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RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

See Section 1. Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION À SOUMISSIONNER - STANDARD

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	MM100-071931
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande 2020-12-31
Address inquiries to – Adresser toute demande de renseignement à : See Section 2, Article 4.1. Voir Section 2, Article 4.1
Destination See Section 2, Annex A. Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)****Step 2. Competitive or Non-Competitive**

For competitive Requirements when only one bid is received:

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.

For Competitive Requirements when only one bid is received:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB**Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

Bid Evaluation

This article is completed if non-Government of Canada personnel will evaluate bids.

An evaluation team composed of representatives of Canada and RIDI will evaluate the bids.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. March 10, 2021 b. 2:00pm CST
To e-mail address (if applicable)	TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	3 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
	a.	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
	b.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Chaz Klassen
	Title:	Procurement Specialist
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	Suite 310 - 269 Main Street, Winnipeg, MB R3C 1B3
	Telephone No.:	204-297-6920
	E-mail address:	chaz.klassen@tpsgc-pwgsc.gc.ca
4.2	Project Authority <i>[To be completed at contract award]</i> <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	

<p><i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i></p>					
Name:	TBD				
Title:					
Department/Agency/Crown Corporation:					
Address:					
Telephone No.:					
E-mail address:					
4.3	<p>Contractor's Representative As set out in Annex A, Table 9 below.</p>				
5.	<p>Method of Payment The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Single Payment</td> </tr> <tr> <td>X</td> <td>Multiple Payment</td> </tr> </table>	<input type="checkbox"/>	Single Payment	X	Multiple Payment
<input type="checkbox"/>	Single Payment				
X	Multiple Payment				
6.	<p>Invoicing Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment: Name of the organization and contact: <i>[To be completed at contract award]</i> Address: TBD</p>				
7.	<p>SACC Manual Clauses</p> <table border="1"> <tr> <td>X</td> <td>There may be additional clauses that are relevant to the requirement but are not already included in this template.</td> </tr> </table>	X	There may be additional clauses that are relevant to the requirement but are not already included in this template.		
X	There may be additional clauses that are relevant to the requirement but are not already included in this template.				
8.	<p>Period of the Contract is from date of contract award to 6 months from the last delivery and install date. Furniture is anticipated to be required no later than August 2021.</p>				

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

<p>Combined Categories Rule:</p> <p>For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:</p> <p>The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;</p> <p><input checked="" type="checkbox"/> Category 1</p> <p><input checked="" type="checkbox"/> Category 2</p> <p><input checked="" type="checkbox"/> Category 5</p>
<p>Design Upgrade Rule:</p> <p>The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.</p> <p>The Design Upgrade amount is used at the discretion of the Project Authority (PA) prior to the manufacturing/ordering of the products, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.</p> <p>The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.</p> <p>Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.</p>
<p>NSA:</p> <p>NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.</p>

The requirement includes the following categories of work:

- a. **Category 1 – Interconnecting Panels and Freestanding Systems**
 - Category 1a – Interconnecting Panels (Refer to Annex C)**
 - Category 1b – Free standing Systems**
 - Category 1b – Filing and Storage**
- b. **Category 2 – Freestanding Height Adjustable Desk / Table Products**
- c. **Category 5 – Ancillary and Lighting Products**

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

****Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.****

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Table 1 – Product Table

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B.4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 1A							
1	Refer to Annex C and Floor Plans.						\$
Category 1B-Freestanding Systems							
2	1bFFHREC24L66WNOLNY	<u>WSF-1 - Workstation Returns</u> Free Standing Systems Fixed Height Work Surfaces (Laminate) Rectangular C-Legs Depth: 24 Length: 66 Height:29 Privacy Screen and Material: No Modesty Panels: Laminate Power Specs: No Grommets: Yes	23	Yes		\$	\$
3	1bFFHREG24L84WNOLNY	<u>CRZ-2 - Credenza Shell</u> Free Standing Systems, Fixed Height Work Surfaces (Laminate), Rectangular, Gables 610mm (24") D x 2133mm (84") W x 737mm (29") H Privacy screen & material: No Modesty Panels: Laminate Power/data as per specs: No Grommets: Yes	1	Yes		\$	\$
4	1bFFHREG30L60WNOLNY	<u>WSF-2 - Rectangular Desk</u> Free Standing Systems, Fixed Height Work Surfaces (Laminate), Rectangular, Gables 760mm (30") D x 1525mm (60") W x 737mm (29") H Privacy screen & material: No Modesty Panels: Laminate	1	Yes		\$	\$

