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## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
L'Esplanade Laurier  
East Tower, 4th floor,  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> High Density Mobile Shelving	
<b>Solicitation No. - N° de l'invitation</b> E60HN-21HDMS/B	<b>Date</b> 2021-11-25
<b>Client Reference No. - N° de référence du client</b> E60HN-21HDMS	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-446-80642
<b>File No. - N° de dossier</b> hn446.E60HN-21HDMS	<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 2021-12-13</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Garcia Lozano, Quiterie	<b>Buyer Id - Id de l'acheteur</b> hn446
<b>Telephone No. - N° de téléphone</b> (613)296-2431 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**This arrangement solicitation cancels and supersedes previous arrangement solicitation number E60HN-21HDMS/A dated June 29, 2021 with a closing of August 18, 2021 at 2pm EDT. A debriefing or feedback session will be provided upon request to suppliers who bid on the previous solicitation.**

### RFSA SUMMARY

This Request for Supply Arrangement (RFSA) is for relocation, modifications, extensions and consultation services to existing high density mobile shelving (HDMS) as well as new HDMS. The supplier must identify which delivery regions are offered.

A supplier designated as an Aboriginal Business may also submit an Arrangement for the stream applicable to the federal government's Procurement Strategy for Aboriginal Business (PSAB) program.

The Arrangement is being submitted for the following Region(s):

Region	Area Description	Insert a Checkmark
Atlantic	The provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland including Labrador, with the exception of the locations that are subject to Comprehensive Land Claims Agreements (CLCAs)	
National Capital Region (NCR)	Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki areas)	
Northwest Territories	Northwest Territories with the exception of the locations that are subject to Comprehensive Land Claims Agreements (CLCAs)	
Ontario	The province of Ontario with the exception of the NCR, and locations that are subject to Comprehensive Land Claims Agreements (CLCAs)	
Pacific	The province of British Columbia with the exception of the locations that are subject to Comprehensive Land Claims Agreements (CLCAs)	
Quebec	The province of Quebec with the exception of the NCR, and locations that are subject to Comprehensive Land Claims Agreements (CLCAs)	
West Region	The provinces of Alberta, Saskatchewan and Manitoba with the exception of locations that are subject to Comprehensive Land Claims Agreements (CLCAs)	
Yukon	Yukon with the exception of the locations that are subject to Comprehensive Land Claims Agreements (CLCAs)	

Federal Government's Procurement Strategy for Aboriginal Business (PSAB):

This procurement contains a separate stream for a set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB).

This Arrangement is being submitted for the following stream(s):

- ☐ Procurement Strategy for Aboriginal Business (PSAB)  
(Supplier must have a valid Aboriginal Business Certification)

and/or

- ☐ Non-PSAB (General Supplier)

Note: If you select PSAB only, you are still by default included in the Non-PSAB category.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement, the PWGSC Fire Protection Guideline for Mobile Shelving, Supplier Information – Regional Point of Contact and Supply Arrangement Quarterly Usage Report etc.

### **THIS PROCUREMENT CONTAINS A SEPARATE STREAM FOR A SET ASIDE UNDER THE FEDERAL GOVERNMENT'S PROCUREMENT STRATEGY FOR ABORIGINAL BUSINESS (PSAB).**

For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see Chapter 9, Article 9.40 of the Supply Manual at <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual>.

The non-PSAB requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

The PSAB stream is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses. Further to Article 800 of the CFTA, CFTA does not apply to this procurement.

## 1.2 Summary

- 1.2.1 This Request for Supply Arrangement (SA) is being issued in order to establish an instrument for relocation, modifications, extensions and consultation services to existing high density mobile shelving (HDMS) as well as new HDMS, for deliveries in all regions of Canada, excluding locations that are subject to Comprehensive Land Claims Agreements (CLCAs).
- 1.2.2 The Identified Users (IU) authorized to issue contracts against the Supply Arrangement include any Government Department, Departmental Corporation or Agency, or other body of the Government of Canada (including all those described in the Financial Administration Act. Please note this list is updated regularly) or any other party for which the Department of Public Works and Government Services has been authorized to act under section 16 of the Department of Public Works and Government Services Act.
- i. IUs will utilize the SA for requirements up to \$25,000.00 including GST/HST and delivery for work on existing systems (relocation, modifications, extensions etc.) and \$200,000.00 including GST/HST and delivery for any new system. IUs will be required to post a notice for requirements over \$100,000.00. Any requirement exceeding the limit values will be sent to the applicable PWGSC office for processing.
- 1.2.3 This RFSA will result in Supply Arrangements (SAs) valid for five (5) years with Canada retaining the irrevocable option to extend the term of the Supply Arrangements by up to one (1) year, under the same conditions.
- 1.2.4 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.
- 1.2.5 This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Parts 2 and 3 of the RFSA for further information on using this method.
- 1.2.6 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a vaccination requirement pursuant to the COVID-19 Vaccination Policy for Supplier Personnel.

## 1.3 Federal Government's Procurement Strategy for Aboriginal Business (PSAB)

Requirements designated by client departments as set aside under PSAB will be restricted to SA Holders having qualified as Aboriginal businesses under the terms and conditions of this RFSA.

## 1.4 Security Requirements

There is no security requirement associated with the supply arrangement, however a security requirement may be required for individual requirements.

For additional information on security requirements, Suppliers should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introductioneng.html>) website.

## 1.5 Overview of the Procurement Process

Following the publication of this Request for Supply Arrangement (RFSA) through the Government Electronic Tendering Service, Canada intends to issue a Supply Arrangement to all Suppliers who meet the entire requirements listed in this RFSA.

