



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

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

**REQUEST FOR 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 Metal Lockers	
Solicitation No. - N° de l'invitation 87055-210556/A	Date 2020-12-18
Client Reference No. - N° de référence du client 87055-210556	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-983-79487	
File No. - N° de dossier pq983.87055-210556	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-01-11 Heure Normale du l'Est HNE	
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: Wong, Michelle	Buyer Id - Id de l'acheteur pq983
Telephone No. - N° de téléphone (819) 639-9834 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

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

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

Delivery Required - Livraison exigée	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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87055-210556/A
Client Ref. No. - N° de réf. du client
87055210556

Amd. No. - N° de la modif.
File No. - N° du dossier
pq983.87055-210556

Buyer ID - Id de l'acheteur
pq983
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed at Annex A Requirement.

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 Canadian Content

The requirement is subject to a preference for Canadian goods and services.

1.4 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: 120 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.

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

tpsgc.dgareceptiondessoumissions-abbidreceiving.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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.2.1 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Requirement contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Ontario.

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

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 (2 hard copies and 1 soft copy on USB key)
Section II: Financial Offer (1 hard copy and 1 soft copy on USB key)
Section III: Certifications (1 hard copy and 1 soft copy on USB key)

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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

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.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria (MTC)	
Criteria #	
MTC 1	The Bidder must provide specification sheets of lockers which includes product characteristics, materials used and physical size. Any media (printer matter, CD, DVD, soft copy...) submitted must be readable by Canada.
MTC 2	The Bidder must provide shop drawings indicating shelf locations dimensions, type of coat hook and type of boot tray. Any media (printer matter, CD, DVD, soft copy...) submitted must be readable by Canada.
MTC 3	The Bidder must provide lock specifications. Any media (printer matter, CD, DVD, soft copy...) submitted must be readable by Canada.

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 Canadian Content Certification

[A3063T \(2018-12-06\)](#) Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

The Bidder certifies that: *[supplier to check off below if applicable]*

a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

[A3050T \(2020-07-01\)](#) Canadian Content Definition

- 1. Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [Canada-United States-Mexico Agreement \(CUSMA\)](#) Rules of Origin. For the purposes of this determination, the reference in the CUSMA Rules of Origin to "territory of one or more of the Parties" is to be replaced with "Canada". (Consult [Section 3.130](#) and [Annex 3.6](#) of the Supply Manual for further information.)
- 2. Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.

-
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
 - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
 4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
 5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).
For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.
 6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

5.1.3 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A Requirement.

Signature: _____ 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.

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

There is no security requirement applicable to the Contract.

6.2 Requirement

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

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.

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

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

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

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

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

All other provisions of the warranty section remain in effect.

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to March 31, 2021 inclusive.

6.4.2 Delivery and Installation Date

All the deliverables must be received and installed on or before March 31, 2021.

6.4.3 Delivery Points

Delivery of the requirement will at 280 Slater, Ottawa, Ontario.

Canada's Facilities to Accommodate the Delivery	
<i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>	
<i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
Loading Dock/Location	
Location	280 Slater St, Ottawa Ontario
Dock	Ground level
Lift	No lift, truck must be equipped
Door	84"h x 120" W
Freight Elevator	50'-0" from loading dock

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michelle Wong
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 819-639-9834
E-mail address: Michelle.Wong@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 *[To be provided 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 at Contract Award]

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. 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 Payment

H1001C (2008-05-12) Multiple Payments

6.6.3 Electronic Payment of Invoices – Contract

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

[To be completed at Contract Award]

- 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 following address for certification and payment.
[To be completed at Contract Award]
 - b. One (1) copy must be forwarded to the Contracting 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.

6.8.2 Product Conformance Certification

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

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

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

6.8.3 SACC Manual Clauses

[A3060C \(2008-05-12\)](#) Canadian Content 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 [\[To be completed at Contract Award\]](#).

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 \(2020-05-28\)](#), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated [\[To be completed at Contract Award\]](#).

