using epost Connect, the email address is:

TPSGC.RAReceptionSoumissionsNE-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.

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.

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 New Brunswick.

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 Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1hard copy)
Section IV: Additional Information (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

Mandatory Technical Criteria (MCT)	
MCT 1	Bidder's proposed product must meet the dimensions under Technical Requirements. To demonstrate compliance with MCT 1, the bidder must submit an electronic shop drawing and/or electronic picture of the proposed product that meets the requirements in 9.1
MCT 2	Bidder's proposed product data in accordance with Annex A – Requirements (articles 1.4 and 1.5) To demonstrate compliance with MCT 2, the bidder must submit standard construction details, material descriptions and dimensions of individual components referenced in Article 9.2 to and including 9.11.
MCT 3	Bidder's proposed product is required to comply with the applicable Standard(s), Test(s) or Report(s) outlined in Annex A. The Project Authority may request any of the Standard(s)Test(s) or Report(s) referenced under Article 5.0 and Article 6.0, Annex A

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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.

5.2 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.

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 Statement of 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

All the deliverables must be received and installed prior to December 8, 2020.

6.4.2 Delivery Points

Atlantic Canada Opportunities Agency (ACOA)
81 Regent Street,
Fredericton, New Brunswick E3B 3W3
Floors 5 and 6
(Main entrance – regular elevator only (no Freight))

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Valerie Matheson, Supply Officer
Nova Scotia Acquisitions Directorate
Public Services and Procurement Canada
1713 Bedford Row
Halifax, Nova Scotia B3J 1T3

Telephone: 902-403-6236
Facsimile: 902-496-5016
E-mail address: Valerie.matheson@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 **(COMPLETED AT CONTRACT AWARD)**

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 **(TO BE COMPLETED BY BIDDER)**

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 lot price as specified in Annex B" for a cost of \$ _____ (*insert the amount at contract award*). 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 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

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);

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 following address for certification and payment.

**PWGSC/TPSGC
New Brunswick Region
4th Floor, Unit 105
1045 Main Street
Moncton, NB E1C 1H1**

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

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.

6.9 Applicable Laws

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

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.

1. the Articles of Agreement;
2. the general conditions 2010A (2020-05-28), Goods (Medium Complexity);
3. Annex A, Statement of Requirement;
4. Annex B, Basis of Payment
5. Annex C, Electronic Instructions
6. Annex D, Integrity Provisions
7. the Contractor's bid dated _____

6.11 SACC Manual Clauses

B7500C (2006-06-16) Excess Goods
A9068C (2010-01-11) Government Site Regulations
B1501C (2018-06-21) Electrical Equipment
B6802C (2007-11-30) Government Property
G1005C (2016-01-28) Insurance – No Specific Requirements

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"

STATEMENT OF REQUIREMENT

Prefabricated Single Person Telephone Booth

1.0 REQUIREMENT

Public Services and Procurement Canada (PSPC) on behalf of Atlantic Canada Opportunities Agency (ACOA), Fredericton, NB, has a requirement for the supply, delivery and installation of prefabricated private phone booths.

2.0 SCOPE

The supplier is responsible for supplying all necessary hardware, connectors, supports, components (including electrical components) and wall mounts etc, required for furniture installation. The supplier will also be responsible for the delivery and installation of the product. All products must be new.

3.0 RESPONSIBILITY

The Contractor will supply, deliver and install the Work detailed in all part of Annex A. The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract and in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annex A. In the even the Contractor omitted to include, in its offer, goods or services required to completely furnish all parts of Annex A, the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

4.0 GENERAL CONDITIONS

Schedule

- a) The Contractor will need to coordinate the furniture installation with the Project Authority (PA)
- b) Installation to be completed during normal business hours of 08:00 -17:00
- c) Personal protection safety equipment must be worn by the furniture installers at all times

Building Access

- a) Contractor must identify use of a third party installation company, if applicable
- b) All deliveries are to be done during normal business hours and brought through the main entrance
- c) Installation to be completed during normal of business hours
- d) Personal protection safety equipment must be worn by the furniture installers at all times

Security

- a) Contractor must be responsible for securing their equipment and materials

Garbage Removal

- a) Contractor must maintain work areas and adjacent areas free from accumulations of waste products and debris arising from this project
- b) Contractor must remove garbage and debris daily

5.0 STANDARDS

All products provided must comply with the following standards where applicable:

-
- 5.1 American National Standards Institute (ANSI) / Business and Institutional Furniture Manufactures Association (BIFMA):
 - .1 ANSI/BIFMA X7.1-[R2016], Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating.
 - 5.2 American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)
 - .1 ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)
 - 5.3 American National Standards Institute (ANSI)
 - .1 ANSI Z97.1 - Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test
 - 5.4 American Association of Textile Chemists and Colorists (AATCC)
 - .1 AATCC EP001-EP-1 DATE- Grey Scale for Color Change
 - 5.5 Association for Contract Textiles (ACT)
 - .1 ACT Voluntary Performance Guidelines for Upholstery.
 - 5.6 ASTM International (formerly American Society for Testing and Materials)
 - .1 ASTM D523- Standard Test Method for Specular Gloss
 - .2 ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test
 - .3 ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
 - .4 ASTM D3574 - Standard Test Method for Flexible Cellular Materials - Slab, Bonded, and Molded Urethane Foams
 - .5 ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser
 - .6 ASTM E596 - Laboratory measurement of noise reduction of soundisolating enclosures
 - .7 ASTM E72 - Standard Test Methods of Conducting Strength Tests of Panels for Building Construction.
 - .8 ASTM E90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements.
 - .9 ASTM E413 - Classification for Rating Sound Insulation
 - 5.7 Business and Institutional Furniture Manufactures Association (BIFMA)
 - .1 BIFMA G1 - Ergonomics Guideline for Furniture Used in Office Workspaces Designed for Computer Use
 - 5.8 California Air Resources Board's (CARB)
 - .1 CARB Phase 2 part of California's Composite Wood Products Regulation (CWP Regulation).
 - 5.9 California Department of Consumer Affairs
 - .1 CAL-TB 117 - California Technical Bulletin 117 - Flammability Standard Requirements for Upholstered Furniture
 - 5.10 Canadian Standards Association Group (CSA Group CAN/CSA)
 - .1 CAN/CSA C22.1-18, Canadian Electrical Code, Part 1 (24th Edition), Safety Standard for Electrical Installations.
 - .2 CAN/CSA C22.2 No. 9.0 - General Requirements for Luminaires
 - .3 CAN/CSA C22.2 No.42-10, General Use Receptacles, Attachment Plugs and Similar Devices.
 - .4 CAN/CSA C22.2 No.42.1-00(R2009), Cover Plates for Flush-Mounted Wiring Devices (Bi-national standard, with UL 514D).
 - .5 CAN/CSA C22.2 No.55-M1986 (R2008), Special Use Switches.
 - .6 CSA C22.2 No. 184 Solid State Lighting controls

-
- .7 CAN/CSA C22.2 No.111-10, General-Use Snap Switches (Bi-national standard, with UL 20).
 - .8 CAN/CSA C22.2 No.203-16 - Modular Wiring Systems for Office Furniture
 - .9 CAN/CSA C22.2 No. 250.0.18 -Luminaire.
 - .10 CAN/CSA C22.2 No. 250.13.17 LED -Equipment for Lighting Applications
 - .11 CAN/CSA C22.2 No 68-9 Motor operated appliance (Household & commercial).
 - .12 CAN/CSA B651-18, Accessible design for the built environment.
 - .13 CAN/CSA-Z809-16 Sustainable forest management.
 - .14 CSA S832-14 Seismic risk reduction of operational and functional components (OFCs) of buildings
 - 5.11 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
 - .2 CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.
 - .3 CAN/CGSB-12.1 Safety Glazing.
 - 5.12 Interference-Causing Equipment Standard (ICES)
 - .1 ICES-005 Radio Frequency Lighting Devices
 - 5.13 National Building Code (NBC)
 - .1 NBC 2015: National Building Code of Canada 2015
 - 5.14 National Fire Protection Association (NFPA)
 - .1 NFPA 13: Standard for the Installation of Sprinkler Systems
 - 5.15 Underwriter Laboratory Inc.
 - .1 UL 1286-2011, Section 33 Standards for Office Furnishings.
 - .2 ULC-S102-2018, Standards Method of Test for Surface Burning Characteristic of Building Materials and Assemblies.
 - 5.16 Architectural Woodwork Institute - Architectural Woodwork Manufacture Association of Canada (AWMAC)
 - 5.17 Forest Stewardship Council (FSC)
 - .1 FSC-STD-01-001 [V5-2 EN 2015], FSC Principle and Criteria for Forest Stewardship.
 - 5.18 SCS Global Services Standard, Indoor Air Quality Product Performance Standard for Building Interiors
 - .1 SCS-EC10.3.2014 [V4.0 2017] Environmental Certification Services Division.
 - .2 Indoor Advantage™ and Indoor Advantage™ Gold.
 - 5.19 Sustainable Forestry Initiative (SFI)
 - .1 SFI 2015-2019, Standards and Rules – Standards, Rules for Label Use, Procedures and Guidance.

