



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Ontario

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

Address enquiries to the Contracting Authority at
cynthia.lamorie@tpsgc-pwgsc.gc.ca

Title - Sujet Height Adjustable Legs/Monitor Arms Postes de travail à hauteur réglable et supports d'écran doubles réglables	
Solicitation No. - N° de l'invitation 5P301-200273/C	Date 2021-03-17
Client Reference No. - N° de référence du client 5P300-190429	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-860-8368	
File No. - N° de dossier KIN-0-54191 (860)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-04-07 Heure Avancée de l'Est HAE	
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: Lamorie, Cynthia	Buyer Id - Id de l'acheteur kin860
Telephone No. - N° de téléphone (613) 401-3643 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Parks Canada 111 Water Street East Cornwall, ON K6H 6S2	

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

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	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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Buyer ID - Id de l'acheteur
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This bid solicitation cancels and supersedes previous bid solicitation number 5P301-200273/B dated 20 January 2021 with a closing of 12 February 2021 at 2 pm EST.

PART 1 - GENERAL INFORMATION

1.1 Requirement

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

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.

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The bids must send an email requesting to open an epost Connect conversation to the following address:

TSPGC.oreceptiondessaoumissions-orbidreceiving.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 Instruction [2003](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Bids responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Proposal closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;

-
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 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.

2.5 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.

2.6 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

The Bidder must submit its offer electronically 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 offer must be gathered per section and separated as follows:

Section I: Financial Offer
Section II: Certifications

Bids transmitted by facsimile or hardcopy will not be accepted.

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B" in Canadian funds.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "D" 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 II: 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 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment in Canadian Funds.
- b) Pricing must be provided for all items and all pricing periods.

4.1.1.2 Financial Evaluation

For evaluation purposes only, to calculate the bidder's evaluated price the following formula will apply:

For Pricing Basis "A" & "B" the sum of the Bidders Firm Unit Price multiplied by the Quantity will be the Bidder's Evaluated Price for each line item.

The evaluated price is the sum of all extended prices for all line items.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid, Canadian customs and excise tax included

4.2 Basis of Selection

4.2.1 Basis of Selection

A bid must comply with all requirements of the bid solicitation 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.

5.2 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Board of Directors Certification

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "E" - Additional Certification Information 1. Board of Directors.

5.2.3.2 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "E" - Additional Certification Information 2. Procurement Business Number (PBN). Suppliers may register for a PBN online at [Supplier Registration Information](#) (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

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

6.2.1 Optional Goods or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B, Pricing Basis "B" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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.

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of the Contract to 31 March 2024 inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before 31 May 2021 – Firm Requirement (Phase 1)

6.4.3 Delivery Points

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

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KIN860
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6.4.4 Shipping Instructions – Freight on Board Destination FOB

FOB Destination Parks Canada, 111 Water St. East, Cornwall, Ontario K6H 6S2 including all delivery charges and customs duties and Applicable Taxes.

6.5 Authorities

6.5.1 Contracting Authority

Name: Cindy Lamorie
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 101 Menin Rd, Garrison Petawawa

Telephone: 613-401-3643
Facsimile: 613-687-6656
E-mail address: cynthia.lamorie@pwgsc-tpsgc.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 [*Note to Bidders: Canada will insert information at time of Contract Award*]

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority named above 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 [*Note to Bidders: Please fill out required information*]

Name and telephone number of the person responsible for:

General Enquiries

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

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Technical Support

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Procurement Business Number: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada

6.7 Payment

6.7.1 Basis of Payment – Firm Requirement

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex “B” – Pricing Basis “A”, for a cost of \$_____ [Note to Bidders: Canada will insert information at time of Contract Award]. Customs duties are included 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.

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.7.3 Method of Payment

6.7.3.1 Pricing Basis “A” – Single Payment

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

6.7.3.2 Pricing Basis “B” – Multiple Payments

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

6.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Dept.