The procurement process for this Supply Arrangement has two (2) stages:

**Stage 1:** This stage involves Suppliers becoming qualified by meeting the overall criteria and requirements described in the Request for Supply Arrangement. Canada intends to compile and maintain a list of qualified regional and national suppliers that will be made available to Identified Users for Supply Arrangement requirements.

**Stage 2:** This stage involves Identified Users (IU) issuing a bid solicitation describing their requirements to qualified suppliers. The resulting contracts will comply with the bid solicitation requirements of the IU and will refer to the clauses and conditions of the Supply Arrangement.

## 1.6 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

## 1.7 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.14 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days

Insert: 120 days

### **2.2 Submission of Arrangements**

Arrangements must be submitted using epost Connect of the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA.

Note: The email address of Bid Receiving Unit in the National Capital Region (NCR) is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Arrangements 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 2008, or to send arrangements through an epost Connect message if the Supplier is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

### **2.3 Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on Employment and Social Development Canada (ESDC) - Labour's website.

### **2.4 Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.



Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

## **2.5 Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

## **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 - ARRANGEMENT PREPARATION INSTRUCTIONS

### Arrangement Preparation Instructions

The Supplier must submit its arrangement electronically, and Canada requests that the Supplier submits its arrangement in accordance with section 8 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The arrangement must be gathered per section and separated as follows:

- Section I: Technical Arrangement
- Section II: Certifications
- Section III: Additional Information

**Note:** Due to the nature of the RFSA, arrangements transmitted by facsimile will not be accepted.

#### Section I: Technical Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

- a) In its technical arrangement, the supplier must demonstrate that it understands all requirements of the Request for Supply Arrangement.
- b) The technical arrangement must be sufficiently detailed to demonstrate that the supplier is complying with all Request for Supply Arrangement requirements and to allow all aspects of the Arrangement to be evaluated.

#### Section II: Certifications

Suppliers must submit the certifications and additional information required under Part 5.

#### Section III: Additional Information

##### 3.1 Procurement Business Number (PBN) (Canadian suppliers)

The Procurement Business Number of the supplier is: \_\_\_\_\_  
<https://buyandsell.gc.ca/for-businesses/register-as-a-supplier>

##### 3.2 Electronic Payment of Invoices – Bid

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

If none are chosen, 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.

### 3.3 Supplier Contacts:

For each region being offered, the supplier must provide a **single point of contact** authorized to receive requests from Identified Users:

#### General product information and Receipt of follow-on bid solicitations requests from client departments

##### Atlantic Region (NB, NL, NS, PE)

General Information, Delivery & Follow-up	
Name	
Telephone #	
Email	
Fax #	

##### Quebec Region (excluding the NCR)

General Information, Delivery & Follow-up	
Name	
Telephone #	
Email	
Fax #	

##### NCR Region

General Information, Delivery & Follow-up	
Name	
Telephone #	
Email	
Fax #	

##### Pacific Region (BC)

General Information, Delivery & Follow-up	
Name	
Telephone #	
Email	
Fax #	

##### Northwest Territories (NT)

General Information, Delivery & Follow-up	
Name	
Telephone #	
Email	
Fax #	

##### West Region (AB, MB, SK)

General Information, Delivery & Follow-up	
Name	
Telephone #	
Email	
Fax #	

##### Ontario (excluding the NCR)

General Information, Delivery & Follow-up	
Name	
Telephone #	
Email	
Fax #	

##### Yukon (YT)

General Information, Delivery & Follow-up	
Name	
Telephone #	
Email	
Fax #	

Should this contact person change on a permanent basis during the life of the SA, it is the supplier's responsibility to advise the Supply Arrangement Authority.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Each Arrangement will be reviewed to determine whether it meets the mandatory requirements of this RFSA solicitation. Any element of the RFSA solicitation identified with the words "must" or "mandatory" is a mandatory requirement. Arrangements that do not comply with each and every mandatory requirement will be declared non-responsive and disqualified. The mandatory requirements are as follows:

**(a) M.1 Quality Management**

M.1.1: The Supplier must submit a copy of the Manufacturer's ISO Registration Certificate, or Quality Management Plan as applicable (Annex A, Requirements, Section 5-Certification).

**(b) M.2 Inventory of Items**

M.2.1: Suppliers must provide a list of inventory identifying items which they manufacture or distribute on behalf of a manufacturer, in all three (3) of the following required categories of High Density Mobile Shelving systems (see definitions in Attachment I):

- i. Manual Mobile;
- ii. Mechanical Mobile; and
- iii. Powered Mobile.

Suppliers may indicate if they provide HDMS in other categories in addition to the three required.

**(c) M.3 Inventory of Services**

M.3.1: Suppliers must provide a list of services they provide, in all four (4) of the following required categories of High Density Mobile Shelving services:

- i. Relocation;
- ii. Modifications;
- iii. Extensions; and
- iv. Consultation Services.

Suppliers may indicate if they provide HDMS services in other categories in addition to the four required.

**(d) M.4 Corporate Experience and Capability**

M.4.1: The Supplier must demonstrate that it has been contractually bound to provide each type of HDMS (Manual, Mechanical, and Powered). The Contract or Contracts must have been started or completed on or after January 1, 2017.

The Supplier can demonstrate this experience in one (1) or multiple contracts.

For each of contract submitted, the Supplier must provide:

M.4.1.a The client's information (example: client's organization);

M.4.1.b A description of the HDMS provided by the Supplier detailing the storage requirements and the type of HDMS used;

M.4.1.c A description of the requirements for delivery.

M.4.2: The Contract(s) identified for **M.4.1** must have been started or completed after January 1, 2017.

M.4.2.a The Supplier must provide the start date or the completion date of the contract identified for M.4.1 to demonstrate that the contracts were **started or completed after January 1, 2017**.

