



**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**

<b>Title - Sujet</b> Modular Tandem Bench Seating Chaises sur poutre (banquettes modulaires)	
<b>Solicitation No. - N° de l'invitation</b> EQ754-221256/A	<b>Date</b> 2021-11-09
<b>Client Reference No. - N° de référence du client</b> EQ754-22-1256	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-024-8108	
<b>File No. - N° de dossier</b> TOR-1-44062 (024)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2021-11-24</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brewster, Shannon	<b>Buyer Id - Id de l'acheteur</b> tor024
<b>Telephone No. - N° de téléphone</b> (647) 273-1369 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AMBR 25-55 St Clair Toronto, ON	

**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 Canada  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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CCC No./N° CCC - FMS No./N° VME

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## **BID SOLICITATION**

**FOR**

### **MODULAR TANDEM BENCH SEATING**

**REQUIRED BY**

**THE DEPARTMENT OF  
PUBLIC SERVICES AND PROCUREMENT CANADA**

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Appendix 2 to Annex A – Floor Quantity Breakdown

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Annex B Basis of Payment

Annex C Security Requirements Checklist

Annex D (to Part 3 of the Bid Solicitation) - Electronic Payment Instructions

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Annex F (to Part 5 of the Bid Solicitation) - Additional Certifications

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **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.

### **1.5 COVID-19 Vaccination Requirement**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) 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.
- (b) 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.
- (c) The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### 2.2 Submission of Bids

- (a) 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 bid solicitation:

#### **PWGSC Ontario Region Bid Receiving Unit**

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

[TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-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 Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

- (b) Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

- (a) 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.
- (b) 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

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) 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**

- (a) The Bidder must submit its bid 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 bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

Bids transmitted by facsimile or hardcopy will not be accepted

### **3.2 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.

### **3.3 Section II: Financial Bid**

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

#### **(b) Electronic Payment of Invoices**

- (i) 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.
- (ii) 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.
- (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.4 Section III: Certifications**

Bidders must submit and comply with 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 and Tenant Facility Management Services will evaluate the bids.

**4.2 Technical Evaluation****(a) Mandatory Technical Criteria**

The Bidder must provide documentation and demonstrate in the bid that they meet each and every criteria. Failure to provide supporting documentation may result in the bid being deemed non-compliant.

#	Mandatory Technical Criteria
<b>M1</b>	The Bidder must submit a catalogue cut sheet for each proposed product that includes, as a minimum, information that demonstrates that the proposed product meets the specifications identified in Annex A, Article 5 and in Appendix 1 to Annex A. The catalogue cut sheet should also include supplier part numbers and brief product descriptions.
<b>M2</b>	<p>If the Bidder is not the manufacturer of the proposed products, the Bidder must:</p> <ol style="list-style-type: none"> <li>1. Be an authorized dealer of the manufacturer(s) for the products being proposed; and</li> <li>2. Submit a letter of authorization from each manufacturer whose products are being proposed.</li> </ol> <p>If the Professional designation, accreditations or certification documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
<b>M3</b>	<p>For each letter that is submitted under M2, the letter must:</p> <ol style="list-style-type: none"> <li>1. Be on the letterhead of the manufacturer;</li> <li>2. Contain the signature of a representative of the manufacturer;</li> <li>3. List the name, series and model number of the products being proposed; and</li> <li>4. Have confirmation from the manufacturer that the Bidder is an authorized dealer for the products listed in the letter.</li> </ol> <p>If the above information has not been provided at bid closing, PWGSC will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
<b>M4</b>	The Bidder must submit a PDF shop drawing(s) of the floor plan, printable on an Arch D sized (24" x 36"; minimum size) paper, that includes a layout, elevations and details of their proposed product, including dimensions, that demonstrates compliance. PDF shop drawing(s) must be clearly legible. The bidder must also submit the CAD file of the shop drawing.
<b>M5</b>	<p>The Bidder must have published and approved strategies to demonstrate that they fully comply with the WELL Building Standard v1, Feature ID4- VOC reduction, Part 5 Furniture and Furnishing.</p> <p>To demonstrate compliance, the Bidder must provide a copy of their third party certification indicating all products being proposed have low VOC emissions and conform with ANSI/BIFMA e3-2014 Furniture Sustainability Standard sections 7.6.1 or 7.6.2, and have tested in accordance with ANSI/BIFMA Standard Method M7.1-2011.</p>

If the above certifications have not been provided at bid closing, PWGSC will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)

If the Bidder fails to provide the required certifications within two business days, their bid will be non-responsive and will not be given further consideration.

**Note to Bidder:** For the above compliance, Bidders are to refer to the WELL "Published Strategies Table" for v1 Alternative available on line through the WELL Resources link.  
<https://resources.wellcertified.com/tools/strategies-table/>

#### 4.3 Financial Evaluation

##### (a) Evaluation of Price - Aggregate

- (i) The Bidder must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Contract Period (all applicable taxes extra) from Annex B – Basis of Payment. The price used in the evaluation will be the Total Evaluated Price which is calculated as follows:  
  
For each line item, the Bidder's unit price will be multiplied by the estimated quantity to calculate the total extended price. The extended price for all line items will be totalled to determine the aggregate price for evaluation purposes.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

#### 4.4 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.

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## 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.

#### (a) 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 Additional Certifications Required with the Bid

#### (a) COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract. (Refer to Annex E)

### 5.3 Certifications Precedent to Contract Award and Additional Information

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### (a) 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.

#### (b) 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)" list at the time of contract award.

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#### **5.4 Additional Certifications Precedent to Contract Award**

(a) **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.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

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## 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

- (a) The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.
- (i) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
  - (ii) The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
  - (iii) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
  - (iv) The Contractor must comply with the provisions of the:
    - (A) Security Requirements Check List and security guide (if applicable), attached at Annex C;
    - (B) *Contract Security Manual* (Latest Edition).