6.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 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.
 - a) Invoices will be complete and forwarded to the Procurement Authority within 14 days of the completion of work and must contain the following:
 - i) Contract Number;
 - ii) Dated invoice; and
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the Procurement Authority:

Name: Nicholas Moise
Address: Parks Canada
111 Water St. East
Cornwall, ON K6H 6S2

Email: nicholas.moise@canada.ca

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

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*Note to Bidder – If applicable, Canada will insert the name of the province or territory as specified by the Bidder in its bid.*)

6.11 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) the general conditions [2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity);

- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ [*Note to Bidder's: Canada will insert information at time award*]

6.12 Insurance

The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.14 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

Height Adjustable Workstations & Dual Monitor Arms

Objective:

For Parks Canada specifically the Cornwall Satellite office requires the modification of our three-piece L-shaped work surfaces in order for them to become a one-piece height adjustable work surface with the capability of accommodating articulating dual monitor arms.

Initial Project

Phase 1

- Purchase and installation of height adjustable legs in order to convert 52 workstations each to a one-piece height adjustable work surface. Quotations and prices to be broken down as follows:
 - 1) Purchase and installation of height adjustable legs in order to convert 44 workstations (configuration #1, #2 and #3)
 - 2) Purchase and installation of height adjustable legs in order to convert 8 workstations (configuration #4)
- Purchase and installation of 52 adjustable dual monitor arms.
- Dismantling, relocation and re-installation of the work surfaces from 2 workstations to another area.
 - Dismantle the work surfaces from workstations 228 and 229 and relocate and re-install them in workstation 267 and 306

Future Optional Goods & Services:

Phase 2

- Purchase and installation of height adjustable legs in order to convert up to a maximum of 40 workstations to a one-piece height adjustable work surface.
- Purchase and installation of 40 adjustable dual monitor arms.

Phase 3

- Design of our floor plan in an attempt to use as much floor space as possible while still adhering to code requirements.
- Dismantling, relocation, modification and re-installation of up to a maximum of 50 work stations (partition panels, height adjustable legs (where applicable), dual monitor arms and work surfaces to a new work area.

Scope of Work:

There are different setups and sizes of cubicles and workstations, but most workstations are made up of a three-piece work surface that creates an L-shaped workstation. In order to create one height

adjustable work surface, all three pieces must be joined or fused together, so that the entire L-shape work surface is height adjustable.

Specifications:

Work stations must have:

- 3 work surfaces of various sizes fused together to create one seamless work surface that can be rendered height adjustable.

Height adjustable legs must have:

- 3 legs
- 3 heavy duty motors with lifting capacity of 160 kg (352 lbs)
- electronic adjustability operating on standard 100 VAC
- vertical table height ranges from 24" to 49"
- capability of accommodating table widths of up to 78" and depths of up to 30" (adjustable width for L-shape from 60"-78" x 60"-78")
- push button adjustment with digital display readout
- adjustable angle from 90 degrees to 180 degrees
- three programmable memory settings (3 height pre-sets)
- load protection sensors

Dual monitor arms must have:

- lifting and support capacity that will accommodate two 27" monitors (up to 22lbs each).
- dual monitor mount fittings capable of accommodation two screens 13" to 27" in size and 22 lbs in weight each with VESA 75x75mm or 100x100mm backside mounting holes.
- articulation and height adjustment that offers +90° to -90° tilt, 180° swivel, 360° rotation, and height adjustment along the center pole. Capability to place either monitor in portrait or landscape orientation.
- heavy duty mounting capabilities
- integrated cable management to keep power and AV cables clean and organized

Various Desk Configurations & Quantities

Phase 1 (52 workstations)

Configuration #1 – workstations with work surfaces (3 work surfaces) that have a full corner work surface and that do not require any modifications to the work surfaces. Work surfaces need to be fused together to create a one-piece height adjustable work surface.