6.0 TEST AND EVALUATION REPORTS *(if applicable)*

- 6.1 Sustainability: products to be certified by independent third-party in accordance with BIFMA e3 – minimum Level 1.
- 6.2 Environmental: product must receive one or more points under Section 7.6 of ANSI/BIFMA e3, and not to exceed emissions concentration limits in accordance with ANSI/BIFMA X7.1 or SCS Indoor Advantage and Indoor

- .1 Test reports must be provided for examination *upon request* and be not more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.
 - .2 All tests must be completed by an *acceptable test facility*.¹
- 6.3 Revised Test Standard(s): Reference is made to the testing standards listed within this spec and to the requirement that all products offered have successfully passed the referenced testing standards where applicable. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).
- 6.4 Product Changes: When physical changes are made to products already tested against the referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an *acceptable test facility*.¹
- 6.5 Must be able to provide test report within 5 days upon request.
Acceptable test facility: An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), NVLAP (National Voluntary Laboratory Accreditation Program), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

7.0 MANUALS & DATA

Closeout data for each configuration: Operation and Maintenance Data: Contractor must provide manufacturer's written instructions for maintenance of operable components and cleaning procedures. Within the documentation provided, it must contain the name of the original installation company and contact information.

TECHNICAL REQUIREMENTS

8.0 Detailed Product Description:

- Prefabricated Private Phone Booth are to be private compact freestanding pods that can be placed in an office design and relocated as required. Pods must include a work surface and a seat. Units to be self-contained with ventilation fan, lighting, electrical and data outlets for computers powdered by plug-in standard wall outlet
- This specification details the technical and performance requirements for prefabricated Private Phone Booth for single occupant.
- All products must be new.

9.0 Technical Requirements

9.1 Unit Perimeter Dimensions:

- .1 Single occupant:
Front: minimum 1016 mm (40 in.)
Depth: minimum 737 mm (29 in.)
Floor Covering Area:

- Minimum 0.88 sq.m (9.5 sq.ft)
- Maximum 1.16 sq.m (12.5 sq.ft)
- .2 Unit Height:
 - Minimum height: 2032 mm (80 in.)
 - Maximum height: 2311 mm (91 in.)
- .3 Wall thickness:
 - Maximum 102mm (4 in.)
- .4 Interior of unit must have one bench style seating with work surface. Work surface should be able to accommodate one laptop.

9.2 Acoustic Performance:

- .1 Noise Insulation Class (NIC)
 - .1 Average minimum NIC 25 measured in accordance to ASTM E596. The testing unit must be tested as delivered with no modification or special additional sound treatment applied during test.
- .2 Interior wall, floor covering material and acoustic requirement:
 - .1 Ceiling: Minimum 50% of ceiling surface area must be covered with sound absorption material (exclude Lights, and Fan areas)
 - .2 Walls: Minimum 25% of interior wall cover area must be covered with sound absorption materials.
 - .3 Flooring: Anti-static and stain-resistant carpet
 - .4 Air equipment NC (Noise Criteria) Level:
 - Maximum sound level when fan(s) are in full operations.
 - .1 Single occupant: maximum 35 dB
 - .5 Door Assembly: Minimum STC 25 (in accordance to ASTM E90 and ASTM E413)

9.3 Fire Alarm System

- .1 If the building is equipped with a fire alarm system, the sound pressure level inside the pod from a fire alarm audible signal device shall be not less than 65 dBA and not more than 110 dBA.

9.4 Comfort:

- .1 Air circulation:
 - All products (electrical) to be ULC listed and CAN/CSA Approved.
- .2 Ceiling mounted exhaust fan 120V with sensor control on/off
 - .1 Air Change: Minimum 25 L/s per occupant
 - .2 Make-up air from openings at finished floor height
- .3 Lighting :
 - All products (electrical) to be ULC listed and CAN/CSA Approved.
 - Built in LED lighting fixture powered by the unit with sensor control on/off
 - .1 Light intensity: minimum average 300 lux (28 fc) illumination
 - .2 Controls: Dimmable control by occupant
 - .3 Light source: Energy efficient light source

9.5 Controls:

- .1 Sensor activated operating fan and lighting upon occupant entry to the unit. Automatic shut-off from 2 to 15 minutes timer delay when unit is not occupied.
- .2 Fan and Lighting adjustment must be accessible and shall be located in a range between 400mm (15in) and 1200 mm (47in)

from the floor.

9.6 Furniture

Worksurface and seating arrangement must be able to allow occupant to perform task ergonomically in normal working posture. Reference BIFMA G1.