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

- (a) **General Conditions**  
2010A (2020-05-28), General Conditions – Goods (Medium Complexity), apply to and form part of the Contract.
- (b) **Supplement General Conditions**  
4013 (2021-10-15), Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.  
4014 (2021-10-15). Suspension of the work, apply to and form part of the Contract.

### 6.4 Term of Contract

- (a) **Period of the Contract**  
The period of the Contract is from date of Contract award to January 14, 2023 inclusive.
- (b) **Delivery Date**  
All the deliverables must be received on or before the date(s) indicated at Annex A, Article 9.

### 6.5 Authorities

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shannon Brewster  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada, Acquisitions Branch, Ontario Region  
Address: 4900 Yonge Street, Toronto, Ontario, M2N 6A6  
Telephone: 647-273-1369  
E-mail address: shannon.brewster@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.

**(b) Project Authority**

The Project Authority for the Contract is: *(to be completed at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**(c) Technical Authority**

The Technical Authority for the Contract is: *(to be completed at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority 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. Technical matters may be discussed with the Technical Authority, however the Technical 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.

In addition, the TA 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).

**(d) Contractor's Representative *(to be provided with bid)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
PBN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6.6 Payment**

**(a) Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ \_\_\_\_\_ *(insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

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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.

(b) **Multiple Payment**

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

(c) **SACC Manual Clauses**

SACC Manual clause C2000C (2007-11-30), Taxes – Foreign-based Contractor

(e) **Electronic Payment of Invoices**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): (*to be determined at contract award*).

- i. Direct Deposit (Domestic and International); or
- ii. Wire Transfer (International Only).

**6.7 Invoicing Instructions**

(a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

(b) Invoices must be distributed as follows:

- (i) One (1) copy must be emailed to the Project Authority for certification and payment.

Name: (*to be filled in only at contract award*)

Email Address: (*to be filled in only at contract award*)

- (ii) One (1) copy must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract

**6.8 Certifications and Additional Information**

(a) **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.

(b) **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 – Statement of Work. 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.

## 6.9 Applicable Laws

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

## 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) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the supplemental general conditions:
  - (i) 4013 (2021-10-15), Compliance with on-site measures, standing orders, policies, and rules;
  - (ii) 4014 (2021-10-15), Suspension of the work;
- (c) General Conditions 2010A (2020-05-28), General Conditions – Goods (Medium Complexity);
- (d) Annex A, Statement of Work;
  - (i) Appendix 1 to Annex A - Product Specifications and Dimensions
  - (ii) Appendix 2 to Annex A - Floor Quantity Breakdown
  - (iii) Appendix 3 to Annex A – Floor Plans
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirement Checklist; and
- (g) the Contractor's bid dated \_\_\_\_\_. (*insert at time of contract award*)

## 6.11 SACC Manual Clauses

- (a) [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor) or [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)
- (b) [A9068C](#) (2010-01-11), Government Site Regulations
- (c) [B6802C](#) (2007-11-30), Government Property
- (d) [B7500C](#) (2006-06-16), Excess Goods
- (e) [D5328C](#) (2014-06-26), Inspection and Acceptance

## 6.12 Insurance

SACC Manual Clause G1005C (2008-05-12), Insurance

## 6.13 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](#)".

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## ANNEX A

### STATEMENT OF WORK

#### 1. REQUIREMENT

The Department of Public Works and Government Services Canada (PWGSC), has a requirement for the supply, delivery, assemble and installation of modular tandem bench seating complete with arm rests for the second and third floor of the Arthur Meighen Building Rehabilitation located at 25-55 St. Clair Street, East Toronto, ON. This is new construction so the rooms will be empty upon the delivery date.

#### 2. SCOPE

(a) The Contractor must supply, deliver, assemble and install fully functional modular tandem bench seating complete with arms that meet the specifications outlined under this Annex including all appendences. These systems must be modular for future retrofits. There is one (1) type of modular tandem bench required with four (4) different sizes which are as follows:

- Item S-01 - 5-seater
- Item S-02 - 4-seater
- Item S-03 - 3-seater
- Item S-04 - 2-seater

(b) The Contractor is also responsible for supplying all necessary hardware, trim, connectors, supports, components and glides etc. to allow the furniture to be installed. All proposed products must be new.

#### 2.1 Configuration

The configuration of components to be supplied for the proposed layout is shown in the attached drawing at Appendix 1 to Annex A. Diagrams are for illustration purposes and to provide exact size requirements ( $\pm 1$  in.) All components shown in the drawings must be supplied. The Contractor is responsible for supplying all necessary components to allow the configurations to be integrated as drawn. The Contractor must configure their proposed system to maintain the footprint and components as illustrated.

#### 3. GENERAL REQUIREMENTS

##### 3.1 Reference Standards

- (a) American National Standards Institute (ANSI) / Business and Institutional Furniture Manufactures Association (BIFMA):
- (i) ANSI/BIFMA e3-2014 - Furniture Sustainability Standards
- (b) ASTM International (formerly American Society for Testing and Materials)
- (i) ASTM, ANSI/NEM A LD-3, CGSB testing of coating, surface finishes, adhesive
  - (ii) ASTM D3574 – Standard Test Method for Flexible Cellular Materials – Slab, Bonded, and Molded Urethane Foams
  - (iii) ASTM D4060 - Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser
  - (iv) ASTM D1148a – Standard Method for Rubber Deterioration Discoloration from Ultraviolet Light (UV).
- (c) Business and Institutional Furniture Manufactures Association (BIFMA)
- (i) BIFMA G1 - Ergonomics Guideline for Furniture Used in Office Workspaces.
  - (ii) BIFMA PD-1 - Mechanical Test Standards - Compiled Definitions.
- (d) International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC)
- (i) ISO 105-A02 – Test for colour Fastness
  - (ii) ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories
  - (iii) ISO 22196 – 207 – Measurement of Antibacterial Activity on plastic surfaces.

