

**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 100019879	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	1

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

Date of Solicitation – Date de la demande

January 5, 2022

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 : \_\_\_\_\_

**TABLE OF CONTENTS**

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 or  Procurement Strategy for Indigenous Business (PSIB)**

**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.

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. January 19, 2022 b. 14:00 EST
To e-mail address – Bidders should ensure e-mails do not exceed <b>13MB</b> to avoid problems with transmission.	<a href="mailto:NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca">NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca</a>
<b>RFB Enquiries</b>	
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**

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	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.	
<b>2.</b>	<b>Security Requirement</b> (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 type="checkbox"/>	<b>Contractor may be escorted; possession of security clearance not required.</b> 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 checked="" type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/>	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	<b>Stephanie Luedee</b>
	Title:	<b>Procurement &amp; Contracting Officer</b>
	Department/Agency/Crown Corporation:	<b>Employment and Social Development Canada</b>
	Telephone No.:	<b>Will be provided at contract award</b>
	E-mail address:	<a href="mailto:NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca">NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca</a>
4.2	<b>Project Authority Will be provided at contract award</b> <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	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	

<b>5.</b>	<b>Method of Payment</b>			
	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.			
	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Single Payment</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Multiple Payment</td> </tr> </table>	<input checked="" type="checkbox"/>	Single Payment	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Single Payment			
<input type="checkbox"/>	Multiple Payment			
<b>6.</b>	<b>Invoicing</b>			
	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: <b>Will be provided at contract award</b>			
	Address: <b>Will be provided at contract award</b>			
<b>7.</b>	<b>SACC Manual Clauses</b>			
	<p><b>A3080 - COVID-19 vaccination requirement</b></p> <p>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.</p>			
<b>New</b>	<p><b>A3081 - COVID-19 vaccination requirement certification</b></p> <p>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.</p> <p>Attach attestation in annex and reference</p>			
<b>Supplemental General Conditions:</b>				
<b>*New</b>	<b>ID 4013</b> - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.			
<b>*New</b>	<b>ID 4014</b> - 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(ies): \_\_\_\_\_

## 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): 1a, 1b**

**Table 1 – Product Table**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 1A</b>							
1.	Refer to Annex C and Floor Plans.						\$
<b>Category 1B</b>							
2.	1bFFHTSN18L30XNOXNX	Bulkhead-mounted transaction surface  Depth: 18" Length 30"  Finish TBD	1	<b>Yes</b>		\$	\$
3.	1bFMTSQL36L36WNONNN	Regular fixed table on column footing, square, without flap Depth: 36" Length 36"  One leg at each of the four corners.  Finish : TBD	3	<b>Yes</b>			
<b>**Provide additional information:</b> Canada is requesting bidders to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
					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.	Mont Laurier Service Canada Center 431 Rue de la Madone Mont-Laurier, QC J9L 1S1 Qty : 8	Before March 31, 2022	To be determined – could be evening or weekend	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
1.	Passport Office 22 de Varennes Gatineau, QC J8T 8R1 QTY : 28	Before March 31, 2022	To be determined – could be evening or weekend		
2.	Mont Laurier Service Canada Center 431 Rue de la Madone Mont-Laurier, QC J9L 1S1 QTY : 1	Before March 31, 2022	To be determined – could be evening or weekend		
3.	Alma Service Canada Center 100 rue Saint-Joseph South, Suite 105 Alma, QC G8B 7A6 QTY: 3	Before March 31, 2022	To be determined – could be evening or weekend		
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**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.					

**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.	Mont Laurier Service Canada Center 431 Rue de la Madone Mont-Laurier, QC J9L 1S1	Before March 31, 2022	To be determined – could be evening or weekend	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
1.	Passport Office 22 de Varennes Gatineau, QC J8T 8R1	Before March 31, 2022	To be determined – could be evening or weekend		
2.	Mont Laurier Service Canada Center 431 Rue de la Madone Mont-Laurier, QC J9L 1S1	Before March 31, 2022	To be determined – could be evening or weekend		
3.	Alma Service Canada Center 100 rue Saint-Joseph South, Suite 105 Alma, QC G8B 7A6	Before March 31, 2022	To be determined – could be evening or weekend		
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Installation Total:	\$
**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.					