6.11 SACC Manual Clauses

[B1501C \(2018-06-21\)](#) Electrical Equipment
[B6802C \(2007-11-30\)](#) Government Property
[B7500C \(2006-06-16\)](#) Excess Goods
[B9028C \(2007-05-25\)](#) Access to Facilities and Equipment
[G1005C \(2016-01-28\)](#) Insurance – No Specific Requirement

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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

1.0 GENERAL

1.1 SCOPE

1.1.1 Supply and install 182 metal lockers with Laminate doors and Digital numeric lock to 3 floors (see attached plans) at 280 Slater in Ottawa Ontario, by March 31, 2021.

1.2 REFERENCES

1.2.1 ASTM International (ASTM):

1.2.1.1 ASTM A 1008 - Standard Specification for Steel Sheet, Carbon, Cold-Rolled, Commercial Quality.

1.2.1.2 ASTM A 653 – Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.

1.2.1.3 ASTM D 4976 - Standard Specification for Polyethylene Plastics Molding and Extrusion Materials.

1.2.1.4 ASTM E 84 - Standard Test Method for Surface Burning Characteristics of Building Materials.

1.2.2 Canadian General Standards Board (CGSB):

1.2.2.1 CAN/CGSB-44.40-[01], Steel Clothing Locker

1.2.3 Architectural Woodwork Manufacturers Association of Canada (AWMAC) and Architectural Woodwork Institute (AWI), current edition

1.3 SUBMITTALS (To be provided by the Contractor after bid award)

1.3.1 Product Data: Manufacturer's data sheets on each product to be used, including:

1.3.1.1 Preparation instructions and recommendations.

1.3.1.2 Storage and handling requirements and recommendations.

1.3.1.3 Installation methods.

1.3.2 Shop Drawings: Submit manufacturer's shop drawings, indicating construction, materials, dimensions, door frames, doors, handles, locks, ventilation, options, accessories, finish, locker layout, anchoring, end/back panels, and installation details.

1.3.3 Maintenance Data: For adjusting, repairing, and replacing locker doors and latching mechanisms.

1.3.4 Verification Samples: Submit manufacturer's standard color samples.

1.3.5 Warranty: Submit manufacturer's standard warranty. Failures include, but are not limited to, the following:

1.3.5.1 Structural failures.

1.3.5.2 Faulty operation of latches and other door hardware.

1.4 DELIVERY, STORAGE, AND HANDLING

1.4.1 Inspect lockers upon receipt for visible damage. Further inspection if necessary for hidden damage.

1.4.2 Store materials in clean, dry area indoors in accordance with manufacturer's instructions and protect materials and finish during handling and installation to prevent damage.

1.4.3 Deliver master and control keys to Owner.

1.4.4 Sequence site deliveries to avoid project delays, but minimize on-site storage.

2.0 PRODUCTS

2.1 MATERIALS

2.1.1 Steel: Cold-Rolled Steel Sheet: ASTM A 1008, Commercial Steel (CS) Type B, suitable for exposed applications.

2.1.2 Fasteners: Zinc- or nickel-plated steel, slot-less type exposed bolt heads, and self-locking nuts or lock washers for nuts on moving parts.