- (iv) CAL 117-2013 – California Technical Bulletin 117, Flammability Standard Requirements for Upholstered Furniture.
- (e) Association for Contract Textiles (ACT)
  - (i) ACT Voluntary Performance Guidelines for Upholstery

### 3.2 Submittals

- (a) The above test reports must be provided for examination upon request and be not more than five years old from the date the test was performed except for the fabric tests applicable to the ACT Voluntary Performance Guidelines.
- (b) All tests must be completed by an acceptable test facility.
- (c) Revised Test Standard(s): Reference is made to the testing standards listed within this Annex and to the requirement that all products requested have successfully passed the referenced testing standards. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and this testing must occur within nine months from the date of the revised test Standard(s).
- (d) Product Changes: When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an acceptable test facility.
- (e) For all test reports the Contractor must provide an explanation to government of Canada as to why the "worst- case condition" applies to the products. The definition of "worst-case condition" can be found in BIFMA PD-1.

### 3.3 Priority of Documents

- (a) In the event of a discrepancy in Annex A, the following priority of documents applies:
  - (i) ANNEX A, Article 5 Product Specifications
  - (ii) ANSI/BIFMA X5.5
- (b) In the event of a discrepancy between the metric and imperial dimensions, imperial dimensions take precedent.

### 3.4 Definitions

- (a) Definitions of words or phrases used in this Annex and its appendences that are not included in the list of definitions shall have the meaning commonly assigned to them in the context in which they are used in this Annex. The words, terms, and phrases which appear in the Annex have the following meanings or purposes:
  - (i)  $\pm$ : indicates the allowable plus or minus tolerance of the unit.
  - (ii) Acceptable test facility: An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.
  - (iii) Modular: Collection of ` units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements.
  - (iv) VOC: Volatile Organic Compounds are emitted as gases from certain solids or liquids. They include a variety of chemicals, some of which may have short term or long-term health effects.

### 3.5 Environmental Attributes

- (a) Environmental:
  - (i) All products must be certified by an independent third-party certificate as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieve a minimum of level® 2.

- (ii) Product must receive one or more points under Section 7.6 of ANSI/BIFMA e3 and must not exceed office furniture emissions concentration limits when determined in accordance with the standard test method ANSI/BIFMA x7.1 2011 Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating.
- (b) Resource input:
  - (i) 50% of all wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CSA), Forest Stewardship Council (FSC), or Sustainable Forestry Initiative (SFI).
  - (ii) Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
  - (iii) Steel used in the manufacturing must contain a minimum of 25% recycled content when market conditions allow.
  - (iv) All plastic components must be recyclable at the end of their life.
  - (v) All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999))
- (c) Warranty:
  - (i) Replacement components must be available to replace broken pieces during the Warranty period.
  - (ii) Five Year Warranty on foam and textiles. Warranty applies to a single shift, standard commercial usage (8hours/day, 5 days/week).
  - (iii) Manufacturer must have a minimum ten (10) year limited lifetime warranty that the proposed product will be free of defects in materials and workmanship.
- (d) General:
  - (i) Manufacturing Facility must be an ISO 9001 – Quality Management registered facility.
  - (ii) Manufacturing Facility must be an ISO 14001 – Environmental Management System registered facility.
  - (iii) Solid Waste Diversion Program
    - Furniture must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.
  - (iv) Products free from toxic flame retardants
    - Furniture must not contain chlorofluorocarbon (CFC), Polybrominated diphenyl Ether (PBDE), or Halogenated Flame Retardants.
  - (v) Hazardous and Toxic Material Management System
    - The manufacturer must have a hazardous and toxic material management system in place at production and associated facilities.
  - (vi) Packaging and distribution
    - Corrugated Packaging: If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre and/or come from a sustainable managed forest.
    - Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e., enough to fill a truck).
    - As a minimum, the Supplier must implement one of the following requirements:
      - . Products to be shipped in bulk (e.g., can be disassembled into parts at source, packed more densely for shipping and reassembled on site);
      - . Packaging is recyclable and/or biodegradable;
      - . Packaging is returnable to the supplier/shipper; or
      - . Packaging is reusable.

- (vii) Upon request the Supplier or Manufacture must submit within ten business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.
- (viii) On a project-by-project basis, Canada may request supporting documentation to support environmental certification efforts. Upon request, the furniture manufacturer must provide appropriate documentation as determined by Canada's representative.

## 4. PRODUCTS

### 4.1 Workmanship

- (a) The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. All products must be new. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothing, or documents.
- (b) The finished products must be stable: uniform in quality, style, material, and workmanship; and be clean and free of defects that may affect appearance, serviceability, or safety.
- (c) All components must be level and square.
- (d) Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- (e) The factory finish must be smooth and free of snags, runs, orange peel, and overspray.
- (f) Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.
- (g) All products and its parts to be properly secured, retain its shape and remain in-tact for the entire warranty life of the product, under normal usage.
- (h) All products and its parts to be designed for an active weight capacity of 136kg (300lb) per seat.

