



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

See Section 1.

Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION À SOUMISSIONNER - STANDARD

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

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

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

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

Solicitation No. - N° de la demande 100019546	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/	

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

December 21, 2021

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.

Voir Section 2, Article 4.1

Destination

See Section 2, Annex A.

Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

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

Instructions:

Les taxes municipales ne s'appliquent pas.

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

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of supplier (type or print)

Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Step 2. ☒ Competitive or ☐ Non-Competitive

For competitive Requirements when only one bid is received:

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

For Competitive Requirements when only one bid is received:

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

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

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

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

Step 3. ☒ General

Terms of the RFB:

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

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

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

Security Requirement:

1. Conditions
 - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
 - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder:

Before the award of a contract. 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.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
 - a. The Bidder's valid VOS clearance number issued by CISD;
 - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. January 7, 2022 b. 2:00 PM EST
To e-mail address (if applicable)	NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	<u>3</u> business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.	<input checked="" type="checkbox"/>	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Stephanie Luedee
	Title:	Procurement & Contracting Officer
	Department/Agency/Crown Corporation:	Chief Financial Officer Branch Employment and Social Development Canada
	Telephone No.:	Will be provided at contract award
	E-mail address:	NC-SOLICITATIONS-GD@hrsdcc-rhdcc.gc.ca
4.2	Project Authority Will be provided at contract award	
	<i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	Invoicing Will be provided at contract award	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	

	Name of the organization and contact:
	Address:
7.	A3080 - 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.
8.	A3081 - COVID-19 vaccination requirement certification In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the <u>COVID-19 Vaccination Requirement Certification</u> 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.
Supplemental General Conditions:	
*New	ID 4013 - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.
*New	ID 4014 - Suspension of the work apply to and form part of the Contract.

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

Combined Categories Rule:

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

☐ **Category 1**

☐ **Category 2**

☐ **Category 5**

*** Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

Design Upgrade Rule:

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

NSA:

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

The requirement includes the following category (ies) of work:

a. Category 1 – Interconnecting Panels and Freestanding Systems

☐ Category 1a – Interconnecting Panels (Refer to Annex C)

☐ Category 1b – Supporting components and freestanding furniture

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

b. ☐ Category 2 – Freestanding Height Adjustable Desk / Table Products

c. ☒ Category 3 – Metal Filing and Storage Cabinets

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA (table 1 Additional product details)

d. ☐ Category 4 – Wood Veneer – Freestanding Products

e. ☐ Category 5 – Ancillary and Lighting Products

f. ☐ Category 6 - Support Space – Collaborative Furniture

RULE: Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g. ☒ NSA Product(s) – Category: 3

2. Product and Pricing Tables

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

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

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

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

Product Category(ies): 3

Table 1 – Product Table

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1.	3FLT2DXXP36D18XXXK	<p>2-drawer lateral file cabinet Dimensions : 36 width; 18 depth; n/a height - No padded seat</p> <ul style="list-style-type: none"> Made from high-resistance invisible steel weld. Painted metal. Drawers contain rails in order to accommodate letter-size and/or legal size hanging file folders Security system preventing from simultaneously opening two drawers Each drawer needs a digital lock. Supplier will have to provide 2-3 keys per lock. Sliding drawers with ball bearing drawer slides Drawers need to be fully assembled upon delivery 5 years warranty desired. <p>SCC St-Léonard (deliver to Normand Maurice Bldg.) QTY 2, Finish: White CT Boucherville QTY 1, Finish to be determined</p>	3	Yes		\$	\$
2.	3FLT4DXXP36D18XXXK	<p>4-drawer lateral file cabinet Dimensions : 36 width; 18 depth; n/a height - No padded seat</p> <ul style="list-style-type: none"> Made from high-resistance invisible steel weld. Painted metal. Drawers contain rails in order to accommodate letter-size and/or legal size hanging file folders Security system preventing from simultaneously opening two drawers Each drawer needs a digital lock. Supplier will have to provide 2-3 keys per lock 	19	Yes		\$	\$