		Power/data as per specs: No Grommets: Yes					
5	1bFFHDTG30L72WNOLNY	WSF-3 Half Modesty Return Free Standing Systems, Fixed Height Work Surfaces (Laminate), Rectangular, Gables 610mm (30") D x 1828mm (72") W x 737mm (29") H Privacy screen & material: No Modesty Panels: Laminate Power/data as per specs: No Grommets: Yes	1	Yes		\$	\$
Category 1B-Filing and Storage							
6	1bSBBSLGL1524XXNKXX	PED-2 (office ped) Pedestals box, box/file, mobile, casters, laminate 381mm(15")w x 610mm(24")d Upholstered cushion seats: No Locks: Keyed	1	Yes			
7	1bSPBMCAA1524XXYKXX	PED-1 (workstation peds) Pedestals box/file, mobile, casters, painted metal 381mm(15")w x 610mm(24")d Upholstered cushion seats: Yes Locks: Keyed	23	Yes			
8	1bSTDXLGL3018NANKXX	LAT-1 (file file lateral) Worksurface supporting file/file/lateral, Laminate 760mm (30") by 457mm (18")	1	Yes			
9	1bSPSCLGL242454XKXX	PST-1 (storage tower with 3H cupboard) Storage tower with file/file (laminate) 610mm(24")w x 610mm(24")d Locks: Keyed	1	Yes			
Category 1B - NonSA							
10	SHLF-1 (open shelving) Open hutch to match overall height of 54" 1370mm(54")w x 635mm(25")h		1	Yes		\$	\$
11	CAB-1 (cabinet with hinged doors) Stack on 2H Cabinet with Hinged Doors and Adjustable Shelf for Desk Top 30"w x 25"h *to match overall height of 54"*		1	Yes		\$	\$
Category 2							
12	2WSSREXXL30L54BELXX	Individual Height Adjustable Work Surfaces Sit Stand Rectangular Support: NA Laminate Width/Diameter:30" Length: 54" Height: 23" to 48.7" Controls: Electric	23	Yes		\$	\$

Category 5							
13	5PMOWKSMTACUSBXXXXX	MOD-1 Power module, worksurface-mounted, AC and USB power	24	Yes		\$	\$

****Provide additional information:**

Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier must supply and deliver as per below**	Firm Lot Price \$
1	RCMP ST. James Street, Unit 997, 979 and 981 Winnipeg, MB R3H 0X2	2021-08-01	Normal	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **Project Authority requests that supplier must deliver within: 8 weeks of approval. ***The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier must install as per below**	Firm Lot Price \$
1	RCMP ST. James Street, Unit 997, 979 and 981 Winnipeg, MB R3H 0X2	2021-08-01	Normal	____ : weeks from date of supply and delivery <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$

<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**Project Authority requests that supplier must install within: 2 weeks of delivery.</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>	Installation Total:	\$
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Table 4 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>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.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
	<p><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></p> <p><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></p>	
2.1	Loading Dock/Location	
A	Location	979 St James Street, Winnipeg MB
B	Dock	None
C	Lift	None
D	Door	3’-0” x 7’-0”
E	Freight Elevator	None, main floor location
F	Other (specify, if any)	N/A
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 5 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7) [to be removed at contract award]	\$
6	Contract Price(1+2+3+7): [applicable at contract award only]	\$
7	Applicable Tax(es): [applicable at contract award only]	\$
8	Total Estimated Cost (6+7): [applicable at contract award only]	\$

* Applicable taxes extra.

Table 9 – Bidder’s Authorized Representative

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		PBN:

**ANNEX B
FLOOR PLAN(S)**

INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
 - Supplier part numbers including NSA products forming part of this category;
 - brief product descriptions;
 - quantities;
 - firm unit prices.

***** Products from categories other than Category 1a shown on floor plan are for information purposes only*****

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

***At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

NOTE: Categories 1b and 2, are identified with GOCUIDs, including quantities, in the tables at Annex A. Categories other than Category 1a shown on the floor plan will be for information purposes only. Optional quantities may be shown on floor plans or in the optional tables in Annex A.

Category 1a Requirement:

1) Floor Plan(s)

See attached pdf floor plan for detailed information

2) Panel Details

See attached pdf floor plan for detailed information

- a. All required panel heights:
- b. When power is required, the power is located below or above work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed:
- d. Component System Accessories:
- e. 1. Panel mounted accessories integrated into the panel frame will be shown on the floor plan. Accessories attached to the panel separately must be specified. (Accessory rails, tackable surfaces, whiteboards,...)
- f. 2. When Accessory rails are required, the accessories must be specified: a paper sorter, a tray, a bin, a telephone holder, ... (refer to full SA specifications for more information)

3) Panel Matrix or Workstation Layout

See attached pdf floor plan for detailed information

a. Workstation Layout(s)

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.

ANNEX D
Additional Specifications, Certifications

This Annex includes the additional Specifications, Certifications associated with NSA product forming part of the requirement.

1. Specifications

The NSA products for this requirement must be tested and meet the performance Testing Requirements found at ANNEX A-1 and A-2 of the Supply Arrangement.

2. Certifications

.1 NSA Product Conformance

2.1 NSA Product Conformance *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

Supplier's Signature

Date

NSA Product Conformance Certification *(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, 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.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA 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 and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.