#### **4.2 Basis of Selection**

An arrangement must comply with the requirements of the RFSA and meet all mandatory technical evaluation criteria to be declared responsive. An Arrangement will be issued to all suppliers who have been declared responsive under this RFSA.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Arrangement

##### 5.1.2.1 Set-aside for Aboriginal Business (FOR PSAB STREAM ONLY)

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see Annex 9.4, of the *Supply Manual*.
2. The Supplier:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check one applicable box below:  
( ) The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
( ) The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Supplier must check one applicable box below:  
☐ The Aboriginal business has fewer than six full-time employees.  
☐ The Aboriginal business has six or more full-time employees.
  5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
  6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.
- 3.1 **Owner/Employee Certification - Set-aside for Aboriginal Business**  
**(FOR PSAB STREAM ONLY)**

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner  
and/or employee

\_\_\_\_\_  
Signature of owner  
and/or employee

\_\_\_\_\_  
Date

## 5.2 **Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information**

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 **General Environmental Criteria Certification**

The Supplier must select and complete one of the following two certification statements:

- A) The Supplier certifies that the Supplier is registered or meets ISO 14001.

\_\_\_\_\_  
Supplier's Authorized Representative Signature

\_\_\_\_\_  
Date

or

- B) The Supplier certifies that the Supplier meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Supplier must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Supplier's organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Supplier's Authorized Representative Signature

\_\_\_\_\_  
Date



### 5.2.3 Periodic Usage Reports - Supply Arrangement

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in the Supply Arrangement. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 30 calendar days after the end of the reporting period.

The supplier hereby accepts the responsibility to submit all required usage reports in accordance to instructions, and furthermore understands that failure to provide usage reports in accordance with instructions may result in the setting aside of the Supply Arrangement and the application of a vendor performance corrective measure.

Person responsible for submitting quarterly reports to the Supply Arrangement Authority:  
(FOR ALL REGIONS)

Name:	
Tel.:	
Fax:	
E-Mail:	

Should this contact person change on a permanent basis during the life of the SA, it is the supplier's responsibility to advise the Supply Arrangement Authority.

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Date

## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### SUPPLY ARRANGEMENT SUMMARY

*(This summary to be completed at issuance of SA)*

This SA is valid for the following Region(s):

Atlantic  
National Capital Region (NCR)  
Northwest Territories  
Ontario  
Pacific  
Quebec  
West Region  
Yukon

Federal Government's Procurement Strategy for Aboriginal Business (PSAB)

This SA is valid for purchases under the terms of the PSAB.

*(To be removed if not applicable at issuance of supply arrangement)*

### Services / Goods on Existing HDMS Systems

- Up to \$25K

For requirements where the estimated price does not exceed \$25,000, all-inclusive (taxes included) and requirement is for an existing system:

- Bid solicitations may be directed by the Identified User (IU) to one (1) or more of the Supply Arrangement holders authorized for the region of delivery.
- Equivalent products should always be considered unless a justifiable technical reason prevents it (i.e. compatibility, interconnectivity, etc.).
- Use Standard Procurement Template with forms 9400-3 and 9400-4.

- Greater than \$25K

For requirements where the estimated price exceeds \$25,000, all-inclusive (taxes included) and requirement is for an existing system:

Requirements valued at greater than \$25K are NOT within the scope of the SA and cannot be procured under the SA.

### Services / Goods on New HDMS Systems

- Up to \$25K

For requirements where the estimated price is under \$25,000, all-inclusive (taxes included) and the requirement is for a new system:

- Bid solicitations are to be issued by the Identified User (IU) to one (1) or more Supply Arrangement holders authorized for the region of delivery.
- Equivalent products should always be considered unless a justifiable technical reason prevents it (i.e. compatibility, interconnectivity, etc.).
- Use Standard Procurement Template with forms 9400-3 and 9400-4.

- \$25k to \$200K

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For requirements where the estimated price does not exceed \$200,000, all-inclusive (taxes included) and the requirement is for a new system:

- The Identified User (IU) will be required to issue a Request for Proposal and invite all SA holders for the region of delivery
- For any requirement above \$100K (all-inclusive), the IU is required to post a Notice of Proposed Procurement (NPP) on the Government tender Site for a period of no less than 15 calendar days.
- Equivalent products should always be considered unless a justifiable technical reason prevents it (i.e. compatibility, interconnectivity, etc.).
- Use Standard Procurement Template with forms 9400-3 and 9400-4.

- Greater than \$200K

For requirements where the estimated price exceeds \$200,000, all-inclusive (taxes included) and the requirement is for a new system:

The IUs will be required to submit a funded requisition and, using the SA, PSPC will be responsible for the bid solicitation process and award of individual contracts. An NPP will be posted on GETS for a minimum of 15 calendar days and will be open to all SA holders.

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Requirements Set-Aside for Aboriginal Business (PSAB)  
(To be removed if not applicable at issuance of supply arrangement)

#### **Services / Goods on Existing HDMS Systems**

- Up to \$25K

For requirements where the estimated price does not exceed \$25,000, all-inclusive (taxes included) and requirement is for an existing system:

- Bid solicitations may be directed by the Identified User (IU) to one (1) or more of the Supply Arrangement holders authorized for the region of delivery.
- Equivalent products should always be considered unless a justifiable technical reason prevents it (i.e. compatibility, interconnectivity, etc.).
- Use Standard Procurement Template with forms 9400-3 and 9400-4.

- Greater than \$25K

For requirements where the estimated price exceeds \$25,000, all-inclusive (taxes included) and requirement is for an existing system:

Requirements valued at greater than \$25K are NOT within the scope of the SA and cannot be procured under the SA.

#### **Services / Goods on New HDMS Systems**

- Up to \$25K

For requirements where the estimated price is under \$25,000, all-inclusive (taxes included) and the requirement is for a new system:

- Bid solicitations are to be issued by the Identified User (IU) to one (1) or more Supply Arrangement holders authorized for the region of delivery.
- Equivalent products should always be considered unless a justifiable technical reason prevents it (i.e. compatibility, interconnectivity, etc.).
- Use Standard Procurement Template with forms 9400-3 and 9400-4.

