



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Mobile Pedestals/Bag Drop	
<b>Solicitation No. - N° de l'invitation</b> EB129-230181/A	<b>Date</b> 2022-07-06
<b>Client Reference No. - N° de référence du client</b> EB129-23-0181	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-411-11546	
<b>File No. - N° de dossier</b> HAL-2-89020 (411)	<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> Atlantic Daylight Saving Time ADT <b>on - le 2022-07-26</b> Heure Avancée de l'Atlantique HAA	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Surette, Erin	<b>Buyer Id - Id de l'acheteur</b> hal411
<b>Telephone No. - N° de téléphone</b> (902) 476-5077 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA DOMINION PUBLIC BUILDING FLOORS 4,5,6,7 1713 BEDFORD ROW HALIFAX NOVA SCOTIA B3J 1T3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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Solicitation No. - N° de l'invitation  
EB129-230181/A  
Client Ref. No. - N° de réf. du client  
EB129-230181

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

Buyer ID - Id de l'acheteur  
HAL411  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.2 Statement of Requirement

Public services and Procurement Canada on behalf of Public Services and Procurement Canada located in Halifax, NS has a requirement for the supply, delivery, and installation of Personal Storage Pedestals / Bag Drops which will be used under height adjustable tables. The Contractor must perform the Work in accordance with the Statement of Requirement at Annex A.

### 1.3 Debriefings

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

### 1.4 Canadian Content

The requirement is subject to a preference for Canadian goods.

### 1.5 Canada Post Corporation's (CPC) Connect service

This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

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

Bid Receiving  
Public Works and Government Services Canada  
1713 Bedford Row  
Halifax, N.S.  
B3J 1T3

Email for CPC Connect Service:

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Facsimile number: (902) 496-5016

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)  
Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:

- 
- a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

### **3.1.1 Electronic Payment of Invoices – Bid**

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

If Annex E Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

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

## **Section IV: Additional Information**

- 3.1.4 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements. See Annex C



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Evaluation**

See Annex D

#### **4.1.2 Financial Evaluation**

A0220T (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

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

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

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

**The Bidder certifies that:**

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

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

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification)

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Statement of Requirement

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010A](#) (2022-01-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

While delivery is requested no later than October 1, 2022, the best delivery that could be offered is \_\_\_\_\_.

Installation is requested to be completed on a date to be determined. See Annex A, Part 4.

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#### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A, Part 4

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Erin Surette  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J 1T3

Telephone: 902-476-5077  
Facsimile: 902-496-5016  
E-mail address: [erin.surette@tpsgc-pwgsc.gc.ca](mailto:erin.surette@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### 6.5.2 Project Authority

The Project Authority for the Contract is to be provided at award.

Name:  
Title:  
Organization:  
Address:

Telephone:  
Facsimile:  
E-mail address:

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

##### 6.5.3 Contractor's Representative (to be filled out)

Name:  
Title:  
Organization:  
Address:

Telephone:  
Facsimile:  
E-mail address:

## **6.6 Payment**

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex C of the awarded Contract for a cost of \$\_\_\_\_\_ (will be completed at contract award). Customs duties are included, and applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.6.2 Multiple Payments**

SACC Manual Clause [H1001C](#) (2008-05-12)

### **6.6.3 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## **6.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2010A](#) (2022-01-28) Goods (medium complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements
- (f) the Contractor's bid dated \_\_\_\_\_ (will be completed at contract award)

## 6.11 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## 6.12 SACC Clauses

**Excess Goods** [B7500C](#) (2006-06-16)

**Insurance - No Specific Requirement** [G1005C](#) (2016-01-28)

**Discretionary Audit - Commercial Goods and/or Services** [C0100C](#) (2010-01-11)

**Canadian Content Certification** [A3060C](#) (2008-05-12)

## 6.13 Inspection and Acceptance

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

## ANNEX A

### STATEMENT OF REQUIREMENT

#### REQUIREMENT

- .1 Public services and Procurement Canada on behalf of Public Services and Procurement Canada located in Halifax, NS has a requirement for the supply, delivery, and installation of Personal Storage Pedestals / Bag Drops which will be used under height adjustable tables.