- Quantity = 35 workstations

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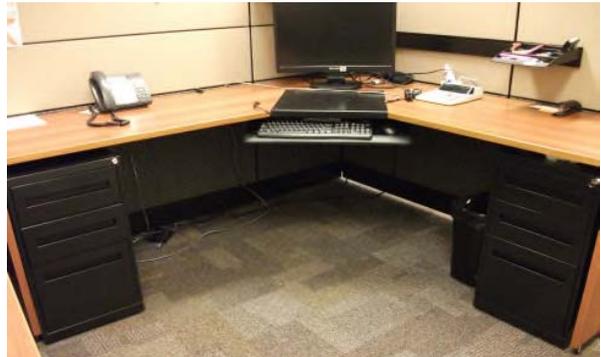
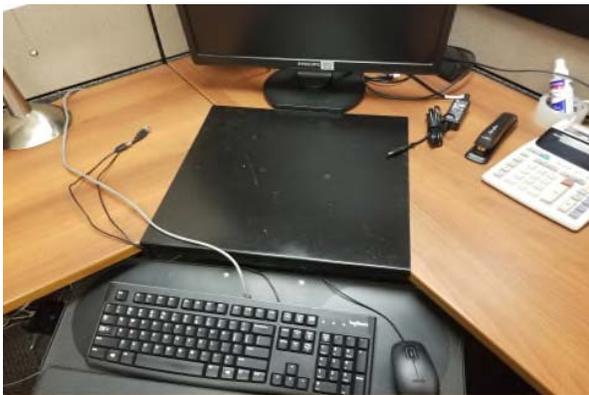
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Configuration #2– workstations with work surfaces (typically 2 work surfaces) that have no corner work surface but have a metal corner piece added to the work surfaces creating a 45degree angle. These work surfaces do not require any modifications to the work surfaces. Work surfaces need to be fused together to create a one-piece height adjustable work surface.

- Quantity = 7 workstations



Configuration #3 - workstations that require some minor modifications to the work surfaces. Centre work surfaces need to have a metal plate added in order to fill in the keyboard cut-out that is currently there. Corner metal plates must be wider than the opening. All work surfaces need to be fused together to create a one-piece height adjustable work surface.

- Quantity = 2 workstations



Configuration #4 - workstations that require some modifications to the work surfaces. Centre work surfaces currently have a height adjustable keyboard table. Options and/or solutions will need to be provided in order to create a fused together one-piece height adjustable work surface.

- Quantity = 8 workstations



Optional Goods & Services:

Phase 2 (36 workstations)

Configuration #1 - workstations that require some minor modifications to the work surfaces. Centre work surfaces need to have a metal plate added in order to fill in the keyboard cut-out that is currently there. Corner metal plates must be wider than the opening. All work surfaces need to be fused together to create a one-piece height adjustable work surface.

- Quantity = 15 workstations





Configuration #2 - workstations that require some modifications to the work surfaces. Centre work surfaces currently have a height adjustable keyboard table. Options and/or solutions will need to be provided in order to create a fused together one-piece height adjustable work surface.

- Quantity = 25 workstations



Phase 3 (49 workstations)

Parks Canada requires design services to ensure that we are utilizing our floor plate to its highest potential. We will have a large portion of vacant space in the coming years and we will need to have some design options created. These design options will need to take into account our existing furniture components (workstation partition panels, height adjustable legs and work surfaces) and attempt to use as much floor space as efficiently possible while still adhering to code requirements.

Configuration #1 – the relocation of workstation partition panels, height adjustable legs and work surfaces to a new layout or configuration on the floor.

- Quantity = 39 workstations

Configuration #2 – the relocation of height adjustable legs and work surfaces to a new layout or configuration on the floor.

- Quantity = 2 workstations

Configuration #3 – the relocation of work surfaces only to a new layout or configuration on the floor.

- Quantity = 1 workstations

Configuration #4 – the relocation of workstation partition panels only to a new layout or configuration on the floor.

- Quantity = 3 workstations

Damage

The Contractor must replace any pieces/parts damaged during the dismantling, relocation, modification or re-installation of the workstations or workspaces at the Contractor's expense.

Disposal

The Contractor must remove any packaging or parts/pieces left after the modifications are completed and dispose of it away from the Cornwall Office.

Escort

The Contractor must be escorted at all times while conducting work on this requirement by escort personnel assigned by Parks Canada.