- \$25k to \$200K

For requirements where the estimated price does not exceed \$200,000, all-inclusive (taxes included) and the requirement is for a new system:

- This competitive process can only be done if there is more than one (1) Supply Arrangement Holder authorized for requirements set-aside for Aboriginal Business.
- The IUs will be required to issue a Request for Proposal and invite all SA holders for the region of delivery

- 
- For any requirement above \$100K (all-inclusive), the Identified User is required to post a Notice of Proposed Procurement (NPP) on the Government tender Site for a period of no less than 15 calendar days.
  - Equivalent products should always be considered unless a justifiable technical reason prevents it (i.e. compatibility, interconnectivity, etc.).
  - Use Standard Procurement Template with forms 9400-3 and 9400-4.
  - Greater than \$200K
- For requirements where the estimated price exceeds \$200,000, all-inclusive (taxes included) and the requirement is for a new system:

The IUs will be required to submit a funded requisition and, using the SA, PSPC will be responsible for the bid solicitation process and award of individual contracts. An NPP will be posted on GETS for a minimum of 15 calendar days and will be open to all SA holders.

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#### NOTICE TO SUPPLY ARRANGEMENT (SA) HOLDER (SUPPLIER):

ONLY the work categories identified at Annex A are authorized for offering to the Identified Users under this Supply Arrangement.

If a change is required to the list of the supplier's points of contact, it is the supplier's responsibility to advise the Supply Arrangement Authority.

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#### NOTICE TO GOVERNMENT USERS:

ONLY the work categories identified at Annex A are authorized for purchases.

(This summary to be completed at issuance of SA)

## A. SUPPLY ARRANGEMENT

### 6.1 Arrangement

The Supply Arrangement covers the requirements described in Annex A – Requirements.

### 6.2 Security Requirements

If a security requirement is present at the time of issuing a contract through this SA, the client **MUST** identify the security requirements and use the appropriate SRCL and related clauses. The Security Requirement Checklist (SRCL) and the clauses will apply and form part of the contract issued against this SA.

Clients can send an email to [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca) for confirmation that the company is cleared.

### 6.3 Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

The Supply Arrangement Authority reserves the right to modify *6.3 Identified Users*, to include other jurisdictional governments (provincial, municipal, territorial, etc.) if it becomes required.

### 6.4 Geographic Region Definitions

Region	Area Description
Atlantic	The provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland including Labrador, with the exception of the locations that are subject to Comprehensive Land Claims Agreements (CLCAs)
National Capital Region (NCR)	Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki areas)
Northwest Territories	Northwest Territories with the exception of the locations that are subject to Comprehensive Land Claims Agreements (CLCAs)
Ontario	The province of Ontario with the exception of the NCR, and locations that are subject to Comprehensive Land Claims Agreements (CLCAs)
Pacific	The province of British Columbia with the exception of the locations that are subject to Comprehensive Land Claims Agreements (CLCAs)
Quebec	The province of Quebec with the exception of the NCR, and locations that are subject to Comprehensive Land Claims Agreements (CLCAs)
West Region	The provinces of Alberta, Saskatchewan and Manitoba with the exception of locations that are subject to Comprehensive Land Claims Agreements (CLCAs)
Yukon	Yukon with the exception of the locations that are subject to Comprehensive Land Claims Agreements (CLCAs)

### 6.5 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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.

### 6.5.1 General Conditions

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

### 6.6 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

### 6.7 Federal Government's Procurement Strategy for Aboriginal Business (PSAB)

*(To be removed if not applicable at issuance of supply arrangement)*

This Supply Arrangement is eligible for set asides under PSAB. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Chapter 9, Article 9.40 of the Supply Manual at <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual>.

#### 6.7.1 Aboriginal Business Certification (A3000C)

*(To be removed if not applicable at issuance of supply arrangement)*

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

### 6.8 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the SA. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex C - Reporting. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority, no later than 21 calendar days after the end of the reporting period. The Supplier must provide a copy of each contract resulting from the SA upon request by the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

## **6.9 Term of Supply Arrangement**

### **6.9.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from date of acceptance of arrangement to December 31, 2026.

### **6.9.2 Option to Extend the Period of Supply Arrangement**

The Holder of the Supply Arrangement grants to Canada the irrevocable option to extend the period of the Supply Arrangement by up to one (1) additional one (1) year period under the same conditions.

Canada may exercise this option at any time by sending a written notice to the Holder at least thirty (30) calendar days before the expiry date of the Supply Arrangement. The option may only be exercised by the Supply Arrangement Authority, and will be evidenced for administrative purposes only, through a Revision to the Supply Arrangement.

Extension Year One (1): January 1, 2027 to December 31, 2027 inclusively.

### **6.9.3 On-going Opportunity for Qualification**

A Notice will be continuously posted on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified.

Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## **6.10 Authorities**

### **6.10.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Quiterie Garcia Lozano – Supply Officer  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
L'Esplanade Laurier (LEL), 140 O'Connor Street, East Tower, 4th floor, Ottawa, ON K1A 0S5  
Telephone: (613) 296-2431  
E-mail address: Quiterie.GarciaLozano@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

## 6.10.2 Supplier's Representatives (to be completed at issuance of SA)

### 1. General product information and Receipt of follow-on bid solicitations requests from client departments

#### Atlantic Region (NB, NL, NS, PE)

<b>Designated point of contact for HDMS systems, parts and services</b>	
Name	
Telephone #	
Email	
Fax #	

#### Quebec Region (excluding the NCR)

<b>Designated point of contact for HDMS systems, parts and services</b>	
Name	
Telephone #	
Email	
Fax #	

#### NCR Region

<b>Designated point of contact for HDMS systems, parts and services</b>	
Name	
Telephone #	
Email	
Fax #	

#### Pacific Region (BC)

<b>Designated point of contact for HDMS systems, parts and services</b>	
Name	
Telephone #	
Email	
Fax #	

#### Northwest Territories (NT)

<b>Designated point of contact for HDMS systems, parts and services</b>	
Name	
Telephone #	
Email	
Fax #	

#### West Region (AB, MB, SK)

<b>Designated point of contact for HDMS systems, parts and services</b>	
Name	
Telephone #	
Email	
Fax #	

#### Ontario (excluding the NCR)

<b>Designated point of contact for HDMS systems, parts and services</b>	
Name	
Telephone #	
Email	
Fax #	

#### Yukon (YT)

<b>Designated point of contact for HDMS systems, parts and services</b>	
Name	
Telephone #	
Email	
Fax #	

### 2. Person responsible for submitting quarterly reports to the Supply Arrangement Authority: (FOR ALL REGIONS)

Name	
Telephone #	
Email	
Fax #	

Should a change be required to the list of contacts during the period of SA, it is the supplier's responsibility to advise the Supply Arrangement Authority.

## 6.11 Certifications and Additional Information

### 6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation



in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

#### 6.11.2 Payment of Invoices by Credit Cards

☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

- ☐ VISA  
☐ MasterCard

OR

☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

#### 6.12 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Supplier in its Arrangement, if applicable*).

#### 6.13 Priority of Documents

If there is a discrepancy between the wordings 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 the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Requirements;
- (d) Annex B, PWGSC Fire Protection Guideline for Mobile Shelving;
- (e) the Supplier's Arrangement dated \_\_\_\_\_.

#### 6.14 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## B. BID SOLICITATION

### 6.15 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; **OR** 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 OR 2004 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFS), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."

- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) financial capability (*if applicable*);
- (h) certifications;
  - Federal Contractors Program (FCP) for Employment Equity - Notification
  - Integrity Provisions - Declaration of Convicted Offences;
- (i) conditions of the resulting contract.

## 6.16 Bid Solicitation Process

**6.16.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.16.2** The bid solicitation will be sent directly to Suppliers. Unless indicated otherwise on the Bid solicitation form, bids must be submitted within fifteen (15) working days of receiving the solicitation from the Identified Users (IU).

**6.16.3** Under this SA, IU will be allowed to issue individual solicitations to pre-qualified suppliers and will be based on the requirements of IU for whom the work will be performed.

**6.16.4** For requirements under this SA where the estimated price does not exceed \$25,000, bid solicitations can be issued by the IU to one (1) or more of the SA holders. This limit includes the Goods and Services, Harmonized Sales Tax, delivery and installation charges.

**6.16.5** For requirements under this SA where the estimated price exceeds \$100,000 and where there is no existing infrastructure, bid solicitations are to be issued by the IU to all SA holders authorized for the region of delivery, and the Identified User is required to post a Notice of Proposed Procurement (NPP) on the Government tender Site for a period of no less than 15 calendar days.

**6.16.6** For requirements under this SA where the estimated price does not exceed \$200,000 and where no existing infrastructure exists, bid solicitations are to be issued by the IU to all SA holders authorized for the region of delivery. This limit includes the Goods and Services, Harmonized Sales Tax, delivery and installation charges.

**6.16.7** For all requirements that are over \$25,000 for existing systems and \$200,000 for new systems, client departments will submit a signed 9200 requisition to PWGSC for process.

**6.16.4, 6.16.5, 6.16.6 and 6.16.7** are summarized below:

	0\$ < Estimated Price < 25K\$	Estimated Price > 25K\$
<b>Existing system</b> (relocation, modifications, extensions, consultation services, etc.)	Solicitations can be issued by the IU to <u>any</u> SA holder authorized for region of delivery	Not a part of this Supply Arrangement

	0\$ < Estimated Price < 25K\$	25K\$ < Estimated Price < 200K\$	Estimated Price > 200K\$
<b>No infrastructure exists</b> (new system)	Solicitations are to be issued by the IU to <u>one or more</u> SA holders authorized for region of delivery	Solicitations are to be issued by the IU to <u>all</u> SA holders authorized for region of delivery. > 100K\$: Notice must be posted	Solicitations must be sent for PSPC to process under this SA

#### 6.16.8 Bid solicitation Documents:

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue ([http://publisservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publisservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) website.

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract

### C. RESULTING CONTRACT CLAUSES

#### 6.17 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions 2029 will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions 2010A, 2010B or 2010C will apply to the resulting contract;

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

*Identify the applicable template(s) based on the nature of the requirement and the estimated value of individual bid solicitations that can be issued under the supply arrangement. For example, when the estimated value of the contracts to be awarded under the supply arrangement will not exceed \$25,000 (Applicable Taxes included) and the nature of the requirement is low complexity, only the Simple template would be used. The applicable general conditions will be based on the nature and complexity associated with the requirement described under article 6.1 of Part 6A. Identify any set of supplemental general conditions when applicable – if any individual solicitations under the supply arrangement may be subject to the COVID-19 Vaccination Policy for Supplier Personnel and if such language is not already included in the general conditions, ensure to include SACC Manual clause 4013 - Compliance with on-site measures, standing orders, policies, and rules and/or 4014 - Suspension of the work.*

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## ANNEX A - REQUIREMENTS

### 1. Scope

Public Works and Government Services of Canada sets up this Request for Supply Arrangement in order to establish an instrument for relocation, modifications, extensions and consultation services to existing high density mobile shelving (HDMS) as well as new HDMS in the next three categories:

- i. Manual Mobile
- ii. Mechanical Mobile; and
- iii. Powered Mobile.