### 4.2 General Features

- (a) All furniture must be supplied with hardware to complete the installation.
- (b) All furniture must be equipped with corrosion-resistant levelling glides on the legs, base, and supports unless casters are specified. The levelling glides must not exceed the width of the base and must have a vertical adjustment (length) of at least 25 mm (1 inch), with a tolerance of +/-6.35mm (+/-0.25 inch), unless noted otherwise in the Product Specifications. Products that are 1524mm (60 inch) in length or less can have a vertical adjustment (length) of 19mm (.75 inch) with a tolerance of ±6.35mm (+/-0.25 in.). Glides must be secured and not become loose or detached while in use. They must also be accessible and removable for adjustment or replacement.
- (c) All finishes and surface finishes must meet CAN/CGSB 44.227 and CAN/CGSB 44.229.
- (d) All metal surfaces and furniture specified with metal components must meet the following criteria:
  - (i) All exposed aluminum components must be anodized, painted, or otherwise treated to prevent oxidation.
  - (ii) All welds must be structurally sound and free of cracks and surface voids. They must be clean, smooth, uniform in appearance, and free of scale, flux, trapped foreign matter, and any other inclusions that may be detrimental to the application of the primer or final finish.
- (e) All edges and corners with which the user is intended to come in contact must have a minimum of 3mm radius.

- (f) Safety: Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- (g) The leg spread of the base must not be narrow to cause the tandem bench to tip. The base must be properly weighted to avoid tipping. The base design must not interfere with the functionality of the product and its intended use.

#### 4.3 Tolerances

- (a) The following tolerances may be applied, unless noted otherwise in Article 5, Product Specifications.
- (b) If a tolerance is not listed above or indicated next to an item's dimensions in Article 5, Product Specifications an additional tolerance is not acceptable.

### 5. PRODUCT SPECIFICATIONS

#### 5.1 Tandem Bench Seating

- (a) Central Beam mounted Seating (Refer to Appendix 1 to Annex A for the drawings/layouts).
  - (i) Item S-01- 5-Seater (total quantity 9)  
Dimensions: 559mm - 720mm x 2735mm- 3137mm (22-29 inches x 117-124 inches)
  - (ii) Item S-02 - 4-Seater (total quantity 29)  
Dimensions: 559mm - 720mm x 2410mm - 2578mm (22-29 inches x 94 -101½ inches)
  - (iii) Item S-03 - 3-Seater (total quantity 35)  
Dimensions: 559mm - 720mm x 1655mm - 1892mm (22-29 inches x 71-74 inches)
  - (iv) Item S-04 - 2-Seater (total quantity 39)  
Dimensions: 559mm - 720mm x 1199mm - 1283mm (22-29 inches x 47-55 inches)
- (b) Legs: T shaped Legs are chrome to be 24" w/+1". Legs shall have adjustable leveling glides.
- (c) Glides shall be provided for floor mounting.
- (d) Seat and Back Supports: Seats and backs to be supported by metal tubing in a standard colour. To include all metal-to-metal mounting brackets and hardware required for assembly. Each Seat must support a minimum of 136kg (300 lbs.)
- (e) Seats to be Vinyl upholstered, complete with 64mm (2.5 inches) thick molded or ultra cell high-density foam, minimum 64mm (2.5 inches)T over a 13mm (0.5 inches) thick, 9 ply plywood seat pan. Must have a waterfall edge and be fully upholstered. An exposed plastic seat frame will not be accepted. Seat inside depth should be no less than 457mm (18 inches) depth and 445mm (17.5 inches) width.
- (f) Backs must be Elasticized mesh supported by a plastic shroud frame, woven textiles will not be accepted. Back height should be no less than 431mm (17 inches) heigth and 483mm (19 inches) width.
- (g) Finish:
  - (i) Aluminum Castings: Satin with bright highlights.
  - (ii) Aluminum Extrusions: Clear anodized
  - (iii) Steel Parts: Powder coated.
- (h) Fabrication: Units shall be shipped knocked - down. Seats and back shall be factory assembled.

### 6. INSTALLATION REQUIREMENTS

#### 6.1 Responsibilities

The Contractor's responsibilities, with regards to the installation include, but not limited to, the following tasks:

- (a) Receive and unload all product and pieces to the staging and/or installation area.
- (b) Unpack all pieces and inspect product for shipping damage. Report any damage immediately to the Technical Authority (TA).

- (c) Install all products in accordance with the manufacturer's specifications.
- (e) Ensure all products function properly and make minor adjustment and repairs as necessary at time of installation. Minor is defined as trim adjustment, levelling, height adjustment and door function testing.
- (f) Touch up all nicks and scratches that may have occurred during installation.
- (g) Must clean the products once installed.
- (h) Remove all packing material debris, cartons and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor.
- (i) On-site installation must be completed by a fully trained and certified installers. When requested by the TA, the Contractor must provide documentation to verify their certification.
- (j) Upon completion, and at the request of the TA, the Contractor (or authorized representative) must walk through the installation area with the TA (or authorized representative) to verify the operating condition of all products in accordance with the Deficiency Procedures.

**7. POST INSTALLATION PROCEDURES**

The Contractor must adhere to the following post installation procedures:

- (a) Must notify the TA when the installation is completed.
- (b) The TA must arrange for the inspection with the Contractor.
- (c) The inspection must take place no later than three (3) business days after installation is completed.

**8. DEFICIENCY PROCEDURES**

The Contractor must adhere to the following deficiency procedures.