Delivery - Parks Canada, 111 Water St. East, Cornwall, Ontario K6H 6S2

APPENDIX 1 to ANNEX "A" –

Phase 1 – Configuration 1

35				
Work Surface Information / Informations sur les surfaces de travail				
Work Station # / Numéro de poste de travail	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
244	60" x 24"	36" x 24"	36" x 36" (corner)	Config 1
245	60" x 24"	36" x 24"	36" x 36" (corner)	Config 1
246	60" x 24"	42" x 24"	36" x 36" (corner)	Config 1
247	60" x 24"	42" x 24"	36" x 36" (corner)	Config 1
249	36" x 24"	48" x 24"	36" x 36" (corner)	Config 1
250	36" x 24"	48" x 24"	36" x 36" (corner)	Config 1
251	36" x 24"	48" x 24"	36" x 36" (corner)	Config 1
252	48" x 24"	48" x 24"	36" x 36" (corner)	Config 1
253	36" x 24"	60" x 24"	36" x 36" (corner)	Config 1
254	60" x 24"	48" x 24"	36" x 36" (corner)	Config 1
255	48" x 24"	60" x 24"	36" x 36" (corner)	Config 1
256	60" x 24"	36" x 24"	36" x 36" (corner)	Config 1
257	48" x 24"	48" x 24"	36" x 36" (corner)	Config 1
258	48" x 24"	48" x 24"	36" x 36" (corner)	Config 1
259	36" x 24"	60" x 24"	36" x 36" (corner)	Config 1
260	24" x 24"	60" x 24"	36" x 36" (corner)	Config 1
262	60" x 24"	36" x 24"	36" x 36" (corner)	Config 1
263	48" x 24"	48" x 24"	36" x 36" (corner)	Config 1
264	48" x 24"	48" x 24"	36" x 36" (corner)	Config 1
265	36" x 24"	60" x 24"	36" x 36" (corner)	Config 1
266	42" x 24"	60" x 24"	36" x 36" (corner)	Config 1
269	30" x 24"	54" X 24"	42" x 42" (corner)	Config 1
270	60" x 24"	36" X 24"	36" x 36" (corner)	Config 1
271	48" x 24"	48" X 24"	36" x 36" (corner)	Config 1
272	48" x 24"	48" X 24"	36" x 36" (corner)	Config 1
273	36" x 24"	60" X 24"	36" x 36" (corner)	Config 1
274	54" x 24"	24" x 24"	42" x 42" (corner)	Config 1
276	60" x 24"	36" X 24"	36" x 36" (corner)	Config 1
277	48" x 24"	48" X 24"	36" x 36" (corner)	Config 1
278	48" x 24"	48" x 24"	36" x 36" (corner)	Config 1
279	60" x 24"	36" x 24"	36" x 36" (corner)	Config 1
280	60" x 24"	60" X 24"	36" x 36" (corner)	Config 1
281	48" x 24"	60" X 24"	36" x 36" (corner)	Config 1
282	24" x 24"	60" X 24"	36" x 36" (corner)	Config 1
284	54" x 24"	36" x 24"	36" x 36" (corner)	Config 1

Phase 1 – Configuration 2

7				
Work Surface Information / Informations sur les surfaces de travail				
Work Station # / Numéro de poste de travail	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
285	72" x 24"	54" x 24"	N/A	Config 2
286	78" x 24"	78" x 24"	N/A	Config 2
287	72" x 24"	54" x 24"	N/A	Config 2
288	54" x 24"	72" x 24"	N/A	Config 2
289	36" x 24"	48" x 24"	42"x24"	Config 2
290	72" x 24"	55" x 24"	N/A	Config 2
291	54" x 24"	72" x 24"	N/A	Config 2

Phase 1 – Configuration 3

2				
Work Surface Information / Informations sur les surfaces de travail				
Work Station # / Numéro de poste de travail	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
228	42" x 22.5"	42" x 22.5"	42" x 42"	Config 3
229	42" x 22.5"	42" x 22.5"	42" x 42"	Config 3