		<ul style="list-style-type: none"> Sliding drawers with ball bearing drawer slides Drawers need to be fully assembled upon delivery 5 year warranty desired. <p>SCC Laval QTY 14, Finish Dark Gray SCC St. Léonard (deliver to Normand Maurice Bldg.) QTY 5, Finish White</p>				
**Provide additional information: Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.						
NSA products The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	NON-SA Product(s)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
3.	Metal shelves on wheels Dimensions: 36 length; 18 depth; 72 height <ul style="list-style-type: none"> Painted metal. Gray color. Shelf shall be on casters. Made from high-resistance invisible steel weld. Painted metal. Shelves must have 3 shelves. Shelve must be anchored to the wall. Accessories must be provided Capacity: Each Shelf must able to support at least 100lbs Shelves must be fully assembled upon delivery 5-year warranty desired. <p>SCC Laval QTY 2, Finish Dark Gray</p>	2	Yes		\$	\$
				Product Total	\$	\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1. (2 items for delivery)	Normand Maurice Building 740 rue Bel-Air Montreal, QC H4X 2K3	Week of April 18, 2022	8 :30am to 4 :00pm (during business hours)	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
1. (1 item for delivery)	540, D'Avaugour Road Boucherville, QC J4B 0G6	Week of March 7, 2022	8 :30am to 4 :00pm (during business hours)		
2. (14 items for delivery)	2276 Autoroute Chomedey West, Units # 200A-200D Sainte-Dorothée (Laval), QC H7X 4C9	Week of March 7, 2022	8 :30am to 4 :00pm (during business hours)		
2. (5 items for delivery)	Normand Maurice Building 740 rue Bel-Air Montreal, QC H4X 2K3	Week of April 18, 2022	8 :30am to 4 :00pm (during business hours)		
3. (2 items for delivery)	2276 Autoroute Chomedey West, Units # 200A-200D Sainte-Dorothée (Laval), QC H7X 4C9	Week of March 7, 2022	8 :30am to 4 :00pm (during business hours)		
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1. (1 item for install)	540, D'Avaugour Road Boucherville, QC J4B 0G6	Week of March 7, 2022	8 :30am to 4 :00pm (during business hours)		
2. (14 items for install)	2276 Autoroute Chomedey West, Units # 200A-200D Sainte-Dorothée (Laval), QC H7X 4C9	Week of March 7, 2022	8 :30am to 4 :00pm (during business hours)		

3. (2 items for install)	2276 Autoroute Chomedey West, Units # 200A-200D Sainte-Dorothée (Laval), QC H7X 4C9	Week of March 7, 2022	8 :30am to 4 :00pm (during business hours)		
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Installation Total:	\$

Table 4 – Optional Product ☒ Not Applicable

Table 5 – Optional Delivery ☒ Not Applicable

Table 6 – Optional Installation ☒ Not Applicable

Table 7 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	<p>Canada's Facilities to Accommodate the Delivery</p> <p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	See Annex C – Statement of Work Section 5.1 Information for delivery
B	Dock	See Annex C – Statement of Work Section 5.1 Information for delivery
C	Lift	See Annex C – Statement of Work Section 5.1 Information for delivery
D	Door	See Annex C – Statement of Work Section 5.1 Information for delivery
E	Freight Elevator	See Annex C – Statement of Work Section 5.1 Information for delivery
F	Other (specify, if any)	
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1+2+3+7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Estimated Cost (9+10): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 9 – Bidder’s Authorized Representative

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

ANNEX B
SECURITY REQUIREMENTS

There is no security requirement associated with this contract.

ANNEX C STATEMENT OF WORK

1. Objectives of the project

Provide AMA Category 3 furniture accessories for various projects. Some items are required for projects already being deployed, others for future projects.

2. Contextual statement

- 2.1 The vendor will be required to deliver and install several furniture accessories that fall under Non-SA Category 3.

Details of the parts required and quantities can be found in *Section 4. Required Quantities by Site and Delivery Date*.

- 2.2 Deliveries and installation work will take place at three (3) different sites.

Site addresses and delivery contacts can be found in *Section 5. Contact details for each site*.

- 2.3 The supplier shall leave with the packages for all sites where installation is requested. The supplier must have the equipment and handling required to complete the installation work in a timely manner.

No installation equipment or personnel will be provided by Employment and Social Development Canada (ESDC) to accomplish the installation.

3. Scope of Work

- 3.1 The supplier must provide and deliver the following items (see table below).

- 3.2 The supplier must also ensure that the installation of some of these items is completed.