2.1.3 Anchors: Select material, type, size, and finish required for secure anchorage to each substrate.

2.1.4 Laminated plastics and backer materials: to ANSI/NEMA LD3.

2.1.5 Particleboard to ANSI A208.1-09

2.2 STANDARD DUTY METAL LOCKERS WITH PLASTIC LAMINATE DOORS

2.2.1 Type of Lockers: Welded.

2.2.2 All Heights are shown without recessed base.

2.2.3 Single Tier:

2.2.3.1 Height: Between 72 (1829 mm) and 80 inches (2032 mm).

2.2.3.2 Size: 12 inches (305 mm) wide by 18 inches (457 mm) deep.

2.2.4 Double Tier:

2.2.4.1 Height: Between 72 (1829 mm) and 80 inches (2032 mm).

2.2.4.2 Size: 16 inches (406 mm) wide by 18 inches (457 mm) deep.

-
- 2.2.5 Material: Steel parts shall be mild cold rolled commercial quality steel, ASTM A1008.
- 2.2.6 Door Frames: 16 gauge formed in a channel shape. Vertical members shall have additional flange to provide a continuous door strike. Cross frame members; channel shaped.
- 2.2.6.1 Double Tier Lockers: Include intermediate cross frames.
- 2.2.7 Casework Doors:
- 2.2.7.1 Fabricate doors to AWMAC/AWI premium grade particleboard, laminated with Plastic Laminate grade 10, General purpose, Approx.19mm thick. Edge banding strips same width as particleboard. Matching face laminate. Perforations routed through, top and bottom of doors for ventilation, edges in painted finish as shown on elevation, no rough edges.
- 2.2.7.2 Single tier door perforations 2@150mmx12mm at bottom, 1@150x12mm at top of door.
- 2.2.7.3 Double tier door perforations 2@230mmx12mm at bottom, 1@230x12mm at top of door
- 2.2.8 Body:
- 2.2.8.1 Bottoms: Galvanized steel
- 2.2.8.2 Tops, Flat, Welded: 20 gauge steel.
- 2.2.8.3 Sides and Backs, Welded: 24 gauge, flanged for double thickness at back vertical corners.
- 2.2.9 Hinges: Heavy Duty, self-closing, soft close, concealed hinges, fabricated to swing 120 degrees.
- 2.2.9.1 Single Tier Lockers, 48 inches (1220mm) and higher: 3 hinges.
- 2.2.9.2 Continuous Hinges: May be provided if manufacturer's standard; steel continuous hinge.
- 2.2.10 Handles: Integrated into locking device.
- 2.2.11 Interior Equipment:
- 2.2.11.1 One (1) fixed shelf
- 2.2.11.2 Three (3) wall coat hooks
- 2.2.11.3 One (1) adjustable shelf adjustable to 18 inches (457mm) (+/- 1") from the bottom.
- 2.2.11.4 One (1) removable Vinyl boot tray. (size to suit)
- 2.2.11.5 Double Tier lockers shall have three wall hooks and one ceiling hook and removable Vinyl boot tray (size to suit)

2.2.12 Shelves:

2.2.12.1 Single sheet, 20-gauge steel, flanged on 4 sides.

2.2.12.2 Safety Front Flange: Double flanged.

2.2.12.3 Top fixed shelf, approximately 9 inches (228mm) (+/- 1") below top.

2.2.12.4 Bottom adjustable shelf, 18 inch (457mm) (+/- 1") range from the bottom

2.2.13 Coat Hooks:

2.2.13.1 Three (3) single-prong wall hooks.

2.2.13.2 Ceiling mount double prong hooks @ double tier

2.2.13.3 Steel rod stock with ball points for snag-free use.

2.2.13.4 Finish: Zinc-plated or comparable rust-retardant treatment.

2.2.14 Bases: 18-gauge steel, 4 inches high, for no-leg lockers. Include leveling guides.

2.2.15 End Panels:

2.2.15.1 End Cover Panels: 14-gauge steel, construction bolt heads exposed at perimeter.

2.2.15.2 End Finishing Panels: Approx. 3/4 inch (19mm) thick panel to match door panel, plastic laminate finish all exposed edges, no exposed fastenings. Nominal sizes 18"x72" (457mmx1829) single and 36"x72" (914mmx1829) double panel. See drawings for location.

2.3 LOCKS

2.3.1 Digital Numeric lock:

2.3.1.1 Operation of the lock mechanism through a numeric keyboard with a minimum programming of 4 digits. Offer double functionality for individual or multi users.