This Supply Arrangement (SA) will be used by any Government Department, Departmental Corporation or Agency, or other body of the Government of Canada or any other party for which the Department of Public Works and Government Services has been authorized to act from time to time.

### 2. Applicable Publications and Norms

- 2.1 PWGSC Fire Protection Guideline for Mobile Shelving (August 2016).
- 2.2 Latest version of the National Building Code of Canada.
- 2.3 Other publications or norms can be applicable case by case in the future contracts.

### 3. Type of Supply covered by this Standing Arrangement

#### 3.1 Equipment

The Standing Arrangement (SA) will encompass three (3) main equipment categories:

- 1- HDMS – Electrical or Automated Assist (Powered)
- 2- HDMS – Mechanical Assist
- 3- HDMS – Manual

The supplier must be able to provide an entire system or simply parts or components of a system.

Parts or components could be:

- Tracking system and hardware
- Motors and electrical controls
- Mechanical assist handles
- Handles
- Safety systems
- Decking subfloor and supports
- Carriages
- Shelving
- End panels
- Retractable
- Dividers
- Locks
- Rails
- Flooring
- Etc.

The Supplier must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must be conform to the latest issue of the applicable drawing, specification and part number, as applicable.

### **3.2 Relocation**

Supplier must dismantle, move and reinstall an existing HDMS system in a new location.

### **3.3 Modifications**

Supplier must update or upgrade replacement of an existing HDMS system.

### **3.4 Extensions**

Supplier must increase the capacity of an existing HDMS system.

### **3.5 Consultation Services**

The purpose of the consultation services will be to provide Federal Government Clients with the following consultations:

- a) Preliminary Needs (equipment lists, upgrade recommendations, scope of work determination, current system reviews, storage needs analysis, floor load analysis);
- b) Systems Relocation (dismantle, move and reinstall);
- c) Installation Labour (system set-up, configuration, integration into existing system shelving systems);
- d) Design of a New Shelving System;
- e) Cost Estimate.

**Note:** A Supplier who provides consultation services which fall under a), b), c) or d) on a requirement cannot bid on the resulting RFP for that requirement.

## **4. Installations**

Work will be usually completed during the working hours for all work not causing noise, dust or fumes.

All work causing noise, dust or fumes must be completed after the working hours. In this case a commissionaire will be required and must be paid by the supplier.

Supplier must employ only factory certified installers and trained equipment operators for installations.

Installations should be done in accordance with the manufacturer's specifications and drawings.

## **5. Certification**

The HDMS system manufacturer must be ISO 9000 registered OR have a Quality Management Plan in place. The plan as a minimum, must demonstrate that there is a program in the manufacturing facility for verifying the conformance of products throughout the process and must cover the following stages:

- 
- a. **Purchasing:** to ensure that all purchased material conforms to the specification requirements;
  - b. **Incoming Material Inspection:** to provide inspection and identification of incoming material;
  - c. **Fabrication, Manufacturing and Assembly Inspection:** to indicated as a minimum, all required last point inspections;
  - d. **Final Inspection:** to indicate that all finished work is subject to a final inspection;
  - e. **Workmanship:** how the workmanship is maintained at a level of quality consistent with the technical specification; and
  - f. **Inspection records:** that records of all inspections performed to substantiate conformance to the specification requirements are maintained.

## 6. Minimum of Performance Requirements

### 6.1 Seismic Performance

The HDMS systems must be capable of withstanding the effects of earthquake motions as determined according to the latest version of the National Building Code of Canada.

### 6.2 Fire Protection Performance

The HDMS systems must comply with the PWGSC Fire Protection Guideline for Mobile Shelving (August 2016).

PWGSC Fire Protection for Mobile Shelving (August 2016) is considered only a Guideline and not a standard. The design and installation of a HDMS system would typically require the structural analysis and approval of a professionally registered Structural Engineer.

## ANNEX B - PWGSC Fire Protection Guideline for Mobile Shelving (August 2016)

### 1.0 General

#### 1.1 Scope

This guideline describes the fire protection requirements for mobile shelving when used for records storage in Government of Canada facilities under the custodianship of Public Services & Procurement Canada. (See Appendix)

#### 1.2 Application

This guideline applies to new and existing mobile shelving with a maximum height of 2.5 m.

#### 1.3 Definitions

**Administrative Official** with respect to the storage and handling of records means that official designated by the tenant department or agency responsible for the records.

**Mobile Shelving Carriage** means one or more sets of shelves fastened together to form a single movable section. (See Figure)

**Mobile Shelving Unit** means a group of mobile shelving carriages connected by tracks, rails or other similar means. (See Figure)

**Mobile Shelving System** means a system of records storage (also known as compact shelving, track files, compaction files, high density file storage or movable files) in which sections or rows of shelves are manually or electrically moved on tracks to provide access aisles. Mobile shelving is usually a type of open-shelf file equipment. (See Appendix)

**Fire Park Mode** means a setting that automatically operates the motor drives on all shelving carriages to create the required clearance between the mobile shelving carriages upon the activation of the fire alarm system in the fire compartment containing the mobile shelving system.

Records must be considered as falling into one of the following classifications for the purposes of determining the storage requirements, and their classifications must be determined by the Administrative Official of the department (See Appendix).

1. Useful records are records which can be replaced or reproduced without undue inconvenience or expense to operations
2. Important records are records which can only be replaced or reproduced at considerable inconvenience or expense to operations, and
3. Vital records are records whose replacement would involve a critical delay to operations.

### 2.0 General Requirements for Sprinklered and Unsprinklered Buildings

**2.1** Mobile shelving units must be separated from each other by utilizing vertical longitudinal steel fire-stops such that each mobile shelving unit is not more than 25 m<sup>2</sup> in size (See Appendix).