#### 1.1 REFERENCE STANDARDS

- .1 American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA):
  - .1 ANSI/BIFMA X5.3 - Vertical Files
  - .2 ANSI/BIFMA X5.5 - Desk Products
  - .3 ANSI/BIFMA X5.9 - Storage Units
  - .4 ANSI/BIFMA e3-2014 - Furniture Sustainability Standards
- .2 American National Standards Institute (ANSI) / Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA):
  - .1 ANSI/HPVA HP-1 - American National Standard for Hardwood and Decorative Plywood
  - .2 ANSI/NPA A208.1 - Particleboard
  - .3 ANSI/NPA A208.2 - Medium Density Fiberboard (MDF) for Interior Applications.
- .3 American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)
  - .1 ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)
- .4 American Association of Textile Chemists and Colorists (AATCC)
  - .1 AATCC EP001-EP-1 - Grey Scale for Color Change
- .5 ASTM International (formerly American Society for Testing and Materials)
  - .1 ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions
  - .2 ASTM D523- Standard Test Method for Specular Gloss
  - .3 ASTM D3359 - Standard Test Methods for Measuring Adhesion by Tape Test
  - .4 ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test



- .6 Business and Institutional Furniture Manufactures Association (BIFMA)
  - .1 BIFMA PD-1 - Mechanical Test Standards - Compiled Definitions
- .7 Canadian General Standards Board (CGSB)
  - .1 CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
- .8 International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC)
  - .1 ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories
  - .2 ISO 9001 - Quality Management Systems - Requirements
- .9 Underwriter Laboratory Inc.
  - .1 UL 1286-2011, Section 33 Standards for Office Furnishings.
- .10 Architectural Woodwork Institute - Architectural Woodwork Manufacture Association of Canada (AWMAC)

## 1.2 SUBMITTALS

- .1 Test reports must be provided for examination upon request and be not more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.
  - .1 Detailed requirements for components verification reports according to CAN/CGSB 44.227 and CAN/CGSB 44.229 must be provided for examination when requested.
- .2 All tests must be completed by an acceptable test facility.
- .3 Revised Test Standard(s): Reference is made to the testing standards listed within this annex and to the requirement that all products offered in the Supply Arrangement have successfully passed the referenced testing standards. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).
- .4 Product Changes: When physical changes are made to products already tested against the above referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an acceptable test facility.
- .5 For all test reports that are not specific to the products in the Supply Arrangement, the Supplier must provide an explanation to government of Canada as to why the "worst-case condition" applies to the products. The definition of "worst-case condition" can be found in BIFMA PD-1.

## 1.3 PRIORITY OF DOCUMENTS

- .1 In the event of a discrepancy, the following priority of documents applies:
  - .1 ANNEX A-1 Detailed Requirements;
  - .2 ANSI/BIFMA X5.9
  - .3 CAN/CGSB-44.227

- .2 In the event of a discrepancy between the metric and imperial dimensions, imperial dimensions take precedent.

#### 1.4 DEFINITIONS

Definitions of words or phrases used in this document that are not included in the list of definitions shall have the meaning commonly assigned to them in the context in which they are used in this document. The words, terms, and phrases which appear in *italics* have the following meanings or purposes:

- .1  $\pm$ : indicates the allowable plus or minus tolerance of the unit.
- .2 *Acceptable test facility*: An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.
- .3 Articulating: Vertically and horizontally continuously user-adjustable without the use of tools.
- .4 Collaborative spaces - Collaborative spaces vary in size and quantity depending on the floor layout, function and space available. Collaborative Spaces - Can be used by all employees without priority. These informal open meeting areas provide a location for brief, small group meetings or one-on-one consultations, and allowing for more impromptu collaboration.
- .5 One-high, two-high, three-high, four-high, five-high: This refers to the number of drawers/storage compartments levels provided in one unit.
- .6 Mobile Pedestal / Bag Drop: A pedestal which is on a minimum of four (4) casters, all casters on pedestal must be able to swivel to allow for ease of movement by the user.
- .7 *Exposed parts* - surface is visible when:
- .1 Drawer fronts and doors are closed
- .2 Cabinets and shelving are open.
- .3 Cabinet tops and sides.
- .4 Front edges of *casework* or body members
- .8 Semi-exposed parts - surface is visible when:
- .1 Drawers/doors are in the open position.
- .2 All front edges of shelving and interior *casework* behind doors.
- .9 Concealed surfaces - surfaces are *concealed* when:
- .1 Surfaces are not visible after installation.
- .2 Back of cabinet.
- .10 Pedestal: A self-contained unit that is deeper than wide, It may be freestanding, *work surface supporting*, or mobile.
- .11 Tailored appearance: Tailored appearance refers to lounge seating having simple, clean lines and a neat modern appearance.
- .12 VOC: Volatile Organic Compounds are emitted as gases from certain solids or liquids. They include a variety of chemicals, some of which may have short term or long-term health effects.