- 3.3 Details of the deliveries and installations required can be found in *Section 4. Required quantities per site and delivery date*

2-drawer lateral file cabinet CIUGdC : 3FLT2DXXPM36D18XXXXK	
<p style="text-align: center;">Dimensions : 36 width; 18 depth; n/a height - No padded seat</p> <ul style="list-style-type: none"> Made from high-resistance invisible steel weld. Painted metal. Finish to be determined for CT Boucherville Finish white for SCC St-Léonard Drawers contain rails in order to accommodate letter-size and/or legal size hanging file folders Security system preventing from simultaneously opening two drawers Each drawer needs a digital lock. Supplier will have to provide 2-3 keys per lock Sliding drawers with ball bearing drawer slides Drawers need to be fully assembled upon delivery 5 years warranty desired <p><i>Important : See specifications for each site (section 3.4)</i></p>	
4-drawer lateral file cabinet	

CIUGdC : 3FLT4DXXPM36D18XXXK	
<p>Dimensions : 36 width; 18 depth; n/a height - No padded seat</p> <ul style="list-style-type: none"> Made from high-resistance invisible steel weld. Painted metal. Drawers contain rails in order to accommodate letter-size and/or legal size hanging file folders Security system preventing from simultaneously opening two drawers Each drawer needs a digital lock. Supplier will have to provide 2-3 keys per lock Sliding drawers with ball bearing drawer slides Drawers need to be fully assembled upon delivery 5 year warranty desired Finish white for SSC St-Léonard Finish dark grey for SCC Laval <p><i>Important : See specifications for each site (section 3.4)</i></p>	
Metal shelves on wheels Category : NON-SA Product	
<p>Dimensions: 36 length; 18 depth; 72 height</p> <ul style="list-style-type: none"> Painted metal. Gray color. Shelf shall be on casters. Made from high-resistance invisible steel weld. Painted metal. Shelves must have 3 shelves. Shelf must be anchored to the wall. Accessories must be provided Capacity: Each Shelf must able to support at least 100lbs Shelves must be fully assembled upon delivery 5-year warranty desired Finish grey <p><i>Important : See specifications for each site (section 3.4)</i></p>	

3.4 Specifications for Each Site

Site/product/ CAT3 product	2-drawers lateral filing cabinet CIUGdC : 3FLT2DXXPM36D18XXXK	4-drawers lateral filing cabinet CIUGdC : 3FLT4DXXPM36D18XXXK	Metal shelves on wheels Category: NON-SA Product
CT Boucherville	With digital lock for each drawer Finish to be determined.	n.a.*	n.a.*
SCC St-Léonard	One numbered lock per drawer. Finish : White	One numbered lock per drawer Finish : White	n.a.*
SCC Laval	n.a.*	One numbered lock per drawer. Finish : Dark grey	Dimensions : 36x18x72 Painted Metal- finish : GREY Shelves must be anchored to the wall. Capacity: Each Shelf must able to support at least 100lb

*n.a. – not/non applicable

4.0 Quantities required per site and delivery date

- 4.1 Supplier shall deliver the following products on the dates indicated in the table for each site.
- 4.2 Supplier shall confirm at least two business days in advance with each site's delivery contact to ensure that the delivery date is still convenient and to advise of the delivery.

Site (Service Canada Centre)	LAVAL	SAINT-LÉONARD Service Canada/Regional Warehouse - Normand Maurice Building	BOUCHERVILLE
Delivery Date de livraison	Week of March 7, 2022	Week of April 18, 2022	Week of March 7, 2022
Required Installation	YES	NO	YES
2-drawer lateral filing cabinet CIUGdC : 3FLT2DXXP36D18XXXX	-	2	1
4-drawer lateral filing cabinet CIUGdC : 3FLT4DXXP36D18XXXX	14	5	-
Metal shelves on wheels Category: NON-SA Product	2	-	-