**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**

<b>1.</b>	<b>Standard Finishes</b>	
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>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<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	<b>SEE ANNEX A-1 STATEMENT OF WORK SECTION 5 ADDRESSES OF SITES</b>
B	Dock	<b>SEE ANNEX A-1 STATEMENT OF WORK SECTION 5 ADDRESSES OF SITES</b>
C	Lift	<b>SEE ANNEX A-1 STATEMENT OF WORK SECTION 5 ADDRESSES OF SITES</b>
D	Door	<b>SEE ANNEX A-1 STATEMENT OF WORK SECTION 5 ADDRESSES OF SITES</b>
E	Freight Elevator	<b>SEE ANNEX A-1 STATEMENT OF WORK SECTION 5 ADDRESSES OF SITES</b>
F	Other (specify, if any)	<b>SEE ANNEX A-1 STATEMENT OF WORK SECTION 5 ADDRESSES OF SITES</b>
<b>3.</b>	<b>Continuance of Certifications</b>	
	<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	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	<b>Optional Product Total (Table 4) (Applicable if Option is exercised)</b>	\$
5	<b>Optional Delivery Total (Table 5) (Applicable if Option is exercised)</b>	\$
6	<b>Optional Installation Total (Table 6) (Applicable if Option is exercised)</b>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7) [to be removed at contract award]</b>	\$
9	<b>Contract Price(1+2+3+7): [applicable at contract award only]</b>	\$
10	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
11	<b>Total Estimated Cost (9+10): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

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

**ANNEX A-1  
STATEMENT OF WORK**

**1. Project objectives**

Provide screens and other CAT1a and 1b furniture for 3 sites in Quebec

**2. Background**

- 2.1 The Supplier shall manufacture, deliver and install several furniture fixtures that fall under SA categories 1a and 1b.  
Details of required parts and quantities can be found in *Section 4. Quantities required 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. Addresses of sites*.
- 2.3 Upon leaving, the supplier must remove packaging from every site where installation is requested. The supplier must have the necessary equipment and handling ability to complete the installation work within the required timeframe.  
No installation equipment or personnel will be provided by Employment and Social Development Canada (ESDC) to complete the installation.

**3. Scope of Work**

- 3.1 The supplier shall manufacture, supply and deliver the following items (see table below).
- 3.2 The supplier will be responsible for assembling the screens and tables. Tables and materials cannot be left at the site ahead of time (no room to store)
- 3.3 All furniture must be supplied with the hardware required for its installation.
- 3.4 The supplier who wins the contract must install the furniture and screens, note any deficiencies and inform the manager on site. In the event of deficiencies, the supplier must return to the site to resolve them until the work meets requirements.
- 3.5 Details of required deliveries and installations can be found in *Section 4. Quantities required by site and delivery date*