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## 1.5 ENVIRONMENTAL ATTRIBUTES

### .1 Environmental

- .1 All products must be certified by an independent third-party certificate as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieve a minimum of level® 2.
- .2 Product must receive one or more points under Section 7.6 of ANSI/BIFMA e3, and must not exceed office furniture emissions concentration limits when determined in accordance with the standard test method ANSI/BIFMA x7.1 2011 Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating.

### .2 Resource input

- .1 50% of all wood used in the manufacture of products offered must originate from a sustainably managed forest as certified by Canadian Standards Association (CSA), Forest Stewardship Council (FSC), or Sustainable Forestry Initiative (SFI).
- .2 All composite wood products must contain a minimum of 60% recycled material.
- .3 Furniture may not contain urea-formaldehyde unless fully encapsulated within engineered composite panels (i.e. particle board, medium density fiberboard, plywood) when the substrate for work surfaces, shelving, or any other component is a composite wood product
- .4 Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
- .5 Steel used in the manufacturing must contain a minimum of 25% recycled content when market conditions allow.
- .6 All plastic components must be recyclable at the end of their life.
- .7 All adhesives used in manufacturing must be Hazardous Air Pollutant (HAP) free. (Refer to Environment Canada, Canadian Environmental Protection Act 1999 Schedule 1 (CEPA 1999))

### .3 Warranty:

- .1 Replacement components must be available to replace broken pieces during the Warranty period.

### .4 General:

- .1 Manufacturing Facility must be an ISO 9001 – Quality Management registered facility.
- .2 Manufacturing Facility must be an ISO 14001 – Environmental Management System registered facility.
- .3 Solid Waste Diversion Program
  - .1 Furniture must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.
- .4 Products free from toxic flame retardants

- .1 Furniture must not contain chlorofluorocarbon (CFC), Polybrominated diphenyl Ether (PBDE), or Halogenated Flame Retardants.
- .5 Hazardous and Toxic Material Management System
  - .1 The manufacturer must have a hazardous and toxic material management system in place at production and associated facilities.
- .6 Packaging and distribution
  - .1 Corrugated Packaging: If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre and/or come from a sustainable managed forest.
  - .2 Blanket wrapping must be used for short distances of 100 km or less when the orders are of sufficient order size (i.e. enough to fill a truck).
  - .3 As a minimum, the Supplier must implement one of the following requirements:
    - .1 Products to be shipped in bulk (e.g. can be disassembled into parts at source, packed more densely for shipping and reassembled on site);
    - .2 Packaging is recyclable and/or bio-degradable;
    - .3 Packaging is returnable to the supplier/shipper; or
    - .4 Packaging is reusable
- .7 Upon request the Supplier or Manufacture must submit within ten business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.
- .8 On a project-by-project basis, Canada may request supporting documentation to support environmental certification efforts. Upon request, the furniture manufacturer and SA holder must provide appropriate documentation as determined by Canada's representative.

## Part 2 Products

### 2.1 WORKMANSHIP

- .1 The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothing, or documents.
- .2 Wood and Wood Veneer: Furniture surfaces and edges must be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, de-lamination, or water marks. Wood face veneers must be tightly joined, properly matched, and similar in grain pattern or colour throughout the *tabletop* surface. The natural characteristics of wood and veneer are acceptable although all visible wood must be free of open knots and worm holes.

- .3 The finished products must be stable: uniform in quality, style, material, and workmanship; and be clean and free of defects that may affect appearance, serviceability, or safety.
- .4 All components must be level and square.
- .5 Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- .6 The factory finish must be smooth and free of snags, runs, orange peel, and overspray.
- .7 Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.
- .8 All products and its parts to be properly secured, retain its shape and remain in-tact for the entire warranty life of the product, under normal usage.