**2.2** Each mobile shelving carriage must be provided with vertical transverse steel fire-stops that are not more than 1.2 m apart.

**2.3** Steel fire-stops in 2.1 and 2.2 must be solid steel with a minimum thickness of 18 gauge.



**2.4** If the building is equipped with a fire alarm system, smoke detectors connected to the fire alarm system must be provided above the mobile shelving system.

**2.5** Seismic restraints, if necessary, must be provided for mobile shelving systems and installed to prevent over-turning and excessive horizontal movement by the expected movement induced by the building during an earthquake. (See Appendix)

### **3.0 Mobile Shelving located in Unsprinklered Buildings**

**3.1** Where the record storage is located in an unsprinklered building, mobile shelving system must

1. be located in a fire separation having a fire-resistance rating of at least  $\frac{3}{4}$  h, and the aggregate size or area of the mobile shelving system does not exceed  $25 \text{ m}^2$ , or
2. have an aggregate size or area of the mobile shelving system not exceed  $4 \text{ m}^2$  within an open office area or in a floor.

**3.2** Outside ends and top of mobile shelving units must be constructed of solid steel with a minimum thickness of 18 gauge.

### **4.0 Mobile Shelving located in Sprinklered Buildings**

**4.1** The sprinkler occupancy classification or the design discharge density for the protection of the mobile shelving system must be extended to

1. the entire fire compartment, or
2. at least 4.6 m beyond the area associated with the mobile shelving system.

**4.2** Except as permitted in 4.3, a minimum of 460 mm clearance must be maintained between the sprinkler deflectors and the top of the mobile shelving, and between the smoke detectors and the top of the mobile shelving.

**4.3** If security measures are required to prevent unauthorized access through the 100 mm clearance between mobile shelving carriages, a metal screen or lath may be provided to cover the top of space. Each opening of the metal screen or lath must be at least 6.4 mm in the least dimension and the amount of openings of the metal screen or lath must constitute a minimum of 70% of the area of the material.

**4.4** If security screen is utilized at or near the top of the mobile shelving units, a minimum of 610 mm clearance must be maintained between the sprinkler deflectors and the top of the mobile shelving.

**4.5** Mobile shelving units containing useful or important records (See Appendix) must

1. be protected by a sprinkler system hydraulically designed as a Light Hazard Occupancy classification system, and
2. have a maximum area of not more than  $70 \text{ m}^2$ 
  - i. on one floor or in a 1 h fire compartment, or
  - ii. separated from other units with a clear aisle of at least 1 100 mm in width.

**4.6** Mobile shelving units containing vital records

1. must be protected by a sprinkler system hydraulically designed with a design discharge

density of 12.3 mm/min. over an area of sprinkler operation of 139.5 m<sup>2</sup>, and

2. must be provided with
  - i. a fixed clearance of not less than 100 mm between the mobile shelving carriages, or
  - ii. a motorized fire park mode system to provide the minimum clearance of 100 mm between mobile shelving carriages.
3. may be provided with vertical longitudinal fire-stops in each mobile shelving carriage to further prevent the spread of fire.

## Appendix

**A-1.1** The requirements in this guideline are based solely on the fire loading of paper records; they do not address the overall fire protection design requirements for archival records centres. These requirements do not address other factors such as the significance of records, or the storage of other combustible materials on such shelving; the protection requirements of these records may be prescribed in other fire protection standards. Small amount of other incidental materials, up to a maximum of 5% in volume and distributed sparingly, such as vinyl covered binders and books or other similar materials are acceptable to be stored in mobile shelving without affecting the effectiveness of the sprinkler system. It is necessary that the structural adequacy and proper drainage of the floor and the building be evaluated before the design and installation of a mobile shelving system.

**A-1.2** It is important that the Administrative Office and/or the Departmental Fire Protection Coordinators (DFPC) be involved in determining the classifications of records and the application of the level of protection provided in this guideline. A risk analysis should be carried out and judgment should be exercised to determine the extent of the application of these requirements.

**A-1.3** Mobile shelving systems can be divided into manually (manual and mechanical) and electrically (electrical and computerized) operated carriages, and may consist of one or more mobile shelving units moved on tracks, rails or other similar means. For motorized mobile shelving systems utilizing fire park mode, the activation of a detector or a sprinkler within the compartment containing the mobile shelving system should activate the fire park mode.

**A-2.1 & 3.1.1** The 25 m<sup>2</sup> in size is measured from the outside edge of a vertical longitudinal solid steel fire-stop perpendicular to the adjacent longitudinal fire-stop (i.e. distance between longitudinal fire-stops) multiply by the length of the longitudinal fire-stop, excluding the aisle in the mobile shelving unit.

**A-2.5** Seismic restraint is usually applied at or near the top of the mobile shelving systems to prevent over-turning, and at or near the base of the units to prevent excessive horizontal movement.

**A-3.2** Stationary end carriages of a mobile shelving unit bounded on the outside by continuous metal panels will form effective fire stops.

**A-4** Where practicable, quick-response sprinklers are recommended in a sprinkler system protecting mobile shelving. However, quick-response sprinklers should not normally be installed in the same fire compartment with standard response sprinklers.

For record storage centres or warehouses, a higher sprinkler design density may be required to protect the commodity and the facility. Such storage facilities are beyond the scope of this guideline.

**A-4.5** Important records may be protected by the requirements in 4.6 if deemed necessary by the Administrative Official and/or the DFPCs of the department.