5.0 Contact details for each site:

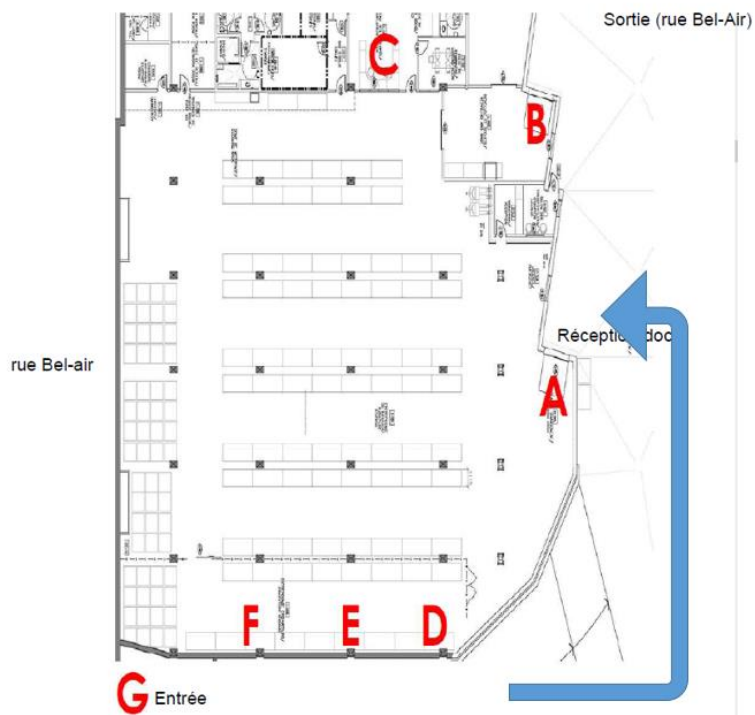
Location / Lieu	Street / Rue	Postal Code	City	Contact
SCC LAVAL	2276 Autoroute Chomedey Ouest, Unités # 200A-200D	H7X 4C9	Sainte-Dorothée (Laval), Québec	Will Be Provided At Contract Award
Service Canada/Regional Warehouse - Normand Maurice Building	740, rue Bel-Air	H4X 2K3	Montréal, Québec	Will Be Provided At Contract Award
SSC BOUCHERVILLE	540, rue D'Avaugour	J4B 0G6	Boucherville Québec	Will Be Provided At Contract Award

5.1 Information for delivery

<u>SSC LAVAL</u>		
A	Location	2276 Autoroute Chomedey Ouest, Units # 200A-200D Sainte-Dorothée (Laval), Québec H7X 4C9
B	Loading dock?/Access?	No
C	Platform?	No
D	Elevator ?	No – the space is on ground floor
E	Freight elevator ?	No – the space is on ground floor
F	Delivery date ?	Week of March 7, 2022
G	Delivery hours ?	8 :30am to 4 :00pm (during business hours)
H	Installation date ?	Same day as delivery
I	Hours of installation ?	8 :30 to 16 :00 (during working hours)
J	Door size? Corridor size? Path from loading dock?	Door width : 72'', 71'' et 35''
K	Other applicable information? i.e. building contact, other	Please confirm 48 hours before the delivery and installation

Service Canada/Regional Warehouse (SCC Saint – Léonard)

A	Location	Norman Maurice Building 740 rue Bel-Air Montréal, QC H4X 2K3
B	Loading dock?/Access?	Maximum truck length: 53' Inside a garage-type truck entrance
C	Platform?	Yes
D	Elevator ?	No
E	Freight elevator ?	No
F	Delivery date ?	Week of April 18, 2022
G	Delivery hours ?	8 :30am to 4 :00pm (during business hours)
H	Installation date ?	No installation
I	Hours of installation ?	No installation
J	Door size? Corridor size? Path from loading dock?	No interior doors. The loading platform leads directly to the warehouse space. Height of truck entrance: 4.7m/15'6"
K	Other applicable information? i.e. building contact, other	Please confirm 48 hours before the delivery and installation



SCC Boucherville

A	Location	540, rue D'Avaugour, Boucherville, QC J4B 0G6
B	Loading dock?/Access?	No
C	Platform?	No
D	Elevator ?	Yes Door: 3'-6" wide x 7'-0" high / Interior: 5'-6" wide x 4'-9" deep x 9'-0" high
E	Freight elevator ?	No – the space is on ground floor
F	Delivery date ?	Week of March 7, 2022
G	Delivery hours ?	8 :30 to 16 :00 (during working hours)
H	Installation date ?	Same day as delivery
I	Hours of installation ?	8 :30am to 4 :00pm (during business hours)
J	Door size? Corridor size? Path from loading dock?	Door opening width: 5'-10" (double doors; each door is 2'-11" wide) First floor - Distance from outside door to elevator: +/- 35'-0 Upstairs - Distance from the elevator to the beginning of each section: +/- 60'-0
K	Other applicable information? i.e. building contact, other	Please confirm 48 hours before the delivery and installation

ANNEX D
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS

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

1. Specifications

2. Certifications

.1 NSA Product Conformance

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

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

Supplier’s Signature

Date

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

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

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

ANNEX E COVID-19 VACCINATION REQUIREMENT CERTIFICATION

The Contractor is to complete and submit the COVID-19 Vaccination Requirement Certification below with their bid.

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.

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.