Phase 1 – Configuration 4

8				
Work Surface Information / Informations sur les surfaces de travail				
Work Station # / Numéro de poste de travail	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
243	36" x 23.5"	48" x 23.5"	48" x 48"	Config 4
302	42" x 23 ½"	42" x 23 ½"	42" x 42"	Config 4
303	42" x 23 ½"	42" x 23 ½"	42" x 42"	Config 4
304	42" x 23 ½"	42" x 23 ½"	42" x 42"	Config 4
305	42" x 23 ½"	42" x 23 ½"	42" x 42"	Config 4
307	42" x 23 ½"	42" x 23 ½"	42" x 42"	Config 4
309	36" x 24"	48" x 24"	42" x 42"	Config 4
310	N/A	42" x 24"	42" x 42"	Config 4

Phase 2 – Configuration 1

15				
Work Surface Information / Informations sur les surfaces de travail				
Work Station # / Numéro de poste de travail	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
230	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
230	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
235	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
237	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
239	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
235	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
237	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
239	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
230	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
232	60" x 24"	36" x 24"	36" x 36"	Config 1
233	36" x 24"	60" x 24"	36" x 36"	Config 1
235	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
237	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
239	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1
242	42" x 22.5"	42" x 22.5"	42" x 42"	Config 1

Phase 2 – Configuration 2

25				
Work Surface Information / Informations sur les surfaces de travail				
Work Station # / Numéro de poste de travail	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
206	48" x 24"	48" x 24"	42" x 42"	Config 2
207	60" x 24"	48" x 24"	42" x 42"	Config 2
208	42" x 24"	60" x 24"	42" x 42"	Config 2
209	60" x 24"	48" x 24"	42" x 42"	Config 2
210	42" x 24"	60" x 24"	42" x 42"	Config 2
211	60" x 24"	42" x 24"	42" x 42"	Config 2
212	42" x 24"	60" x 24"	42" x 42"	Config 2
213	60" x 24"	42" x 24"	42" x 42"	Config 2
214	60" x 24"	42" x 24"	42" x 42"	Config 2
215	36" x 24"	54" x 24"	42" x 42"	Config 2
216	54" x 24"	42" x 24"	42" x 42"	Config 2
217	54" x 24"	42" x 24"	42" x 42"	Config 2
218	54" x 24"	42" x 24"	42" x 42"	Config 2
219	54" x 24"	42" x 24"	42" x 42"	Config 2
220	42" x 24"	54" x 24"	42" x 42"	Config 2
221	42" x 24"	54" x 24"	42" x 42"	Config 2
222	42" x 24"	48" x 24"	42" x 42"	Config 2
223	42" x 24"	48" x 24"	42" x 42"	Config 2
224	54" x 24"	36" x 24"	42" x 42"	Config 2
226	42" x 24"	48" x 24"	42" x 42"	Config 2
234	36" x 24"	60" x 24"	42" x 42"	Config 2
236	60" x 24"	48" x 24"	42" x 42"	Config 2
238	42" x 24"	60" x 24"	42" x 42"	Config 2
240	60" x 24"	42" x 24"	42" x 42"	Config 2
241	60" x 24"	48" x 24"	42" x 42"	Config 2