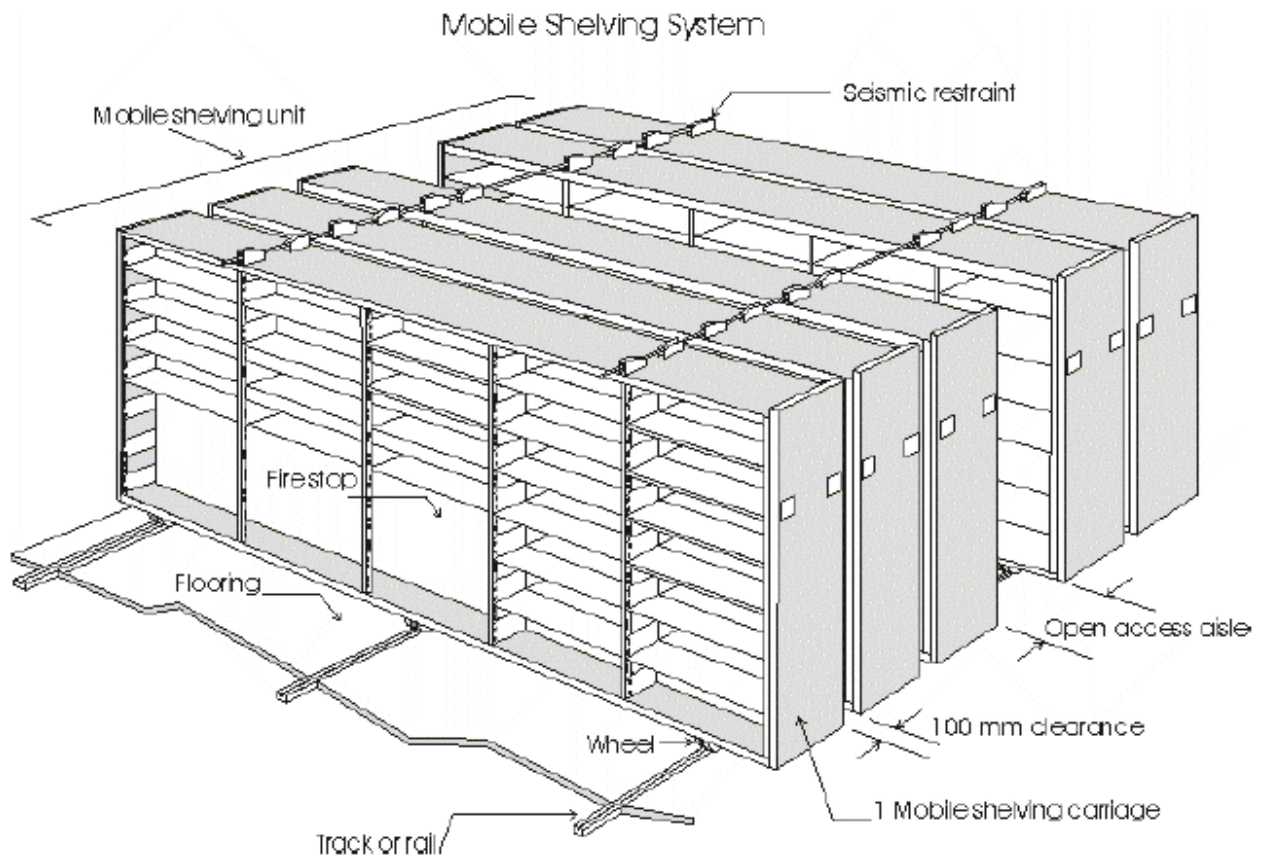
**A-4.6.2** Spacers or bumpers installed to provide the required spacing should be provided at levels not to introduce tripping hazard. Note the spacing is measured between the edges of the facing shelves or the facing edges of the records stored, whichever is less.

For motorized mobile shelving systems utilizing fire park mode to maintain the minimum clearance of 100 mm between carriages, clearances less than 100 mm are permitted in the normal operating mode. However, when an aisle is locked in an open position for mobile shelving units utilizing fire park mode, the minimum aisle width required by an occupant must not be reduced.

**A-Figure** The figure illustrates a mobile shelving system. The system is made up of mobile shelving carriages in which sections or rows of shelves are manually or electrically moved on tracks to provide access aisles. The figure illustrates the mobile shelving unit, mobile shelving carriage, track or rail, wheels, fire-stop, seismic restraint and the open access aisle.

For further information or assistance, contact the regional PSPC Fire Protection Engineer.

**Figure**



Signature of Supplier Representative

Date

The data must be collected and submitted on a quarterly basis to the PWGSC SA Authority.  
Reports must be received no later than 15 calendar days after the end of the reporting period.

Les données doivent être compilées et soumises au Responsable de l'AMA sur, une base trimestrielle.  
Les rapports doivent être reçus, au plus tard 15 jours civils après la fin de la période de référence.

Titulaire de l'AMA: SA Holder Name:				Période du rapport: Reporting period:	
Numéro de l'AMA: SA Number :				Valeur rapport trimestrielle: Total Quarterly Revenue :	\$0.00
Ministère client / Province Client Department / Province	Courriel Email	Lieu de livraison Delivery Location	No. du contrat Contract number	Date du contrat Contract date	Description
					Coût total (\$) Total Cost
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Solicitation No. - N° de l'invitation  
E60HN-21HDMS/A  
Client Ref. No. - N° de réf. du client  
E60HN-21HDMS

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN446. E60HN-21HDMS

Buyer ID - Id de l'acheteur  
HN446  
CCC No./N° CCC - FMS No./N° VME

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## ATTACHMENT I

**Manual Mobile:** A manual system has a fixed handle mounted to one or both end panels. Pulling the handle moves the carriage from side to side to open an aisle in the desired location.

**Mechanical Mobile:** A mechanical system features a drive mechanism manually operated by a handle on the end panel. Gear ratios in the drive mechanism provide the correct balance between weight of the unit, the moving ability and the speed of the movement.

**Powered Mobile:** An electrically powered system replaces handles with an electric motor and push button operation. Users can move all carriages with the touch of a button.