## 2.2

### GENERAL FEATURES

- .1 All furniture must be supplied with hardware to complete the installation.
- .2 All furniture must be equipped with corrosion-resistant levelling glides on the legs, base, and supports unless casters are specified. The levelling glides must not exceed the width of the base and must have a vertical adjustment (length) of at least 25 mm (1 in.), with a tolerance of  $\pm 6.35\text{mm}$  ( $\pm 0.25$  in.), unless noted otherwise in the Detailed Product Requirements. Products that are 1524mm (60 in.) in length or less can have a vertical adjustment (length) of 19mm (.75 in.) with a tolerance of  $\pm 6.35\text{mm}$  ( $\pm 0.25$  in.). Glides must be secured and not become loose or detached while in use. They must also be accessible and removable for adjustment or replacement.
- .3 All finishes and surface finishes must meet CAN/CGSB 44.227 and CAN/CGSB 44.229.
- .4 All laminates and furniture specified with laminate components must meet the following criteria:
  - .1 Must be high-pressure laminate and meet the performance requirements for high-pressure laminate. Low-pressure laminate is acceptable for vertical surfaces, such as support structures, gables, and modesty panels; for interior surfaces such as shelving; as well as for hutches, pedestals, and towers.
  - .2 Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
  - .3 Laminate finishes must be properly adhered onto a substrate and the under surface must have equally balanced backer.
  - .4 For furniture with a high-pressure laminate/laminate top, the colour of the exposed edge finish must match the colour of the *tabletop* finish.
- .5 All metal surfaces and furniture specified with metal components must meet the following criteria:
  - .1 All *exposed* aluminum components must be anodized, painted, or otherwise treated to prevent oxidation.
  - .2 All welds must be structurally sound and free of cracks and surface voids. They must be clean, smooth, uniform in appearance, and free of scale, flux, trapped foreign matter, and any other inclusions that may be detrimental to the application of the primer or final finish.

- .6 Hardwood plywood: must conform to ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction, to minimize warping.
- .7 Particleboard must meet ANSI A208-2008.1, grade M2 or greater when used as substrate.
- .8 Products must comply with the current version of CAN/CGSB 44.227.
- .9 All edges and corners with which the user is intended to come in contact must have a minimum of 3mm radius.
- .10 Safety: Fixed, movable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.

### 2.3 TOLERANCES

- .1 The following tolerances must be applied, unless noted otherwise in Part 3-Detailed Product Requirements.
  - .1 (Storage) Pedestals:  $\pm 25$  mm ( $\pm 1$  in.) width, and -51 mm (-2 in.) in depth.

## Part 3 DETAILED PRODUCT REQUIREMENTS

### .1 Pedestals

- .1 Description:
  - .1 Pedestals must be mobile.
  - .2 All pedestals must meet the requirements outlined in ANNEX A-1 Detailed Requirements Table 1.
- .2 Dimensions:
  - .1 All pedestals must meet the requirements outlined in ANNEX A-1 Detailed Requirements Table 1.
- .3 Finishes:
  - .1 Must be available in painted metal, high-pressure laminate, low-pressure laminate.
  - .2 Provide a website link to all finishes included in this bid. Bidder to provide a list of all manufacturer's standard finishes included in this bid if different that listed on the manufacturer's website and links provided under 'standard', 'Grade A' or 'Grade 1' finishes etc.

## Part 4

## Part 4 DELIVERY AND INSTALLATION

### 1. Delivery

- Product to be delivered to 1713 Bedford Row, 3<sup>rd</sup> floor (storage until final installation)

### 2. Installation

- The Bedford Row project involves a phased furniture installation. Installation of all bag drops will be completed after all other project related furniture (supplied by multiple suppliers) is completed on floors 4, 5, 6 and 7. A min. of four weeks' advance notice will be provided to schedule the awarded supplier's return to site to relocate all bag drops from the 3<sup>rd</sup> floor storage area to floors 4, 5, 6 and 7. All bag drops are to be installed under existing height adjustable tables. Installation drawings will be provided upon contract award. **Installation date TBD**

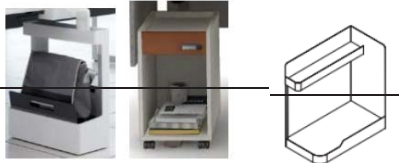
### 3. Delivery Location:

- Normal Business Hours of Operation- 7am – 4:30pm weekdays

<b>Canada's Facilities to Accommodate the Delivery</b> <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. 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>		
Loading Dock/Location		
A	Location	1713 Bedford Row Floors 4,5,6,7
B	Dock	Yes
C	Lift	There is no Lift. There is a Mechanical Dock Leveler. The dock leveler has a 25,000lb capacity. The dock leveler measures 6' X 6'.
D	Door	145" X 198"
E	Freight Elevator	There is a Service Elevator. Cab dimensions: depth: 52", width: 71", height: 93.5" Door opening dimensions: width: 52", height: 83" Weight capacity: 1134kg/2500lb
F	Other (specify, if any)	<ul style="list-style-type: none"> <li>Regular hours of operations for the project 7am - 4:30pm weekdays</li> <li>Deliveries - 5 ton truck only unless scheduled time in advance - construction container can be moved in advance. Note: Most 5 ton trucks are too large to fit into the loading dock due to height restrictions and the incline of the parking lot surface. Most all vehicles &lt; 5 ton can be accommodated by the loading dock. (3 ton trucks recommended)</li> <li>City Permit required for on-street deliveries</li> </ul>