2.3.1.2 Provide 4 sets of Management and programming control keys

2.3.1.3 Powered by long duration non-rechargeable batteries standard type.

2.3.1.4 Construction of casing in hardened steel

2.4 FINISH

2.4.1 General: Factory applied finish.

2.4.2 Standard Finish: Exposed steel parts shall be thoroughly cleaned. Color to be selected from manufacturer's full color range.

2.4.2.1 Interior/Exterior Color: Color to be selected from manufacturer's full color range.

2.4.3 Standard Plastic Laminate Finish: Door exterior, edges and door interior.

2.4.3.1 Color to be selected from Formica and/or Wilsonart manufacturer's full range of standard Laminate finishes.

3.0 EXECUTION

3.1 INSTALLATION

3.1.1 Installation plan: The Contractor must provide a complete installation plan for approval by the client after contract award.

3.1.2 Install lockers and accessories at locations shown and in accordance with manufacturer's instructions.

3.1.3 Install lockers plumb, level, square, rigid, with flush installation

3.1.4 Anchor lockers to floor and wall at 48 inches (1220mm) or less, as recommended by the manufacturer.

3.1.5 Fasten adjoining locker units together to provide rigid installation.

3.1.6 Metal Fillers: Install metal fillers using concealed fasteners.

3.1.7 Joints: Provide flush hairline joints against adjacent surfaces.

3.2 ADJUSTING

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

3.2.2 Lubricate moving parts to operate smoothly and fit accurately.

3.3 CLEANING

3.3.1 Leave work area clean at the end of each day.

3.3.2 Final Cleaning: Upon completion, remove surplus materials, rubbish, tools and equipment.

3.3.3 Touch-up factory-finish and repair or replace damaged products before Substantial Completion.

3.3.4 Remove and replace defective or damaged components that cannot be successfully repaired as determined by the client.

3.3.5 Clean surfaces promptly after installation in accordance with manufacturer's instructions. Do not use harsh cleaning materials or methods that could damage finish.

3.4 PROTECTION

3.4.1 Protect installed products and components from damage during construction.

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

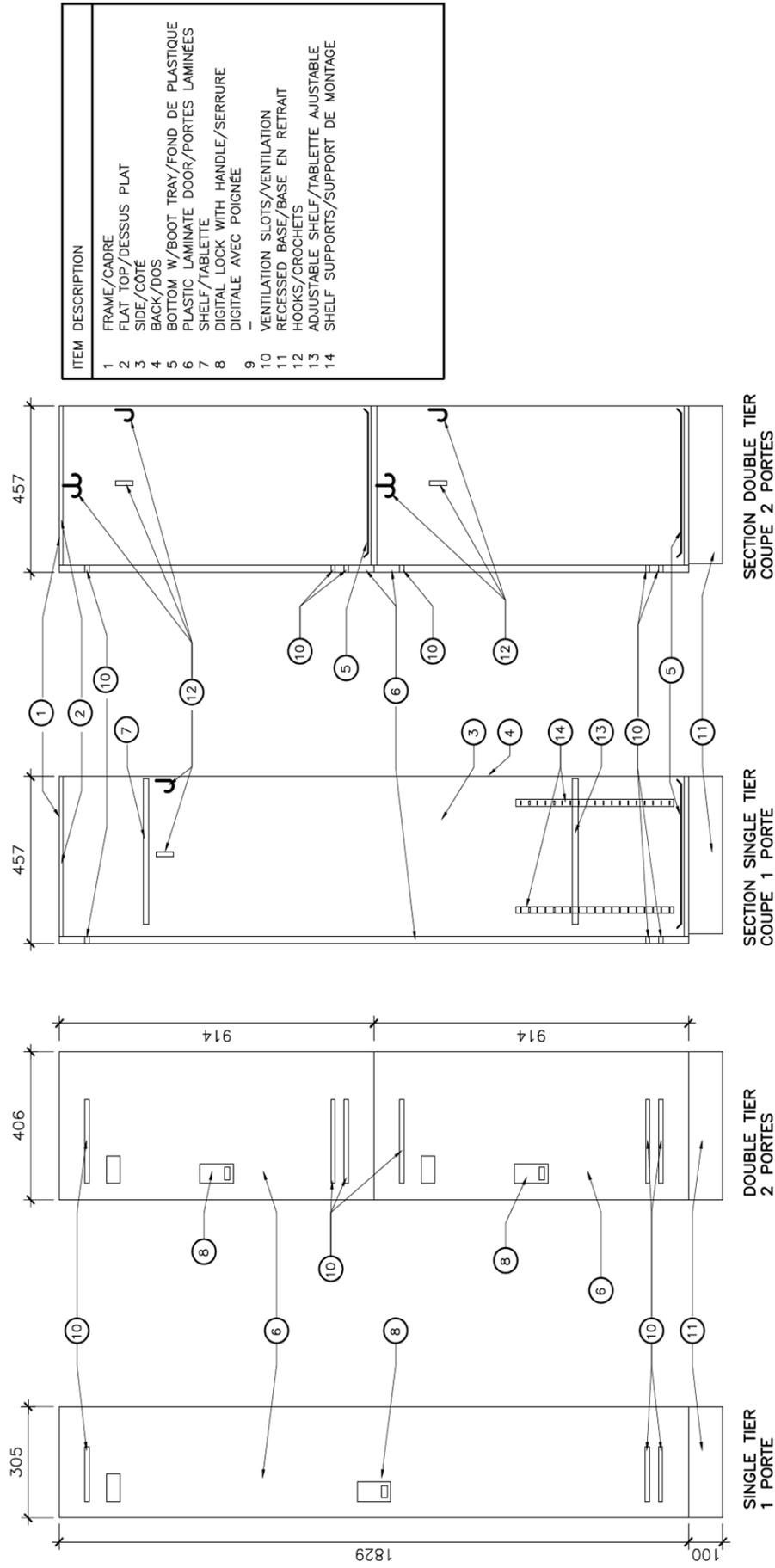
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ANNEX A-1