<b>Non-electrified screen, fabric Width 30" Height 54"</b>
Dimensions: <b>Width 30" Height 54"</b> Finish TBC
<b>Extra panel for privacy when standing, fabric Width 30" Height 12"</b>
Dimensions: <b>Width 30" Height 54"</b> Finish TBC
<b>Non-electrified screen, fabric Width 18" Height 54"</b>
Dimensions: <b>Width 18" Height 54"</b> Finish TBC
<b>Extra panel for privacy when standing, fabric Width 18" Height 12"</b>
Dimensions: <b>Width 18" Height 12"</b> Finish TBC
<b>Non-electrified screen, fabric Width 42" Height 54"</b>
Dimensions: <b>Width 42" Height 54"</b> Finish TBC
<b>Extra panel for privacy when standing, fabric Width 42" Height 12"</b>
Dimensions: <b>Width 42" Height 12"</b> Finish TBC
<b>Screen with finished cavities for insertion of electrical and computer sockets, fabric Width 24" Height 54"</b>
Dimensions: <b>Width 24" Height 54"</b> Finish TBC
<b>Screen with finished cavities for insertion of electrical and computer sockets, fabric Width 30" Height 54"</b>
Dimensions: <b>Width 30" Height 54"</b> Finish TBC
<b>Screen with finished cavities for insertion of electrical and computer sockets, fabric Width 54" Height 54"</b>
Dimensions: <b>Width 54" Height 54"</b> Finish TBC
<b>Bulkhead-mounted transaction surface Depth 18" Length 30"</b>
Dimensions: <b>Depth 18" Length 30"</b> Finish TBC
<b>Regular fixed table on column footing, square, without flap Depth: 36" Length 36"</b>

1bFMSTQL36L36WNONNN  
One leg at each of the four corners  
Finish TBC

**4. Quantities required by site and delivery date**

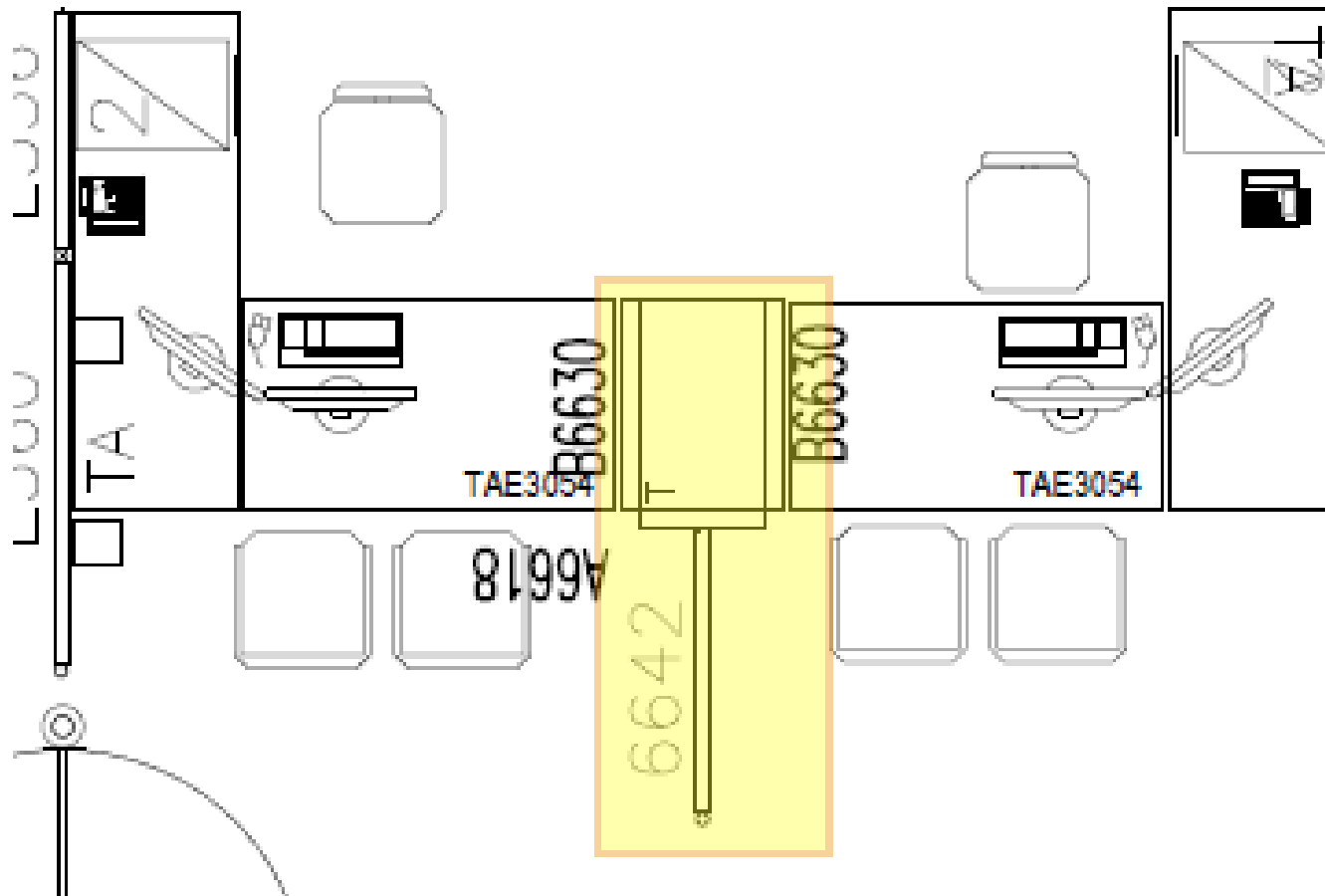
- 4.1 The supplier shall deliver the following products **on dates to be confirmed, no later than March 31, 2022.**
- 4.2 The supplier will need to confirm at least ten business days ahead of time with the delivery contact at each site to ensure the delivery date is appropriate and to notify of the delivery.