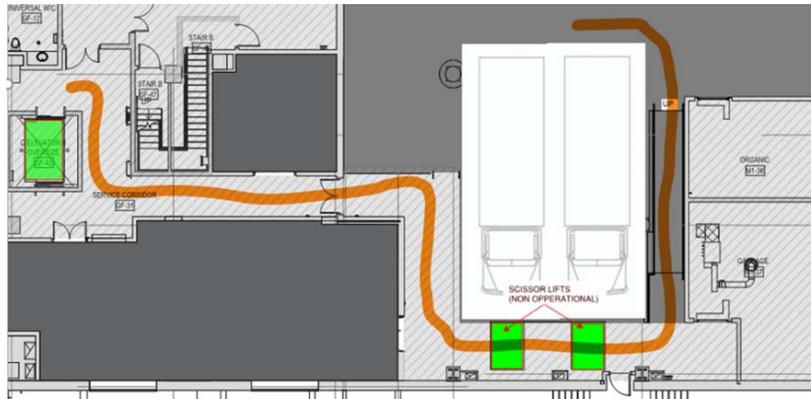
- (a) The Contractor, in consultation with the TA, must prepare the deficiency list documenting all items that do not meet the performance criteria as defined in the construction documents for each installation area.
- (b) The TA, in consultation with the Contractor, will review the deficiency list and identify any items missed by the Contractor. The Contractor will document any and all missed items in the deficiency list and redistribute. The deficiency list will be forwarded by the TA to the Contractor.
- (c) Within three (3) business days of receipt and approval of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts.
- (d) For all other deficiencies, the Contractor must submit a plan of action with delivery and completion dates within seven (7) calendar days from completing all minor deficiencies.
- (e) The Contractor must notify the TA when all deficiencies have been completed. If the TA is satisfied with the deficiency corrections, the TA must provide the Contractor a final sign-off that the deficiencies have been satisfied.

**9. DELIVERY AND INSTALLATION SCHEDULE** *(on or before the below dates)*

Floor	Total Quantity	Delivery Date	Installation Date	Installation Completion	Completion of Deficiencies
2	59	August 3, 2022	August 10, 2022	September 7, 2022	November 4, 2022
3	53	May 31, 2022	June 27, 2022	July 25, 2022	September 16, 2022

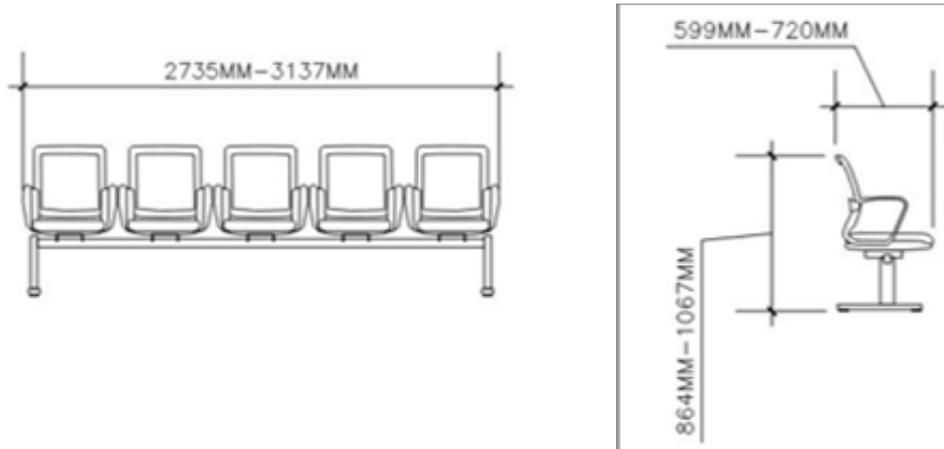
## 10. DELIVERY AND INSTALLATION CONSTRAINTS

- (a) A Third Party Work Notification is required to be completed and submitted, at least 48hrs in advance of the delivery. This should indicate hours of work, locations, and route to the construction project. Any activities that may impact other operations should be considered to be completed after hours.
- (b) All resources entering the building must wear Masks (PPE).
- (c) The Contractor is required to review and sign off on the facility OHS plan, which will be provided at Contract award as it has other specific facility requirements identified within.
- (d) Loading dock; vehicular access for loading dock and parking is on the North side of the building - (ST CLAIR AVENUE EAST). Loading dock area is located on the ground.
- (e) Lift: Elevator capacity not to exceed 2041kg/4500lbs load capacity. (listed inside the elevator). The elevator cab is 2413mm (95") depth x 1727mm (68") width and 2921 mm (115") height. During construction the contractor must provide protection which will reduce the interior size to 2413mm (92") depth x 1727mm (62") width and 2921 mm (112") height.
- (f) Lift door size: The door opening is 1220mm (48") width x 2134mm (84") height once protected opening will be reduce to 1168mm (46") width x 2083mm (82") height.
- (g) Freight elevator: Is located in the South/West quadrant of the building and appx 30m from loading dock.
- (h) Delivery must occur outside normal business hours.
- (i) Outside normal business hours are defined as:
  - Between 16:00 through 07:00 hours, Monday through Friday except Federal Government Statutory holidays;
  - All hours on Federal Government Statutory holidays;
  - All hours on Saturdays and/or Sundays.
- (j) Installation must occur during normal business hours during weekdays.
- (k) Normal work hours are defined as from 07:00 to 16:00 hours, Monday through Friday except Federal Government Statutory holidays.



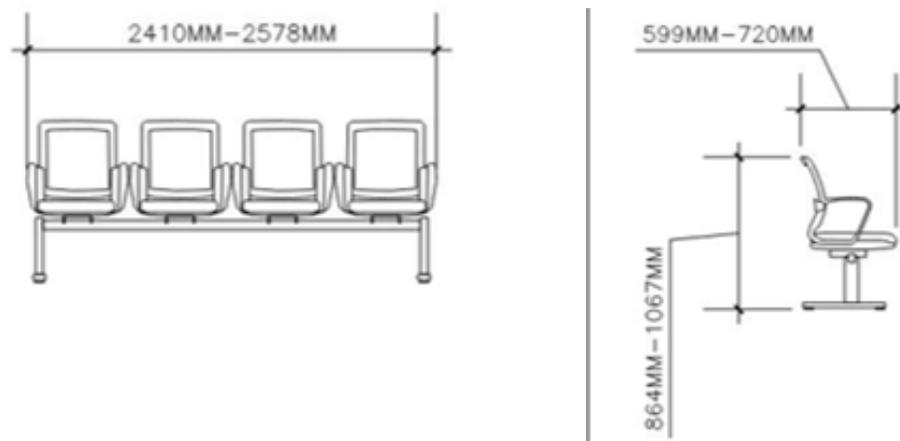
## APPENDIX 1 TO ANNEX A Product Specifications and Dimensions