Phase 3 – Configuration 1

39		Partition Panel Information / Informations sur les partitions				Work Surface Information / Informations sur les	
Work Station # / Numéro de poste de travail	North / Nord (width x height) (largeur x hauteur)	East / Est (width x height) (largeur x hauteur)	South / Sud (width x height) (largeur x hauteur)	West / Ouest (width x height) (largeur x hauteur)	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	
206	96" (60" & 36") x 66"H	96" (48" & 48") x 66"H w	Wall / Mur	36" x 66"H	48" x 24"	48" x 24"	
207	96" (60" & 36") x 66"H	36" x 66"H	Wall / Mur	96" (60" & 36") x 66"H	60" x 24"	48" x 24"	
208	84" (36" & 48") x 66"H w	96" (60" & 36") x 66"H	Wall / Mur	36" x 50"H	42" x 24"	60" x 24"	
209	96" (60" & 36") x 66"H	84" (36" & 48") x 66"H w	Wall / Mur	Windows / Fenêtre	60" x 24"	48" x 24"	
210	36" x 50"H	84" (36" & 48") x 66"H w	96" (60" & 36") x 66"H	Windows / Fenêtre	42" x 24"	60" x 24"	
211	96" (60" & 36") x 66"H	84" (36" & 48") x 66"H w	36" x 50"H	Windows / Fenêtre	60" x 24"	42" x 24"	
212	36" x 50"H	84" (36" & 48") x 66"H w	96" (60" & 36") x 66"H	Windows / Fenêtre	42" x 24"	60" x 24"	
213	96" (60" & 36") x 66"H	84" (36" & 48") x 66"H w	36" x 50"H	Windows / Fenêtre	60" x 24"	42" x 24"	
214	36" x 50"H	84" (36" & 48") x 66"H w	96" (60" & 36") x 66"H	Windows / Fenêtre	60" x 24"	42" x 24"	
215	84" (42" & 42") x 66"H	96" (60" & 36") x 66"H	36" x 50"H	36" x 50"H	36" x 24"	54" x 24"	
216	36" x 50"H	96" (60" & 36") x 66"H 1/2w	84" (36" & 48") x 66"H	36" x 50"H	54" x 24"	42" x 24"	
217	84" (36" & 48") x 66"H 1/2w	96" (60" & 36") x 66"H	84" (36" & 48") x 66"H 1/2w	36" x 50"H	54" x 24"	42" x 24"	
218	84" (36" & 48") x 66"H 1/2w	96" (60" & 36") x 66"H	84" (36" & 48") x 66"H 1/2w	36" x 50"H	54" x 24"	42" x 24"	
219	84" (36" & 48") x 66"H 1/2w	96" (60" & 36") x 66"H	84" (36" & 48") x 66"H 1/2w	36" x 50"H	54" x 24"	42" x 24"	
220	84" (36" & 48") x 66"H 1/2w	36" x 50"H	84" (42" & 42") x 66"H	96" (60" & 36") x 66"H	42" x 24"	54" x 24"	
221	84" (36" & 48") x 66"H 1/2w	36" x 50"H	84" (36" & 48") x 66"H 1/2w	96" (60" & 36") x 66"H	42" x 24"	54" x 24"	
222	84" (36" & 48") x 66"H 1/2w	36" x 50"H	84" (36" & 48") x 66"H 1/2w	96" (60" & 36") x 66"H	42" x 24"	48" x 24"	
223	36" x 50"H	36" x 50"H	84" (36" & 48") x 66"H 1/2w	96" (60" & 36") x 66"H	42" x 24"	48" x 24"	

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Phase 3 – Configuration 2

2		Partition Panel Information / Informations sur les partitions				Work Surface Information / Informations sur les	
Work Station # / Numéro de poste de travail	North / Nord (width x height) (largeur x hauteur)	East / Est (width x height) (largeur x hauteur)	South / Sud (width x height) (largeur x hauteur)	West / Ouest (width x height) (largeur x hauteur)	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	
227	84" (42" & 42") x 64.5"H	N/A	N/A	84" (42" & 42") x 64.5"H	42" x 22.5"	42" x 22.5"	
228	84" (42" & 42") x 64.5"H	84" (42" & 42") x 64.5"H	N/A	N/A	42" x 22.5"	42" x 22.5"	

surfaces de travail	
Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
42" x 42" (corner)	Config #2
42" x 42" (corner)	Config #2

Phase 3 – Configuration 3

1		Partition Panel Information / Informations sur les partitions				Work Surface Information / Informations sur les	
Work Station # / Numéro de poste de travail	North / Nord (width x height) (largeur x hauteur)	East / Est (width x height) (largeur x hauteur)	South / Sud (width x height) (largeur x hauteur)	West / Ouest (width x height) (largeur x hauteur)	Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2	
242	84" (42" & 42") x 64.5"H	N/A	N/A	84" (42" & 42") x 64.5"H	42" x 22.5"	42" x 22.5"	

surfaces de travail	
Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
42" x 42"	Config #3