## ANNEX A-1 Detailed Requirements

**Table 1**

Product(s)	QTY
<p>ID# PST1</p> <p>Personal Storage Pedestals / Bag Drops:</p> <ul style="list-style-type: none"> <li>• 330-508mm / 13-20" deep</li> <li>• 229-305mm / 9 – 12" wide</li> <li>• Max. 534mm / 21" high - for use under height adjustable tables</li> <li>• Both metal or laminate allowed</li> <li>• Must have two compartments <ul style="list-style-type: none"> <li>○ one open compartment for larger bag / back-pack type items</li> <li>○ one smaller open compartment for items such as phones etc.</li> </ul> </li> <li>• Must ensure bags etc. are off the floor</li> <li>• Non-locking</li> <li>• No top cushion</li> <li>• Examples below:</li> </ul> <div data-bbox="217 1001 613 1163">  </div> <p>Location: To be placed under height adjustable tables throughout the 4, 5, 6 &amp; 7 floors, upon installation. Floor plans showing location for delivery and installation will be provided upon contract award.</p>	138



## ANNEX B

### BASIS OF PAYMENT

Bidders must submit firm unit prices for each item listed below to be given further consideration. A financial bid addressing only a portion of the requirement will be declared non-responsive.

Pricing offered must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

No further charges will be allowed.

**Table 1: Initial Payment**

Description	Quantity	Unit Price	Extended Total
Personal Storage Pedestals / Bag Drops as detailed in Annex A	138	\$	\$
Delivery to onsite storage as detailed in Part 4 of Annex A	138	\$	\$
Initial Payment Total			\$

**Table 2: Final Payment**

Description	Quantity	Unit Price	Extended Total
Installation to be coordinated with other furniture installations at a later date to be determined as detailed in Annex A	138	\$	\$
Final Payment Total			\$

**Table 3: Evaluated Total**

Description	Extended Total
Initial Payment	\$
Final Payment	\$
Total Cost	\$

Solicitation No. - N° de l'invitation  
EB129-230181/A  
Client Ref. No. - N° de réf. du client  
EB129-230181

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

Buyer ID - Id de l'acheteur  
HAL411  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS**

(See the following pages for the Security Requirements Check List.)



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction		RPB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Refit of Dominion Public Building in Halifax, Nova Scotia which will contain 5 clients when done			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



**PART A (continued) / PARTIE A (suite)**

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

## ANNEX D

### MANDATORY TECHNICAL EVALUATION

#### Instructions:

The Bidder **must** address each Mandatory Technical Criteria listed below.

The Bidder should include one (1) copy of descriptive literature (ie. Data sheets); if available, for the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the Mandatory Technical Criteria detailed herein. References to Internet websites or information that is not included in the bid will not be evaluated.

The Bidder should comment /cross reference the page number and highlight the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

The Bidder must provide as much detail as possible to support their comments and their claims of compliance for each specification.

**NOTE:** The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.

#### EVALUATION MATRIX:

	TECHNICAL REQUIREMENT	MET	NOT MET	Bidder to Reference Page Number/Comments
		To be completed by evaluation team		
1.	Provide information on standard manufacturer's finish options included in the price provided for all product included in this bid			
2.	Provide a certificate showing the product series is certified by an independent third-party certificate as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieve a minimum of level®			
3.	Product meets size requirements: <ul style="list-style-type: none"><li>• Within the depth range of 330-508mm / 13-20" deep</li><li>• Within the width range of 229-305mm / 9 – 12" wide</li><li>• Maximum height: 534mm / 21" high</li></ul>			

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EB129-230181

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File No. - N° du dossier

Buyer ID - Id de l'acheteur  
HAL411  
CCC No./N° CCC - FMS No./N° VME

4.	<p>Must have two compartments</p> <ul style="list-style-type: none"><li>• one open compartment for larger bag / back-pack type items</li><li>• one smaller open compartment for items such as phones etc.</li></ul>			
5.	<p>Provide illustration or photo showing that the mobile pedestal has a base or platform so personal items to be stored (such as ensure bags, backpacks, etc.) can be stored off the floor</p>			
6.	<p>Pedestals must be mobile <u>as described in DEFINITIONS 1.5.6</u> in Annex A. A pedestal which is on a minimum of four (4) casters, all casters on pedestal must be able to swivel to allow for ease of movement by the user</p>			

Solicitation No. - N° de l'invitation  
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## **ANNEX E to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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



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## ANNEX F

### INTEGRITY PROVISIONS – LIST OF DIRECTORS

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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