### 1. S-01 5-Seater



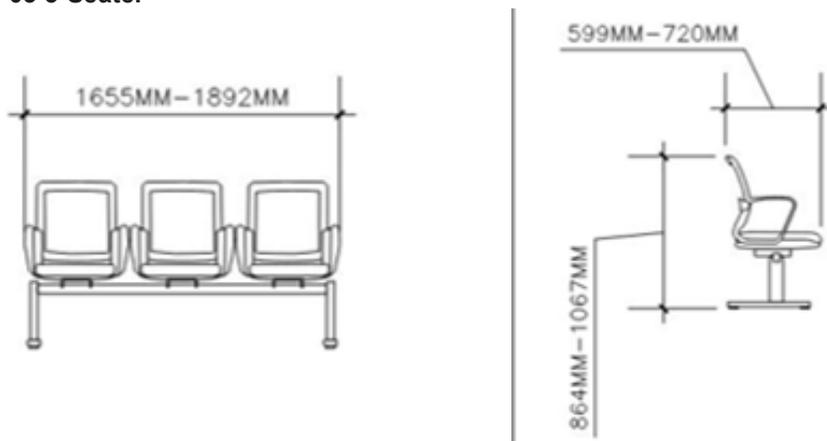
- **Dimensions:** 559mm - 720mm x 2735mm- 3137mm (22-29 inches x 117-124 inches)
- **Description:** Bench Seating with armrests, 3 legs, mesh back and upholstered seat
- **Location:** 2<sup>nd</sup> Floor; Rooms 02 and 85
- **Quantities:** Total 9 (quantity breakdown in Appendix 2 to Annex A)

### 2. S-02 4-Seater



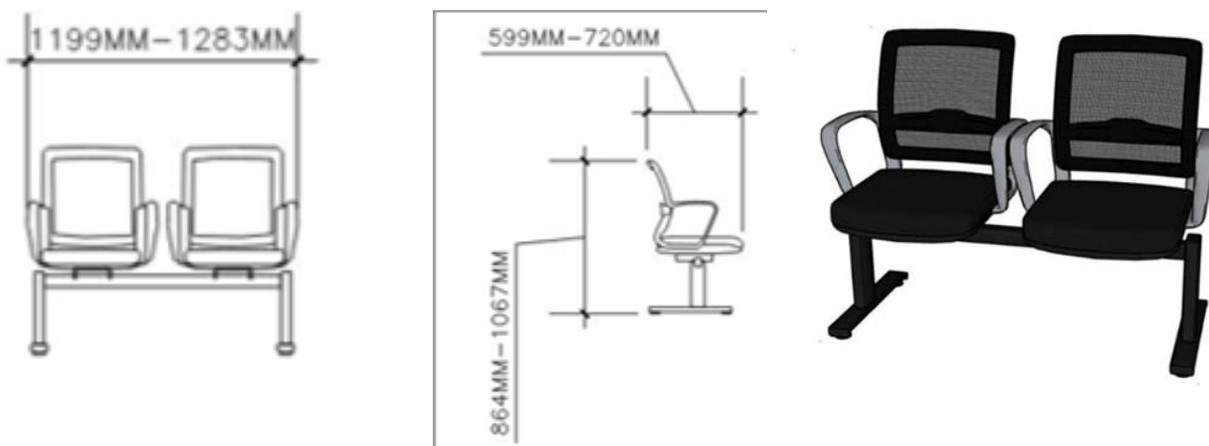
- **Dimensions:** 559mm - 720mm x 2410mm - 2578mm (22-29 inches x 94 -101½ inches)
- **Description:** Bench Seating with armrests, 3 legs, mesh back and upholstered seat
- **Location:** 2<sup>nd</sup> Floor and 3<sup>rd</sup> Floor (quantity breakdown in Appendix 2 to Annex A)
- **Quantities:** Total 29 (quantity breakdown in Appendix 2 to Annex A)

### 3. S-03 3-Seater



- **Dimensions:** 559mm - 720mm x 1655mm - 1892mm (22-29 inches x 71-74 inches)
- **Description:** Bench Seating with armrests, 2 legs, mesh back and upholstered seat
- **Location:** 2<sup>nd</sup> Floor and 3<sup>rd</sup> Floor (quantity breakdown in Appendix 2 to Annex A)
- **Quantities:** Total 35 (quantity breakdown in Appendix 2 to Annex A)

### 3. S-02 2-Seater



- **Dimensions:** 559mm - 720mm x 1199mm - 1283mm (22-29 inches x 47-55 inches)
- **Description:** Bench Seating with armrests, 2 legs, mesh back and upholstered seat
- **Location:** 2<sup>nd</sup> Floor and 3<sup>rd</sup> Floor (quantity breakdown in Appendix 2 to Annex A)
- **Quantities:** Total 39 (quantity breakdown in Appendix 2 to Annex A)