Type of furniture	Dimension (LxD)	Specification	SA Code	Mont-Laurier SCC	Passport 22 de Varennes	Alma SCC
54X30 non-electrified screens, fabric	Height: 54" Width: 30	Finish TBD		2		
Extra panel for privacy when standing, fabric	Height: 12" Width: 30"	Finish TBD		2		
54X18 non-electrified screen, fabric	Height: 54" Width: 18"	Finish TBD		1		
Extra panel for privacy when standing, fabric	Height: 12" Width: 18"	Finish TBD		1		
54X42 non-electrified screen, fabric	Height: 54" Width: 42"	Finish TBD <b>Attach the 54x42 screen to the 54x18 screen to keep it steady, same with the additional privacy panels.</b>		1		
Extra panel for privacy when standing, fabric	Height: 12" Width: 42"	Finish TBD		1		
Screen 54X24 <b>electrified + data, fabric</b>	Height: 54" Width: 24"	Finish TBD			11	
54X30 <b>electrified screen + data, fabric</b>	Height: 54" Width: 30"	Finish TBD			6	
Screen 54X54 <b>electrified + data, fabric</b>	Height: 54" Width: 54"	Finish TBD			11	

Bulkhead-mounted transaction surface	Depth: 18" Length: 30"	Finish TBD	1bFFHTSN18L30XNOXNX	1		
Regular table on column footing	36"x36"	Finish TBD <b>One leg at each of the four corners of the tables</b>	1bFMMSQL36L36WNONNN			3

Arrangement of screens for the Mont-Laurier SCC (in yellow)





## 5. Addresses of sites:

**Service Canada Centre – Alma, QC**Project contact: **Will be provided at contract award****Delivery information:**

A	Location	<b>Service Canada Centre ALMA</b> <b>100 rue Saint-Joseph Sud, bureau 105</b> <b>Alma, QC,</b> <b>G8B 7A6</b>
B	Loading dock? Access?	No delivery dock. Better access from the rear parking lot of the CLSC, entrance from rue St-Joseph
C	Platform?	No, we have no transport cart available
D	Elevator?	Yes, 78 "X54" elevator
E	Freight elevator?	No
F	Delivery date?	As soon as possible, no later than March 31, 2022
G	Delivery hours?	To be determined if the installation will be carried out during office hours or in the evening and \ or on weekends
H	Installation date?	Same day as delivery
I	Hours of installation?	To be determined if the installation will be carried out during office hours or in the evening and \ or on weekends
J	Door size? Corridor size? Path from loading dock?	Exterior doors (2) 67 " 42 "lift doors 33 "office door No corridor or other obstacle in width
K	Other applicable information? i.e. building contact, other	Confirmation of delivery and installation at least <u>48 hours in advance</u> The office is currently used by citizen services agents, face-to-face work and clients present in the office