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Phase 3 – Configuration 4

3					Work Surface Information / Informations sur les	
Work Station # / Numéro de poste de travail	Partition Panel Information / Informations sur les partitions				Work Surface #1 / Surface de travail n° 1	Work Surface #2 / Surface de travail n° 2
	North / Nord (width x height) (largeur x hauteur)	East / Est (width x height) (largeur x hauteur)	South / Sud (width x height) (largeur x hauteur)	West / Ouest (width x height) (largeur x hauteur)		
204	Wall / Mur	Wall / Mur	84" (60" & 24") x 66"H	72" (36" & 36") x 66"H		
205	84" (60" & 24") x 66"H	Wall / Mur	Wall / Mur	96" (48" & 48") x 66"H w		
231	Wall / Mur	Wall / Mur	96" (60" & 36") x 66"H	156" (60" & 60" & 36") x 66"H	N/A	N/A

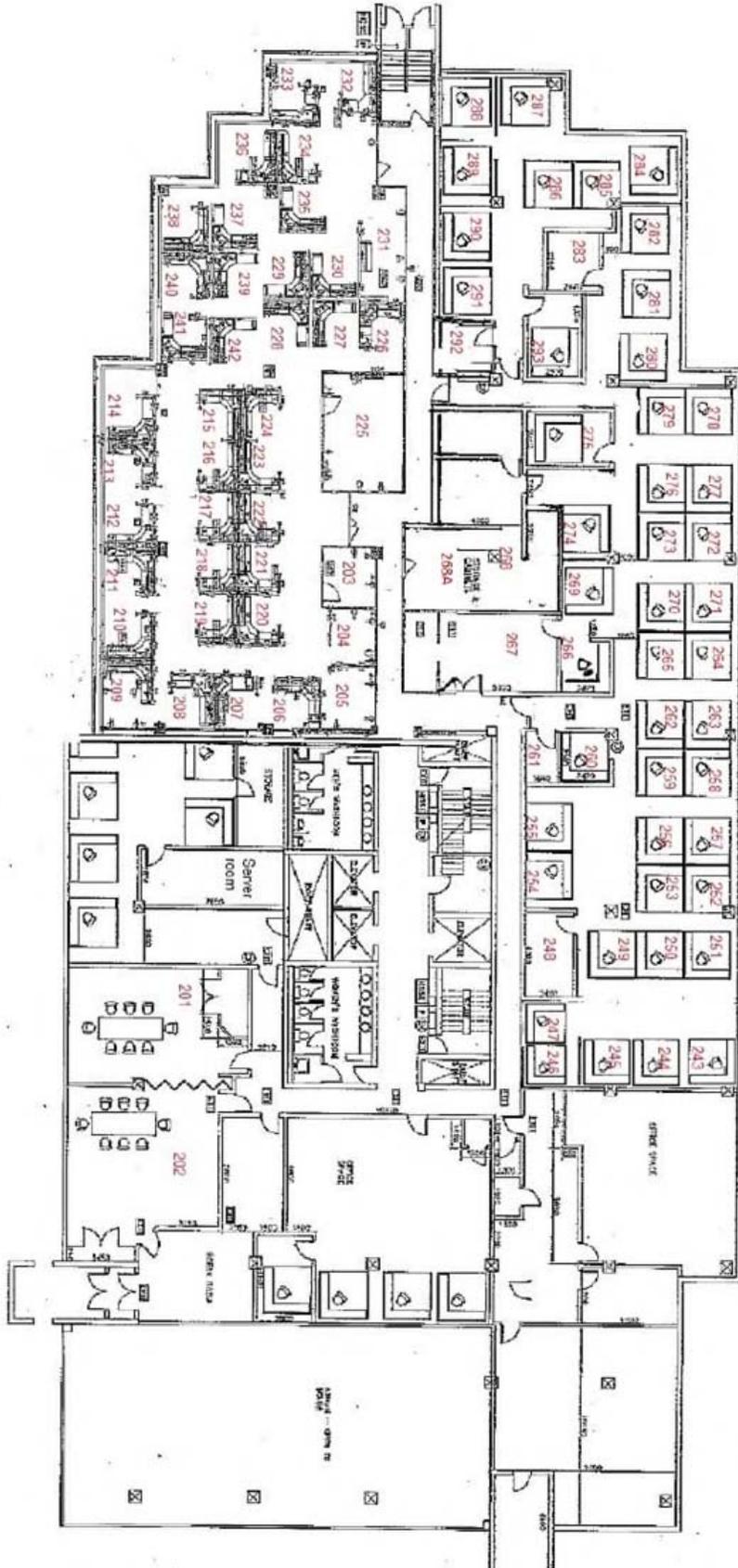
surfaces de travail	
Work Surface #3 / Surface de travail n° 3 (Centre Piece / Pièce du centre)	Configuration
	Config #4
	Config #4
N/A	Config #4