## APPENDIX 2 TO ANNEX A Floor Quantity Breakdown

### 2<sup>nd</sup> Floor – Quantities per Floor

Room	S-01 5-Seater	S-02 4-Seater	S-03 3-Seater	S-04 2-Seater
02-02	8	13	1	4
02-50			2	
02-48		1	2	1
02-92		1	2	1
02-70			1	
02-77			1	
02-85	1			
02-34			1	
02-39				1
02-43			1	
02-49			1	
02-71				1
02-72				1
02-73				1
02-74				1
02-75				1
02-76				1
02-81			1	
02-82			1	
02-83			1	
02-84			1	
02-89			1	
02-90			1	
02-91				1
02-98				1
02-99		1		
02-40			1	

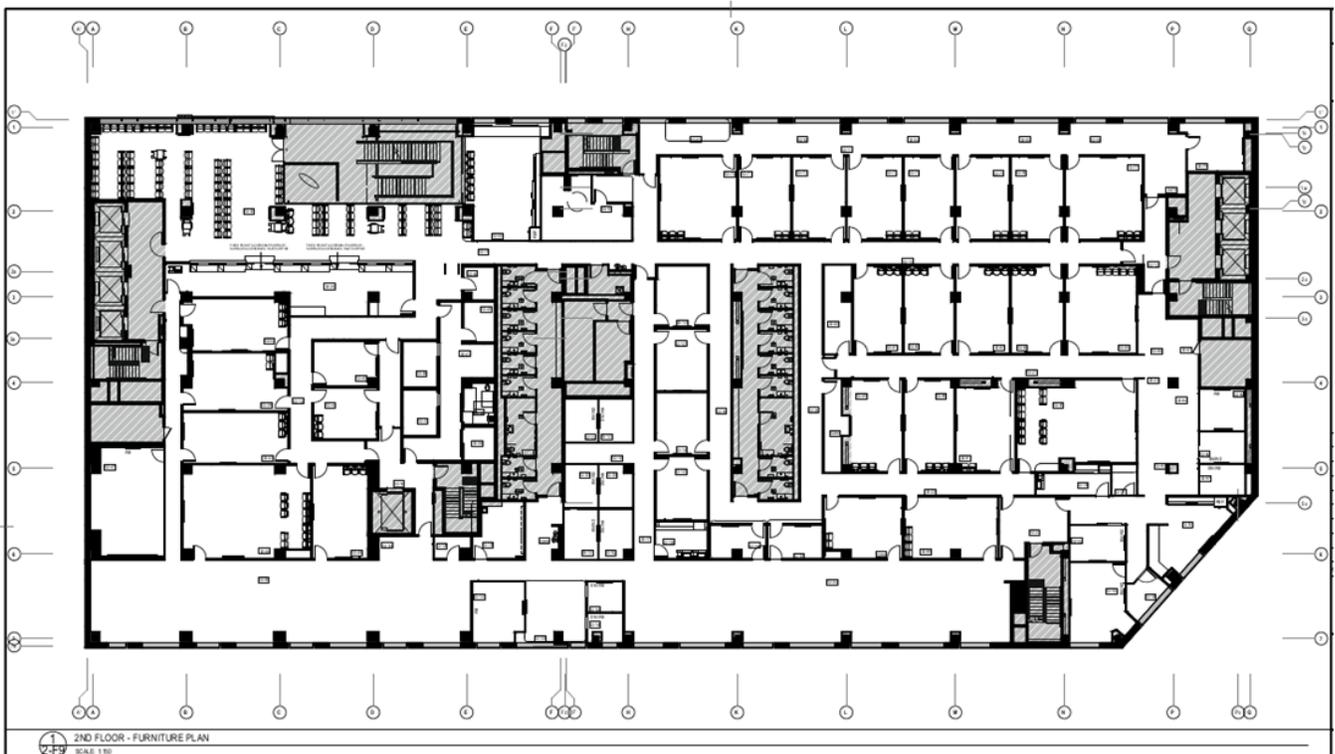
**3<sup>rd</sup> Floor – Quantities per Floor**

<b>Room</b>	<b>S-01 5-Seater</b>	<b>S-02 4-Seater</b>	<b>S-03 3-Seater</b>	<b>S-04 2-Seater</b>
03-03		9	1	4
03-41		2		
03-38			2	
03-92			2	
03-33			1	1
03-34			1	
03-37			1	
03-39			1	
03-42			1	
03-70			2	
03-71				1
03-72				1
03-73				1
03-75				1
03-76				1
03-77				1
03-90				1
03-87			2	
03-88				1
03-100			1	1
03-127			1	
03-81				1
03-82				1
03-83				1
03-84				1
03-32				2
03-36				1
03-66		2		
03-78				1
03-80			1	1
03-102				1