**Service Canada Centre – Mont-Laurier, QC**Project contact: **Will be provided at contract award****Delivery information:**

A	Location	<b>Service Canada Centre Mont-Laurier 431, rue de la Madone Mont-Laurier, QC J9L 1S1</b>
B	Loading dock? Access?	No, ground floor
C	Platform?	No, ground floor
D	Elevator?	No, ground floor
E	Freight elevator?	No, ground floor
F	Delivery date?	As soon as possible, no later than March 31, 2022
G	Delivery hours?	To be determined, could be during the day, in the evening after 4 p.m. or on weekends
H	Installation date?	Same day as delivery
I	Hours of installation?	To be determined, could be during the day, in the evening after 4 p.m. or on weekends
J	Door size? Corridor size? Path from loading dock?	The corridors are wider than 35 ". Dimensions vary between 38 " and 66 " Entrance doors are 36 " single doors and the other door to walk through is 35" (single door)
K	Other applicable information? i.e. building contact, other	Please confirm at least 48 hours before the delivery and installation

**Passport Canada – Varennes, Gatineau, QC**Project contact: **Will be provided at contract award****Delivery information:**

A	Location	<b>22 Rue de Varennes, 2e étage Gatineau, QC, J8T 8R1</b>
B	Loading dock? Access?	Yes
C	Platform?	Yes
D	Elevator?	Yes Elevator door = 42 inches
E	Freight elevator?	No
F	Delivery date?	As soon as possible, no later than March 31, 2022
G	Delivery hours?	To be determined, could be during the day, in the evening after 4 p.m. or on weekends
H	Installation date?	Same day as delivery
I	Hours of installation?	To be determined, could be during the day, in the evening after 4 p.m. or on weekends
J	Door size? Corridor size? Path from loading dock?	Double door vault = 68 inch. Loading dock – Double door – 70,5 inch Loading dock – Simple door – 34 inch. Corridor of loading dock – 53 inch. Elevator door – 42 inch. Access to the 2 <sup>nd</sup> floor – double door to the 2 <sup>nd</sup> floor – 68 inch.
K	Other applicable information? i.e. building contact, other	Please confirm at least 48 hours before the delivery and installation

**6. Warranty**

- 6.1 All products and parts must be properly adapted, maintain their shape and remain intact for the life of the warranty under normal use.
- 6.2 Replacement components shall be provided to replace parts that become defective under the warranty.

**ANNEX B  
SECURITY REQUIREMENTS**

B. The security requirements set out in the attached Security Requirements Check List (SRCL) and in the terms below apply to and form part of the Contract.

**Project to purchase, deliver and install furniture**

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Services and Procurement Canada (PSPC).
2. The contractor/offeror personnel requiring access to restricted areas/work site(s) must each hold a valid reliability status, granted or approved by the CSP, PSPC, or be escorted at all times by an ESDC employee/commissionaire when in a restricted area.
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of the ESDC;
4. The contractor/offeror or their employees must not have access to ESDC security or high security zones.



**ANNEX C  
FLOOR PLAN(S)**

**INSTRUCTIONS TO BIDDERS:**

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).  
As a minimum the product listing must include the following information:
  - Supplier part numbers including NSA products forming part of this category;
  - brief product descriptions;
  - quantities;
  - firm unit prices
- c) Bidders must provide a stackable panel system that consists of a Base panel with the required add-on module(s) as defined in the panel matrix of this requirement.

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

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

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

**Category 1a Requirement:**

**1) Floor Plan(s)**

\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\*

**2) Panel Details**

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

**3) Panel Matrix or Workstation Layout**

\*\*\*See attached Panel Matrix or Workstation Layout\*\*\*

**Workstation Layout(s)**

- The floor plan takes precedent over any discrepancies with the workstation layouts.

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

**ANNEX D  
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

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

**1. Specifications**

**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.