- .1 Worksurface:
 - .1 Design: Must be able to integrated with pod or attached to interior wall.
 - .2 Material: HPL top. Must comply to CAN/CGSB 44.227 Surface finishing requirement.
 - .3 Suitable for laptop support.
- .2 Seating:
 - .1 Design: Must be integrated with pod or attached to interior wall
 - .2 All upholstered seating material must be complied to CAL-TB117
 - .3 Single Occupant Booth seating must accommodate comfortably one occupant.
- .3 Product testing:
 - .1 Must be tested and complied to all applicable ANSI/BIFMA testing.
- .4 Door
 - .1 Pivot / Swing door –pivot left
 - .2 Clear opening width for door: minimum 810 mm (32 in.)
 - .3 Glass or framed door with glass insert
 - .4 Structural performance to BIFMA x 5.6 Access door tests
 - .5 Acoustic performance with minimum STC 25 to ASTM E90 and ASTM E413
 - .6 Glass: tempered or laminated to CAN/CGSB-12.1 or ANSI 97.1
 - .7 Door seals: could be brush or foam receiver at closer side for sound isolation
 - .8 Door hardware and installation must comply to CSA B651, supplied by manufacturer
 - .9 Low threshold 13 mm (0.5 in.) high
 - .10 Doors must be open enable with one releasing operation

9.7 Fire protection

- .1 The interior wall, ceiling and floor finishes shall have a flame spread rating (FSR) and smoke developed classification (SDC) that meet the minimum levels set in the NBC 2015. The FSR and SDC must be determined on the basis of testing conducted in conformance with ULC-S102:
 - .1 Flame Spread Rating:
 - .1 In Part 3 buildings that are sprinklered, Flame Spread Rating of interior wall and ceiling finishes: not more than 150
 - .2 In Part 3 buildings that are not sprinklered, Flame Spread Rating: not more than 75
 - .2 In high buildings, Smoke Development: less than 450.
 - .3 Provide test report upon request.

- .2 Sprinkler knockout
 - .1 The pod must have a sprinkler knock-out located on the top of the unit.

9.8 Electrical and data inside work pod

Power outlets and electrical components inside the unit are to be powered by plug into power outlet from the building.

All products (electrical) to be ULC listed and complied to CAN/CSA Approved

- .1 Power Outlets:
 - .1 Single occupant: minimum Qty : 2 x 5-15R receptacles.
- .2 USB Outlets:
 - .1 Single occupant: minimum Qty: 2 x USB (5V, 2.4A each min.)
- .3 Data: Not Required
- .4 Outlets location integrated into table top or in wall panel easily accessible from table top and complied to CAN/CSA B651 requirement.

9.9 Seismic Requirements

- .1 Include (but not limited to) connection and anchoring hardware to concrete slabs
- .2 Submit seismic structural analysis report for evaluation upon request

9.10 Project Consideration

1. Electrical:

- 1.1 Plug Requirements: Amperage and voltage of the lockable receptacle: 20 amp, 120V.

2. Fire Protection:

- .1 Single occupant phone booth less than 1.5 m² or 48" x 48" with a ceiling height of 90" does not require sprinklering
- .2 Phone booths exceeding 1.5 m² or 48" x 48", or any other similar type pods that accommodate more than one person must be sprinklered if they are located in sprinklered buildings.
- .3 Phone booths must have a minimum clearance of 18 inches with any overhead/ceiling sprinkler
- .4 Careful consideration with regards to the placement of the phone booth towards the fire alarm speakers must be made. The minimum/maximum audibility levels of the fire alarm system must meet the levels set in the NBC 2015 (min 65 dBA not being less than 10 dBA above ambient, and a max. of 110 dBA) must be achieved in the phone booth with the door shut.

9.11 Finishes Selection

1. Finish Choices

- .1 .2 The Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the products(s). the Contractor will deliver the products corresponding to Canada's choice of specific finishes(s).
- .3 No additional charge will be applied to Canada
- .4 IU is to consult the Supplier's Website identified in part 6A of the SA to view the available finishes

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EC096-21-0529

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File No. - N° du dossier
HAL-0-85058

Buyer ID - Id de l'acheteur
HAL406
CCC No./N° CCC - FMS No./N° VME

-
- .5 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.

ANNEX "B"

BASIS OF PAYMENT

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

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

The price per unit cost must include all costs associated with labour, materials and equipment necessary to the supply, delivery, offloading and installation of the Prefabricated Private Single Person Telephone Booths in accordance with Annex "A", Statement of Requirement. Customs duties are included and Applicable Taxes are extra.

Delivery to:

Atlantic Canada Opportunities Agency (ACOA)
Regent Street,
Fredericton, New Brunswick E3B 3W3
Floors 5 and 6
(Main entrance – regular elevator only (no Freight))

Item #	Specification Reference	Class of Material	Unit of Measure	Estimated Quantity (EQ)	Price per Unit (applicable taxes extra) (PU)	Extended amount (taxes extra) (EQ x PU)
1	Prefabricated Private Single Person Telephone Booth	Manufacturer: _____ Series and Model: _____	Each	3	\$	\$
TOTAL FIRM LOT PRICE (Excluding applicable tax)						\$

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ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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);

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ANNEX "D"

INTEGRITY PROVISIONS – REQUIRED DOCUMENTATION

Complete Legal Name of Supplier: _____

Supplier Address: _____

Supplier PBN: _____

Solicitation Number: EC096-210529

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