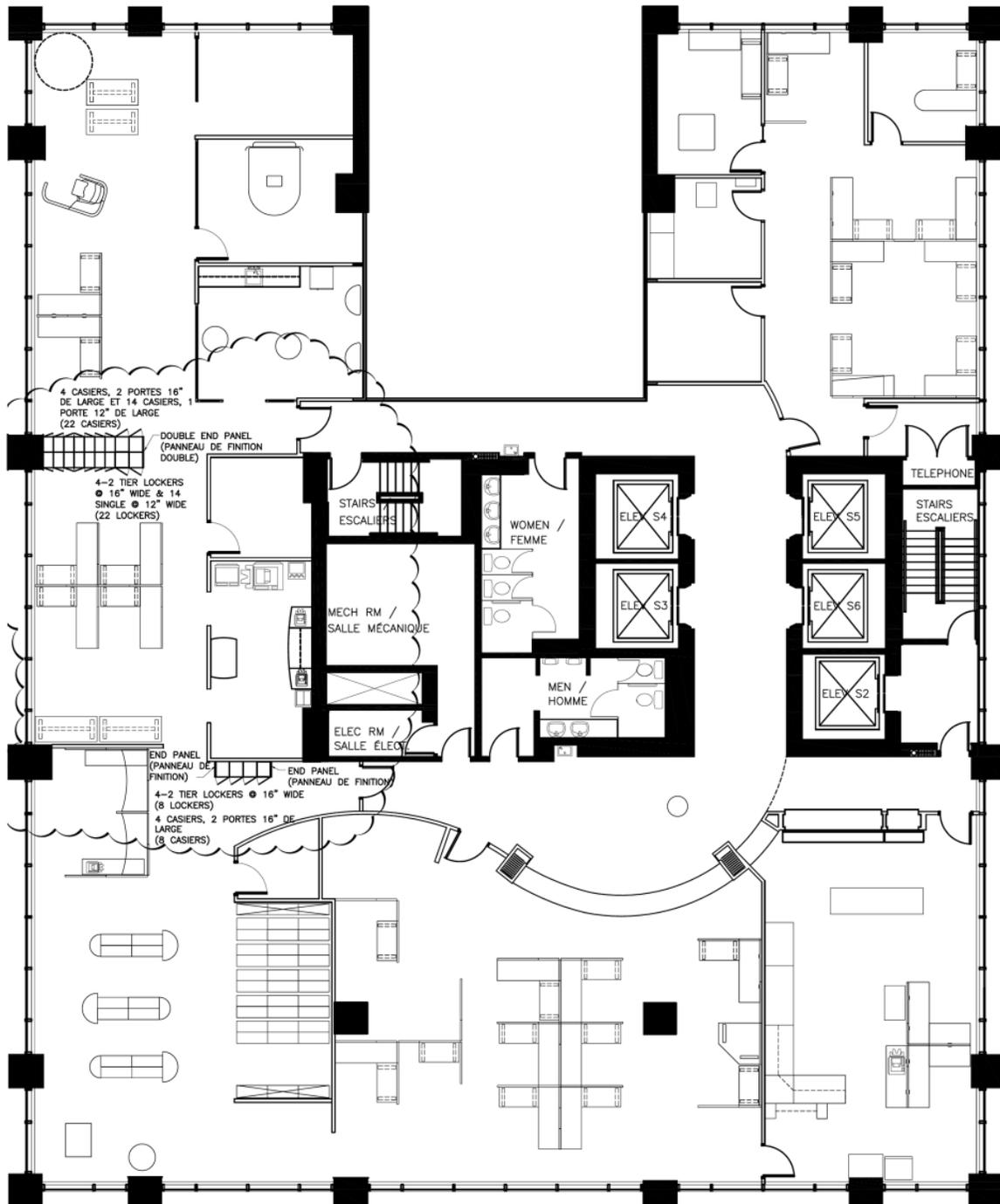
LOCKER DIAGRAM



ANNEX A-2

LOCKER LAYOUT

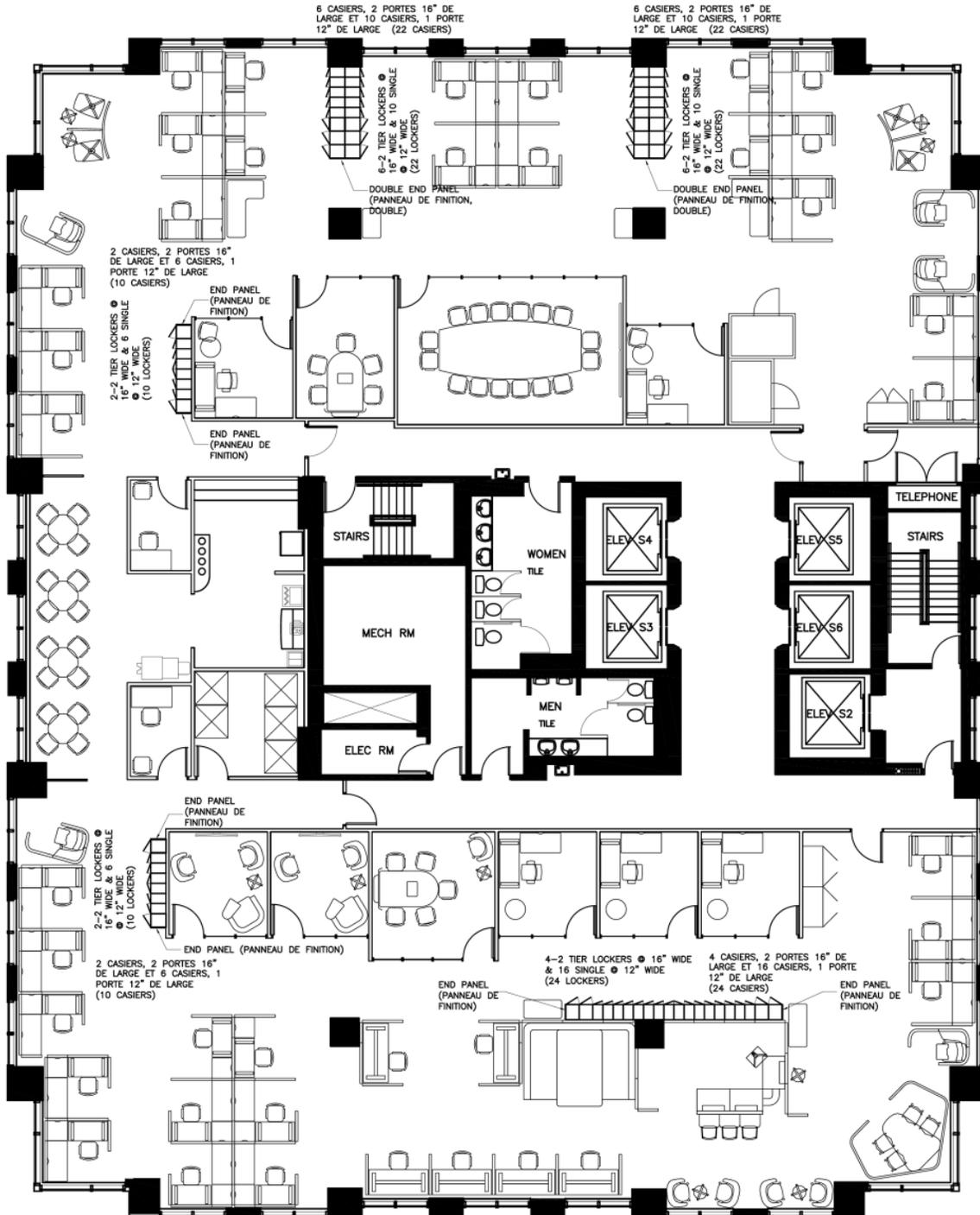
280 Slater St, 2nd floor



LOCKERS/CASIERS:
8 (16) 2 TIER LOCKERS - 16" WIDE (406mm)
8 (16) CASIERS 2 PORTES - 16" DE LARGE (406mm)
14 SINGLE LOCKERS - 12" WIDE (305mm)
14 CASIERS 1 PORTES - 12" DE LARGE (305mm)