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APPENDIX 2 to ANNEX "A" – PHASE 3



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CCC No./N° CCC - FMS No./N° VME

ANNEX B

BASIS OF PAYMENT

Pricing:

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the pricing but will be added as a separate item to any invoice issued.

PRICING BASIS "A" – Firm Requirement – Phase 1 – to be completed on or before 31 May 2021

Item	Requirement	UOI	Quantity	Firm Unit Price
1.	Supply and delivery of height adjustable legs in accordance with the specifications in Annex "A" Requirement.	EA	52	\$ /EA
2.	Supply and delivery of adjustable dual monitor arms in accordance with the specifications in Annex "A" Requirement.	EA	52	\$ /EA
3.	Installation of fifty-two (52) height adjustable legs in accordance with the specifications in Annex "A" Requirement.	Lot price	1	\$ /Lot Price
4.	Installation of fifty-two (52) adjustable dual monitor arms in accordance with the specifications in Annex "A" Requirement.	Lot Price	1	\$ /Lot Price
5.	Modify fifty-two (52) work surfaces to fuse work surface to become one-piece height adjustable work surface.	Lot Price	1	\$ /Lot Price
6.	Dismantling, relocation and re-installation of the work surfaces from two (2) workstations to another area.	Lot Price	1	\$ /Lot Price

PRICING BASIS "B" – Optional Goods and/or Services – Phase 2 and 3

Item	Requirement	UOI	Quantity	Firm Unit Price
1.	Supply and delivery of height adjustable legs in accordance with the specifications in Annex "A" Requirement. (Phase 2)	EA	40	\$ /EA
2.	Supply and delivery of adjustable dual monitor arms in accordance with the specifications in Annex "A" Requirement (Phase 2)	EA	40	\$ /EA
3.	Installation of forty (40) height adjustable legs in accordance with the specifications in Annex "A" Requirement. (Phase 2)	Lot Price	1	\$ /Lot Price
4.	Installation of forty (40) adjustable dual monitor arms in accordance with the specifications in Annex "A" Requirement. (Phase 2)	Lot Price	1	\$ /Lot Price
5.	Modify forty (40) work surfaces to fill in keyboard cut-out and fuse work surface to become one-piece height adjustable work surface.	Lot Price	1	\$ /Lot Price
6.	Design and provide a drawing of a new floor plan to make the most use of existing space as per Annex A, Requirement (Phase 3).	Lot Price	1	\$ /Lot Price
7.	Dismantle, relocate, modification and re-installation of up to a maximum of 50 work stations (partition panels, height adjustable legs (where applicable), dual monitor arms and work surfaces to a new work area. (Phase 3)	Per Hour	15	\$ /Per Hour

ANNEX "C"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:
- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),*

*Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$20,000. Government Property must be insured on a replacement cost basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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5P300-190429

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-0-54191

Buyer ID - Id de l'acheteur
KIN860
CCC No./N° CCC - FMS No./N° VME

ANNEX “D” 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);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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File No. - N° du dossier
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KIN860
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ANNEX "E"

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.