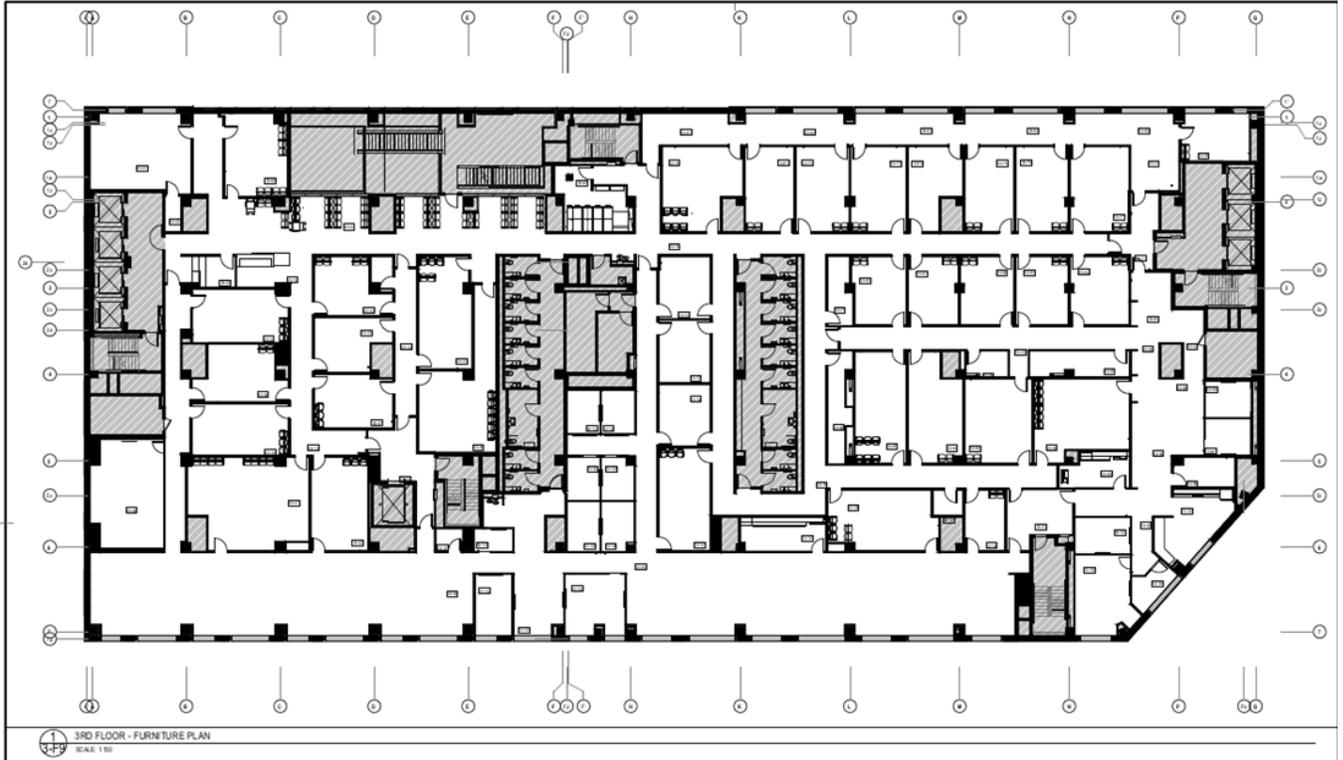
## APPENDIX 3 TO ANNEX A FLOOR PLANS

### FLOOR PLAN – 2<sup>nd</sup> Floor

*(AUTOCAD VERSION AVAILABLE UPON REQUEST)*



**FLOOR PLAN – 3<sup>rd</sup> Floor**  
**(AUTOCAD VERSION AVAILABLE UPON REQUEST)**



## ANNEX B

### BASIS OF PAYMENT

The Contractor will be paid the following all-inclusive prices for the supply, delivery, assemble and installation of the requirement in accordance with Annex A – Statement of Work, in Canadian funds, including customs duties, all delivery and transportation charges, FOB destination, applicable taxes extra.

#### FIRM REQUIREMENT:

Contract Period: Date of contract award to January 14, 2023.

Delivery of all product must be received on or before the schedule outlined in Annex A, Article 9.

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price	Total Extended Price (A x B)
1	S-01 – 5-Seater Tandem Bench in accordance with Annex A.	9	\$	\$
2	S-02 – 4-Seater Tandem Bench in accordance with Annex A.	29	\$	\$
3	S-03 – 3-Seater Tandem Bench in accordance with Annex A.	35	\$	\$
4	S-04 – 2-Seater Tandem Bench in accordance with Annex A.	39	\$	\$
5	<b>Subtotal (Line Items 1 thru 4):</b>			\$
6	<b>Hardware Total (if applicable):</b>			\$
7	<b>Delivery Charges:</b>			\$
8	<b>Installation Charges:</b>			\$
<b>*Total Evaluated Price (Line Items 5 + 6 + 7 + 8):</b>				<b>\$</b>

\*At contract award, 'Total Evaluated Price' becomes 'Total Contract Price'.

Solicitation No. - N° de l'invitation  
EQ754-221256/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor024

Client Ref. No. - N° de réf. du client  
EQ754-221256

File No. - N° du dossier  
TOR-1-44062

CCC No./N° CCC - FMS No./N° VME

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**ANNEX C**  
**SECURITY REQUIREMENTS CHECKLIST**

**See attachment.**

Solicitation No. - N° de l'invitation  
EQ754-221256/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor024

Client Ref. No. - N° de réf. du client  
EQ754-221256

File No. - N° du dossier  
TOR-1-44062

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D (to Part 3 of the Bid Solicitation) ELECTRONIC PAYMENT INSTRUCTIONS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- Direct Deposit (Domestic and International);
- Wire Transfer (International Only);

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**ANNEX E (to Part 5 of the Bid Solicitation)**  
**COVID-19 Vaccination Requirement Certification**

I, \_\_\_\_\_ (*first and last name*), as the representative of  
\_\_\_\_\_ (*name of business*) pursuant to  
\_\_\_\_\_ (*insert solicitation number*), warrant and certify that all personnel that  
\_\_\_\_\_ (*name of business*) will provide on the resulting Contract who access  
federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;  
until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Optional*

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

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**ANNEX F (to Part 5 of the Bid Solicitation)**  
**ADDITIONAL CERTIFICATIONS**

**1. Board of Directors**

In accordance with Part 5 - Certifications and Additional Information, Article 5.2(a), Integrity Provisions – List of Names, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

**2. Procurement Business Number (PBN)**

In accordance with Section 02, Procurement Business Number of the 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

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.



**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine  
 Public Works and Government Services Canada / RPS - ON Region - PTS

3. a) Subcontract Number / Numéro du contrat de sous-traitance  
 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
 Request for Bid - Supply and Installation of Furniture Components for AMBR Project - 25 St Clair, Toronto, ON

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  
 No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  
 No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
 (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  
 No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  
 No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  
 No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
---	--	--

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**