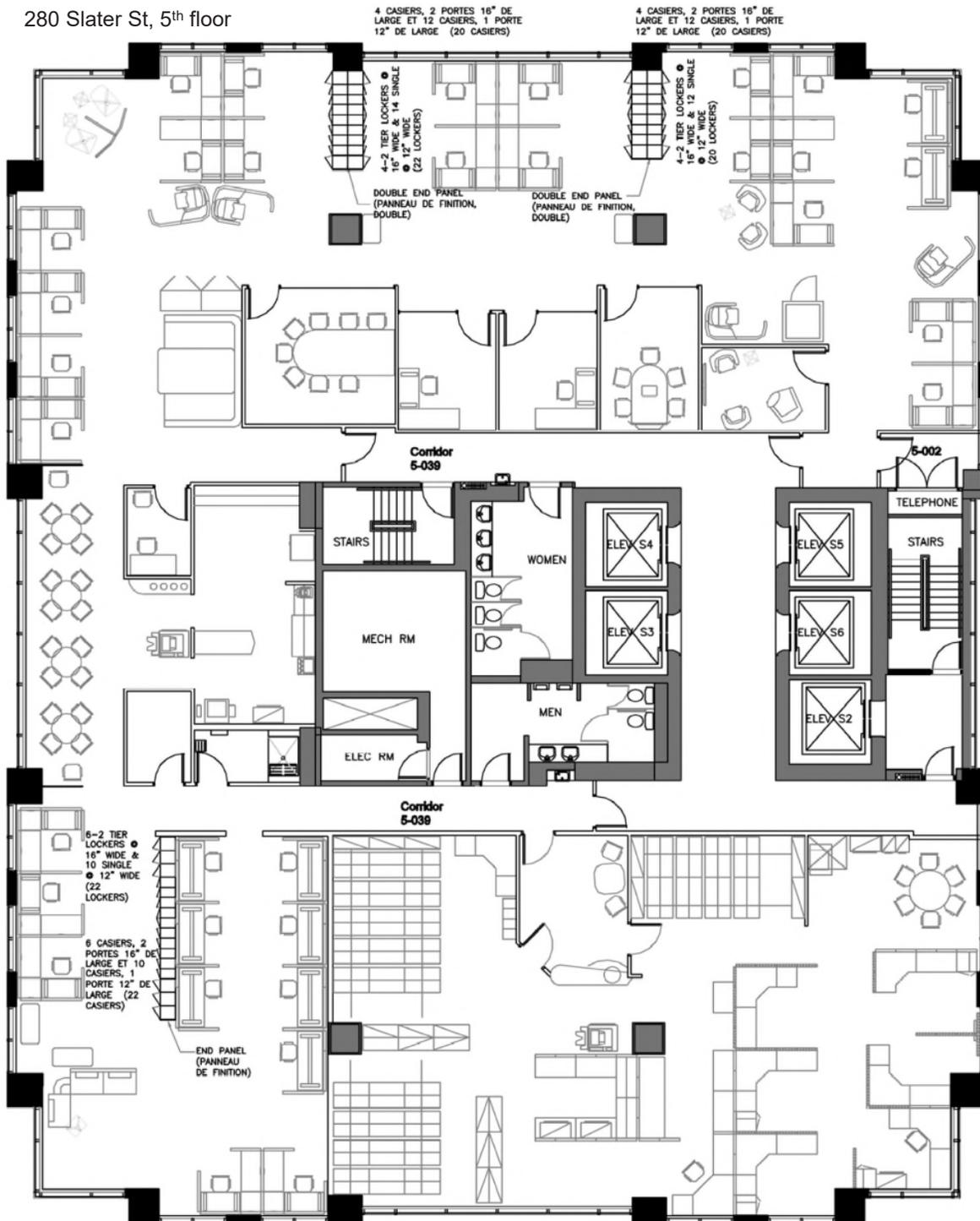
30 LOCKERS/CASIERS

280 Slater St, 4th floor



- LOCKERS/CASIERS:
- 20 (40) 2 TIER LOCKERS – 16" WIDE (406mm)
 - 20 (40) CASIERS 2 PORTES – 16" DE LARGE (406mm)
 - 48 SINGLE LOCKERS – 12" WIDE (305mm)
 - 48 CASIERS 1 PORTES – 12" DE LARGE (305mm)

280 Slater St, 5th floor



- LOCKERS/CASIERS:
- 14 (28) 2 TIER LOCKERS - 16" WIDE (406mm)
 - 14 (28) CASIERS 2 PORTES - 16" DE LARGE (406mm)
 - 36 SINGLE LOCKERS - 12" WIDE (305mm)
 - 36 CASIERS 1 PORTES - 12" DE LARGE (305mm)

64 LOCKERS/CASIERS

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ANNEX B
BASIS OF PAYMENT

Item	Description	Proposed Item	Quantity	Firm Unit Price *	Extended Total * (Quantity x Firm Unit Price)
1	Single Tier Locker	<i>[Supplier series and/or model number]</i>	98	\$	\$
2	Double Tier Locker <i>[Pricing must be for two (2) stacked individual lockers]</i>	<i>[Supplier series and/or model number]</i>	42	\$	\$
3	Delivery			\$	
4	Installation			\$	
5	Total Evaluated Bid Price ** (1+2+3+4)			\$	

* Applicable taxes are extra

** Total Evaluated Bid Price becomes Total Contract Price at contract award

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ANNEX C to PART 3 OF THE BID SOLICITATION

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).